



We Serve

DISTRICT 201Q3

Secretaries' Manual

2024 – 2025



Richard Williams

District Governor



Let's Roar

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1. DISTRICT GOVERNOR'S WELCOME

Welcome to you all. Thank you all for taking on an important club role this year. Together, we have twelve months to make a difference in how our organisation approaches the future, and you all have something to offer. Please participate, be brave and enjoy the year.

We hope this manual is a useful tool to help you through the year. But, please ask questions, and question what is happening.

Our theme this year has four aspects – **fun, future, fearlessness – LET'S ROAR**. Before discussing them, let's have a chat about what isn't there – serve. Serving underpins everything we do, it is our organisation's motto, so I see no need to repeat it in our theme.

Fun - if people are having fun, we are meeting a basic human need, and they hang around. If people see us having fun, they may join.

Future – the world is changing (and has already). We can't afford to offer a 1980s experience in 2024.

Fearlessness – making hard decisions is not easy but is essential to our survival. Fearless does not mean ruthless, but sometimes we have to compassionately do the unpopular.

LET'S ROAR – we need to be seen and heard, so let's shout our achievements to the world, to show our pride in our organisation.

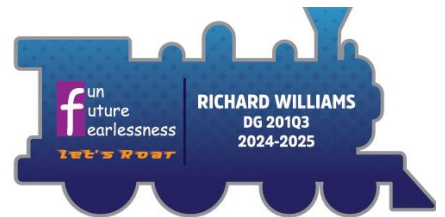
These concepts underpin two words I use regularly – sustainability (how can we ensure we will be here in 5,10, 20 years), and engagement (making people want to join, then want to stay).

We will continue to work towards our Big Audacious Mission target of 30,000 members by 2030. But membership is more than numbers in a graph – it is people to share the load and increase our impact.

As I write this, I have not seen International President Fabricio Oliveira's theme, but his messaging regularly talks about increasing membership (through supporting existing Clubs and building new ones), increasing support for global causes and supporting LCIF. I'll get more to you when I get it.

Remember to take care of yourself and please ring if you need a chat, a shoulder or sounding board. District Cabinet (including the District Action Team) is here to help. I look forward to working and chatting with you - So, let's kick some goals and have some laughs.

Debbie and I look forward to working with you.



Richard Williams
District Governor



Richard and Debbie

Richard with
International
President
Fabricio Oliveira



2. DISTRICT GOALS



District 201Q3 Five Year Strategy (2022-2026)

2024-25 District Goals DG Richard Williams

Five Year District Strategy

(1) We will assist clubs to better target and increase their service footprint

1. Broaden our impact by increasing the range of service activities we deliver.
2. Help people grow into Lions.

(1) We will encourage all clubs to engage with at least five global causes

(2) We will provide and promote development opportunities

3. Increase engagement in Clubs (current and new members) by enhancing the membership experience.

(3,4) We will encourage clubs to foster a welcoming, service culture

(5) We will Charter one Lions Club and one Omega Leo Club, and create 2 club branches

4. To achieve a more diverse membership to better reflect the demographic of the communities in which we live and enable our members to better serve.

(3,4) We will promote diversity in membership so we reflect our community

(5) We will understand how we can use each type of club

5. Increase the number of Lions and Leo clubs.

(2,3,4) We will understand our existing diversity and how we can assist them to better serve

(6,8) We will deliver at least 50 videos relating to Lions matters

6. For clubs and members to have a better understanding of, and engagement with District and LI directions.
7. Adapt to current trends in volunteering and fundraising.

(7) We will develop 3 position papers to Inform our recruitment and fund raising

(8) We will investigate effective media formats and make better use of them

8. To raise Lions internal and external profile by effectively using a variety of media formats.

(9) We will encourage clubs and individuals to support Lions Clubs International Foundation (LCIF) and Australian Lions Foundation (ALF)"

9. Encourage clubs and their members to donate to LCIF and ALF

3. CABINET SECRETARY'S WELCOME

Welcome to all Club Secretaries for the 2024-2025 Lions year. Congratulations!

Whether it is your first time in the role or returning for another year you have taken on one of the most important roles in your Club and I would like to personally thank you for volunteering. It is often said that the Secretary role is one of the hardest roles however it can also be one of the most rewarding. In your role you will be involved in most of the business functions of the Club and will have the opportunity to learn a great deal about the management of your Club as well as the greater Lions community.

I personally only joined Lions just under 3 years ago but grew up with parents who have been active members for most of my life. I was quickly thrust into the Secretary role within my first year but have later come to appreciate how much this has helped me grow and learn about the many aspects of being a Lion, not to mention the inspiring Lions I have had the privilege to meet along the way. I hope to continue my growth in my new role as your Cabinet Secretary and look forward to working with you all.

This manual has been developed to assist you to understand and manage your role and I hope you find it useful. It aims to summarise the responsibilities of the Club Secretary, explain the timelines for various responsibilities, and help you access additional resources that are needed. We cannot cover every scenario you will face in a manageable document but we hope this manual gives you the basis for good decision making in the role.

Each Club will have its own unique way of managing their day to day functions. As long as you understand and meet your legal obligations (such as State Law and your Constitution) you will also be able to make decisions on how you would like to carry out your role that best suit you and your members.

As Secretary you are the business manager and you will have first-hand knowledge of what is happening, what the opportunities are, and what deadlines are coming up. How you use this information will assist the Club to run as effectively as possible.

Your key responsibilities include:

- Administration of Club Meetings (including apologies, agendas and minutes)
- Managing and recording Club correspondence
- Reporting to LCI your Clubs membership status and service
- Office of Fair Trading Annual Returns
- Supporting conventions (including the provision of delegates and memorial returns)

I wish you all the best for a successful year and hope that by the end of it you will look back with pride and appreciation for all that you have achieved. Please feel free to contact me if I can provide assistance in any way. I may be new to my role but I'm excited to be in the position to help others and I'm surrounded by an amazing network of experienced and supportive Lions including our outgoing Cabinet Secretary Lion Barbara Matthews who is a wealth of knowledge and an inspiring mentor.

Danielle Runge
Cabinet Secretary 201Q3

4. SECRETARY CALENDAR

Before commencing role	<ul style="list-style-type: none"> ❖ Get handover from outgoing Secretary ❖ Understand the filing protocol ❖ Understand the email distribution protocol ❖ What does the President expect of your role eg setting the agenda? ❖ Who books meals, sends out notice of meetings and agendas? ❖ Create/update Club paperwork + templates (eg. letterhead, agenda, minutes) ❖ Assist as required for the Changeover Dinner/Event
Ongoing throughout the year	<ul style="list-style-type: none"> ❖ Maintain Club Roster (adding/dropping/transferring members, contact details) ❖ Maintain Club Calendar ❖ Meetings (organising, agendas, minutes) ❖ Follow up from meetings ❖ Articles for the Club/District Bulletin ❖ Blue Card Register ❖ Maintain donation requests for end-of-year ❖ Service reporting (if applicable)
As required	<ul style="list-style-type: none"> ❖ DG Team Visit/s ❖ New Member Inductions ❖ Send thankyou letters/emails
July August	<ul style="list-style-type: none"> ❖ Audit members details ❖ Adopt Policy Minutes ❖ Delegates for District Convention ❖ Memorial for District Convention ❖ Notices of Motion for District Convention ❖ Encourage appointment of a Club Administrator to assist with reporting ❖ Finalise any End of Year Donations if not done already
September October	<ul style="list-style-type: none"> ❖ Update Insurance Certificates where applicable ❖ Issue written notice of the AGM, including the agenda ❖ Send your report to the Office of Fair Trading
31 Dec	<ul style="list-style-type: none"> ❖ AGM must be completed ❖ Copy of Cub Audit to be sent to District Treasurer
February March	<ul style="list-style-type: none"> ❖ Issue notice of the Nomination meeting, including venue, date, time and positions to be filled (at least 14 days prior to the meeting) ❖ Send out notice of Election Meeting, including venue time date and candidates (at least 14 days prior to the meeting) ❖ Delegates for Multiple District Convention ❖ Memorial for Multiple District Convention ❖ Delegate details on the Lions Portal for International Convention
April	<ul style="list-style-type: none"> ❖ Add officers to the Lions Portal after elections (by 15 April)
May	<ul style="list-style-type: none"> ❖ RSVP for the Club Officer Forum ❖ Order supplies and any Awards ❖ Order copies of MD Directories by 30 May
June	<ul style="list-style-type: none"> ❖ With the treasurer prepare documentation for the Club audit. ❖ Handover to the new Secretary

5. OUR LEGAL FRAMEWORK

5.1: Constitutional & Legal Requirements

The Standard District 201Q3 Club Constitution is available on the District website at <https://201q3.lions.org.au/resources> and has been drafted having regard to the requirements of Lions Clubs International and the Queensland Office of Fair Trading. Relying on another Club Constitution may mean that you are not complying with local laws.

