



## **Club Treasurer's Manual**

### **The International Association of Lions Clubs District 201C2**

**2024-25**

#### **A note regarding this manual:**

This manual, produced locally by our District, is intended to be particular to this District. It provides a point of reference for you as you carry out your role and responsibilities and should be read in conjunction with the Club Treasurer eBook from LCI.

Where there is discrepancy between the LCI eBook and this District manual and/or the Secretarial Administration mail outs, please consider the local advice as correct.

## District Executive Contact Details

### District Governor

Lion Carolyn Kilpatrick (Roger)  
(Murray Bridge City)

0429 325 131

[DG.C2@lions.org.au](mailto:DG.C2@lions.org.au)

### First Vice District Governor

Lion Simon Westwood (Amber)  
(Hahndorf & Districts)

0438 631 789

[1VDG.C2@lions.org.au](mailto:1VDG.C2@lions.org.au)

### Second Vice District Governor

Lion Margie Thomas (PDG Dave)  
(Robe and District)

0418 806 775

[2VDG.C2@lions.org.au](mailto:2VDG.C2@lions.org.au)

### Immediate Past District Governor

IPDG Lion David Horne (Melissa)  
(Australian Hearing Dogs)

0429 697 940

[david@lionshearingdogs.com.au](mailto:david@lionshearingdogs.com.au)

### Cabinet Treasurer

Lion Frank Simpson (Annie)  
(Brighton)

(H) 08 8376 3650 (M) 0435 932 580

[cabtreas.C2@lions.org.au](mailto:cabtreas.C2@lions.org.au)

### Assistant Cabinet Treasurer

Lion Dr Scott Pedler (Cherylee)  
(Australian Hearing Dogs)

0409 500 316

[smpedler@gmail.com](mailto:smpedler@gmail.com)

### Constitution & By-Laws Chairperson

PDG Lion Dave Thomas (Margie)  
(Robe and District)

0407 254 710

[CBL.C2@lions.org.au](mailto:CBL.C2@lions.org.au)

### Cabinet Secretary

Lion Cherylee Pedler (Dr Scott)  
(Berri)

0438 500 316

[cabsec.C2@lions.org.au](mailto:cabsec.C2@lions.org.au)

### Assistant Cabinet Secretary

IPDG Lion David Horne (Melissa)  
(Australian Hearing Dogs)

0429 697 940

[david@lionshearingdogs.com.au](mailto:david@lionshearingdogs.com.au)

## Global Action Team Contact Details



### Global Membership Team Coordinator

Lion Amber Cauchi (Simon)  
(Hahndorf & Districts)

0421 010 374  
[GMT.C2@lions.org.au](mailto:GMT.C2@lions.org.au)

### Global Leadership Team Coordinator

Lion Melinda Fogden (Michael)  
(Yankalilla & District)

0418 812 646  
[GLT.C2@lions.org.au](mailto:GLT.C2@lions.org.au)

### Global Service Team Coordinator

#### Global Membership Approach Coordinator

Lion Beccy Field (Keith)  
(Mount Gambier)

0438 334 630  
[GST.C2@lions.org.au](mailto:GST.C2@lions.org.au)  
[GMA.C2@lions.org.au](mailto:GMA.C2@lions.org.au)

## Multiple District 201 Offices:

Locked Bag 2000 Newcastle NSW 2300  
1-33 Denison Street  
Newcastle West NSW 2302

Phone: 02 4940 8033  
Facsimile: 02 4940 8034  
Email: [admin@lions.org.au](mailto:admin@lions.org.au)  
Web: <https://lionsclubs.org.au/>

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# Introducing the District Governor Team 2024-25

## District Governor Carolyn Kilpatrick

Being asked to join the Lions Club of Murray Bridge City in 2001 has taken Carolyn on a journey that has introduced her to many new and wonderful friendships, as well as training and leadership opportunities.

Appointed Zone 3 Chairperson in 2011 and being reappointed for another 5 years, enabled Carolyn to witness firsthand the workings of 201C2 Cabinet and Lions members improving the lives of others, through their individual clubs and many Lions Foundations.

Carolyn strongly believes in mentoring and empowering others, ensuring access to information and training, along with the sharing of knowledge and skills, are vital to the development of Lions members and future leaders. Professionally, she worked in the field of aural rehabilitation and teaching lipreading to adults, as a senior hearing rehabilitation coordinator for 25 years, working in metropolitan and country SA. During this time, Carolyn gained skills in networking with allied health, sensory, funding and community organisations and agencies.

Carolyn and Lion Roger have been married for 53 years with two married daughters and five grandchildren. They live in Murray Bridge. Carolyn and Roger retired in 2013 and have enjoyed many caravanning adventures.



## Vice District Governor Simon Westwood



Simon was born and schooled in Melbourne prior to living in rural Queensland and working on a cattle property. He returned to Melbourne in 1985, and in 1987 he joined Victoria Police, serving in metro Melbourne, as well as country Victoria.

After 12 years' service, he left the police, bought a small business, and joined the Country Fire Authority as a volunteer firefighter.

On moving to SA and Mount Barker around 2000, he continued his voluntary firefighting, joining Hahndorf CFS Brigade. He became one of the Brigade Lieutenants and Brigade

President, and was introduced to the local Lions Club, all while working in Adelaide.

In 2013, Simon joined the Hahndorf and Districts Lions Club and has since served as Club Safety Officer, Club Vice President, and Club President. He is supported by his partner, Amber Cauchi, who has also become a Lion and has carved out her own path in Lions, now serving as District Global Membership Team Coordinator.

Simon has served as District 201C2 Global Leadership Coordinator 2022/23, Zone 6 Chair 2022/23, is currently a Trustee of the SA Lions Medical Research Foundation, and Unit Manager and C2 committee member of the Skin Cancer Screening Committee. Outside of Lions, Simon was elected as a Councillor to the Mount Barker District Council from 2010-14, and 2018 to present, including during the current term as Deputy Mayor.

Both Simon and Amber are committed to rejuvenating and increasing the membership of our District, and encouraging innovation and new ideas in service, membership, and leadership.



## Vice District Governor Margie Thomas

My name is Margie Thomas and I've been married to PDG Dave Thomas OAM for 46 years. Together we have 4 children, 9 grandchildren, and 5 great-grandchildren.

I started my working career in my family's battery factory making batteries of all descriptions, and in security businesses which involved alarm installation, debt collection, and security guard work, store detective, and investigator.

As David's career in SA Police developed, we moved across SA to Coonalpyn, Port Augusta, Mt Gambier, and Naracoorte, before retiring to Robe. Along the way, I became employed as a childcare worker and studying for a Diploma in Early Childcare and Education.

I have been a member of Lions International since 2012 and immediately took on the position of secretary despite not knowing much about Lions then. A valuable lesson was learned. Being a member of the Lions family has allowed me to travel and make new friends and I continue to be proud to be involved with such a great organisation knowing that my effort is helping others throughout Australia and the world. It gives me that tingling feeling, when I know of the projects that Lions has to offer, and the way Lions change people's lives.

One of my passions for Lions is the Australian Lions Hearing Dogs program. It was a great honour for me to accept the position of ALHD's C District Board Member in 2015, a position I continue to hold. I have also been C2 Cabinet representative for 10 years.

