

LIONS CLUBS INTERNATIONAL
DISTRICT 410-C
(KWAZULU-NATAL / FREE STATE –
SOUTH AFRICA)



DISTRICT POLICIES

(As adopted at the District Convention,
held in Swakopmund on 29 April 2005,
as amended 2009 and 2010)

POLICY 1

ETHICAL STANDARDS AND CONDUCT

Ours is an association of service, and the manner in which the service is rendered is fully as important as the service itself. Our members, and our communities expect honest and ethical conduct from every Lion every day. No act or request on the part of Lions clubs and their members, officers, board of directors with whom, or the community for whom, we render services can justify the breach of this guideline. Honest and ethical conduct is defined by four core values that serve as the foundation for our Ethical Standards:

Integrity

Lions Clubs International District 410C insists on the highest standards of personal and professional integrity. We must all make every possible effort to safeguard the association's assets.

We must also comply with all association policies and applicable laws.

Accountability

Lions Clubs International District 410C expects all Lions to honor commitments as authorized and made on behalf of the association and to take individual responsibility for all actions and outcomes. It has no tolerance for ethical violations.

Teamwork

Lions Clubs International District 410C seeks to maintain a service environment that encourages innovation, creativity and positive results through teamwork. We must all practice leadership to train, inspire and promote full participation and individual development for all Lions. We encourage open and effective communication and interaction.

Excellence

Lions Clubs International District 410C is dedicated to fair treatment, mutual respect, diversity and trust. We must challenge each other to improve our services, our processes and ourselves. We must strive together to serve our membership and communities and help the association achieve its goals.

Our responsibilities begin with understanding of the core values and Ethical Standards of Lions Clubs International. Our role in the association demands an ongoing vigilance to maintain these standards of honest and ethical conduct.

Lions Clubs International has adopted several policy statements that concern the association's Ethical Standards, such as our Mission Statement, Code of Ethics, Anti-Discrimination Guidelines for Service Activities and Membership, Obligations of a Chartered Club, Use of Publicly Raised Funds, Rules of Audit, Conflict of Interest, Solicitation, and Privacy.

The International Constitution and By-Laws, the District Governor Manual and the International Board Policy Manual provide information about these policy statements and additional guidance in the areas of ethical standards and conduct. In many instances, ethical standards intersect legal requirements. If an ethical or legal compliance issue arises that raises a question in the mind of a Lion, that Lion has a responsibility to bring that issue to the attention of the District Governor.

The core values of the Ethical Standards of Lions Clubs International, along with the policies of the International Board of Directors, provide a guide and framework to help you understand what is expected from you and to help you make good decisions. As they are not all inclusive, a Lion's good and best judgment is essential in doing the "right" and ethical thing.

POLICY 2

FRAUD

Lions Clubs International District 410C considers acts of fraud, misrepresentation or any other form of dishonesty committed by any Lion to be reprehensible and such conduct will subject the offending Lion to strict disciplinary actions, up to and including termination of membership and possible civil and/or criminal action.

While no list can identify all forms of fraud or dishonesty, some examples include submitting false expense reports, falsifying time sheets, association records, association financial reports or other association documents, theft, forging or altering cheques, misappropriating the District's or a club's assets or funds, misusing Lions' property and unauthorized handling or reporting of transactions. These are just a few examples.

If any Lion experiences or witnesses any activities he or she thinks may be fraudulent, he or she has a responsibility to bring those activities to the attention of the District Governor and the Cabinet

POLICY 3

FINANCIAL POLICIES

- 1) At the first meeting of every Cabinet The District Governor, acting in accordance with the advice of the Cabinet, must:
 - a) Consider and approve the budgeted income and expenditure for the District for the Lionistic year to come. That budget must:
 - (i) Be drafted by the District Treasurer and distributed to every member of the Cabinet not less than 7 days prior to the Cabinet meeting concerned;
 - (ii) Contain a comparison to the previous financial year's projected and un-audited actual income and expenditure
 - (iii) Not project a financial loss for the year concerned;

- b) Appoint a finance committee. That committee must consist of the District Governor, the District Treasurer and at least one other member of the District Cabinet
 - c) Appoint no less than three authorized signatories to the various accounts held or controlled by the District. Those signatories shall be the District Governor, the District Treasurer and at least one other member of the District Cabinet
 - d) Decide on:
 - (i) The rate, per kilometer traveled, according to which members of the District Cabinet will be reimbursed for traveling expenses incurred whilst carrying out their official District duties;
 - (ii) The maximum amount that will be reimbursed under 1) d) i) above in respect of any one return trip;
 - (iii) The maximum amount, per night, that will be reimbursed for accommodation expenses.
 - e) Appoint auditors for the Lionistic year concerned;
- 2) At the third Cabinet meeting of every Lionistic year, the Cabinet, in the absence of the District Governor, shall consider and decide whether or not the District should:
- a) Make an *ex gratia* donation, from Administration funds, to the District Governor as a contribution to the expenses he or she has incurred in carrying out his or her duties as District Governor; and
 - b) Award the District Governor and / or the Governor's spouse, from District project funds, with a Melvin Jones Fellowship as recognition for the services they have rendered to the District during the Governor's term of office.

Any costs incurred in giving effect to this Section 2 are deemed to have been legitimately incurred, even though the District Governor has not approved the expenditure

- 3) The following rules of audit shall apply to the district:
- a) The Vice Governor, Immediate Past District Governor, Cabinet Secretary, Cabinet Treasurer, Area Membership Chairpersons, Zone Chairpersons, District Committee Chairpersons and Committee members will be entitled to be reimbursed from District funds for telephone, postage and traveling expenses incurred whilst carrying out their official duties
 - b) Expenses claimed must be submitted to the District Cabinet Treasurer on the official claim form before the end of the month following the month the costs were incurred. The District Cabinet Treasurer will not consider any claims submitted after that.