Please ensure your Club has adopted the 2024 version of the Constitution and has lodged that resolution with the Office of Fair Trading. For more information, please contact Danielle or Norm.

For further details, or if you believe your Club is not using, or chooses not to use, the Q3 Constitution, or you consider an amendment is necessary, please contact the Constitution and By-Laws Chair (PDG Norm Alcock) for advice.

5.2: Duties of the Club Secretary

The District 201Q3 Lions Clubs Standard Form Club Bylaws at By-Law 4 – Duties of Club Officers states:

Section 5. **SECRETARY**. They shall be under the supervision and direction of the president and the board of directors and shall act as the liaison officer between the club and the district (single, sub- and multiple) in which this club is located, and the association. The responsibilities for this position shall be as follows:

- (a) Submit regular monthly and other reports to the international office of the association containing such information as may be called for by the board of directors of this association.
- (b) Submit to the District Governor's Cabinet such reports as it may require.
- (c) Be an active member of the District Governor's Advisory Committee of the zone in which the club is located.
- (d) Have custody and keep and maintain general records of this club, including records of minutes of club and board meetings; attendance; committee appointments; elections; member information, addresses and telephone numbers of members; members club accounts.
- (e) Give bond for the faithful discharge of their office in such sum and with such surety as determined by the board of directors.
- (f) Deliver, in a timely manner, at the conclusion of their term in office, the general records of the club to their successor in office.



5.3: Obligations of a Chartered Club

As given in Article XI Section 4 of the International By-Laws, the obligations of each chartered Club, to remain in good standing, are as follows:

- Collect from each member, except as otherwise provided in the By-Laws, minimum annual dues to cover International and District (single, sub-district and Multiple District) dues and such other expenses as are necessary for club administration.
- Submit such regular reports to the association's office as may be called for by the International Board of Directors.
- Abide by the Constitution, By-Laws and the Policy of the International Board of Directors.
- Attempt to resolve all disputes arising at the Club level according to the Club Dispute Resolution Procedure set out, from time to time, in the policy of the International Board of Directors.

5.4: Policy Minutes

We suggest that each Club maintain an up to date set of Policy Minutes. They should reflect the day to day operational and management aspects of the Club, and could address issues such as:

• regular project activity	• fee structure
• catering procedures	• support for community activities
• security	• dress standards
• participation in District activity	• Raffles
• member reimbursement	• Club visits
• entertainment	• Conventions
• changeover functions	• Club equipment
• social activity	• Security & Safety
• Meeting dates, times and venues	

Clubs review their Policy Minutes annually and adopt them at the first meeting in each Lions year. Policy Minutes may be amended at any time during the year.

District Constitution and By-Laws Chair (PDG Norm Alcock) is available to guide and assist Clubs in formulating Policy Minutes.

5.5: Club Secretary – Requirements under State Legislation

At all times, the Club Secretary should remember that he/she is also the Secretary of an Association incorporated under Associations Incorporation Act in Queensland.

He/she will have to comply with the administrative requirements of that Legislation, in addition to complying with the administrative duties required by the State Charitable Collections Act (Your Club should have a Certificate of Sanction to enable fundraising). The Legislation provides for significant financial penalties for those Secretaries who fail to comply with their requirements.

The Associations Incorporation Act 1981 and the Charitable Collections Act both require Incorporated Associations to:

- hold an Annual General Meeting within 6 months of the close of the financial year (also a requirement under Rule 16 Section E of the District 201Q3 Club Constitution and Bylaws),
- submit an annual return within one month of the date of the Annual General Meeting,
- pay the lodgement of annual return and financial statement fee.

The Office of Fair Trading will send annual return forms to the address they have for your Club within one month of your financial year ending. If you do not receive them, or need another copy, you can send a request to the Registration Services branch of the Office of Fair Trading (see contact details at www.fairtrading.qld.gov.au/business-units.htm).

The Lions Club Management Committee determines the date of the AGM, but the Secretary must give at least **14 days** notice in writing (electronic, mail or personal delivery) and must advise the date, time, venue and the business to be conducted at the meeting. Please remember to allow delivery time if you are posting a notification.

See **Annexure A** for procedures and draft Agenda for an AGM.

6. TO DO BEFORE YOU START

6.1: Liaison with Club President and Treasurer

Prior to the commencement of your year as Club Secretary, we strongly recommend that you meet with the new President and Treasurer to establish "ground rules" for the way in which the Club is to operate. You should decide on such items as:

- Who will be responsible for meeting agendas and issuing notices of meetings?
- How will correspondence be handled within the Club? (e.g. what emails will you send to all members, what correspondence does the President want to know about, what constitutes spam?)
- Who will prepare the Minutes of Meetings? – will your Club appoint a Minute Secretary?
- Who is responsible for arranging meal bookings, liaison with your meeting venue etc? Where meal bookings are concerned, the member who accepts responsibility for this task needs to be easily contactable.

You may consider documenting these matters in your Club's Policy Minutes if they are not already.

6.2: Chat to the outgoing Secretary

They have been doing the job for a year (or more), and are aware of the short-cuts, expectations, duties and pitfalls. Have a chat to them. You may care to discuss:

- What equipment, records and stationery will they be handing over, and what do you need?
- What are the quirks of the role?
- What hints can they give you to make the job easier?

7. REPORTING OBLIGATIONS

7.1: General Overview

Reporting is important to every organisation and LCI is no exception. Knowing how many members we have, how much we donate to the community (whether as dollars, in kind or hours) helps LCI promote Lions as a viable option for benefactors to partner with us to deliver our outcomes (e.g., Bill Gates and One Shot One Life).

In addition, we are obligated under State and Federal laws to maintain accurate membership lists.

7.2: How to Report

Membership numbers are maintained on the Lions Portal. To maintain this it is important for Clubs to ensure the members listed for their Club are accurate. Secretaries are usually the officer responsible for adding, transferring and dropping members and this is done on the Lions Portal.

Service Activities are also maintained on the Lions Portal. Once the Clubs services are entered the Activities Report tallies hours spent, funds raised and donations made.

The following Club Officers have access to report for Clubs:

- President, Secretary and Club Administrator can complete **membership** changes.
- President, Secretary, Club Administrator and the Club Service Chair can complete **activity** reporting. (note that any member can 'plan' an activity on the Portal but only these positions can 'report').

7.3: Access to Reporting

The screenshot shows the Lion Portal interface. At the top, there is the Lions Club logo and the text "Lion Portal". Below this, a yellow banner reads "The Lion Portal is now available. Get started." The main content is divided into two sections. The first section, "Never logged into Lion Portal?", provides instructions for new users and includes a four-step process: 1. Login using your current account, 2. Review your credentials, 3. Setup your password, and 4. Start using the Lion Portal. A "Get Started" button is located at the bottom right of this section. The second section, "Already logged into Lion Portal?", includes a "Go to Lion Portal" button. To the right of this section, there is a "Register for Lion Portal" section with the text "New registrations will be accepted shortly after our initial launch period." At the bottom center, there is a link: "Click here to learn more about Lion Portal".

Access to the Lion Portal is through a single Lion account. If you have not yet registered, you can do this at <https://account.lionsclubs.org/Account/Login> and follow the prompts. To register, you just need your name and unique email assigned to your account. You can ask any of your Clubs members that already has access to the Lions Portal to look up your registered email for your account. If it is not a unique email address you will need to get an officer with the correct permissions to update your account (eg Secretary, President or Cabinet Secretary).

All Lions can register to access the Lions Portal. As long as the outgoing officers have registered you as the incoming Secretary you will automatically have the additional permissions required for your role on the 1st of July.