Being the Zone 10 Chairperson has allowed me to travel and spread the word about both the hearing and diabetes dogs, and Lions in general. I am looking forward to a new challenge as part of the C2 District Governor Team this year.

I believe that being kind to one another and working together as a team will achieve more goals and I look forward to the years ahead working with you all.

### A note from your Cabinet Treasurer, Frank Simpson:



My congratulations to you on being elected Club Treasurer! I hope you enjoy your year.

As your Cabinet Treasurer, please contact me if you require any assistance.



## Duties of a Club Treasurer

The Treasurer is the financial officer of the Lions Club and the official duties are under the supervision of the Club President and the Board of Directors.

The duties of the Treasurer include:

- Receiving all monies which are to be banked in the accounts approved by the Board of Directors
- Issue cheques in payment of Club obligations on the authority of the Board of Directors
- Under the terms of the Lions Clubs International Constitution, accounts due to the Lions organisation should be paid in full without delay, and do not require prior Board approval. Board confirmation of these accounts should be obtained at the next meeting
- Prepare and submit financial reports for Board and Club meetings and the Annual Audit, supported by current bank statements
- Ensure that the Club's financial transactions are correctly separated into the appropriate accounts eg Administration, Activities etc
- Serve on the financial committee, usually as Chairperson
- Prepare an Administration account budget
- Work closely with your successor to ensure a smooth changeover
- Hand over to your successor all books, documents, Club property and ensure bank account signatures have been changed at the bank
- Ensure books are audited and that subsequent requirements for your state are met.

In addition to the above tasks, it is recommended that the Club Treasurer should also:

- Maintain an up-to-date record of the Club's financial commitments to ensure that there is no conflict with later decisions of the Club
- Ensure that all Club projects have a sound budget and that cash handling procedures and the banking of proceeds are handled in a secure manner which accords with safe practice and the Club's Cash Insurance coverage
- Guide the Board in the correct use of Activity funds
- Ensure that funds are available when you need them. Try to keep an Administration Account balance sufficient to cover the next half years dues.

This is a brief precis of a Club Treasurer's duties. However, they are not by any means all the duties performed by a Club Treasurer.

The knowledge and understanding of the different Lions account names and their meanings as to public and/or non-public monies and the correct operating procedures of Lions receipts and payments must always be clear to all Treasurers.



## Lions Authorities

Several written authorities govern the conduct of a Lions Club's activities. It is recommended that you ensure that your Club has a copy of each and that you understand and apply those sections relating to financial matters. You are expected to be the Club's guide on such matters. If you need clarification, you should contact the Constitution and By-Laws Chairperson of the District, PDG Dave Thomas, or the Cabinet Treasurer. Those contact details are at the front of this manual. The authorities are:

- International Association of Lions Clubs Constitution and By-Laws
- MD201 Constitution and By-Laws
- MD201 Directory
- District 201C2 Constitution and By-Laws (or Standard District Constitution and By-Laws)
- Club (or Standard Form Club) Constitution

## Government Authorities

Many Government Acts and Licence requirements must always be observed.

### *Audit and Statutory Requirements*

#### Associations Incorporation Act

All Lions Clubs should be incorporated bodies registered under the relevant Associations Incorporation Act in their state. A copy of the Club Constitution must be lodged with the relevant State Government Authority when an application is made to become an Incorporated Body. When any subsequent changes are made to the Club Constitution, these alterations must be produced to the relevant office. Most Clubs adopt the Standard Form of Club Constitution published by Lions Clubs International each year.

Some states require specific dispute resolution clauses to be included in the rules of the incorporated association. The Standard Form of Club Constitution has been amended to include such a clause.

The Associations Incorporation Act in every state requires that each club must appoint a Public Officer whose name must be registered, and who accepts the responsibility for ensuring that the Club fulfils its obligation under the Act. Therefore, when appointing your Club Public Officer it is advisable to appoint some member who has some knowledge of the legal requirements of the position and who is likely to retain that position for some time, in order to avoid paying unnecessary charges to notify the relevant Authority.

An incorporated association is guilty of an offence if it is without a Public Officer for more than one month, therefore Clubs should ensure that they know who is their current Public Officer.

An incorporated association must give notice to the relevant office, on the appropriate form, within one month after any change in the identity or address of its public officer.

Because of the foregoing, it is recommended that the holder of the position of public officer be confirmed annually at the time of nominations for officers of the club.

The Club must hold their Annual General Meeting within one month of the end of the financial year.

The Club Treasurer must arrange to have Club accounts audited, as required by the Lions Club Constitution, for presentation to the Board and in conjunction with the Club Secretary and Public Officer must ensure returns are lodged with all appropriate areas.

ALL CLUBS registered under the Act are required to keep proper Minutes of their activities and decisions and have these Minutes formally approved at a succeeding meeting.

Each club should be aware of the specific requirements in their state. Full details should be obtained from the relevant Government Department.

### New South Wales

Complying with the Associations Incorporation Act requires that each appointed Public Officer provide to the Department of Fair Trading, within one month of the Annual General Meeting and no later than 6 months after the end of the Associations financial year, a report on the Annual General Meeting and a financial statement. The statements do have to be audited if the total annual receipts are greater than \$250,000 or the current assets of the Association are greater than \$500,000 and must be filed with the department at the required time with a fee. Further information can be obtained from the Dept of Fair Trading or via the web at [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au)

### Northern Territory

Every Club must lodge an audited consolidated balance sheet that reflects all their activities. At the same time an annual return checklist must be completed and forwarded to the relevant government department.

Information and fact sheets can be obtained from the Dept. of Business or via the web at [www.nt.gov.au/law/rights/incorporated-associations/reporting-responsibilities](http://www.nt.gov.au/law/rights/incorporated-associations/reporting-responsibilities)

### South Australia

There are special rules which apply to Clubs who have “gross receipts” more than \$500,000 (**APRESCRIBED ASSOCIATION**). They include more stringent Audit procedures and lodgement of an annual return to the Consumer and Business Services SA. Further information on these requirements can be obtained via the web at [www.cbs.sa.gov.au](http://www.cbs.sa.gov.au)

### Victoria

An information booklet can be obtained from Consumer and Business Affairs Victoria to guide in the requirements of the Associations Incorporation Act. Your attention is drawn to “Part V1 – General Meetings and Accounts” of the Act, for details of the annual lodgement. Further information can be obtained from the Consumer and Business Affairs Victoria or via the web at [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au)

### Charitable Fundraising Act – New South Wales

A licence is required for collecting money for charitable purposes (fundraising) in NSW. Failure to hold the correct licence has resulted in prosecution of some clubs. Licences are issued for a period of time and must be renewed. Clubs must hold a licence to collect for charitable purposes. Please check that your club holds the appropriate “authority to fundraise” and the expiry date of that licence.

Further information to assist Clubs to comply with the Act and the regulation can be obtained from the Office of Fairtrading or via the Department's website [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au)

### Charitable Purposes Act – South Australia

The Department of Treasury and Finances have determined that South Australian Lions Clubs cannot be registered under the Collections for Charitable Purposes Act.