- c) Expenses claimed shall be calculated in accordance with the following rules
- (i) Telephone calls – The claim must reflect the cost of the calls made, the names of the persons called and the dates the calls were made.
 - (ii) Postage – The claim must reflect the cost incurred for postage, the name of the addressee and the date the expense was incurred.
 - (iii) Accommodation – In all cases, the claim must be supported by an account from the hotel or other accommodation establishment.
 - (iv) Traveling:
 - (i) Traveling costs will be reimbursed at the rate decided upon under 1) d) i) above, but may not exceed the amount decided upon under 1) d) ii) above
 - (ii) These costs will be paid on the basis of the distance traveled taking the most direct route from the cabinet member's home to his or her destination and return, less 10 kilometers
 - (iii) Traveling costs will only be paid to:
 1. Cabinet officers traveling to attend Cabinet meetings;
 2. Zone Chairpersons to attend mandatory Club visits and Zone meetings;
 3. District Chairpersons who, on official invitation by the club president or zone chairman, attend club or zone meetings, with the express purpose of promoting their portfolios;
 4. Area membership chairpersons attending meetings in their area of responsibility, to promote membership in their areas.
 - (iv) Toll fees are claimable on production of the toll slips.
 - (v) A copy of the visitation report must be attached to the claim to qualify for reimbursement.
 - (vi) Claims for traveling expenses to a Cabinet member's own home club, which exceeds 10 km will not be met.
- d) The Vice Governor will be entitled to be reimbursed from District funds for the following expenses incurred whilst attending meetings of the Multiple District Council outside District 410C:
- (i) Travelling – Economy class airfare to the venue of the meeting and return.
 - (ii) Accommodation – Limited to the amount decided upon by the District Cabinet under 1) d) above, for a maximum two nights, or

actual cost, whichever is the lower.

- e) The District Chairpersons attending meetings of a Multiple District Committee will be reimbursed on the same basis as for the Vice Governor.
- f) The following reimbursement shall be made to Cabinet Officers in respect of their attendance at Cabinet Meetings, Mid-Year Conference and District Convention.

First and Third Cabinet meetings

- a) Traveling costs will be reimbursed at the rate decided upon under 1) d) i) above, but may not exceed the amount decided upon under 1) d) ii) above.
- b) Toll fees are claimable on production of toll slips.
- c) Accommodation costs are limited to the amount decided upon by the District Cabinet under 1) d) iii) above, for a maximum two nights, or actual cost, whichever is the lower.
- d) Meals – A light lunch will be provided for the cabinet member and spouse on the day of the meeting.

Mid-year conference and second cabinet meeting

- a) Same as 1st and 3rd meetings
- b) The Cabinet Officer's registration fee will be refunded

Fourth cabinet meeting and District Convention

- a) Traveling costs will be reimbursed at the rate decided upon under 1) d) i) above, but may not exceed the amount decided upon under 1) d) ii) above.
- b) Toll fees are claimable on production of toll slips.
- c) Accommodation costs are limited to the amount decided upon by the District Cabinet under 1) d) above, and to a maximum of three nights, or actual cost, (whichever is the lesser amount).
- d) The Cabinet Officer's registration fee will be refunded

Cabinet Officers are expected, wherever possible, to travel together to meetings. In this case only one claim for traveling will be paid.

- g) Administration account

The expenses of the District are restricted to the cost of running the District and do not include the District Governor's expenses which are borne by Lions Clubs International.

District Committee Chairpersons and Committee members for Long Range

Planning, Public Relations; Membership, Membership Retention and Extension and Resolutions, Constitution and Bylaws and Protocol are reimbursed from the Administration Account for expenses incurred by them in the performance of their official District duties. All other District Committee Chairpersons and Committee members are paid from the Projects Account

The following disbursements may be made from the administration account:

- a) A contribution towards the costs incurred by the District Governor to attend the Afro-Asia Forum, in an amount determined each year by the District Cabinet at an ordinary meeting once the costs are known;
- b) A contribution towards the costs incurred by the District Governor to attend the All Africa Conference, in an amount determined each year by the District Cabinet at an ordinary meeting once the costs are known;
- c) Bank Charges incurred in respect of the Administration account;
- d) A Contribution in an amount determined by the District Cabinet at an ordinary meeting, to be made to a sponsoring club to buy regalia for a new club, on production of invoices;
- e) The reasonable costs of entertaining the Council of Governors at any meeting of the Council of Governors hosted by the District;
- f) **The cost of directories supplied to the District and not recovered from Clubs**
- g) The reasonable costs for hospitality and gifts. These include the costs of
 - (i) Awards to Cabinet Officers
 - (ii) Gifts to the spouses of all Cabinet Officers
 - (iii) District Governor's Appreciation Certificates.
 - (iv) Entertaining international visitors
- h) The reasonable cost of obtaining press cuttings by the District for the District Governor's Scrapbook may be paid from the administration account;
- i) The reasonable costs incurred for printing and stationery. This includes the reasonable cost of:
 - (i) Printing District Letterheads for use by all Cabinet Officers.
 - (ii) Photocopying of reports and Minutes for distribution.
 - (iii) **The cost incurred in distributing directories to Clubs.**
- j) The following disbursements may be made from the projects accounts.
 - (i) Expenses incurred by those District Chairpersons not mentioned in g) above, in performance of their duties. The amounts to be reimbursed are limited to the amounts payable under 1) g) i) aa),bb) and cc) above
 - (ii) Donations agreed to by the District Governor and the District Cabinet in an ordinary meeting.
 - (iii) Hosting costs incurred by the District in respect of Youth Exchange, if applicable. Each Club is responsible for hosting when youth are placed with them.
 - (iv) Other: Any other promotional material for projects applicable to District Chairpersons who are reimbursed from this fund

- k) No expenditure or other legal obligation may be incurred by the District Governor or any member of the District Cabinet, unless:
 - (i) The expenditure or incurrence of the obligation has been approved by the District Governor and a majority of the members of his Cabinet at an ordinary meeting of the District Cabinet; or
 - (ii) In the case of an emergency, that expenditure or incurrence of the legal obligation has been approved by the District Governor and all the members of the finance committee and such approval is ratified by the Cabinet at its next meeting; or
 - (iii) The expenditure or incurrence of the legal obligation is otherwise in accordance with these policies

- 4 No District officer may authorise the disbursement of district funds if such Disbursement is to be paid to or on behalf of that officer, whether as compensation for expenditure incurred or to be incurred by that officer on behalf of the District or otherwise;
 - a) No District Officer may make any disbursement of any of the funds controlled by the district, whether such disbursement be made by way of cheque, cash payment, internet transfer or by any other means whatsoever, if that disbursement is to be made to or on behalf of that officer, whether as compensation for expenditure incurred or to be incurred by that officer on behalf of the District or otherwise.
 - b) [Policy 3.4\) a\)](#) and b) will apply even if the authorization referred to in a) or the disbursement referred to in b) nevertheless still requires authorization by or the signature of any other district officer

POLICY 4

DISTRICT CONTESTS

The District Cabinet, at its last meeting of the year, shall decide on the rules that will apply to the following years District competitions.

