



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**



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Policy 1001 Reimbursement Policy for Regional and Zone Chairs plus the G.A.T Coordinators.

Reason Why.

It was raised with the District Governor that consideration should be given to the Regional and zone chairs to be compensated for their milage when visiting Clubs in the District. This would take the financial burden off the individuals who volunteer for these positions. It was hoped that this might attract more people to take up these appointments.

1. The amount set to cover this expenditure between now and the end of June 2021 could be up to \$2000. It is not known but from September It will provide good bases for the budget discussions, to be reviewed. before or at the next Budget being set in May 2021.

The Policy

2. **Ratification of proposal agreed to by Cabinet and in force since 1st September 2020:**
3. Millage allowance extended to the GAT Coordinators and Zone Chairs. At present
4. The reimbursed mileage allowance will be at the Cabinet rate of .50 cents per kilometers.
5. The GAT coordinators reimbursement from the training allocation will be as follows:
 - a. Where involved in facilitating training.
 - b. At the invitation of a Club, to conduct or facilitate an information evening.
6. The Zone Chair activities for reimbursement are:
 - a. The annual Club visit to each club in the zone.
 - b. The District Governors or VDG's visits to clubs in the Zone.
 - c. Two additional Club Visits to clubs in the zone.
 - d. To attend their Zone Meetings.

This initiative is not retrospective, and each claim is to be accompanied with a Report on the Club Visit or Information event. Attached as Annex A to this Policy 1001.

7. The reimbursement form is to be **signed by the District Governor** and forms are submitted at the end of each month for processing.
- 8.

Zone Meeting room hire

Traditionally any costs associated with zone meetings are borne by the clubs in the zone. Some zones work so that the club that is rostered on for supper pays any costs involved.

Date	Amendment made	Admin Cmte Actioned	Remarks
25 May 24	Para 6c deleted 'Struggling'	Inc ZC Visits to clubs	
13 Mar 26	Added	Zone meeting Room Hire	

Reimbursement form GAT Coordinators, Regional /Zone Chair Club activity

Name;.....Appointment.....

Bank Account Number.....

Date	Detailed Club Activity Report	Google Maps Mileage	Amount

Approved District Governor.....Date.....

Treasurer.....Actioned

Policy 1002. Annual Reporting of Club Donations

The Reason Why.

1. It has become obvious that Clubs acting independently, don't allow us to capture financial information in the form of donations to local organisations in our District. If we collated the information, we could use it constructively for the benefit of the clubs in our District in Media releases detailing what we have achieved in each Lions year.
2. All these major organisations use their information to tell the audience how much they have given to the Community. Although we as clubs may have donated small amounts to these larger organisations, they all add up to a tangible donation collectively throughout our District, and we are not recognized for that support. It came to light that the Child Cancer Foundation nationally had received from Lions Clubs throughout the Country \$46.000. No one in the Lions organisation knew that, that much money had come from our NZ Clubs.
3. WE, as a District Cabinet, are representing the Clubs and would like to promote the good work clubs do. At present we are the best kept secret in a lot of our communities.
4. This policy was floated at the Administration forum held in Hanmer Springs November 2020.

The Policy;

That the Club Treasurers forward to the District Treasurer the list of annual donations made to organisations, no later than 30th October in time for the District Cabinet Meeting in November. This report at present forms part of the Performance statements sent to Charity Services. So, no additional work is required.

Marcom Assistance.

It is proposed that the Marcom chair assist the treasurer in chasing up Clubs.

LETTER SENT OUT TO ALL Clubs) Next page. To Be Sent out by Treasurer annually.

Dear Club President,

At the recent Cabinet meeting in Hanmer, I raised the idea of collating details of donations made by clubs to their respective communities for all clubs in District 202E. I consider that the accumulated donation total would be very useful when promoting Lions to the community and prospective members. It would be quite impressive to be able to say that collectively clubs in our district made total donations of \$xxxx with details of the top 5 beneficiaries across the district.