Clubs may legitimately collect funds from the public, if requested, on behalf of organisations registered under the Act. Should a Club be invited to collect on behalf of a ‘purported’ Charitable Organisation the Club should check the charitable status of the organisation by contacting Revenue SA.

## Lottery and Gaming Licence Requirements

Each club should be aware of the specific requirements in their state – these can be obtained from the relevant government department.

All tickets in raffles must have the same value. ie. it is not legal to sell tickets as 50c each or three for one dollar.

### New South Wales

Please refer to the Office of Fair trading for information on all community fundraising activities. Further information can also be obtained from the website at [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au)

### South Australia

Clubs in South Australia can conduct the following types of lotteries:

Minor Lotteries where the TOTAL RETAIL value of the prizes per lottery is less than \$5000. No Licence is required but a record of results and any unsold tickets must be kept for at least 12 months.

Lotteries which are run over a period exceeding one day must have tickets specially printed showing the name of the organisation, the date, time and place where the lottery will be drawn, on both the ticket and the butt.

It is illegal to use Check or Cloak Room tickets for a lottery which is conducted over more than one day. The use of this type of ticket is only legal if the tickets are sold and the lottery is drawn on the same day.

Major Lotteries where the TOTAL RETAIL value of the prizes exceeds \$5000. A separate licence is required for each such lottery and specific auditing and reporting requirements apply at the conclusion of each such event. Make sure you check the website before commencing as stricter guidelines have to be adhered to.

Instant Money, Bingo tickets etc. require a licence. Fees are payable on the purchase of tickets. An annual return and formal audit statement are required.

Regardless of the type of lottery conducted every Club must ensure that the Code of Practice for Collections for Charitable Purposes is strictly observed.

Note that there is a minimum membership requirement of 10 persons

It is essential that clear, accurate records be maintained of all lotteries conducted by any Lions Club.

Further information on Lottery and Gaming can be obtained from the Consumer and business services or from their website [www.cbs.sa.gov.au](http://www.cbs.sa.gov.au)

### Victoria

Please refer to the Victorian Commission for Gambling Regulation for information on community gaming and licence requirements. Information packs and relevant application forms can be obtained via the website at [www.vcqlr.vic.gov.au](http://www.vcqlr.vic.gov.au)

## Australian Tax Office requirements – THIS IS NEW AND IMPORTANT

### Changes to Income Tax Exemption Self-Assessment From 1 July 2023

In the 2021-22 budget, the Commonwealth Treasury announced that, from 1 July 2023, NFPs with an active Australian business number (ABN) will be required to lodge an annual self-review return in order to access an income tax exemption. In subsequent years, NFPs will confirm or amend information provided to them on a pre-filled self-review return. If a return is not lodged, they may become ineligible for an income tax exemption and penalties may apply under the ATO's penalty framework.

Previously, not-for-profit organisations have not been required to provide their self-assessments to the ATO, or obtain confirmation of their income tax status.

The new measures are intended to enhance trust and confidence in the sector by increasing transparency around the exemption to ensure only eligible not-for-profits access income tax exemptions.

The self-review report process is not expected to be onerous and is likely to be similar to how not-for-profit organisations can already conduct their self-assessment – see the ATO review worksheet for self-assessment at the following link:

[Income tax status review worksheet for self-assessing non-profit organisations | Australian Taxation Office \(ato.gov.au\)](#)

From 1 July 2023, a failure to lodge the self-review report may trigger penalties under the ATO's penalty framework and loss of the not-for-profit's exemption from income tax.

While the new measures will add to annual reporting obligations, the ATO's confirmation of exemption may give comfort to not-for-profits from a compliance perspective, particularly regarding penalty concerns should the organisation be subject to an ATO audit.

This new self-review process will apply to Lions Clubs, as Lions Clubs fall within the "Community service organisations" group of self-assessing income tax organisations – refer links to, and extracts from, the ATO website below.

The online system for submission of the self-review forms is still in development by the ATO, and there has also been no advice from the ATO to date regarding the lodgement deadlines for the online self-review forms. Further information will be provided once details are available from the ATO.

### Extracts from the ATO website

#### Types of income tax exempt organisations

[Income tax exempt organisations | Australian Taxation Office \(ato.gov.au\)](#)

If your organisation is not a charity, it can self-assess if it is exempt from income tax. It does not need to be registered with the ACNC or endorsed by us to be exempt.

To self-assess, you need to take the following steps:

Check the types of income tax exempt organisations

Check the Types of income tax exempt organisations to see if your organisation fits within any of the types listed. Entities that can self-assess their income tax status come from these broad groups:

- Community service organisations
- Cultural organisations
- Educational organisations
- Employment organisations
- Health organisations
- Resource development organisations
- Scientific organisations
- Sporting organisations

Check your organisation meets all the requirements

If you think your organisation fits within any of the types of exempt entities, check the requirements for that entity type to make sure your organisation meets all the requirements.

For many of the exempt entity types, your organisation must be 'not-for-profit' and also meet the following conditions:

- pass one of three tests - <https://www.ato.gov.au/Non-profit/Your-organisation/Does-my-not-for-profit-need-to-pay-income-tax-/requirements-for-self-assessing-entities/explanation-of-the-three-tests/>
- comply with all the substantive requirements in its governing rules
- apply its income and assets solely for the purpose for which it is established.

## Community Service organisations

[Community service organisations | Australian Taxation Office \(ato.gov.au\)](#)

A community service organisation is a not-for-profit (NFP) society, association or club established for community service purposes except political or lobbying purposes.

Income tax exemption checklist – Community service organisations:

Your organisation will be exempt from income tax, and can self-assess its exemption, if it meets all of the following requirements:

- it is a not-for-profit society, association or club
- it is established for community service purposes (except political or lobbying purposes)
- it is not a charity
- it meets one of the three following tests <https://www.ato.gov.au/Non-profit/Your-organisation/Does-my-not-for-profit-need-to-pay-income-tax-/requirements-for-self-assessing-entities/explanation-of-the-three-tests/>
  - physical presence in Australia test
  - DGR test
  - prescribed by law test
- it complies with all the substantive requirements in its governing rules
- it applies its income and assets solely for the purpose for which it is established.

## Purposes

The main purpose of the organisation must be community services. To work out your organisation's main purpose, look at your organisation's constituent documents, activities, use of funds and history. Any other purpose of the organisation must be incidental, ancillary or secondary to the community service purpose.

Community service purposes are altruistic. This means they are established and operated for the wellbeing and benefit of others.

Community service organisations promote, provide or carry out activities, facilities or projects for the benefit or welfare of the community or any members who have a particular need by reason of youth, age, infirmity or disablement, poverty or social or economic circumstances.

Community service organisations include:

- associations of Justices of the Peace
- associations of play groups
- **traditional service clubs**
- community service clubs
- pensioner or senior citizens associations
- industry ombudsman.

**Please refer to the ATO website for further information.**

## Banks

Banking regulations and practises may affect the way you conduct your affairs, such as:

**Tax on Interest.** Lions Clubs must apply for exemption under these regulations. Contact your financial institution for the relevant form and quote "Exemption from Income Tax under Section 50-10 " as the 'reason why organisation is not required to lodge a tax return'.