All competitions will be judged over the time period 1st July to 30 June of the following year.

Lioness and Leo Clubs in District 410C may participate in all the District Contests, except the Lions Club of the Year, Secretary and Treasurer contests, as though they were a Lions Club.

The winners of the various competitions will be awarded banner patches to signify their awards and a history of winners will be maintained on the District web site.

If any of the judges in consultation with the District Governor decides that no entries of sufficient merit have been submitted then no award for that competition will be awarded in that year in respect of any competition.

The District Governor, in consultation with the District Cabinet shall, at the first meeting of the Cabinet during every Lionistic Year, appoint judges for the various competitions set out below and inform all clubs accordingly.

The following District Contests will be contested for annually :

- 1) LIONS CLUB OF THE YEAR
- 2) GEOFF CHETTLE CLUB SECRETARY AWARD
- 3) ARNOLD CLARKE TREASURER AWARD
- 4) DENNIS HAMILTON RAIDING AWARD
- 5) SCRAPBOOK COMPETITION
- 6) CLUB BULLETIN AWARD
 - i. Single Page Bulletin
 - ii. Multi Page Bulletin
- 7) PIERRE THERON SERVICE PROJECT AWARD
- 8) CHARLES SKEEN ECOLOGY PROJECT AWARD
- 9) DISTRICT 410C ENVIRONMENT AWARD
- 10) DISTRICT ENVIRONMENTAL PHOTO CONTEST
- 11) PADDY MCMENEMY HEARING AWARD
- 12) LESLIE SIMON SIGHT AWARD
- 13) OVERALL PUBLIC RELATIONS AWARD
- 14) IAN MURRY PROJECT PUBLIC RELATIONS AWARD
- 15) DENIS MEYER INFORMATION TECHNOLOGY AWARD
- 16) CHRISTMAS CAKE PROJECT AWARD
 - i. Highest Sales
 - ii. Highest Percentage Increase over Previous Year
 - iii. Highest Per Capita Sales
- 17) SHIRLEY COX COMMUNITY SERVICE AWARD

The Judges rules as agreed to in Paragraph 1 will be posted on the District web site and a copy distributed by the District Cabinet Secretary to each Lions, Lioness and Leos Club within 20 days of the start of the Lionistic year.

Competition awards in respect of the previous Lionistic year will be presented at the District midyear conference.

LIONS CLUB OF THE YEAR.

Judged by the Cabinet Secretary from returns received - no formal application required.

Judging over the period 1 July to 30 JUNE

Awarded to the club amassing the most points based on the following

	PER	PTS
A ADMINISTRATION		
MMR Report submitted by last day of month	month	200
Club Minutes submitted within 10 days of meeting	month	100
Submit PU101 by 31st April	event	200
B MEETING ATTENDANCE		
Club Meeting-each % (over 70%) per meeting	month	10
Zone Meetings: 1st 3 meetings only		
President, Secretary, Treasurer attend	officer	30
Percentage of other Lions attend (Use membership figure for month)	%	100
District Mid Year conference		
Percentage of membership attend (Use membership figure for month)	%	100
District/ MD Convention:		
Percentage of membership attend (Use membership figure for month)	%	100
Training Weekend		
President, Secretary, Treasurer elect attend	officer	33.3
Percentage of membership attend (Use membership figure for month)	%	100
C MEMBERSHIP:		
New members	member	200
Reinstated - within six months	member	100
Dropped (other than death or transfer)	member	200
New Club formed/chartered before JUNE 30	member	700
Branch club formed/chartered before JUNE 30	club	400
Campus Club - formed/chartered before June 30	club	400
D Club Growth over the year		
Each net member gain over previous June figure	member	50
E DUES AND PAYMENTS: take points once		
District & MD dues paid by Sept. 5	event	100
District & MD dues paid March 5	event	100
International dues paid by Sept. 5	event	100
International dues paid by March. 5	event	100
F CLUB PROJECTS		
Participate in District Peace Poster Contest	Event	50
Sponsor LEO Club:	Event	100
Sponsor Lioness Club	Event	100
Club participated in Operation Brightsight		50
Club participated in Christmas cake sales	yearly	50
Club participated in Environment project		50
Club participated in Sight Project		50
Club participated in Hearing Project		50
Club participated in Diabetes awareness Project		50
Club participated in Youth Exchange		50
Club participated in Food Security Project		50
Club participated in Children's Project		50
G INTERNET ACTIVITY		
Establish + maintain web page linked to District website	event	100
H PUBLICITY		
News article sent to the District Newsletter	month	20
Club newsletter or bulletin sent to Governor & DC Marketing	month	50
Local newspaper clippings >100 words, mail to DC marketing	month	30
J HUMANITARIAN PROJECTS:		
Melvin Jones award presented	event	200
Contribution to LCIF	event	50
Louis Halse Award Corporate	event	150
Louis Halse Award	event	100
Louis Halse Award 100 contributing club	event	50

Note:.. Should 3 Zone Meetings not be held for good reason the District Governor can approve the above Officers being credited with attendance points.

GEOFF CHETTLE CLUB SECRETARY AWARD:

Judged by the Cabinet Secretary from returns received - no formal Application required.

Judging over the period 1 July to 30 JUNE

- | | |
|--|-------|
| a) Monthly Membership Report forwarded to International and District Secretary by end of month in which the Club's General Meeting is held | +50 |
| b) Minutes of Club's general meeting forwarded to distribution list within ten days of the meeting | +50 |
| c) Attendance of Secretary at Zone Meeting (per meeting) | +25 |
| d) Attendance of Incoming Secretary at Incoming Officers School | +25 |
| f) Submission of PU 101 Club Officers reporting form prior to 15 April | +50 |
| g) Submission of Club Activities report on line (monthly or yearly) | +50 |
| h) Responsiveness to requests for information from district | 0 -50 |

ARNOLD CLARKE TREASURER AWARD

Judged by the Cabinet Treasurer from returns received. No formal application required.

Judging over the period 1 July to 30 JUNE

- | | |
|--|-----|
| a) Copy of Monthly Financial report presented to the Club's Business meeting to be forwarded within 10 days to Cabinet treasurer | +50 |
| b) Attendance at Incoming Officers Workshop | +25 |
| d) Attendance at Zone meetings | +25 |
| e) Payment of International Dues by 30 September | +50 |
| f) Payment of District Dues by 30 September | +50 |
| g) Payment of International Dues by 31 March | +50 |
| h) Payment of District Dues by 31 March | +50 |

DENNIS HAMILTON RAIDING AWARD.