Information and training videos about the Lions Portal can be found here:
<https://www.lionsclubs.org/en/resources-for-members/digital-products/portal-updates>

7.4: Membership Management

It is important that you keep your members' details up to date. This means updating the Lions Portal when your Club inducts a new member, a member resigns, transfers or has their membership terminated, or when a person's details change (change address, name, membership type etc.).

Lions Clubs are no longer required to report on membership each month.

Effective management of your Clubs members on the Lions Portal ensures accurate statement billing, mailings, award(s) criteria and other benefits. The Membership Report is the most important communication document in use in our Association. It serves many purposes and reaches many people who each extract the information they require from the report.

It's particularly important that the membership data be kept up to date for legal and insurance reasons. For instance, if a new member was unfortunate enough to suffer an accident whilst working for Lions and their membership could not be verified, it is possible that an insurance claim could be delayed or denied.

Membership Reports are used to record a variety of information in Lions Clubs International and MD201 databases. They are also used to control the charging of International, Multiple District and District dues to the Club's account.

7.5: Club Service Activity Report

The Responsibilities of the Club Service Chair include recording service activities, and the secretary (unless fulfilling both roles) should not have to be concerned with this. You will need to speak with your Club Service Chair to clarify the responsibility for recording service activities-

Please report the Club's service activities on the Lions Portal as they occur. Service activity reporting helps us measure the impact of our service and helps our leaders at the District, Multiple

District and International levels understand the needs and interests of the local Club, helps inspire fellow Lions with our success stories and provides a searchable record of the year's activities.

It also is evidence of our reach that convinces benefactors to support and partner with us.

At the end of the year, International Headquarters will tabulate the results from more than 46,000 Clubs and the Association will have an accurate annual accounting of:

- The types of Lion service activities completed.
- The total number of service hours volunteered.
- The amount of funds that are donated to charitable causes.

This information is valuable as a public relations and membership recruitment tool for Clubs around the world.

By completing the service activity report online each month, you can:

- Keep a descriptive, searchable record of their Club's service activities.
- Upload photographs for each service activity.
- Use the support centre panel for additional instructions and tools related to a specific functional area of the report.
- Search for activities (including photos and project descriptions) that are being shared by other Clubs and districts worldwide.

For technical assistance, contact GST Coordinator Debbie Williams, Cabinet Secretary Danielle Runge, or LCI's support centre via email at lionssupport@lionsclubs.org

7.6: Club Officer Report

Each year, following the election of the Club Officers, Clubs are required to report their new officers to District by 15 April (may be by PU101 and /or entered onto the Lions Portal) and to International Headquarters by 15 May. Please ensure this is completed by 15 April.

Remember to update the Lions Portal with current details and a current unique email address to facilitate establishing Club Officer contact and accesses. Once the new Officers are reported, those officers will begin to receive correspondence and have appropriate access to the Lions Portal and other resources. For the same reason, Clubs should tell the Cabinet Secretary of any officer changes that occur during the year.

National Office will provide details about scheduling to meet the operational needs with respect to publishing the Multiple District Directory. This is done by the Cabinet Secretary and Club Secretary using the information from the Lions Portal (or PU 101).

7.7: Multiple District Directory

In July of each year, Multiple District office produces the Multiple District Directory in both paper and electronic forms. Its primary purpose is listing contact details for all MD 201 Lions and Leo Clubs.

Copies of the Directory are available to all members and Clubs in the Multiple District. The number of hard copies supplied is based on an order by members or the Club through the Lions Store on the Lions Australia website. Please place orders through the Lions Shop, Newcastle by 30 May each year for delivery mid July.

The Directory also lists names and contact details for District Officers.

It is essential that each Club completes election processes and enters the results into the Lions Portal by the 15 April each year, to meet the editing and publication/despatch schedule for the Directory.

8. MEETINGS AND MEETING RELATED ISSUES

8.1: Planning for Meetings

During your year as Club Secretary, it is possible that you will be present at over thirty meetings of your Club and its Board of Directors. Experience has shown that these are best handled with a mixture of planning and efficiency. Good planning is essential to minimise the workload and it is wise to prepare a checklist covering necessary actions. Efficiency lightens the workload on you and your colleagues.

Many Club Secretaries find it helpful to discuss meetings with the Club President a few days before the event. Such a discussion permits a review of incoming correspondence and other matters for discussion, and assists preparing the agenda.

8.2: Board of Directors' Meetings

The Club Secretary has the following duties in connection with the meetings of the Club Board of Directors:

- Together with the Club President, co-ordinate the topics to be covered including the preparation of an agenda and the supporting correspondence.
- Notify all Club Members of the time and location of the meeting, preferably at the Dinner Meeting prior to the Club Board Meeting.
- Provide a list of inwards and outwards correspondence.
- Provide minutes of the previous meeting.
- Record the Minutes of the meeting in detail to provide the "business history" of the Club. See below for items that should be recorded.
- Ensure the decisions of the Club Board are advised promptly to Members and others.

The Club Secretary's other responsibilities will vary from Club to Club, so establish "ground rules" with the Club President at the start of the year, to avoid confusion.

8.3: Regular Club Meetings

Although the style of Club meetings will vary widely between Clubs, all should have a good programme and plenty of good fellowship. As Club Secretary, you should plan your contribution to the meeting. Prior to the meeting, you prepare an agenda; together with a check list of "things to do".

Before the Meeting

- Collect a list of visitors, guests and apologies (Note that apologies are only those who have notified the Club of their non-attendance, not someone who is just absent).
- Liaise with meeting venue as required to advise numbers, meals, dietary requirements etc.
- Organise any awards to be presented.
- Obtain and prepare "new member kits" including Membership Certificates and badges for the induction of any new members. (In some Clubs, the Membership Chair may undertake this task)
- Prepare correspondence as per your Clubs processes.
- Assemble information to be announced to members.
- List items of interest for the Club President, including any necessary protocol for the correct greeting of guests.
- Forward items of interest to your Club Public Relations Chair / Bulletin Editor. Don't forget your contributions to the District Magazine and the Australian edition of the "*Lion*".
- Check your Clubs Blue Card Register to ensure all members remain current.

During the Meeting

- Check the attendance roll and make note of members with guests. Note the contact details of potential new members.
- Record Minutes of meeting.
- From time to time, ask your existing members to check a copy of their Club record for correctness.

After the Meeting

- Send the minutes to President for approval prior to circulating them to Club Members
- Note attendance on your Club records. (If your Club does this)
- Record any awards presented to your Club and members Attend to correspondence.
- Prepare Minutes and distribute copies to all members (as soon as possible after the meeting. Some Clubs have a timeframe (e.g. 3 days) in their Policy Minutes or, alternatively, publish minutes in your Club Newsletter.
- Minutes are to be signed by the President and Secretary (or whoever chaired and recorded minutes) after they have been confirmed correct at the next meeting. Note that a copy of these signed minutes must be kept forever.
- Complete your Membership Report and other necessary returns, including activity information.

The Club Secretary's detailed responsibilities will vary from Club to Club. It is recommended that "ground rules" are established with the Club President at the start of the year, to avoid confusion at meetings.

8.4: Zone Meetings

Officially known as the **District Governor's Advisory Meeting**, the Zone Meeting is convened by the Zone Chair. The Club Secretary, (along with other members of the Club) is a member of the District Governor's Advisory Committee for their Zone.

The Committee meets three - four times per year to discuss and coordinate Lions affairs within the Zone. Zone Meetings also provide an opportunity for Clubs to receive information from District Cabinet Meetings and have input to the District Cabinet. District Chairs are often invited to make presentations on their portfolios and this provides an opportunity to share ideas and problem solve.

The notes of the meeting should be published in your Club Bulletin or otherwise distributed to members.

9. RECORDS

Before we start, a word about minutes. They are called minutes, not hours or seconds. They should be sufficiently detailed to provide a lasting record of Club meetings and decisions, and so that people not at the meeting get the information they need to know what is going on and how they can participate. They should not be so detailed that people give up reading them, or miss the important bits, nor should they be so brief that they don't relay the story.

Using a template will make your job easier – many of the agenda items and motions will be the same at each meeting. Choose a template that works for you and your club. I have attached an option at Annexure E.

9.1: Recording the Minutes

The Minutes of both Board and Club Meetings are a record of the Club's affairs that must be recorded and stored for legal, insurance, future reference, and Club historical purposes. Such Minutes should be formally adopted at the next meeting, with corrections (if any) recorded.