**Bank Signatories.** Under Australian Government regulations, proof of identity is required from all operators on new accounts, or all new operators appointed to existing accounts. Obtain the appropriate signature registration form(s) from your bank and lodge these forms as soon as practical. Each new signatory will be required to attend the bank (or another branch of the same bank) to prove identity. Also ensure that previous signatories are removed as signatories to the accounts when they are no longer required.

### **Separation of Transactions**

It is important to maintain a complete separation of transactions which relate to Members from those which relate to Community Trust funds. Receipt books, cheque books and accounting records must be kept for each major section such as Administration, Activities and Convention etc.

All Club moneys should be deposited and held by a bank. Some building societies now have "Trustee" status and investment with these is acceptable.

## Receipts and Bankings

All receipts must be pre numbered, used in sequence, and issued to any person from whom money is received. All moneys should be banked in the appropriate account as soon as possible. Failure to bank as soon as possible may lead to negation of "Loss of Cash" insurance (which provides for cover at a private residence of any member for 48 hours, plus any intervening non-banking period.)

## Payments

The payment of accounts should be either made by a "Not Negotiable" cheque or online EFT transfer and have been first approved by the Board of Directors. Approvals should be identified and recorded in the Board minutes. Some Clubs permit their officers to make routine payments without Board approval. Such delegated authority should be minuted at the start of the Lions year and all payments made under this delegated authority should be ratified at the first succeeding Board meeting.

Relevant invoices, statements or correspondence should be obtained where possible as supporting evidence for the issuing of each cheque. Cheque number, payee, reason for payment and amount should be detailed in the Treasurer's records.

Blank cheques should never be issued.

Note that the Lions Clubs International Constitution approves payment to the Lions organisation in full without delay. Prior Board approval is not required but Board confirmation of these accounts should be obtained at the next meeting.



## Recording Methods

All transactions must be recorded in an appropriate manner to enable the Club and its members to maintain control of its finances. The method of recording will depend on your skills and facilities and the choice you make will affect your ability to obtain information. It is essential that separate records are maintained for funds belonging to members (Admin) and those which relate to funds raised from the public (Activities).

Manual Most Clubs will find that handwritten records will be adequate for all their requirements. A separate Analysed Cash Book and Bank Account for Administration and Activities transactions will permit accurate recording.

Computer Many Clubs now have computer facilities available and this may make recording and the extraction of analysed reports simpler. Remember that the records you keep should also be able to be used by other people who may not have a computer so ensure that your Club system is acceptable to your successor.

There is available on the Lions website [www.lionsclubs.org.au](http://www.lionsclubs.org.au) a complete set of downloadable treasurers' books and instructions for anyone wishing to move to simple bookkeeping methods using a computer. This information includes:

Australian Lions Treasurers Manual – includes bookkeeping information and helpful hints and ideas

Lions Books User Manual – Instructions for using the Lions Books Spreadsheet System

Lions Books OpenOffice.org Installation Manual.

Other documents for the treasurer

## Financial Statements

*The Board will expect regular frequent reports on the financial state of each aspect of the Club's activities. This will best be affected by three stages of reporting.*

Monthly Financial Reports: Each month the Treasurer must table for Board approval a bank reconciliation statement for each of the Club's Bank accounts and the supporting Cash Book and Bank Statements. For both Club and Treasurer protection, it is considered desirable for the Club President to sign or initial each of these.

A list of payments to be made should be approved and another list of payments made should be ratified. Both these lists of payments should be signed by the President and form part of the Board Minutes. Monthly accounts (and year to date) summarising transactions in each category will be invaluable in managing the Club's affairs.

Annual Accounts: These are produced to show the results of the activities of the Club for the Lions year and reflect the financial success of the Board of Directors. They should be tabled at the Club's Annual Meeting.

Audit: The Club Treasurer must arrange to have the Club accounts audited, as required by the Lions Clubs International Constitution, for presentation to the Board, and in conjunction with the Club Secretary and Public Officer, must ensure that returns are lodged with all appropriate areas.

## Budget

Preparation of an Administration account budget is necessary at the beginning of the Lions year so that an estimate may be made of the amount of International, Multiple District and District 201C2 dues required from each member.

In framing your Club's Administration Budget, you should be aware of and provide for at least the following expected Dues for each Club Member per annum. Some costs are predetermined by other parts of the Lions Organisation.

Dues are based on member numbers as submitted by each club. It is important that your club secretary submit the appropriate details on the M&M.

### **International Dues**

Details are in the International Constitution Article VIII. International Dues are increased annually. The International Dues for 2024/2025 are USD\$48.00 per member per year, USD\$24.00 per Family member per year and NIL for life members. All International dues are payable half yearly. The dues will be increase by USD\$2.00 for the 2025/2026 year.

International Dues are billed directly from the International Office half yearly in July and January. A list of names of members for whom dues have been charged will be sent with the statement. Dues billed will appear on a monthly statement which may include other transactions such as Joining Fees (Currently \$USD35), Pro-rata annual dues, supplies and other charges. Payment of International Dues should be sent to the District Treasurer in Australian Dollars for banking.

### **Multiple District Dues**

Details are in the MD201 Constitution, Clauses 42 - 60. Multiple District Dues will be AUD\$53.20 (2024/2025). Then will increase by The Consumer Price Index (All Groups as at 31<sup>st</sup> December) from July1 each year. Amounts for the year 2024/2025 will be:

Multiple District Dues	per member	53.20
Multiple District Directories (Actual Cost) Charged directly to club**		
Amounts for the year 2023/2024 were:		
Directors and Officers Indemnity Cover	per member	4.25
Public Relations & Information Fund	per member	2.53
Youth Exchange Fund	per member	2.75
Leo Fund	per member	2.75
MD Projects Promotion Fund	per member	3.30
Youth of the Year fund	per member	2.50

This amount will be split and billed half yearly in July and January based on member numbers as per the MyLCI membership reports for the months of June and December. The amount is part of the account including District 201C2 dues submitted to each Club by the Cabinet Treasurer twice yearly. Family member adjustment of \$26.60 will only be made if Australia's membership exceeds 27,000 members as at the end of June each year. This will not be applicable in the 2024-25 Lions year.

### **Multiple District Directories**

Clubs submit required numbers of directories in paper format to the Multiple District Lions Shop in February each year. Each member will have access to an electronic version of the Directory for free, sent via email to each Club directly from the Multiple District via email in July.

Each club will be charged for directories that they have ordered and will be billed directly from multiple District. Payment will be required to be made directly to Multiple District Office.

## District 201C2 Dues

Annual dues will be \$38.00. Then will increase by the Consumer Price Index (All Groups) as at the end of the March Quarter each year. The dues for 2024-2025 will be:

District Dues*	per member	38.00
Which includes an amount of \$3.00 per member per member for District Officers Reimbursement Fund (BL3.5)		
Total		38.00
District Fares Equalisation**	per member	2.00
Total District Dues	per member	40.00

\* This amount will be billed half yearly in July and January based on member numbers as per records held on the Lion Portal for the months of June and December.

\*\* The Fares Equalisation for the period 2024/2025 will not be charged out to individual clubs in the January half year billing period.