Administered by: District Secretary

The Raiding Program is intended to promote fellowship and provide an opportunity to meet and socialize with fellow Lions, Lionesses and Leo's.

Visitation is intended to facilitate an exchange of ideas at the club level and to foster support and friendship between clubs. The criteria have been designed so as to provide equal opportunity to both rural and urban clubs.

Raiding Reports.

A Raiding Report for each raid or Zone Meeting is to be submitted to the **District Secretary** by **15th SEPTEMBER**, on the official forms provided. All visits made by club members during the period from **1st July till 30th June** qualify. The President/Secretary of the club raided or the Zone Chairman must sign the form.

If no MMR for the month of the raid is submitted to District then the highest membership total for the year will be used to calculate the 20% requirement.

Points Criteria.

The club with the highest points at the close of the competition will be presented with a Banner patch signifying their achievement and the two runners up will receive an honorable mention.

Members accompanying a Cabinet Officer on an official visit can qualify as a raid but the officer will not count for the 20% requirement. Only raids to an official Club Business meeting qualify. Social events and projects do not. Only the first 3 Zone Meetings qualify for points and distance points do not apply to Zone meetings.

- a) Points are awarded on the basis of 50 points per raid.

To qualify as a raid at least 20% of the club membership reported on the MMR for that month must participate, with a minimum of 2 members.

- b) For each member above the 20% membership and additional 25 points will be awarded.

- c) A bonus for distance traveled will be calculated as follows,

Any raid with 50 km one way of a club's regular meeting place will not receive a bonus. Each additional Km above 50km will earn 1 point, e.g.' 60 km will earn an additional 10 points.

In addition

- d) For a President attending a Zone meeting 25 points
e) For a Secretary attending a Zone meeting 25 points.
f) For a Treasurer attending a Zone meeting 25 points
g) For each observer at a Zone Meeting (per observer) 10 points.

SCRAPBOOK COMPETITION

To be awarded to the club which provides the best records of its activities in all respects of Lionism in the form of a Scrapbook.

The competition runs from **1 July to 30 JUNE**

Points will be awarded as follows:

Besides for item a) there are no specific requirements as to what must be included and any examples are given for guidance only. The layout of the scrapbook is at the clubs discretion, bearing in mind that it is a record of the clubs activities for the year; it does not need to follow the order given for the judging.

a. 5 points for the following;

Entries must be clearly identified on cover with:

- The Club's name
- The fiscal year the Scrapbook was completed and
- The name of the Lion/Lioness/Leo who compiled the scrapbook.

Besides a title page, index or introductory page the first activity depicted in the scrapbook must be the Induction of Incoming Officers.

b. 10 points for Inter- Lion Activities.

A record of all activities that involve any Lion to Lion interaction both at club, Zone or District level.

It can include such things as club bulletins and newsletters and articles submitted to the District newsletter or International Lions magazine, inter club visits (raids) or combined activities with other clubs.

c. 30 points for Service Activities

A record of all activities that provided a benefit to the community in any way.

This can could be displayed by means of Newspaper or magazine coverage supported by clippings, a record of any T.V. and radio time obtained, any photographs and memorabilia of service activities, thank-you letters to speakers, city officials, programs, and brochures. etc.

d. 20 points for Fundraising Activities

A record of the clubs efforts to raise funds (or goods) from the public

This can could be displayed by means of Newspaper or magazine coverage supported by clippings, A record of any T.V. and radio time obtained and any photographs and memorabilia of fundraising activities, thank-you letters to speakers, city officials, programs, brochures, etc.

e. 20 points for Social Activities

A record of social activities enjoyed by the club during the year.

f. 5 points for Zone and District Activities.

A record of participation of the club members in Zone, District and MD activities.

g. 10 points for overall appearance

As this book is a year's history of the club, it shall be prepared in such a manner as to be interesting, informative, and be a book the president will be proud to receive as tribute to his/her leadership for that year.

TOTAL 100 POINTS.

SUBMITTING AND PICKING UP OF ENTRIES:

- District Chairman Marketing** to be advised by 15 September if the club is submitting a scrapbook for judging. Scrapbooks are to be submitted at Mid Year Convention. Exact details to be supplied to entrants.
- A club delegate is responsible for picking them up from the Mid Year conference venue at the completion of the conference. The District will

NOT be responsible for entries not claimed by the final session of the conference.

TIME FRAME FOR SCRAPBOOK.

This is to be a scrapbook of the CURRENT YEAR'S ACTIVITIES, not a club history book Previous year's material can be added to a club History Book, but SHALL NOT be submitted with the current year's Scrapbook for the contest. As previously stated the scrapbook shall start with the Presidential Induction or the 1st July or whichever occurs first.

NOTE:

The District Chairman will appoint THREE COMPETENT JUDGES who have no connection to any of the Scrapbook entries

At the time of judging, a checklist based on the requirements listed above will be provided to each judge for each entry.

CLUB BULLETIN AWARD

To encourage clubs to communicate with their members and the community they are encouraged to produce a bulletin on a regular basis.

Awards will be made in two categories:

- a) **Single page Bulletin:** any bulletin on one sheet of paper of A4 size or smaller shall be considered a Single Page Bulletin.
- b) **Multiple page Bulletin:** any bulletin printed on more than one sheet of paper shall be considered a Multiple Page Bulletin.

To qualify bulletins must be produced at least **bi-monthly** and **at least 4 editions** submitted for judging. (Clubs that produce monthly bulletins can nominate the 4 to be judged)

Clubs are to submit copies to the **District Secretary and District Chairman Marketing** either electronically or as hardcopy.

The contest runs from **1 July to 30 JUNE**

JUDGING

Each edition will be judged on the following:

a. 5 points for the following:

Name of club, date of issue clearly identified on front page. Are contact details available in the Newsletter and Articles clearly identifiable?

b. 5 points Promotion of Lionsim

Does the bulletin promote Lionism to both members and non-members?

c. 35 points for Reporting on Club Activities

- 1) Message from the President (4)
- 2) Time and place of Forthcoming events (4)
- 3) News about Activities/Projects of the Club (9)

4) Editorial (4)

5) Are articles encouraging and inspirational and are the contributions of members recognized. (4)

d. 5 points for Membership Reporting

Are members kept informed about their fellow members? E.g. Birthdays, wedding anniversaries etc.

e. 5 points for Social Activities Reports.

Does the newsletter report on Social activities of the club?

f. 7 points for Zone and District Activities.