The following are Minute-keeping guidelines:

- Names of guests and members present at the meeting.
- Apologies for absence. Only record those who have sent apologies. Do not assume that if someone is not there, they are an apology. If they are on their way to a meeting and have an accident, it may make an insurance claim more difficult if the records show they were an apology.
- Names of Members giving Invocations, Loyal Toasts, etc.
- Details of any payments authorised by the Meeting. Your Club Treasurer should seek authorisation for each payment made on behalf of the Club. You may refer to a schedule published in say, your Newsletter, or a separate Treasurer's Report, provided you keep an "official" copy as an appendix to the Minutes.
- Full wording of motions, regardless of the result of the discussion, with proposers and seconders and a record of whether the motion was approved or lost.

- Full wording of motions authorising the participation of the Club in projects or any activity. Always include authorised expenditure. The Club must formally agree to participate in any project and have the matter recorded in the minutes for Insurance and other legal reasons.
- Matters of business needing the formal approval of the membership.
- Acceptance and induction of new Members, and the resignation or transfer of any Member, together with any action that affects the status of any Member. All changes of membership status should be the subject of a notice of motion to ensure that the wishes of every Member are considered. (Acceptance and resignations should be dealt with at a Board Meeting in the first instance).
- Committee Reports
- General Business

Minutes of both Club and Board Meetings should be distributed to all members of the Club in PDF format, to keep the membership in touch with Club affairs, particularly when they are unable to attend a meeting or meetings. Many Clubs include the minutes in their regular Club newsletter.

The Minutes of your meetings are a valuable tool for the administration of your Club, and they should be freely available to all members. Apart from anything else, members can use them as a "memory jogger." They form an important reference point for following meetings.

9.2: Record Retention

The Queensland Office of Fair Trading has developed an [Incorporated Associations Smart Business Guide](#) which requires us to keep all financial records for at least seven years after the final entry.

They also state that minutes of meetings provide a permanent official record of the business transacted. They should form a clear and concise summary of the proceedings of the meeting. This means minutes should be kept 'forever'.

9.3: Membership Attendance Records

The International Constitution requires Chartered Clubs "to encourage regular attendance" at the "regularly scheduled meetings" which are held at least monthly. Contrary to a general opinion that is often expressed in Australia, there is no provision for Clubs to go into recess over the Christmas or any other period.

The Club Secretary is generally responsible for maintaining records of attendance, although in some Clubs it is a function of the Membership Committee. Take advice from your predecessor whether your Club does this, and how you do it.

The Lions Portal records club offices held for each member. It is important that you (or someone in your club) records all positions held and awards received by members. It is prudent to also record those positions recorded in the Lions Portal, as recovering data about Officers may be difficult, especially a few years after they held office.

9.4: Backing Up Records

Most Clubs use electronic communication and record keeping. Reports to District, Multiple District and LCI are, for the most part, submitted electronically.

However, please ensure you have adequate back-up arrangements (either electronic or paper) in place to safeguard against a computer fault losing the Club records. Backup is beyond the scope of this manual but may involve an external hard drive stored at a site different from that of the primary records.



9.5: Child Safe Records

Refer to the information in Addendum G which outlines detail about what is required from Lions Clubs in relation to Child Safety.

To support compliance with the Queensland legislation and Lions Australia Child Safe Policy, Clubs need to ensure the following records/documents are in place:

- A **Club Child Safe Policy** is developed/adopted and reviewed annually
- The appointment of a **Child Safe Officer** is recorded in the Minutes of the Club at beginning of each year
- The form “**Update Organisational Details**” from Blue Card Services is completed/submitted at beginning of each Lions year
- A **Blue Card Register** is maintained and saved/archived at least twice per year eg beginning of July and end of December
- Forms are completed to **link and delink Blue Cardholder** members when relevant/required
- **Child Safe Incident Reports** are completed when there is a breach of the policy in relation to risk/harm of a child/young person.

10. CORRESPONDENCE

10.1: Club Mail Arrangements

In previous manuals, we have encouraged Clubs to have a PO Box to receive mail. While there are advantages to doing so, almost all contact these days is electronic, so not having a box may be a cost saving measure for Clubs to consider.

That said, you do need an address for the Club, and that address will be recorded with the Office of Fair Trading, your bank, Lions Australia and LCI (at least). If the owner of the address goes away for a few weeks, you may need a Plan B for Club mail.

A few words about handling correspondence:

- You do not need to wait until the next meeting before taking action on correspondence.
- Maintain the incoming and outgoing correspondence files progressively during the interval between meetings and use it to update your Club President on incoming and outgoing mail.
- In general, you should answer or acknowledge all incoming correspondence immediately, and make sure that inward mail is directed to the Club Board member or Committee Chair concerned. For instance, send original accounts and statements to the Club Treasurer for their files and action. The original copies of all other correspondence should remain in the hands of the Club Secretary, with copies being sent to the various Project Chairs or others.
- The percentage of "junk mail" reaching our Clubs is often high, and the Club Secretary is correct in removing such items where they clearly have nothing to do with Club business. However, be careful not to "censor" the mail, remembering that whilst the Club Secretary may not be interested or agree with a particular item, other members may wish to know. Secretaries sometimes take on the role of chief censor for the Club and some important correspondence may never get past them.
- The Club correspondence file should be available to all members at the meeting, remembering that members are entitled to see all incoming and outgoing correspondence. There is really no need to read all the correspondence aloud at meetings – in fact, DON'T! A reasonable compromise is for the Club Secretary to briefly draw attention to significant items within the file. Some Clubs use an "Incoming and Outgoing Mail Summary", with the correspondence numbered to facilitate reference, and ask members for questions about any items.

10.2: Email

In District 201Q3, each Club has an email address of the form *your-club-name@lionsq3.org.au*

The District webmaster will, by default, forward any emails sent to that address to the personal email addresses of the President and Secretary. If you would like to add other members, or a generic Club email address, please notify the District webmaster.

The District will use this email address as the primary contact with the Club, and the address will be published in the MD Directory (unless you request a different address), so it is important to keep the addresses receiving forwarded emails up to date.

11. MEMBERSHIP

11.1: New Members

Membership of a Lions Club is by invitation and is open to any person of legal majority and of good moral character and reputation. It is customary for a new membership prospect to attend two or three meetings or activities before being invited to join.

However, there is no constitutional requirement for this procedure, and it is a matter for the discretion of the Membership Committee and the Club Board as to when an invitation is extended. The procedure allows the prospective member to get a feel for the Club and allows the Club to get to know the member. If the member does not think the club is for her/him, it may be possible to guide them to another local Club.

The prospective member should complete the “Membership Application” and the most current form can be located at <https://lionsclubs.org.au/members/resources/>.

It should be made clear to the prospect at that stage that membership is by invitation. New Member Induction Kits are free and are ordered from the Club Supplies Shop on the Multiple District 201 website <http://www.lionsclubsshop.com.au/>

The name(s) and induction date of New Members can be entered under product details when adding to the shopping cart. This information must be provided for orders to be processed. When inducting new members, please ensure that the current International President’s name is on the certificate.



11.2: Briefing and Investigation

Before inviting a person to join, your Membership Committee or the Sponsoring Member must thoroughly brief the person on the costs and obligations of membership. This procedure is often combined with a discrete investigation as to the candidate’s suitability. (In the case of new members, the Club has an obligation under the International Constitution “to thoroughly investigate the background of all persons proposed for membership in the Club. Such investigation shall include inquiries in the community where the proposed individual resides or has a place of business or is employed.”)

It is in the interests of your Club and the Association to ensure that a prospect will make a good Lion Member. It is best that an experienced Lion with broad knowledge of the Association should participate in the briefing and investigation of new members.

11.3: Secretary's Duties

Following briefing and investigation, the new prospect's application should be placed before the next Club Board Meeting for acceptance, or otherwise. In the case of acceptance, you should ensure that you have full details of the new member for Club Records. Enter the details into the Lions Portal, and complete any other membership records your Club uses.

The Club Treasurer should ensure that the appropriate joining and pro rata membership fees are paid. Some Clubs have a policy of waiving entry fees to encourage new membership, but please remember that the Club would still have to pay the International joining fee.

There is no need for the Club to wait until a new member is formally inducted before recording their membership on the Lions Portal. A Lion membership start date is from your Club Board's acceptance of their application to join.