I am asking clubs to provide details of donations for the year ended 30 June 2020 and it should be quite easily obtainable from club's annual financial statements and reports. I am not asking for clubs to have to undertake considerable research.

Any information provided by clubs would not be made public and would remain confidential.

I hope that your club is willing to participate in this exercise but I wish to point out that there is no compulsion to provide the information. The more clubs that do participate the better, as we will achieve more meaningful figures.

Thank you for considering this idea and I hope that your club is prepared to support it.

Please contact me if you wish to discuss.

Best wishes to your club and family for Christmas and I look forward to hearing from you.

Kind regards

Ian Lennie

Treasurer

Date	Amendment made	Admin Committee Actioned	Remarks
25May 24	Last sentence Letter sent annually	Treasurer to include reason WHY we need the information	
29 Nov 25	Admin Committee decided to reintroduce this with Marcom Chair chasing up Clubs to report,	Marcom in each club encouraged to sort out reports	

Policy 1003 Cabinet Finance Policy and Budget Notes

1. The Annual Budget for the new Lions year should be discussed by the following for the upcoming year in the May – June period. This is the opportunity to get the finances and allocations to be made for the upcoming year for the smooth administration of the district. The Meeting can be conducted via Zoom
 - a. The Treasurer.
 - b. The DGE
 - c. 1st VDGE
 - d. 2nd VDGE
 - e. The outgoing DG
2. The agreed Annual Budget is to be presented at the first Cabinet Meeting in July. This will be passed by Cabinet for the coming year with agreed amendments.

FINANCE POLICY and BUDGET NOTES 2024-2025

OVERVIEW:

The last four years, since covid, have been difficult for cabinet to manage its finances and we compliment the DGs for being diligent in this area. Incomes have been restricted by falling member numbers while expenses have increased due to inflationary pressures. Allocation of funds towards the various activity centres as well as overheads in running cabinet, have been held in many cases, at previous year levels in dollar terms.

This 2025-2026 budget achieves a balanced budget.

NOTES:

- 1-**DISTRICT DUES:** Budget \$36,618 (1077 @ \$34)
- 2- Cabinet meetings are planned to be held in Christchurch, Redwood, Rangiora and Oxford. The meeting held in conjunction with Convention will be held in Rangiora.
- 3- Mileage allowance claims to attend cabinet meetings are available for cabinet members only and not for cabinet support. Limit- for travel more than 100 km one way.
- 4- Mileage reimbursement at 50c/ km
- 5- **CABINET TRAVEL:** Budget \$4500 (3 @ \$1500)
- 6- **CABINET MEETING COSTS** (catering and room hire): Budget \$3200 (4 @ \$800)

7- **GAT and Zone Chair** reimbursement claims to be on the prescribed form and approved by DG

8- **Training (GLT) and Membership (GMT):** expenses for payment are to be approved by the respective co-ordinator prior to handing to the treasurer for payment. All planned activities for training and membership must have a business plan with expected costs, presented to cabinet for approval before proceeding.

9- **CONVENTION FUNDING:** Funding for Convention 2026 will be as follows:

- Budget allocation \$2154 (1077 at \$2 per member)
- Advance from reserves \$3800

Therefore, total funding available will be \$5954 which is similar to most other years.

10-**Youth Activities:** being funded by transfer of funds held in the Charitable Trust.

11-**LCI Grants:** are to be “ringfenced” and used for the purpose the grant is made.

12-All figures in the Budget are GST exclusive.

RESOLUTIONS REQUIRED:

1- **Convention Levy decreased from \$3.50 to \$2.00**

2- **Budget approval**

Bernie Walls- DG

Alastair Rankin -VDG

Ian Lennie- Treasurer

14 July 202

See SOP 1013 for Account Numbers for the Different Trust and District Accounts for Club payments to be made into.

Date	Amendment made	Admin Committee Actioned	Remarks
25 May 24	Para 1 Inc Via Zoom VDG;s inserted E =Elect	Change made	
29 Nov 25	SOP 104 included in 1003 Policy 1004 content is transferred.	Treasurer has updated the Policies and Budget Notes	After discussion new policies adopted.