Are Zone, District and MD activities covered? (5)

International News (2)

g. 5 points for Information from District Chairmen/ Multiple District

h. 13 points for overall appearance:

1) Layout and Design (5)

2) Readability (2)

3) Originality (2)

4) Humour (2)

5) Use of Logos / photographs (2)

TOTAL 70 POINTS.

The club with the highest score from 4 newsletters will be declared the winner, with recognition being given to the second and third placed newsletter.

PIERRE THERON SERVICE PROJECT AWARD

Administered by: DISTRICT SECRETARY

Service Projects undertaken during the period from 1 July to 30 JUNE will be eligible.

To be awarded to the club, who in the opinion of the judges, reports in writing the most outstanding project of service to the community during the period 1 July to 30 JUNE irrespective of monetary value.

The format of the report to include the planning stage, the execution of the project and the benefit derived there from.

Written Entries to be received by the District Secretary by 15 September.

CHARLES SKEEN ECOLOGY PROJECT AWARD

Administered by: DC Environment

Projects undertaken during the period from 1 July to 30 JUNE will be eligible.

To be awarded to the club, who in the opinion of the judges, reports in writing the most outstanding project of Ecological value to the community during the period 1 July to 30 JUNE irrespective of monetary value.

The format of the report to include the planning stage, the execution of the project and the benefit derived there from.

Written Entries to be received by the District Chairman Environment by 15 September.

DISTRICT 410C ENVIRONMENT AWARD

Administered by: DC Environment

Judged over the period 1 July to 30 JUNE

No formal application required, judged by information gained from minutes and personal knowledge.

To be awarded to the club who in the opinion of the judges has been the most active in the environmental field and made the greatest difference to their Environment

DISTRICT ENVIRONMENTAL PHOTO CONTEST

Administered by: DC Environment

As part of the **International Lions Environmental Photo Contest** Lions from Clubs in good standing are invited to enter one original, unaltered, black-and-white or colour, 8" x 10" (20.3 x 25.4 cm) printed photo of the environment in each of the following categories:

- Animal Life
- Landscape (Urban or natural)
- Plant Life
- Weather Phenomenon

Photos in the above categories are to contain no humans

- The special annual theme category for Year: (As advised by LCI)

Judging will take place at The MidYear Conference at the end of October .

One 8" x 10" (20.3 x 25.4 cm) printed photo per category is to be submitted to the DC Environment at or before the start of the Conference. Judging will take place by independent judges organized by the DC Environment.

The winning entries will be submitted into the Multiple District Competition and subsequently submitted to the International competition

Cabinet has allocated cash prizes per category as follows:

- 1st Prize – R400
- 2nd Prize – R200
- 3rd Prize – R100

PADDY MCMENEMY HEARING AWARD.

Administered by: DC HEARING

Projects undertaken during the period from 1 July to 30 JUNE will be eligible

To be awarded to the club, who in the opinion of the judges, reports in writing the most outstanding project in Hearing Conservation or work with the deaf during the period 1 July to 30 JUNE irrespective of monetary value.

The format of the report to include the planning stage, the execution of the project and the benefit derived there from.

Written Entries to be received by the District Chairman Hearing by 15 September

LESLIE SIMON SIGHT AWARD.

Administered by: DC SIGHT

Projects undertaken during the period from 1 July to 30 JUNE will be eligible

To be awarded to the club, who in the opinion of the judges, reports in writing the project of greatest value in the field of Sight Conservation, Sight Restoration or work with the Blind, during the period 1 July to 30 JUNE irrespective of monetary value.

The format of the report to include the planning stage, the execution of the project and the benefit derived there from.

Written Entries to be received by the District Chairman Sight by 15 September

OVERALL PUBLIC RELATIONS AWARD.

Administered by: DC MARKETING

Coverage obtained during the period from 1 July to 30 JUNE will be eligible

To be awarded to the club that achieves the highest coverage in the local media, S.A. Lion and International Lion Magazine, National Press, Radio and T.V. on all aspects of its activities during the year under review.

Entries to be presented in the form of a portfolio of clippings etc.

District Chairman Marketing to be advised by 15 September if the club is submitting an entry. Judging to take place at Mid Year conference.

IAN MURRY PROJECT PUBLIC RELATIONS AWARD.

Administered by: DC MARKETING

Projects undertaken during the period from 1 July to 30 JUNE will be eligible

To be awarded to the club which in the opinion of the judges has received the most P.R. coverage on one project whether Fundraising, Service or on Lionism in general.

Entries to be presented in the form of a portfolio of clippings etc.

District Chairman Marketing to be advised by 15 September if the club is submitting an entry. Judging to take place at Mid Year conference.

DENIS MEYER INFORMATION TECHNOLOGY AWARD.

Administered by: DC Information Technology

Judged over the period 1 July to 30 JUNE

To qualify, a Club must conform to the following requirements:

- a) Submit all monthly membership reports / officer reporting forms / activities reports "online" via the International web site and forward copies thereof to the Cabinet Secretary and District Chairman Information Technology etc.
- b) Develop and regularly maintain and update a Club web site with direct links to the relevant District, Multiple District and International web sites as well as Lionnet, South Africa (reflected on the home page)

CHRISTMAS CAKE PROJECT AWARD.

Administered by: DC Christmas Cakes

Judged from information received. No formal entry required

To qualify, a Club must have

- a. Placed its initial order by the due date.
- b. Paid its account in full before the 31 December each year.

Three patches are awarded:

- a) To the club with the highest number of cakes sold.
- b) To the club with the highest percentage increase over the previous years cakes sold.
- c) To the club who achieves the highest per capita sales.

Unless the December MMR Reports is forwarded to the District Cake Chairman by **31 January** the highest membership total for the year will be utilized to do calculations.

SHIRLEY COX COMMUNITY SERVICE AWARD

Administered by: District Governor

Judged over the period 1 July to 30 JUNE

No formal application required, judged by information gained from minutes and personal knowledge.

To be awarded to the club who in the opinion of District Governor has had the most humanitarian impact in their community or provided the most outstanding service to their community.

POLICY 5

ACCESS TO THE DISTRICT CONSTITUTION

AND THESE POLICIES

1. Once these policies have been adopted by way of an ordinary resolution of the District at a District Convention, the Cabinet secretary must send one copy of the District Constitution and one copy of these policies to each club.
2. The Cabinet Secretary must, prior to the first Cabinet meeting of each Lionistic year, send one copy of the District Constitution and one copy of these policies to each member of the District Cabinet and to each club in the District, provided the Cabinet secretary has an e-mail address for the Cabinet member and club concerned.
3. Any member of any Lions Club in District 410C is entitled to one copy of the District Constitution and / or these policies, provided he or she requests such a copy and provides the Cabinet Secretary with an e-mail address for the copy to be sent to.