Your Club President should arrange for a formal induction of the new member as soon as is practicable. Refer to the Club President Manual for more information.

11.4: Reinstated Members

Any member dropped from membership in good standing may be reinstated by the Club's Board of Directors. The Reinstated Lions Service Credit allows Lions who have had previous breaks in Lions membership to claim their time served and apply it to their current Lions membership record as prior years. This benefit does not apply to former members who were dropped for non-payment of dues, or otherwise not in good standing.

To ensure reinstated members get recognition for prior service, please use the returning member option not the new member.

11.5: Membership Resignation

Membership resignations always need to be handled with tact, since they may indicate that a member is dissatisfied for some reason. Your Membership Committee Chairperson should immediately be advised and asked to discreetly investigate the situation.

Please do not "drop" a member from the Lions Portal without reference to the Club. Resignations are sometimes submitted in the heat of the moment after some disagreement and should always be investigated by the Membership Committee as a retention exercise.

When a member leaves your Club, you should retain a copy of their Membership Record.



11.6: Transferring Members

There are many reasons a member may leave a Club – moved from the area, meeting night does not suit, projects don't interest them. Where possible, we should encourage these Lions to join another Lions Club, rather than lose them altogether.

Incoming Transfers

Clubs may grant membership on a transfer basis to a Lion who has terminated or is terminating his/her membership in another Lions Club, provided that:

1. The member is in good standing at the time of transfer requested.
2. No more than twelve months has elapsed between termination of his/her membership in
3. another Club.
4. The transfer is approved by the inbound Club Board of Directors.

The losing club must drop the transferring member using the category 'transferred in good standing'; the gaining Club finds the member on the Lions Portal and adds them to their Club. It is no longer necessary to send the *Transfer Member Form* to International Headquarters, and not all Clubs/Districts use it. However, a Lion's history on the Lions Portal is limited, so it is helpful to provide a list of Club roles and awards to the gaining club.

If your Transfer Member does not have a copy of their Lions Record, you should request that information, so you know their Lions history. remember that a lot of history is on the Lions Portal. If the incoming member is financial in the original Club, it is normal to regard the member as financial in the new Club until the next dues period.

Outgoing Transfers

Following the approval of an outgoing transfer by your Club Board, you should ensure that you have future contact details for the member and assist them to find a suitable Club near their new location. It is courteous to send a letter of introduction and a copy of your Member's Record to the new Club, as this will assist the new Club to welcome the transferee to their District.

The Transferee should be entered on the Lions Portal as a "dropped" member - 'transferred in good standing'. Please ensure you provide the new Club with a copy of the member's service history and awards.



12. CLUB ELECTIONS

If your Club does not use the District 201Q3 Standard Club Constitution and By-Laws, or has amended them, the information below may not apply to your Club.

12.1: Nominations Committee

The Club Constitution and By Laws define the procedure for the election and notification of Office Bearers for each new Lions year. They commence in January (or earlier) when the Club President appoints a Nominations Committee.

The Nominations Committee should not be seen as controlling the appointment of office bearers for the coming year and at all stages it should be made clear to Club members that alternative nominations are welcomed at the Nominations Meeting.

The task of the Committee is solely to ensure that there are suitable nominations for all elected positions at the Nominations meeting.

12.2: Nominations Meeting

The Club Secretary must give fourteen days formal written notice of the venue, date and time of the Nominations Meeting and the positions to be filled, to each paid-up member*.

Such notice would ideally include a reminder that any paid-up member is entitled to submit further nominations for any or all elected positions subject only to those nominated agreeing to serve.

12.3: Election Meeting

Following the nominations meeting, an election meeting must be held at a suitable date, to comply with MD201 reporting requirements (usually 15 April but to be confirmed by the Cabinet Secretary) and in accordance with the Club Constitution.

The Secretary must also give a minimum of two weeks prior written notice of the meeting, which must include the date, time, and venue of the meeting together with the names of all those nominated for each position*.

Further nominations cannot be accepted at the Election Meeting, other than in the circumstances outlined in Rule 14 Section C of the Standard Club Form Constitution.

For more details of the election process, see Fact Sheet 20 in the Presidents' Manual.

12.4: Notification of Elected Officers

Following the election meeting, the Club Secretary must immediately notify the elected officers for the ensuing Lions year to the Cabinet Secretary. You must also enter information on the Lions Portal as soon as able.

13. CONVENTIONS AND DELEGATE RELATED ISSUES

In the lead up to District, Multiple District and International Conventions, you have a couple of very important roles. **Please note - Club delegates must attend the Convention to vote.**



13.1: International Convention

If a member of your Club is attending International Convention, you can register them on the Lion Portal where the delegate entitlement details are under conventions.

13.2: District and Multiple District Conventions

You will need to return Convention Delegate Registration Forms for Multiple District and District Conventions. Please return these forms by the due date to ensure that your delegates are able to vote at Convention.

The Club should formally appoint Delegates and Alternate Delegates (who are able to vote in the absence of your Delegate/s) at a meeting and record the appointment in the minutes.

The Cabinet Secretary will email all the forms and instructions (including the number of delegates to nominate) in plenty of time for your Club to comply. For District and Multiple District Conventions, ensure that you complete and return the forms sent to you by your Cabinet Secretary by the due date.

Your Club should appoint voting Delegates based on one Delegate and one Alternate Delegate for each 10 members of the Club or a major fraction thereof – the major fraction being interpreted as 5 or more members. A member must have been a member of your club for 12 months and one day as at the first of the month last preceding the month in which the Convention is held to be eligible for inclusion in your membership count.

Any member in good standing may be a delegate, regardless of their length of service.

13.3: Convention Registration, Formalities and Delegates Expenses

The procedures for obtaining Convention registration and accommodation are separate from voting Delegate Registration procedures. This is often misunderstood by new Conventioneers and can cause problems for Convention Committees.

Please ensure your Club's Delegates know they must also register for Convention and book their accommodation.

Convention registration for hospitality and accommodation is the financial responsibility of the individual Lion. Some Clubs operate Convention Funds derived from Administration Account monies that assist or reimburse Club Delegate expenses. **Under no circumstances should Club Delegate's expenses be met from Activities Account monies.**

13.4: Convention Remembrance Ceremony Forms and Procedures

For District and Multiple District Conventions, you will receive forms from your Cabinet Secretary requesting notification of the names of those members/partners of your Club (Lions and Leo) who have died since the last return form was completed for that Convention.

These details assist with the arrangements for the Memorial Service usually conducted at Conventions. You should take special care that the details submitted (such as dates titles and spelling of names) are correct. In some cases, you may be asked to consider sending a photo. Where a member of your Club has died, it is important to ensure that members of your Club are present at the District Convention to recognise your late Member during the ceremony. If this is not possible, then ask your Zone Chair to deputise.

You may also wish to invite the relatives of your deceased member to attend the ceremony.

13.5: Multiple District 201 Convention Fares Equalisation

In view of the high costs of distance travelling within Australia, Multiple District 201 has set up a Fares Equalisation Scheme to assist Club Delegates with travelling costs.

The scheme assists two accredited Delegates of a Lions Club located outside the centre of a circle with a radius of 1200km centred at the Convention location.

Subject to availability of funds, reimbursement is at the rate of 19c per additional kilometre travelled outside the 1200km radius. The Cabinet Secretary certifies claims.

Funds refunded under the Scheme are paid to the Delegates' Club. MD201 policy does not permit the funds to be disbursed or utilised in any other way. This does not prevent the Club from reimbursing delegates or attendees at the Convention from these funds.

Club Delegates must attend the Convention for any claim to be admissible. Club Delegates who are otherwise funded to attend the Convention are excluded from the Fares Equalisation Scheme.

14. OTHER ISSUES

14.1: The “Lion” magazine and District Newsletter

The Lion magazine - National Office sends all copies for members to the Club, which will be responsible for distribution.

The District Newsletter is produced monthly and made available electronically to each Club. Please circulate it to Club Members and consider re-publishing some articles in Club Bulletins/Newsletters.

The newsletter is available for download from the News tab of the District website at the beginning of each month (<https://201q3.lions.org.au/>). The tab also contains back issues.

Members may register to receive a copy of the newsletter by completing the Newsdirect link in the Members Only Login page of the District website <https://201q3.lions.org.au/>.