Policy 1004 Treasurers Checklist

TREASURER'S CHECKLIST

I have put this together as a "reference toolbox" for treasurers and suggest it be placed in front of file, to assist you with reminders and information that may be useful for you. Please contact me if you would like any assistance as you carry out your role.

- **LEVIES- DISTRICT:** invoices sent out July and January each year
- **LEVIES- LCI:** payable July and January each year. LCI have introduced a direct debit system for payment which clubs should be using.
- **CLUB ANNUAL REPORTS:** lodge with Incorporated Societies by 31 December each year.
- **CHARITABLE TRUST ANNUAL REPORTS:** lodge with Charities Services by 31 December each year.
- Annual Donations to make:
 1. LCIF
 2. LMLCCT (Lloyd Morgan)
 3. LCCT (Lions Clubs Cancer Trust- Cancer Bus)
 4. CAMP QUALITY
- Annual Donations to District 202E Funds:
 1. Christchurch Schools Music Festival
- **MEMBERS WELFARE FUND:** The District has a fund available for clubs to assist members through circumstances, have difficulty in paying their annual club subscriptions. Details are set out in SOP 1008(b).
- **STANDARD OPERATING PROCEDURES (SOPs):** These have been formulated over time and are carried forward as reminders for cabinets and clubs. May be helpful to clubs. Refer to website Lions District 202E Document Depository; www.202e-lionsclubs.nz

Please refer attached with bank account information for the various payments.

Ian Lennie

District Treasurer

30 May 2025

Date	Amendment made	Admin Committee Actioned	Remarks
20 Jul 24	Rewrite	20 Jul meeting	
29 Nov 25	Treasurers Check List updated	Discussed 29 Nov 25 Cabinet meeting at Oxford.	
13 Mar 26	Delete Annual Donations to Youth \$100	Deleted	

1. Convention Funding;

On 12 Mar 2024 the 202E Treasurer, sought clarification from the MD 202 legal advisor Alan Knowsley,

"As to the determination of the Convention levy. He also sought how this impost (compulsory levy) on the Cabinet Budget could be reduced."

On 17 May 2024 the legal advisor, Alan Knowsley replied.

"I am not aware of anything to prevent the district making an advance towards convention expenses, but I have copied in the MD 202 Treasurer Steve Bennet for his views."

On 4 Jun 2024

Steve Bennett the MD 202 Treasurer clarified the position.

"The organisation committee acts on behalf of the District Cabinet and is basically a branch of the main entity.

Your comment on the proposed structure is similar to that District K uses; the grant is paid to the organising committee who will usually be a club that is hosting the event. If there is any surplus it is returned to the District Cabinet, but as it was a grant it is an expense.

The alternative, which is more akin to your suggestion, is that the reserve fund is held by the District and there is an advance out of the fund to meet convention commitments. We actually use this type of situation for ANZI which strictly speaking is a sub committee of MD202. The only thing which is recognised by District Cabinet is any loss or surplus, is recognised after the event has been held.

A couple of options Ian, and as Alan says there are no restrictions on how a District Cabinet goes about it.

Hope this has been of some use.

Steve.

Conclusion, and process for 202E District Cabinet.

As stated above, these advances are strictly an internal transfer within Cabinet. ie Convention organising committees are technically acting on behalf, as a branch of cabinet.

When the budget is determined by the budget committee each year an allocation of \$2 per member is struck. An advance is then made to the Convention committee at the appropriate time.

At the conclusion of the convention and the finances are completed, the committee has an undertaking to repay the advance back to cabinet, before calculating any surplus. Should there not be a surplus or a sufficient surplus to cover the advance repayment, then any shortfall could be covered by the "reserve" balance being held.

The constitution has restrictions on Cabinet making advances to clubs but as clarified above it is strictly not an advance as it is purely an internal transfer within cabinet.