POLICY 6

TRANSPARENCY

1. Any member of any Lions club in District 410C is entitled to attend any Cabinet meeting, but unless he or she is a member of the District Cabinet, he or she may not participate in any of the Cabinet's deliberations, except when invited by the District Governor to do so.
2. Every member of a Lions Club in District 410C is entitled to receive, at his or her special instance and request, a copy of the approved minutes of any particular District Cabinet meeting, provided he or she provides the District Secretary with an e-mail address for the minutes to be delivered to.

POLICY 7

PROTOCOL

***"ITS NICE TO BE IMPORTANT
BUT MORE IMPORTANT TO BE NICE"***

This policy has been drawn as a guide to assist clubs to arrange functions in a correct and dignified manner. It is intended only as a guide and there may well be differences of opinion on the suggestions put forward. **THIS IS INEVITABLE, REMEMBER THAT PROTOCOL IS JUST GOOD MANNERS.** Nevertheless, if clubs act within the ambit of what has been suggested, all should be well.

The Protocol Guide on the following two pages may well vary from year to year and you should ensure that it is updated accordingly.

PROTOCOL GUIDE

The following guide is issued to Clubs in MD 410 and is based on the Protocol Policy as published by the International Association of Lions Clubs, with slight deviations in accordance with local custom and tradition.

<i>INTERNATIONAL LEVEL</i>	MULTIPLE DISTRICT LEVEL
1. International President	1. Council Chairperson
2. Immediate Past International President	2. International President
3. International Vice-Presidents	3. Immediate Past International President
4. International Directors International Board Appointees	4. Current and/or Past International Officers (see International Level 3 - 6) See note 1
5. Past International Presidents	5. District Governors
6. Past International Directors	6. Past Council Chairpersons
7. Council Chairperson	7. Council Chairperson Elect
8. District Governors	8. Immediate Past District Governors
9. Association Executive Administrator	9. 1 st Vice District Governors
10. Association Secretary	10. 2 nd Vice District Governors
11. Association Treasurer	11. Past District Governors
12. Past Council Chairpersons	12. Multiple District Secretary
13. Immediate Past District Governors	13. Multiple District Treasurer
14. 1 st Vice District Governors	14. Multiple District Committee Chairpersons
15. 2 nd Vice District Governors	15. Lions
16. Past District Governors	16. Leos
	17. Lionesses

DISTRICT LEVEL	CLUB LEVEL
1. District Governor (and other DG's)	1. Club President
2. Current and/or Past International Officers (see International Level 3 - 6) See note 1	2. Current and/or Past International Officers (see International Level 3 - 6) See note 1
3. Council Chairperson	3. District Governors
4. Past Council Chairperson	4. Council Chairpersons
5. Council Chairperson Elect	5. Past Council Chairperson
6. Immediate Past District Governor	6. Council Chairperson Elect
7. 1 st Vice District Governors	7. Immediate Past District Governor

8. 2 nd Vice District Governors	8. 1 st Vice District Governors
9. Past District Governors	9. 2 nd Vice District Governors
10. District Secretary	10. Past District Governors
11. District Treasurer	11. District Secretary
12. Multiple District Secretary	12. District Treasurer
13. Multiple District Treasurer	13. Multiple District Secretary
14. Region Chairpersons	14. Multiple District Treasurer
15. Zone Chairpersons	15. Region Chairpersons
16. District Committee Chairpersons	16. Zone Chairpersons
17. Lions	17. District Committee Chairpersons
18. Leos	18. Immediate Past Club President
19. Lionesses	19. Club Vice Presidents
	20. Club Secretary
	21. Club Treasurer
	22. Club Directors
	23. Lion Tamer
	24. Tail Twister
	25. Past Club Presidents
	26. Lions
	27. Leos
	28. Lionesses

NOTES

1. Current or Past International Officers or Directors: Where more than one is present, the one who served most recently is given precedence and so on. (MD410 is the reverse of what International suggests.)
2. Notwithstanding the above, in accordance with custom in MD 410 and in deference to the founding fathers of our Association, when more than one Past District Governor is present the one with the oldest year of service is given precedence and so on. (MD410 is the reverse of what International suggests.)
3. The entry of Past District Governors to the Convention Banquet is exactly that and note 2 (above) will apply. Past Council Chairmen will not be separately recognised and will take their place in the procession of Past District Governors in the year in which they served as District Governor, but will be recognized as Past Council Chairpersons.

PROTOCOL CONSIDERATIONS FOR FORMAL MEETINGS/DINNERS/FUNCTIONS

1. Seating at the head table should be in accordance with established protocol of Lions Clubs International and local custom. However, the guest speaker should always be seated to the immediate right of the chairperson. If a podium is used, the presiding officer should be seated to the immediate left of the podium. If the District Governor is present, he/she should sit on the immediate right of the chairperson. The District Governor will usually be the guest speaker.

Note A: Who the main guest speaker is, is a question of fact in each case and where, for example, the District Governor is visiting and the Mayor is present and is to reply to the toast to the guests whereas the District Governor is to reply to the toast to Lions Clubs International, then the main speaker is without doubt the District Governor.

Note B: If the District Governor is present, seat him/her immediately on the right of the President (who is the presiding officer) so that they may converse. The fact that two men, or two women, are seated together at the main table is unimportant.

NB This is also the correct seating for when the District Governor visits a Club.

The head table seating is to be arranged in such a manner that the most senior people (Lions and non-Lions) are seated alternately to the right and to the left of the presiding officer. At most functions the main table should not exceed 12 people.

Note C: The presiding officer in the case of a club function is the President even if more senior Lions are present and he/she will always be recognised first.

It is desirable to seat ladies (or lady guests) next to their husbands or partners. Where possible

Past Council Chairmen and Past District Governors should be accommodated at the head table. However, if, due to practical limitations or numbers present this is not possible, then they should be seated at a special table next to the head table. Or let them head side tables.

The Master of Ceremonies should be seated at the end of the head table (next to the podium) or at the head of a side table next to the podium where he/she can be seen by all present. He/she should liaise beforehand with the headwaiter and communicate with him/her to ensure the smooth and prompt operation of speeches and meals and drinks served. Do not allow drinks to be served while speeches are in progress.