14.2: District Governor’s Team Visit

A member of the District Governor Team visits Clubs to acknowledge the contribution made by the Club, listen to the Club’s questions, successes and challenges, how the District can assist Clubs (and vice versa), evaluate the operations of the Clubs and discuss Lions’ business matters. Please use this opportunity to strengthen your relationship with District Officers.

Sometimes two Clubs or all Clubs in a Zone will have a joint meeting to host the Governor Team Member.

The Cabinet Secretary will provide full details of the District Governor Team visits, including

- the date,
- who will be attending and their CV,
- awards the Governor may present, and
- the length of time they would like on the agenda.

They are also willing to conduct inductions or other presentations during their visit. Please do not schedule other speakers on the day of visit.

Throughout the year, please inform the District Governor about your major activities – he/she may be able to attend.

15. ADDITIONAL RESOURCES

The 'Club Secretary E-book' available at www.lionsclub.org is a valuable guide to support you in your role as Secretary. It's easy to navigate. Just click on the various sections contained in the Table of Contents. You will find useful information and hyperlinks that take you directly to tools, resources and documents to make your job easier.

The club secretary module on Learn accessed from the Lion Portal gives you an opportunity to reinforce or add to the manual and the Club Officer forums.



16. ANNEXURE A – ANNUAL GENERAL MEETING

PREPARING YOUR ASSOCIATION'S ANNUAL FINANCIAL REPORT

INCORPORATED ASSOCIATION REPORTING LEVELS (The word association in the following paragraph refer to the Lions Club)

There are 3 different reporting levels, based on **the value of your Associations' current assets and revenue**:

- **Large**—the value of current assets is more than \$1 million **or** total revenue is more than \$500,000
- **Medium**—the value of current assets is between \$300,000 and \$1 million **or** total revenue is between \$150,000 and \$500,000
- **Small**—the value of current assets is less than \$300,000 **and** revenue is less than \$150,000.

NOTE: Current assets are only assets that easily convert into cash, which may be:

- cash, including in bank accounts
- shares
- accounts receivable
- short-term investments.

They do not include:

- property
- any depreciable assets (e.g. a car or equipment).

NOTE: Total revenue is your total income during the last financial year, before any expenses are deducted.

AUDITING AND VERIFYING

The Majority of Lions Clubs will fall within the **Small** reporting level based on the value of their assets and revenue. However, this should be confirmed following completion of the Annual Financial Statements prepared by your treasurer.

Whether you need to appoint a registered auditor or verifier depends on your reporting level.

Large Associations

You must appoint a suitable person to audit your Financial Statements. This must be:

- a certified accountant
- a registered auditor.

Medium Associations

You must appoint a suitable person to audit or verify your Financial Statements. This must be:

- a certified accountant
- a registered auditor
- an approved person—download an application for approval of auditor or verifier (Form 21) (<https://www.publications.qld.gov.au/dataset/oft-incorporated-associations-forms-and-guides>)

You must complete a full audit if your association is required to under another law, including the *Gaming Machine Act 1991* (e.g. if you have pokies).

NOTE: Amendments were also made to the Collections Regulation 2008, to replace the existing mandatory audit requirement for Associations holding a Certificate of Sanction.

The new thresholds apply to revenue only and match those prescribed in the Associations Incorporation Regulation. ie Audit requirements are in line with the OFT Regulations for Large, Medium and Small Associations.

In all other cases, verification is enough unless your members specifically want an audit. The verifier must view your Financial Statements. If they are satisfied, they will provide a written, signed statement, such as:

“I have examined the association’s Financial Statements and state that the association’s Financial Statements show the association has adequate bookkeeping processes in place to correctly record and explain transactions to enable a true and fair Financial Statements to be prepared.”

Small Association

You must complete a full audit if your association is required to under another law, including the Gaming Machine Act (e.g. if you have pokies).

NOTE: See note relating to amendments to the Collection Act above.

(Generally, Clubs would not require to have their books audited under another law)

The auditor must be:

- a certified accountant
- a registered auditor
- an approved person—download an application for approval of auditor or verifier (form 21). (<https://www.publications.qld.gov.au/dataset/oft-incorporated-associations-forms-and-guides>)

In all other cases, verification is enough unless your members specifically want an audit or if the association’s constitution states that the Financial Statements must be audited.

NOTE: The 2024 revision of the Club Constitution forwarded to all Clubs to be adopted, removed the need for an Audit to be completed annually. The following Clause was inserted “Subject to the requirements of any statutory or regulatory provision from time to time in force, an audit of the funds of the Club shall be conducted at such times as the Board of Directors by resolution shall determine or if specifically requested by the majority vote of Club members. Any member of this club in good standing may inspect any such audit upon request at a reasonable time and place”.

This means that your President or Treasurer will need to verify your Financial Statements. If they are satisfied, they will provide this written, signed Statements:

“The association’s Financial Statements show the association keeps adequate Financial Statements that correctly record and explain transactions and enable a true and fair Financial Statement to be prepared.”

This signed Statement is to be attached to the Clubs Annual Financial Report that is prepared by the Treasurer and forwarded to the Office of Fair Trading with the Clubs annual return following the Annual General Meeting at which the Financial Report is adopted.

DISCLOSING REMUNERATION AND OTHER BENEFITS

From 1 July 2024 Incorporated Associations will need to disclose remuneration and other benefits at their annual general meeting (AGM), even if the amount to report is zero.

This applies to remuneration and benefits given to Management Committee Members, Club Members and their relatives.

All Incorporated Associations must make this disclosure to members.

Remuneration

Remuneration includes salary, allowances and other entitlements.

It does not include reimbursement of out-of-pocket expenses.

Benefits

Benefits are all forms of compensation paid or provided by your association or on behalf of your association in exchange for services.

Management committees should be transparent and discuss what is considered a benefit with their members.

Making the disclosure

Your association must disclose remuneration and other benefits at its AGM in either:

- a document required by the Act to be presented at your AGM, for example your financial Statements, or
- a written remuneration Statements for the financial year.

It must include the total amount of remuneration paid and benefits given, and the number of people who were paid remuneration or given other benefits.

If your association did not provide remuneration or other benefits you can state this verbally, but it must be recorded in the AGM minutes.

The majority of Lions Clubs do not pay any members remuneration or other benefits and the following Statements would suffice:

“For the 20xx–20xx financial year the association did not provide any remunerations or benefits to any member.”

Should your Association pay a member or members any remuneration or benefit then the following Statements would suffice:

“For the 20xx–20xx financial year, the association paid (number) people a total \$(amount) in remuneration and benefits.”

PROCEDURES TO BE ADOPTED BY INCORPORATED LIONS CLUBS

The Associations Incorporation Act 1981 stipulates that all Incorporated organisations must hold an Annual General Meeting and our standard Club Constitution says that the AGM must be held within **180 days** (Rule 16, Section E) of the end of the financial year (Rule 18).

The Lions Club Management Committee determines the method of calling the Annual General Meeting, but the Secretary must give at least 14 days' notice in writing and must state the business to be conducted at the meeting.

At the Annual General Meeting it is necessary that a quorum be established. (Refer Rule 16, Section F (1) and (2) detailed below).

- The quorum for a general meeting is at least the number of members elected or appointed to the management committee (Board of Directors) at the close of the association's last general meeting plus 1.
- However, if all members of the association are members of the management committee (Board of Directors), the quorum is the total number of members less 1.

The following **agenda** should be followed:

- (a) Meeting opened (time)
- (b) Attendance
- (c) Apologies
- (d) Confirm that the minutes of the previous AGM are a true & correct record of that meeting.
- (e) The Annual Report by the retiring President is to be adopted.
The Club members **may** move that the President's report (which was presented at the Changeover Night) be taken as read before adopting the report.
- (f) A report may be presented by any other retiring Officers (If any given, such reports to be adopted).
- (g) If required under the Incorporated Association Reporting Levels the Audited Financial Accounts for the previous year be presented for approval and adopted.

OR

The financial statement prepared by the treasurer is to be perused by the president and presented adopted by the Club and the following Statement to be signed by the President / Treasurer is to be presented to the meeting for adoption.

"The Association's Financial Statements show the association keeps adequate Financial records that correctly record and explain transactions and enable a true and fair Financial Statement to be prepared."

- (h) Confirm the election of the Board of Directors (and the names are to be listed in the minutes).
- (i) An Auditor is to be appointed, if required under the Incorporated Association Regulations.
- (j) Remuneration:
- (k) General Business
- (l) Meeting closed (time)

Suggested wording for the motions that need to be moved, seconded and carried at your Club's AGM are listed over page.