## Voluntary Contributions

A \$1.00 donation in respect of each member will be requested for each of our two charitable foundations each year. These amounts may be made from the Activities Account and the amount may be varied at the Club's discretion. Traditionally Clubs have made a 100% response to these appeals. The amount of \$1.00 for each fund is included in the half yearly account from District 201C2. Funds are collected by the Cabinet Treasurer and forwarded to the appropriate charitable foundation.

In the July billing – Lions Clubs International Foundation (LCIF)

January billing – Australian Lions Foundation (ALF), Skin Cancer Screening Project, PNG Fund

In addition, there is a request for \$1.00 per member for the District Activities Fund, and MD Projects and Activities Fund. It is to assist District defray the costs of conducting several activities including Youth of the Year, Youth Exchange etc.

LCIF	per member	1.00
ALF	per member	1.00
Multiple District Projects and Activities Fund	per member	1.00
District Activities Fund	per member	1.00
Skin Cancer Screening Project	per member	5.00
PNG Fund	per member	0.50

## Other Items

Several items will need to be estimated in assessing your Club's budget need for funds. Many of these will be dependent on the way the Club is run. It will be helpful if you obtain a summary of the costs from last year and consider variations that you expect to occur. Most of these costs will need to be assessed on a Club total basis and the total divided by the number of members in the Club to estimate likely individual requirements.

- Club supplies/badges/awards
- Printing/stationery/bulletin
- Bank/Govt charges/audit fees
- General property eg Bannerettes
- Postage/telephone
- PO Box Rental
- Guest Speaker Dinner Fees

## Insurances

Several compulsory insurances have been arranged to safeguard Lions members and partners participation in Club projects. The amounts for 2023-2024 were:

Fidelity Bond	per club	35.00
Club Property insurance	per club	25.00
Personal Accident Insurance (full year)		
a. Members	per member	11.30
b. Leo members	per Leo	11.30
Workers Compensation	per member	
Excess Public Liability	per member	2.75
Loss of Cash Insurance	per club	15.00

Some of these expenses may be paid out of the Activities funds. The half yearly billing will separate them into the correct categories.

Full details of the Lions Insurances are included in the Lions MD201 Directory which is received by every Lion. Some optional insurances may be held by your Club. You will need to add these to your budget.

## Funding

Funding the Administration Account is properly and normally achieved by charging the members annual or semi annual dues.

Subsidising Club Dues: There is a rule in Lionism which states “No person shall benefit personally from his membership in Lions International” therefore it is very difficult to subsidise members dues. There are some legal ways to subsidise dues, but these are not always MORAL or ETHICAL.

### Can Do's:

You may pay most insurance charges included in International, Multiple District and District Dues from your Club Activity Account as the cover is provided whilst on a project.

You may charge DIRECT Administrative costs incurred by a project (eg stamps, stationery etc) but must NOT charge time or charge a percentage to the project.

You may accept a donation to the Administration Account providing the donor is fully aware that the money is NOT going to charity or the community.

You may raise money from the Club Members by raffle or games of chance.

You may work as a group for pay, such as manning Show gates, parking attendants etc providing the employer is fully aware that the money paid is not for charity or the community.

**WARNING:** Any Lion who works in such a situation is, by law, required to pay Income Tax on such monies earned. The fact that the money is donated to the Club means nothing, as the donation is NOT a Tax deduction.

Take care that your Club does not spend too much time raising monies for Administration at the expense of community work. This would be gaining benefit from membership and against our Ethics.

### **Cannot Do's:**

You may NOT use Interest earned from invested Activity Funds for Administration

You may NOT charge a percentage from an Activity or Project to Administration

You may NOT charge the MD Directories against Activities

You may NOT raise money from the public by raffle, lucky numbers, games of chance or any other means unless it is quite clear that such monies are NOT going to Charity or the Community. Even so, because of the risk of people mistakenly thinking the money is going to Charity, these activities are NOT RECOMMENDED

In Summary: Money raised from the public must go back to the public.

## **Accounts Payable to Lions Organisations**

### **International**

All cheques for amounts payable to Lions Clubs International (as distinct from Multiple District and District) must be made payable to "Lions Clubs International" and sent, accompanied by a copy or the tear off top section of the account, to:

**Lion Frank Simpson**

**Cabinet Treasurer – District 201C2**

**14 Brighton Road**

**Glenelg SA 5045**

DO NOT SEND ANY PAYMENT TO THE USA, EXCEPT WHEN PAYING BY CREDIT CARD (VISA, MASTERCARD, DISCOVER & AMEX & PAYPAL).

Club Treasurers with a valid MyLCI User ID and Password, Log onto MyLCI, choose CLUB STATEMENT AND PAY NOW facility. Your credit card will be required.

### **Payment of International dues by Direct Credit**

Clubs may make payment of the International Dues by direct credit to the District's accounts if so desired. Details of the District's banks accounts are as follows:

Bank SA

BSB No: 105 120

A/C No: 023911640

\*\* Please send a short email to the Cabinet Treasurer with the payment details. This will enable the Treasurer to keep track of the payments made and enable them to take the appropriate action to transfer the funds to LCI.

Club Treasurers are required to pay International accounts promptly on receipt and in FULL. Always check your statement from International as soon as you receive it.

Be aware that the invoices are produced in US Dollars. You will need to calculate the amount payable in Australian Dollars by multiplying the amount of the invoice by the Exchange rate shown at the top of the Invoice.

Exchange rates are set by the International Office and are changed on the first day of every new month.

If you consider that your account is wrong, still pay the amount shown and send a statement to the Cabinet Treasurer, showing your calculations, with the account. If you are correct, the Club account will be credited with the overpaid amount. If appropriate, check that the number of members shown agrees with the number shown on your M&M report. If not, send a list of your

current members' names and addresses with a copy of your account to the Cabinet Secretary who will check it against District records and arrange for correction.

All accounts for all lions around the world are maintained by Lions International, in Oakbrook USA, in \$US. Exchange rates are established at the start of each month by Lions International – thus causing outstanding accounts to vary on a monthly basis. All payments received during a month are converted at the rate applicable at the date of banking. All money received on behalf of Lions International is paid directly into an Australian bank account. Lions International operate the account and transfer money around the world as they see fit.

Delays can occur in processing payments received during the previous month, payments banked after about the 28th of the month may not show on the next statement but will be credited the following month at the exchange rate applicable at date of banking. Amounts paid by your Club, and not received as above, may not be shown on your current statement, if you are unsure what amount to pay contact the Cabinet Treasurer.

Delays in payment can place both the Club and the District in bad standing with Lions Clubs International and the Multiple District. To be eligible to vote at a convention a club must be "IN GOOD STANDING", which is a club which:

- is not in "status quo or financial suspension",
- operates in accordance with the provisions of the international Constitution and By-Laws and International Board Policy;

has:

- District (Single, Sub-and Multiple) dues and fees paid in full; and
- No unpaid balance of International dues and fees greater than US \$10; and
- No unpaid Lions Club International account balance greater than US\$50,
- Outstanding ninety (90) days or more.

Lions International now imposes a "Carrying Charge" on overdue accounts and a penalty on underpaid accounts.

It is part of the requirements of the Club President's Excellence Award that the Club shall have no unpaid balances of over USD\$50.00 owing to the International Office at March 31.