1. In a Multiple District function, the Chairperson of the Council of Governors (or District Governor at a District function, or Club President at a Club function) shall be the Presiding officer. He/she shall oversee all the arrangements for other functions to be performed and to the use of the correct protocol in accordance with established Lions Clubs International protocol and local customs
2. Non-Lion dignitaries will be recognised in accordance with local custom.

Generally they will come after the most senior Lions present. Remember protocol is good manners.

3. The only Lions holding past office who shall be recognised shall be in accordance with the protocol guide above. (Past: International Presidents, International Directors, Council Chairmen, District Governors, Club Presidents)
4. During meetings of Districts, Regions, Zones and Clubs including formal functions, individual recognition (the use of full protocol) should be made once only by the Master of Ceremonies on calling the meeting to order and once by the Main Lion Dignitary (this will generally be the last speaker who replies to the toast to Lions Clubs International.)

Thereafter the Master of Ceremonies, and all other speakers should address the audience thus:

"Lion Presiding Officer, (or the use of his/her title and name which is preferable),
My Fellow Lions, Ladies and Gentlemen"

OR

"Lion Presiding Officer, Lion Dignitaries, Ladies and Gentlemen."

OR

"Lion Presiding Officer, Lion Dignitaries, Friends"

CHARTER PRESENTATION (at the Charter of a new Lions Club)

1. This shall preferably take the form of a dinner or banquet.
2. Invitations to go to:
 - (i) The District Governor
 - (ii) The Club's Region and Zone Chairperson
 - (iii) Other Cabinet Officers and Past District Governors (by invitation)
 - (iv) The Sponsoring Club
 - (v) All Club Presidents in the Region
 - (vi) Optionally, local dignitaries and others the Club wishes to invite
3. The District Governor or his/her appointee shall present the Charter.
4. Induction and Presentation of Charter
5. The guest of honour (the District Governor or his/her appointee) shall induct all the new Club members and the presentation of the Charter followed by a short acceptance speech by the Charter President.
6. Seating at the Main Table
As per protocol guide
7. The question of payment by guests to be left to the discretion of the Club, but the District Governor and local dignitaries are non-paying guests - but see note 8 under Special Notes below
8. The Tail Twister shall not be allowed under any circumstances to twist tails or speak.

ANNUAL INDUCTION OF CLUB PRESIDENT AND OFFICE-BEARERS

1. This should take the form of a dinner, banquet or formal luncheon.
2. Invitation suggestions –as for Charter Presentation, however some clubs prefer to limit the function to Lions, their spouses/partners in service, Leos and Lionesses
3. The induction to take the form of a simple and dignified ceremony. The induction of the incoming President should be done by the District Governor, or in his/her absence, by the most senior Lion present.
4. After normal dinner procedure and the outgoing President has completed his/her address, the Master of Ceremonies then calls on the Inducting Officer to come forward and he/she then asks the outgoing and incoming Presidents to stand in front of him/her. The Inducting Officer shall then induct the new President, presenting (in this order) the Club Charter, Presidential Lions pin, the Chain of Office and finally the Gong & Gavel. The newly inducted President and his/her spouse/partner then sit at the centre position of the main table, i.e. they change positions with the outgoing President and spouse/partner. Should any charter members be present, the Inducting Officer can invite them to escort the outgoing and incoming Presidents to stand in front of the Inducting Officer and they should be witnesses at close hand to the ceremony. Other or similar procedures can be followed for recognising others (e.g. Melvin Jones Fellows).

SUGGESTED PROGRAMME FOR DINNER (these are the basics that should be done)

Call to Order	By the Master of Ceremonies (MC)
Grace	By a Lion or another qualified person
Flag Ceremony	By a Lion (or a march in of the flags)
Lions Pledge and/or Objects and Ethics)	By a Lion See Special Note 6 below This is optional, but strongly advised!
Toast to the Republic of South Africa	Not to the State President and JUST a toast. NB NO SPEECH

Where the club concerned is a Non-Republic of South Africa club e.g. Lesotho, Swaziland or Namibia the toast would be in accordance with the Protocol of that country. Numerous situations could arise and common sense should prevail, e.g. if a regional function is held, attended by clubs from various countries then it is suggested that the toast should be to the host country.

Welcome to and Introduction of Guests	Guests should stand for a moment when mentioned to acknowledge the welcome. Advise them beforehand so they know!
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Reply to the Welcome to Guests	By a suitable visiting Dignitary, or a Lion.
Toast to Lions Clubs International	Any Lion present may propose the toast. NB NO SPEECH. The toast should be along the following lines: "Please rise and drink a toast to Lions Clubs International".
Reply to the Toast to Lions Clubs International	Most Senior Lion Present.
<u><i>If it is the custom of your club to propose this toast and do the reply thereto as the final speech, please continue with your custom.</i></u>	
Address by Outgoing President	Report on stewardship & presentation of awards.
Induction of Incoming President (and recognition of Charter members)	By the guest of Honour
Reply by newly inducted President Elect	President Elect

TAIL TWISTING IS NOT ALLOWED UNDER ANY CIRCUMSTANCES!!

NOTE It is a good idea to have the Grace, Flag ceremony (if not played by audio), pledge, objects and ethics, toasts to RSA (or other country) and Lions Clubs International typed out in large, bold type and placed on the podium to be read as needed, with the protocol set out on top (or a separate page with protocol that can be used by all except the President and MC.)

REGALIA

Suggestions for occasions on which regalia should be worn:

The Chain of Office of the President is personal to the Club and as such should be worn only on occasions deemed sufficiently important to be honoured with its wearing, but only at Club functions arranged by the Club and NOT when visiting other Clubs or attending Conventions.

Suggested occasions

- Dinners/Luncheons
- Club Presidential Induction or Charter
- Charter Night after presentation to him/her
- When the President acts as host at official functions
- Lions General Business meetings

At District Convention & Cabinet meetings the District Governor shall wear his/her Chain of Office.

At the Multiple District Convention the Council Chairperson and each District Governor shall wear their chains of office.

The wearing of any other Chains of Office by others, (excluding the Council Chairperson and District Governors), shall be determined by individual District Cabinets, however these Chains shall not be worn at Multiple or District Conventions.

The Council Chairperson shall wear his/her Chain of Office at meetings of the Council of Governors and at the Multiple District Convention.

The District Governor shall wear his/her Chain of Office at all formal functions and meetings within his/her own District and at the Multiple District Convention.

The wearing of personal Lions insignia i.e. awards, should only be worn at formal functions.

The wearing of a Lions badge or Melvin Jones Fellow pin (if it has been awarded), is strongly encouraged at all times.