Suggested Wording for Motions to be carried at the A.G.M.

MOTION ONE That the minutes of the Annual General Meeting held on _____, as circulated, are a true and correct record of that meeting.

Moved by Lion _____

Seconded by Lion _____ and Carried.

MOTION TWO That the retiring President's report which was circulated prior to the meeting be taken as read.

Moved by Lion _____

Seconded by Lion _____ and Carried.

MOTION THREE That the Annual Report presented by the retiring President be adopted.

Moved by Lion _____

Seconded by Lion _____ and Carried.

MOTION FOUR (If applicable) That the Annual Report presented by any retiring Chairman be adopted.

Moved by Lion _____

Seconded by Lion _____ and Carried.

MOTION FIVE **(IF AN AUDIT IS REQUIRED: REFER DETAILS UNDER INCORPORATED ASSOCIATION REPORTING LEVELS)**

That the report and Statements of Income, Expenditure, Assets and Liabilities affecting the transactions and property of the club, duly Audited and Certified, for the financial year 1 July _____ to 30 June _____ be adopted; and that the Club Secretary is to lodge a copy of the Statement with the Office of Fair Trading Annual Return within one month of this meeting.

Moved by Lion _____

Seconded by Lion _____ and Carried.

OR

(IF NO AUDIT IS REQUIRED: REFER DETAILS UNDER INCORPORATED ASSOCIATION REPORTING LEVELS)

That the report and Statements of Income, Expenditure, Assets and Liabilities affecting the transactions and property of the club, for the financial year 1 July _____ to 30 June _____ be adopted and the Club President and / or Treasurer be authorised to sign a resolution stating that "The Association's Financial Statements show the association keeps adequate Financial Statements that correctly record and explain transactions and enable a true and fair Financial Statement to be prepared."

The Club Secretary is to lodge a copy of the Statement with the Office of Fair Trading Annual Return within one month of this meeting

Moved by Lion _____

Seconded by Lion _____ and Carried.

MOTION SIX That the appointment of Club Officers who were duly elected to the Management Committee (Board of Directors) at the Lions General Meeting held on _____, be ratified. These officers will hold their respective appointments until June 30th 20xx.
(Such officers to be named in the minutes).

Moved by Lion _____
Seconded by Lion _____ and Carried.

MOTION SEVEN (IF AN AUDIT IS REQUIRED: REFER DETAILS UNDER INCORPORATED ASSOCIATION REPORTING LEVELS)

That _____ be appointed Auditor for the 20xx-20xx Financial Year with the approval of the Office of Fair Trading.

(Note: The Auditor cannot be a member of the Management Committee).

Moved by Lion _____
Seconded by Lion _____ and Carried.

MOTION EIGHT That this meeting notes the President’s statement that “For the 20xx-20xx financial year the association did not provide any remunerations or benefits to any member.”

Moved by Lion _____
Seconded by Lion _____ and Carried.

OR

That this meeting notes the President’s statement that ““For the 20xx–20xx financial year, the association paid (number) members a total \$(amount) in remuneration and benefits.”

Moved by Lion _____
Seconded by Lion _____ and Carried.

MOTION NINE (if not moved and adopted at a previous meeting)

That this Annual General Meeting of the members of the Lions Club of _____ has reviewed the Income Tax status review worksheet and approves the assessment that the Club meets the requirements for self-assessing “Not for Profits” Organisations.

Moved by Lion _____
Seconded by Lion _____ and Carried.

MOTION TEN: That this annual General Meeting of the Lions Club of _____ hereby authorises _____ to complete, sign and lodge the “Not for Profit” Income Tax review form acknowledging that the Club is Income Tax exempt and that the Club is not claiming any tax offset refunds for the income year.

Moved by Lion _____
Seconded by Lion _____ and Carried.

17. ANNEXURE B – WHERE TO FIND HELP

In addition to this Manual and the Cabinet Secretary, here are several resources to assist you:

- Multiple District 201 of Lions Clubs International Inc. Constitution and By-Laws. Reissued each year by the Multiple District office following the Multiple District 201 Convention.

The text of the publication can also be found on the Lions Clubs MD201 web site (<http://www.lionsclubs.org.au>).

- District 201Q3 Constitution: A copy of this publication can be found on the District 201Q3 website (<http://201q3.lions.org.au>)
- A copy of the Club Constitution that has been adopted by your Club.

This will normally be based on the District 201Q3 standard Club Constitution, a version of publication LA-2 which incorporates the requirements of State Legislation.

In theory, this Constitution may contain other items that are inserted by your Club, but you are strongly advised not to depart from the standard 201Q3 version without discussing the matter with your District Governor and/or District Constitution and By-Laws Chair **PDG Norm Alcock**.

- Lions web pages have valuable information. The most important and likely to have the most current information are:
 - www.lionsclubs.org Lions Clubs International web site
 - www.lionsclubs.org.au Lions Australia web site
 - <http://201q3.lions.org.au> District 201Q3 web site

Several other publications provide useful information:

- The 'Club Secretary E-book' available at www.lionsclub.org
- The District Newsletter
- 'The Lion' Magazine (Australia & Papua New Guinea Edition)
- Newswire from LCI
- Various brochures: A full listing of Lions Clubs International and LCIF publications is available on the Lions Clubs International website
- These publications may also be downloaded
- Your Club's history
- District, Multiple District 201, and International Project information sheets etc
- Membership Manuals
- Join the District "Announce" email distribution list to receive regular updates of happenings in the District. Register at the District's web site <http://201q3.lions.org.au> Log in and register.

Don't forget that the District Officers are also available to help, so contact them if they can help you in any way.

18. ANNEXURE C – LIONS STATEMENTS, ETHICS & PURPOSES

Vision Statement

To be the global leader in community and humanitarian service.

Mission Statement

To empower volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions clubs.

Lions International Purposes

- To organize, charter and supervise service clubs to be known as Lions clubs.
- To coordinate the activities and standardize the administration of Lions clubs.
- To create and foster a spirit of understanding among the peoples of the world.
- To promote the principles of good government and good citizenship.
- To take an active interest in the civic, cultural, social and moral welfare of the community.
- To unite the clubs in the bonds of friendship, good fellowship and mutual understanding.
- To provide a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.
- To encourage service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavours.

Lions Code of Ethics

- To Show my faith in the worthiness of my vocation by industrious application to the end that I may merit a reputation for quality of service.
- To seek success and to demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self-respect lost because of unfair advantage taken or because of questionable acts on my part.
- To remember that in building up my business it is not necessary to tear down another's; to be loyal to my clients or customers and true to myself.
- Whenever a doubt arises as to the right or ethics of my position or action towards others, to resolve such doubt against myself.
- To hold friendship as an end and not a means. To hold that true friendship exists not on account of the service performed by one to another, but that true friendship demands nothing but accepts service in the spirit in which it is given.
- Always to bear in mind my obligations as a citizen to my nation, my state, and my community, and to give them my unswerving loyalty in word, act, and deed. To give them freely of my time, labor and means.
- To aid others by giving my sympathy to those in distress, my aid to the weak, and my substance to the needy.
- To be careful with my criticism and liberal with my praise; to build up and not destroy.

19. ANNEXURE D – CLUB SUPPLIES

Australian stocked items

Supplies can be ordered via the internet on the Lions Australia web site (www.lionsclubs.org.au). Payment can be made by credit card at the time of purchase, or on account to the Club. Check the website for details of any current deals.

Supplies from Oak Brook (USA)

The Newcastle Office can also arrange for the supply of other items direct from the Oak Brook Headquarters; however, such items can attract postage, import and excise duties, especially when ordered in quantity.

Where items are to be ordered from Oak Brook, the specific authority of the Club President or Club Secretary must be obtained.

Items are dispatched directly to the Club from Oak Brook and are charged to the Lions International account for the Club. Charges will appear on the monthly Club Statement from Oak Brook. No discounts are applicable.

Club Banners and Bannerettes

For the protection of copyright on the Lions Logo, Club banners, bannerettes and other Club supplies must be ordered from a supplier licensed by Lions Club International to use the Lions Club Logo.