Payments for

- Melvin Jones Fellowships                      USD\$1,000
- Life Membership                                      US\$650.00
- Contributions to LCIF and Supplies from Lions Clubs International

are usually paid in advance.

Payments for any of these are to be made in \$AUD at the appropriate Lions exchange rate at the time. For this rate, contact the district treasurer or view exchange rates on the lions international web site [www.lionsclubs.org/EN/member-center/resources/finance/resources-contact-rates.php](http://www.lionsclubs.org/EN/member-center/resources/finance/resources-contact-rates.php) Cheques payable to Lions Clubs International, are to be forwarded to the Cabinet Treasurer, with the appropriate documentation. As payments for the above go through your normal Club account with International, it is better to make an overpayment that an underpayment. Any overpayment will be applied towards future amounts owing. An underpayment will cause your Club to show as having an outstanding balance.

Unless you use the CREDIT CARD OPTION, all International Accounts must be posted to the Cabinet Treasurer in AUSTRALIAN Dollars by separate cheque made payable to "Lions Clubs International".

**DO NOT SEND ANY PAYMENT TO THE USA.**

Payments will be converted at the current Lions exchange rate applicable at time of banking.



Remember that Board approval is NOT REQUIRED PRIOR TO PAYMENT for amounts due to other parts of the Lions Organisation.

### **Multiple District 201**

Dues, other charges and compulsory Lions Insurance payable to Multiple District will be included in the half yearly account rendered by District 201C2. Payment for these will be made to the Cabinet Treasurer.

Bills for Supplies and items ordered from Newcastle office will be billed directly by them and should be paid directly to that office.

### **District 201C2**

Charges levied by District are approved at District Conventions. These will be billed half yearly to each Club and the account will include those items being collected on behalf of MD201.

Dues, other charges and compulsory Lions Insurance payable to Multiple District will be included in the half yearly account rendered by District 201C2. Payment for these will be made to the Cabinet Treasurer.

### **Insurances**

Lions Australia has established an Insurance, Risk Management and Child Safe Committee, which assists with the management of a suitable insurance and risk management program for the Lions Clubs in Australia, Papua New Guinea and Norfolk Island. The committee is assisted by the appointed insurance brokers, JUA Underwriting Agency Pty Limited.

Lions Clubs International also provides a Global Public Liability Policy for our Clubs and members. Certificates of Currency for public liability, which may be required by various entities we work with, as proof of our insurance coverage, are available. These can be downloaded from the Lions Website or in the MD Directory.

Lions Australia has also established and adopted a Risk Management Manual, a copy of which all Clubs should have, and implemented in their Club processes.

Full details of the various insurances, certificates of currency and the Risk Management Manual with various attachments are available from the Lions Australia website:

[https://lionsclubs.org.au/members/resources/insurance\\_centre/](https://lionsclubs.org.au/members/resources/insurance_centre/)

or scan the QR code



Lions Insurance arrangements cause more concern to Clubs than any other single matter, yet full details are included in the Lions MD201 Directory which is made available to every Lion in Australia each July.

Any query whatsoever regarding cover or a claim should be referred directly to the Lions Chairperson of insurance:

Lion Garry Galvin

Villa 513, 8 Carrak Road

Kincumber NSW 2251

Mobile: 0408 674 770 Email: [Insurance@lions.org.au](mailto:Insurance@lions.org.au)

Insurances may be considered under 3 headings.

Compulsory. These are arranged for your Club and its members, and the premiums are collected by way of the half yearly bill sent to you by the Cabinet Treasurer.

Optional. These are arranged for your Club and its members at your choice only. You must apply if you wish to cover any of these options. Optional Items are listed in the MD201 Directory.

Not covered by Lions. Arrangements are all “other risks”. Refer MD201 Directory.

Any club who requires information about safety and risk management should initially refer to the Lions Risk Management Manual. Further information can be obtained from Lion Garry.

Compulsory Insurances will be billed to you by the Cabinet Treasurer in the half yearly accounts. These are arranged by MD201 and will be paid to them through the Cabinet Treasurer.

Optional Insurances will be arranged by the Club directly with, and paid to, the Insurer. We recommend that Club's consider:

- Increased Personal Accident Benefits
- Reimbursement of excess and loss of no claim bonus

Application forms are posted to each Club in July/August each year or you may photocopy the application form in the MD Directory.

### ***Payment of District and Multiple District dues by Direct Credit***

Clubs may make payment of the District and Multiple District Dues by direct credit to the District's accounts if so desired. Details of the District's banks accounts are as follows:

BANK: Bank SA

For Administration Payments you can forward to:

BSB No: 105 120

A/C No: 023911640

For Activity Payments you can forward to:

BSB No: 105 120

A/C No: 023910840

\*\*Please note if you do pay by direct credit, please ensure you email the details to the Cabinet Treasurer when doing so. This will enable the Treasurer to keep track of the payments being received into the district's bank accounts.

### ***Other Lions Organisations***

The addresses of all National Lions projects to which you may wish to send funds should be found in the MD Directory.

Local project addresses will be found within the District section of the MD Directory.

## Cakes and Mints

Accounting for Cakes and Mints warrants special attention as the amount of money involved may be quite large.

Cakes and mints are a business and must be treated as such.

### Christmas Cakes

Set up a strict business like method of recording ALL Cake transactions and arrange for regular and frequent stock counts. Set up a system with the Cake Chairperson so that they –

- When issuing cakes to members obtain a signature in a triplicate delivery docket book – one copy to the member, one to the Treasurer and one to be retained by the Cake Chairperson.
- Ensure that the balance of stock agrees with the paper records regularly
- Collects the money from members as early as possible and issues a receipt immediately.
- Banks the proceeds (or hands the money collected to the Treasurer) as soon as possible
- Sets of receipts against cakes issued records
- Arranges periodic statements for each member showing their individual positions.

### Mints

Depending on the magnitude of the funds involved Clubs will need to pay extra attention to the control of stock and the collection of funds. Procedures similar to those for cakes should be followed.

## Boundaries

Be aware that each Lions Club has a fundraising geographical boundary from which you are not expected to stray. Where a special purpose suggests that your activity requires a “hop” over the border, you must first obtain the permission in writing from the Club whose area is involved. Should the neighbouring Club be in another District, then permission of the respective District Governor should also be sought.

## Reminders

### International Accounts

Post cheque to Cabinet Treasurer payable to Lions Clubs International or  
Direct Credit Card Payment to Lions Clubs International via the Lion Portal or  
Direct Credit to the District bank account

### District Accounts (including collections on behalf of MD201)

Post to the Cabinet Treasurer, cheques payable to Lions District 201C2, or  
Direct Credit to the District bank account

### Multiple District 201 Accounts

Pay bills from the Lions Australia office in Newcastle to that office.

Note: Always send the ‘tear off slip’ or copy with your remittance.

## Assistance

My congratulations to you on being elected Club Treasurer, it is an important position. Please remember that assistance with any problem is only as far away as your telephone.

