



Standing Operating Procedures

For District 202E Cabinet.



Updated

Reviewed at Oxford Cabinet meeting 13 March 2026 Cabinet Meeting by the Admin.



STANDARD OPERATING PROCEDURES.

These SOPs record decisions made by Cabinet, Club rules and procedures adopted over time, which should be carried forward as reminders to future cabinets to assist in running the district.

SOPs should be reviewed by the Administration committee of Cabinet, on a regular basis. They will then be presented to Cabinet for adoption.

Please refer to attached policies for further details of SOPs.

Why have SOP's

They ensure;

1. **Consistency** of the interpretation of the processes
2. Assist in **Training**
3. **Saves time** and avoid **mistakes**



Table of Contents

INDEX:

Policy Number	Policy		Date
1001	Reimbursement Policy , for Regional Chairs, Zone Chairs and, GAT Co-ordinators (appendix 1)		
1002	Annual reporting of Club donations		
1003	Cabinet and Finance Policy and Budget Notes.		
1004	Treasurers Check List		
1005	Legal and Financial Decisions. 1. Convention Fund Procedure 2. Convention Surplus 3. Budget Balancing, No deficit. 4. Subs and District Levies. 5. Use of Charity Trust Monies.		
1006	Lions Bank Account information		
1007	Members Welfare Fund		
1008	Youth Activities	Needs to be discussed.	
1009	How the Peace poster Works		
1010	Lions Den Burnside Park Peter Reid Bequest		
1011	Lions Den Burnside Park Project		
.1012	Kidney kids. 19/3/21 Recommended that status quo relating to Wigram Lions Club managing Kidney Kids finances remains. Wigram Lions Club to furnish updated financial statements to each cabinet meeting. <i>This is a District Project.</i>		
1013	DG and VDG Responsibilities and obligations(appendix)		

Policy Number	Policy		Date
1014	Rules for application for LCI Grants.		
1015	Requesting funds from Lloyd Morgan Lions Clubs Charitable Trust.		
1016	Harassment and Bullying MD 202 Policy		
1015	Club Assets Funds and Records		
1016	Emergency Management Alert Guide in an Emergency		