SPECIAL NOTES

1. Attendance of dignitaries at formal functions
Note: Whenever the Mayor or his /her representative attends a Lions function it is suggested that the protocol be checked with the Mayors Secretary to ascertain the correct local custom. Similarly with Government dignitaries.

2. Club Business Meetings

The procedure for the day to day running of Clubs has not been dealt with as this is covered in the Presidents Year Book and Roberts Rules of Order. Club Presidents receive a President's manual. Roberts Rules of Order can be purchased; however some Lions have copies. It is stressed that for a Club meeting to run in a dignified and orderly manner, it is imperative that all members rise and remain standing while addressing the Chair. It is recommended that Presidents should read the standard form Club Constitution, or their own Clubs constitution if they have one. Lions Clubs International has a Standard form constitution on their web site (www.lionsclubs.org - go to Resources and search).

3. Region and Zone Chairperson Visits to Club

While Region and Zone Chairpersons are expected to make a prescribed number of visits to Clubs under their jurisdiction, Clubs are not expected to make special arrangements for these visits. Tea, coffee and cake are a nice touch for the District Governors official visit. Region and Zone Chairpersons should receive proper recognition and should be invited by the President to be seated on his/her right or

When Dignitaries pay visits to Clubs, speed up the meeting to ensure that they do not make their address too late. The function must begin on time. A timetable could well be of assistance to the President and members and should then as far as possible be adhered to. It is ideal for all speeches to be completed within 2 hours from the start of the function or meeting.

4. A seating plan should be on display for all formal functions.

5. When called to order, if there is a march in procession, all present should remain standing until those at the main table have entered and stand behind their chairs. The Master of Ceremonies calls the gathering to order, accords protocol, calls for

the invocation and/or grace, the flag ceremony, the objects and/or ethics and then asks all to sit.

6. Written invitations to guests should be sent out timeously, and should indicate the nature of the function, venue, date, time and dress. Also the cost! If an invitation is sent to a speaker at the function, a covering note of thanks for agreeing to speak and the time suggestion (maximum) for the speech should be given!! Try and be firm on this as otherwise you could overrun!
7. Unless advised, all Lion guests other than the District Governor (or his/her appointee) are invited as paying guests. State the cost per person on the invitation! However Region and Zone Chairpersons who travel long distances at great expense to themselves should, if possible be excused from payment. Make it clear when inviting people as to whether they must pay or not.
8. Master of Ceremonies (MC)
The MC must remember that it is not their evening but that they are merely a link between the toasts and speeches. They must do their homework and ensure that all speakers are aware of what is expected of them. On them depends the smooth running of the function. They must know protocol. They are not the local comedian and must not tell dirty jokes, although some humour will not be out of place. They should avoid hackneyed phrases such as "Please be upstanding" (why not simply "Please rise"), "Please take a seat" (why not "Please be seated").

Remember - you have guests and ladies present. Let them equate Lionism with dignity, good manners and a clean and elegant image.

9. Timing
Functions that finish late irritate people. Start on time – perhaps consider earlier starting times? As stated all formal proceedings should be completed within 2 hours.
10. Recognition of numerous dignitaries
Where numerous Lions dignitaries are present at a function, it is acceptable that rather than mention each by name they be recognised as a group (and perhaps be asked to stand). Usually only the top three dignitaries need to be named, but common courtesy and good manners should prevail
11. Guests
It is vital that guests should not be neglected and Clubs should appoint specific Lions to look after guests
12. Conclusion
This document does not intend to be an exhaustive explanation of protocol and is only intended as a guide. If in doubt, please telephone a senior Lion who will be able to advise you.

We repeat that Protocol is simply GOOD MANNERS!!

Use it to create and maintain the correct decorum, image and ambiance of Lions Clubs International Multiple District 410.

DIRECTIONS FOR THE DISPLAY OF THE SOUTH AFRICAN FLAG

Set out below is an extract from Government Gazette No. 15694 dated 26th April 1994:

When the National Flag is displayed vertically against a wall, the red band should be to the left to the spectator with the hoist or the cord seam uppermost; when it is displayed horizontally, the hoist should be to the left of the spectator and the red band uppermost.

Therefore, the quick rule is: When facing the flag:

If it is Horizontal	Red on top
If it is Vertical:	Red on the left

THE CORRECT WAY TO HANG THE SOUTH AFRICAN FLAG

HORIZONTAL



To hang horizontally – hang with RED on TOP when viewed from front.

VERTICAL



To hang vertically – hang with RED on LEFT when viewed from the front

POLICY 8

THE LOUIS HALSE TRUST

Whilst acknowledging that the power to manage and administer the Louis Halse Trust vests in the trustees, the following awards may be made at the discretion of those trustees, against payment of the amounts reflected opposite the name of the award:

- | | |
|--------------------------------|------------|
| a) Louis Halse Award | R 3 000,00 |
| b) Louis Halse Honour Roll | R 300,00 |
| c) Louis Halse Corporate Award | R 5 000,00 |

POLICY 9

AMENDMENT OF THESE POLICIES

1. These policies will take effect when adopted by the District at a District Convention
2. Subject to 3) below, these policies may not be amended except by means of an ordinary resolution of the District at a District Convention.
3. If the District Cabinet should resolve, by way of a resolution approved by a majority of no less than 90% of its members, that any amendment of these policies is required as a matter of urgency, then:
 - (i) The Cabinet may act as though the required amendment has been made, but only until the close of the next District Convention
 - (ii) If the amendment is not adopted by the next District Convention, the District Cabinet may not:
 - a) Continue to act as though the amendment had been made at a District Convention, except to comply with any legal obligation incurred;
 - b) Again pass the same or a similar resolution or another resolution having the same or a similar effect.
4. No less than 120 days before each District Convention, the Cabinet secretary must invite the clubs to propose amendments to them.
5. The District Convention must consider any amendments to these policies if proposed by any club, provided the proposal is received by the District Chairman, Constitutions, Resolutions, Bye-laws and Protocol no less than seven days before any District Convention

POLICY 10

NON-COMPLIANCE WITH THE DISTRICT CONSTITUTION OR THESE POLICIES

1. The failure by any member of the District Cabinet to comply with the requirements of the District Constitution or these policies shall be good and sufficient cause for the District Governor to dismiss that member from his District Cabinet.
2. The failure by any District Governor to comply with the requirements of the District Constitution or these policies shall be good and sufficient cause for the District Cabinet to pass a resolution of no confidence in that District Governor.