### **Cabinet Treasurer Lion Frank Simpson**

14 Brighton Road, Glenelg SA 5045

Tel: (08) 8376 3650 M: 0435 932 580

Email: [cabtreas.C2@lions.org.au](mailto:cabtreas.C2@lions.org.au)

## Policy Statement

Under the Constitution of Multiple District 201 of Lions Clubs Inc.

“Membership of the Multiple District shall be deemed to constitute an acknowledgement that each Lions Club and its members accept and shall observe the Code of Conduct from time to time in force as adopted by the Council.”

Members should be advised of the Code of conduct and acceptance of its terms should feature as part of the new Lions induction to the club.

### 1. Introduction

Our Code of Conduct represents the culture we strive to have, and it provides a shared understanding and expectation of the way we behave as individuals, towards each other, our members, clients, donors, partners, and other supporters.

### 2. Purpose and Scope

The Code supplements our legal obligations in areas such as Occupational Health and Safety, Equal Opportunity, and Privacy. It applies to all Lions members’ staff and associate volunteers – we help our communities through service.

This code is intended to be used by members of Lions Clubs in determining what is right and proper in their actions.

This code outlines the "Standards of Conduct" that apply to all members of Lions Clubs International. This code of conduct is to be read in conjunction with the Lions International Ethics and Purposes.

All members of Lions Clubs are "Volunteers" and are involved with Volunteer work for the benefit of the community. In the provision of these services, the public are entitled to expect that all members of Lions Clubs will:

- conduct themselves and discharge their responsibilities with professionalism and integrity;
- observe fairness and equity in their dealings with the public and other members;
- comply with, and be seen to act within the spirit and letter of the law; and
- act in the public interest and give priority to duties and obligations.

It is essential that members of Lions Clubs have a clear understanding of their role as "Volunteers" and of the standards expected of them whilst dealing with members of the community.

This code seeks to:

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Revision Date	4 November 2022	Applies to	MD 201 Personnel
Author	Rob Oerlemans	Authorised by	Council

# Code of Conduct



- inform all members of Lions Clubs of the standards of conduct expected of them,
- ensure that embarrassment is not brought upon Lions Clubs or its membership because of a lack of understanding of Lions Clubs standards of conduct; and
- promote a positive image of Lions Clubs and members.
- At all times under the provisions of this code members are expected to conduct themselves in a manner that does not discredit:
  - the individual member, having regard to their official position held within the Lions Clubs; or
  - the reputation of Lions Clubs.

## 3. An Explanation of Lions Purposes and Ethics

Lions Club members in Australia and their volunteers are united by our Purposes and Ethics

Our Purposes and Ethic are the principle elements that bring us together. Underpinning this is an expected Code of Conduct that states who we are and how we conduct ourselves in our work on behalf of Lions International and in situations where we are recognised as a spokesperson or representative of our Lions Clubs.

Our Purposes and Ethics are the rules, or standards of conduct, that Lions Clubs International imposes in respect of the rights and interests of its members; so that they recognise the fundamental moral principles that underpin every decision and action that a Lions member may make.

Lions Purposes and Ethics seek to impose a culture of:

- Humanity
- Non-Political Behaviour
- Neutrality
- Independence
- Voluntary Service
- Unity and,
- Universality.

## 4. Code of Conduct – An Explanation

### 4.1 The Lions Purposes and Ethics

Lions are bound by their Lions Purposes and Ethics that under-pin this code. The Purposes and Ethics distinguish us from other organisations and hence distinguish our Code from other codes. Specifically, the principles of Humanity, Non Politics and Independence characterise the way we work to serve through our programs and promote our values. These Purposes and Ethics apply to our behaviour and interaction with each other.

Each Lion Can Demonstrate this by:

- upholding the human dignity of every person at all times through protecting the life and health of others and by promoting mutual understanding, friendship and cooperation



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- ensuring their actions are guided by the needs of vulnerable people and by not discriminating on the basis of nationality, race, culture, gender, sexual orientation, religious beliefs, social background, disability, family status, marital status, age or political opinions
- not taking sides in hostilities or engaging publicly in controversies of a political, racial, religious, or ideological nature
- acting at all times in accordance with the principles of Lions and the laws of the country in which they work.

## 4.2 Respect

Lions should genuinely acknowledge and respect each other's individual values, beliefs, efforts, and ideas

Each Lion Can Demonstrate this by:

- valuing and acknowledging the opinions and contributions of everyone
- treating everyone fairly, courteously and with respect
- contributing to dialogue and discussion in a constructive manner
- ensuring the way, they work promotes trust among others
- using language which is respectful to clients, the community and others
- abstaining from all forms of unacceptable or unlawful behaviour such as discrimination, harassment, bullying and victimisation.

## 4.3 Integrity

Lions should maintain high standards of integrity and be conscientious in their approach to work.

Each Lion Can Demonstrate this by:

- conducting themselves honestly, reliably and without favouritism
- not engaging in fraudulent or criminal behaviour, bribery, or other unlawful conduct
- being transparent in their decision making
- providing constructive feedback to others in an honest and respectful way
- appropriately disclosing or mitigating a real or potential conflict of interest
- ensuring my actions and decisions are in the best interests of Lions.
- refraining from financially or sexually exploiting Lions clients including children and other vulnerable people and promptly acting on any reasonable suspicion that exploitation is occurring
- accurately recording and reporting Lions information

## 4.4 Empowerment

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Lions should collaborate with the aim of empowering each other to be the best that we can be.

Each Lion Can Demonstrate this by:

- working collaboratively with others and to the best of their ability
- sharing information and acting in good faith
- developing, maintaining, and using their skills and capabilities and those of others
- providing support to their team members to help achieve common goals
- generating and supporting innovative ideas to improve their work
- recognising the importance of fun and enjoyment in the workplace

## 4.5 Accountability

Each Lion should acknowledge and assume responsibility for their own actions and personal behaviour and know that they are entitled to expect the same from others.

Each Lion Can Demonstrate this by:

- acknowledging that they are responsible for behaving in accordance with the Lions Purposes and Ethics, relevant laws, Lions International policies and this Code
- only making commitments they know they can fulfil, and following through on them
- taking responsibility for their work and performance
- raising a perceived breach of the Code in good faith
- not victimising anyone for raising a breach in good faith
- ensuring their expectations of others are reasonable, clear, and understood
- recognising good performance and addressing performance shortfalls quickly, directly, fairly, and openly
- respecting and protecting the physical and intellectual property of Lions.
- ensuring appropriate use of resources with consideration for greatest need and reducing waste and duplication.

## 4.6 Representation

Each member or volunteer should represent Lions in a way that respects the Lions Purposes and Ethics and promotes confidence in the organisation. This includes representing Lions while at work, when publicly displaying a connection to Lions (for example wearing t-shirts, pins or writing on letterhead) and in situations where they are recognised as a spokesperson or representative of Lions.

Each Lion Can Demonstrate this by:



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- being mindful at all times (including outside work activity) that their actions can impact the reputation of Lions and the people they assist
- refraining from party political actions while publicly representing Lions
- acting in a way that does not harm the reputation of Lions
- ensuring the correct use of the Lions emblem
- only making comments in the media on behalf of Lions when authorised
- accepting gifts only when they are confident they are of token value, are genuinely offered in the spirit of goodwill, and where the giver is not seeking favoured treatment
- dressing in an appropriate manner when conducting Lions business.