For the current list of Lions Clubs International licensed Australian suppliers, please contact the Executive Officer at:

- **Postal Address**

Locked Bag 2000
NEWCASTLE, NSW 2300

- **Phone**

1800 655 201
(02) 4940 8033

- **Fax**

(02) 4940 8034

- **Email**

executiveofficer@lions.org.au

20. ANNEXURE E - MEETING AGENDA & MINUTES TEMPLATE

LIONS CLUB OF UTOPIA AGENDA OF DINNER MEETING

Date:	12 April 2023
Venue:	Heavenly Castle Dinner Hall, Castle Street Utopia.
Call to Order and Welcome	
Attendance	
Guests	
Apologies	
Minutes	Confirmation minutes of the 8 March 2023
Business Arising	Utopia Hill Fund Raiser Party
Correspondence	<p>Correspondence Inwards and outwards correspondence and club calendar as circulated.</p> <p>Of Note Club Officer Forum at Bellmere, Wacol, Chinchilla and Oakey on 1,2,8,9 June Paper Multiple District Directories must be ordered by 31 May.</p> <p>Business Arising:</p>
Treasurer's Report	Financial Report for the period 1 Mar 2023 – 31 Mar 2023 circulated
Vice President's Reports	
	Pauline
	Robin
President's Report	
General Business	
Next Meeting	Dinner Meeting on Wednesday 10th May. Heavenly Castle Dinner Hall, Castle Street Utopia. - 6.30pm for 7pm.

LIONS CLUB OF UTOPIA MINUTES OF DINNER MEETING

Date:	12 April 2023
Venue:	Heavenly Castle Dinner Hall, Castle Street Utopia.
Call to Order and Welcome	Meeting declared open at 7.00 pm by President Peter Perfect who welcomed attendees.
Attendance	Dick Younger, Barbara Winner, Robin & Liz Grinners, Julian & Pauline Rights, Andrew Richest, Chris Golden, Steve Blondie, Rod & Grace Pleasant
Guests	Bill Cleaner Zone Chair and Joanne Cleaner
Apologies	Nathan and Suzie Fabulous
Minutes	Julian moved that the minutes of the 8 March 2023 as circulated were a true and accurate record of the meeting. Seconded Robin. CARRIED
Business Arising	<p>Andrew Moved that we again participate in Utopia Hill Fund Raiser Party by selling fairy dust. Seconded Grace CARRIED</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>ACTION ITEM: Andrew, Grace & Barbara to form a committee to make it happen.</p> </div>
Correspondence	<p>Correspondence Please see attached spreadsheet for in and out correspondence and club calendar.</p> <p>Of note: Club Officer Forum at Bellmere, Wacol, Chinchilla and Oakey on 1,2,8,9 June respectively Paper Multiple District Directories must be ordered by 31 May.</p> <p>Julian moved that all inwards correspondence be accepted and all outwards endorsed. Seconded Chris. CARRIED</p> <p>Business Arising: Deferred to General Business</p>
Treasurer's Report	Andrew moved that the Financial Report for the period 1 Mar 2023 – 31 Mar 2023 as tabled, be adopted and cheques numbered 405877 to 405881 and direct debits numbered EFT 1 to EFT 4 from the Administration Account, cheque numbered 402037 and direct debits numbered EFT 1 to EFT 8 from the Activities Account be ratified and approved. Seconded Chris. CARRIED
Vice President's Reports	<p>Circulated roster for the Bingo (27 May) and the Winners Quiz (31 May)</p> <p>Made \$632.21 at Bunnings on 16 March</p> <p>Pauline</p> <p>Our Club will lay a wreath at the 8:30 ANZAC Day Service at KWSC, then go to brunch.</p> <p>Robin</p> <p>Chris moved that the club reimburse Andrew \$120 for the ANZAC Day wreath, to be drawn from the Activities Account. Seconded Pauline CARRIED</p>

President's Report	Encouraged incoming Board Members and all members to attend the Club Officer Forum. RSVP 23 May.
General Business	<p>Zonie Bill presented Peter with a banner patch recognising that we had donated at least \$50 US to LCIF</p> <p>Beyond DV – Julian reminded us that we donated make up and Christmas presents. Meeting in July last year. They are looking for clothes for people to wear to job interviews</p> <p>Liz mentioned that Little Heaven has a suburb market once a quarter. The task of setting it up is up for grabs. If we nominate and are successful, we will get 50% of the take. The next market is 21 July. The club is interested in taking on this role, subject to further information.</p> <div data-bbox="427 636 1437 797" style="border: 1px solid black; padding: 5px;"> <p>ACTION ITEM - Liz to follow up and confirm.</p> <ul style="list-style-type: none"> • Is all the equipment there for us to use, or do we have to supply it? • How far do we have to move the equipment? • Do we pull down the stalls as well? </div> <p>Next Meeting: Dinner Meeting on Wednesday 10th May. Heavenly Castle Dinner Hall, Castle Street Utopia. - 6.30pm for 7pm.</p> <p>Meeting Closed at 8.35pm.</p> <p>Peter Perfect President</p> <p style="text-align: right;">Julian Rights Secretary</p>

21. ANNEXURE F – CHILD SAFE POLICY

Protecting children is

EVERYBODY'S

BUSINESS

Queensland legislation requires organisations such as Lions Clubs which fall within the Blue Card System to have a documented “**Child & Youth Risk Management Strategy**” [Policy] to help create a safe and supportive environment for children.

Q3 District has developed a policy document for all clubs to adopt and implement for all activities involving children/young people and can be accessed via the District website.

[Child Safe - District 201 Q3 \(lionsq3.org.au\)](https://lionsq3.org.au)

It incorporates both the Qld legislative requirements and Lions Australia expectations. The current document, dated February 2023, replaces the “Child & Youth Risk Management Policy & Procedures” document issued to clubs November 2020.

Blue Card Services may request a copy of an organisation’s policy at any time, and failure to comply with this requirement is an offence (penalties can apply) under the blue card system.

All Lions members should adhere to/understand the “Code of Conduct when Dealing with Children/Young People” – refer to Section 7 of the Lions Australia Child Safe Policy.

<https://lionsclubs.org.au/our-governance-structure/md201-child-safe-policy-resources/>

Lions Australia’s Child Safe Policy requirements have been embedded in the Q3 Child & Youth Risk Management Strategy.

CHILD SAFE OFFICER & CLUB PRESIDENT

- The President of every Lions Club which has children/young people participating in any of its projects, functions or activities shall ensure the Club has a designated position of Club Child Safe Officer and that a Lions member is appointed/assigned to perform the duties of this role.
- It is strongly recommended that the appointment of a Club member to the position of Child Safe Officer be “minuted” at the beginning of each Lions year.
- It is also strongly recommended that the Child & Youth Risk Management Strategy document is included in the Club’s Policy Minutes which are reviewed at the beginning of each Lions year.

Duties of the Club Child Safe Officer

The appointed Club Child Safe Officer guides and supports members and takes a lead role in implementing the Club’s Child Safe Policy by:

- Managing the Club’s Blue Card Register – keeping a record of all members and volunteers who hold Blue Cards, and the date they expire. This also includes keeping a record of members and volunteers who do NOT have a Blue Card and ensuring Committee Chairs for projects dealing with children are aware, so do not allocate them tasks which require a blue card.
- Reminding members when they need to apply/reapply for a Blue Card (allowing processing time).
- Taking steps to link a member’s Blue Card from another organisation to your Club.
- Cancelling or delinking a Blue Card if a member leaves the Club.
- Signing Blue Card application forms – if you do, please ensure you are aware that it is an offence to employ a disqualified person, negative notice holder or a restricted person – refer to the Organisation Declaration section on the form
- Ensure members have an understanding of the Child Safe Policy including the Lions Australia Child Safe Policy as part of their induction into the Club and this is revisited annually as refresher training.
- Complete “Child Safe Incident Reports” when there have been breaches of the policy.
- Ensuring appropriate records are being kept in relation to the Child Safe policy.
- Manage the transition to Blue Card Services online applicant portal system.
- Keep up-to-date with changes from Blue Card Services

For all contact details

please refer to:

Lions Australia Directory 2024-2025

District Mailing Address

Lions District 201Q3
PO Box 256
Kallangur QLD 4503

Multiple District Office

Locked Bag 2000, Newcastle NSW 2300
(P) 02 4940 8033
Email: admin@lions.org.au
Web: www.lionsclubs.org.au