## 4.7 Champion

Each Lion should champion and stand up for Lions policies and procedures and comply with the laws of the country in which they work.

Each Lion Can Demonstrate this by:

- Actively supporting the safety, health and wellbeing of all Lions members and others they interact with.
- Protecting the privacy and confidentiality of Lions as an organisation, its members, staff, clients, partners and other supporters.
- Actively supporting, encouraging, and promoting diversity in the workplace.
- Understanding that many of our policies provide guidance on the way we treat each other, including the Equal Opportunity, Complaints and Grievance, Disciplinary Action, Occupational Health and Safety, Privacy, Protecting Children and Young People, Drugs and Alcohol, Diversity and Whistle-blower Policies, or Acts in each State or Territory.

## 5. Breaches of Standards of Conduct

All members are to familiarise themselves with this code and ensure that its provisions are observed. Members should be aware that failure to comply with standards of conduct outlined in the code, without valid reason, will be addressed by the Executive of their individual club or if a satisfactory resolution is not achieved by the District Governor, Constitutional By-Laws Chairperson of their District or an appointed committee.

## 6. Determination of Conduct

Determining whether a member's conduct, is right and proper in terms of this code requires examination of:

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- the nature of the conduct exhibited; and
- the context in which the conduct takes place.

## 7. Responsibility to Community, Government and Law

Members are to act in good faith, in accordance with both the spirit and the letter of the law and in the best interests of the community.

All members of Lions Clubs have responsibilities towards the government of the day and are to ensure political neutrality in all decisions regardless of which political party or parties are in office.

### 7.1 Public Comment

Lions Clubs acknowledge that members have a right to make public comment and enter into public debate on political, community and social issues in a private capacity.

There are circumstances where public comment or debate by members is not acceptable. These include circumstances where:

- a public comment made in a private capacity may give rise to a public perception that it is in some way an official comment of Lions Clubs,
- a member is directly involved in advising on or directing the implementation or administration of government policy, and the public comment would compromise the member's ability to do so;
- a public comment amounts to improper criticism of the Government
- a public comment amounts to an unwarranted personal attack on the character or integrity of another member or person.

### 7.2 Political Activity

Members have the same right as any other citizen to freedom of political views and association. However, any political activity by members is to be conducted in a private capacity.

### 7.3 Lawful Directions

Members are to obey any lawful direction, instruction or order given by any member or person authorised by law to do so.

### 7.4 Conflict of Interests

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Members of Lions Clubs are expected to perform their duties in such a manner that public confidence and trust in the integrity, objectivity and impartiality of Lions Clubs is paramount.

## 7.5 Personal Conduct

At all times, members are to act and be seen to act properly and in accordance with both the spirit and the letter of the law and the terms of this code of conduct.

## 7.6 Use of Alcohol and Other Drugs

Members are to ensure that the consumption of alcohol or other drugs does not adversely affect the performance of their volunteer duties.

## 7.7 Influence to Secure Advantage

Members shall not use the influence of their powers or position, or the influence of any other person to obtain improperly, any appointment, advancement, decision or other advantage, either personally or on behalf of another.

## 7.8 Conduct Towards Members and Other Persons

In the course of their functions, and in particular when exercising discretionary powers, members are to:

- I. treat all persons with respect and dignity and in a reasonable, equitable and fair manner;
- II. not intimidate, engage in sexual or other forms of harassment, unlawfully discriminate or otherwise abuse any person;
- III. observe merit in selection processes;
- IV. safeguard privacy and confidentiality of matters of a personal nature relating to other members of Lions Clubs;
- V. adhere to the principles of natural justice;
- VI. adhere to management principles and practices which foster the rights, and wellbeing of members and encourage access to volunteer assistance and development schemes;
- VII. ensure subordinates are set equitable and fair workloads;
- VIII. not inappropriately distract other members of Lions Clubs from carrying out their duties;
- IX. not allow personal relationships to adversely affect their volunteer performance or that of other members; and
- X. not induce other members to breach this code.
- XI. Demonstrate a high degree of individual responsibility.

## 7.9 Lions Conduct When Working With Children



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Lions Australia is a highly respected organisation through its excellent work in the community and overseas projects. Its logo is highly recognisable and our members are often seen in the wider community performing much needed beneficial tasks and as members we are proud of our achievements. Given this, it is important for both our members and the community to maintain confidence in our activities. A significant part of maintaining this confidence is for all members to adhere to a Code of Conduct. Therefore the following are reasonable expectations we put on ourselves when working with children.

Lion members and volunteers shall:-

- I. At all times whilst at a youth camp or other Lions organised youth events wear a Lions Identification Badge or Passes or lanyards.
- II. At all times we will take all reasonable steps to protect children and young people in our care.
- III. Not develop a relationship with child or young person that could be misconstrued as grooming behaviour by others.
- IV. Not develop a relationship with a child or young person that could threaten the child or young person's safety or wellbeing.
- V. Will not disclose children or persons private information other than within the obligations of the Child Safe Policy.
- VI. Be accepting of all children and young people in our care regardless of their ethnicity, religious beliefs, or gender identification.
- VII. Always treat children and young people in our care with respect.
- VIII. Always act in accordance with Lions Australia child Safe policy.
- IX. Never offer alcohol or illicit drugs of any kind to a child or young person.
- X. Never be under the influence of alcohol or illicit drugs whilst in the position of care or responsibility of a child or young person. (continued overleaf)
- XI. Never expose children or young people to pornographic material from any medium.
- XII. Always know where the child or young person is when in your charge.
- XIII. Never intimidate a child or young person through tone of voice or verbally abusive language.
- XIV. Report any breach of the code of conduct through the Lions Feedback and Enquiries form located on the website here. Keep in touch/feedback.
- XV. Uphold, respect, and protect those members and volunteers who in good faith report a breach of this code.
- XVI. Any breach of the Child Safe Policy may result in action by the Lions club to restrict the member's activities, suspend or cancel their membership.

## 8. Conclusion

This code of conduct has been developed to outline the ethics, principles, associated obligations and standards of conduct that apply to all members of Lions Clubs. For the code to be ultimately viewed



Revision No.	7	Relates to:	Conduct of Lions members
Revision Date	4 November 2022	Applies to	MD 201 Personnel
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# Code of Conduct



by Lions Clubs and the community as an effective document, members need to view and utilise it in line with the following statement:

This code is intended to be used by members of Lions Clubs in determining what is right and proper in their actions.

Lions Australia will make the Code of Conduct available to clubs on the Lions Australia website.

## Table of Revisions

REV #	Date	Description of Change
No.1	Sept 2018	Council adopted this Code of Conduct for use by the Multiple District, Districts and Clubs
No.2	May 2019	Numbering error corrected
No.3	June 2019	Revision table added
No.4	Sept 2019	Reference to the Lions Australia Child Safe Policy added
No.5	Dec 2019	Updated formatting
No.6	Feb 2022	Amended Code of Conduct with respect to Child Safe policy. Removed reference to summary version.
No.7	Nov 2022	Reformatted for easier printing.



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WE SERVE - WE CARE

CAROLYN KILPATRICK DG 201C2 2024-25