2. Convention Surplus

(as required by the District Constitution By-laws Article VII section 2)

Under Cabinet Rules, all surplus monies collected from the district convention shall be held in a district convention reserve fund which shall be available only to cover district convention expenses.

3. Budget Balancing -no deficits

7 November 2023

MD Legal Advisor Alan Knowsley stated;

A provision of the constitution requires a balanced budget each year and should not be ignored. There should not be any planned deficit.

“Cabinet members who allow a breach of the constitution could be held personally liable for this breach.”

Article VIII section 2 states;

FINANCIAL OBLIGATIONS. The district governor and his/her cabinet shall not incur obligations in any fiscal year which will effect an unbalanced budget or deficit in said fiscal year.

THIS IS A CLEAR DIRECTIVE TO CABINET APPOINTEES

4. Subs/District Levies Can be set by Cabinet

By law Article VII (1) of the District E constitution provides for the Cabinet to set the fees.

5. Use of Charitable Trust Money..

Incoming Treasurers please be aware the appropriate use of Lions Club's Trust money is as follows:

Money raised from the public should all go into the Trust Project account without deduction.

- Genuine costs of running the fund-raising project can be paid out of Trust funds raised.
- Expenses to run the Trust can come from funds raised e.g., Costs of expenses such as rent, auditing expenses, equipment hire, repairs. These must be genuine and be Trust expenses.
- Deducting a % towards costs is not acceptable.
- All money raised after paying genuine expenses can only be used for charitable purposes.

Alan Knowsley

202 Legal Counsel

Ian Lennie Treasurer 202E wrote in Feb 2026

Advice has been received from the past and present MD Treasurers, and both state clearly that training costs, either fees or travel expenses are NOT permitted from the Trust account, these are Members expenses and must come from the Administration account.

Quote from Suzi Hipp MD Treasurer 2026;

"A core principle of charity law is that trust funds must be used for a public benefit, not for the private benefit or advantage of an individual.

Paying for a member's training provides a direct, personal benefit to that individual."

Date	Amendment made	Admin Cmte Actioned	Remarks
23 nov24	Change of Ref		
FEB 26	Other info added SOP title Change		

Policy 1006 Bank Account Information

Details of various Bank Accounts to assist treasurers in making payments.

- **DISTRICT and MULTI DISTRICT DUES:**

These are to be paid from Club Admin Accounts and should be paid to Bank Account 03-0703-0033343-00. Please enter club number and name in the code and reference fields.

- **INTERNATIONAL DUES:**

Many clubs will have implemented the LCI direct debit system to pay these. If not, then payments in NZ dollars to be paid from Club Admin Accounts and should be paid to Bank Account 03-0502-0081103-00. Again, please enter club name and number in the code and reference fields.

- **DONATIONS TO DISTRICT 202E APPEALS:**

Such as; Youth, Music Festival, flood relief etc.

These should be paid to the District 202E Charitable Trust Bank account 03-0703-0036114-00. As donations, these should be paid from Club Charitable Trust accounts.

- **DONATIONS TO LCIF:**

Pay directly to LCIF Bank account 03-0502-0081103-00 and enter what the donation is for in the particulars field and the club's name and number in the code and reference fields. Payments from Club Charitable Trust accounts.

- **LLOYD MORGAN (LMLCCT):**

Pay directly to Bank Account 02-0528-0038410-00 and enter what the donation is for in the particulars field and the club's name and number in the code and reference fields. Payments from Club Charitable Trust accounts.

- **CANCER TRUST (BUS):**

Pay directly to Bank account 03-0674-0280918-00 from Club Charitable Trust Accounts.

- **CAMP QUALITY:**

Pay directly to Bank account 03-0830-0096355-00 from Club Charitable Trust Accounts.

Date	Amendment made	Admin Cmte Actioned	Remarks
8 June 23	Treasurer updated info		
29 Nov 25	Treasurer updated Info	Discussed at Admin Meeting	

Policy 1007 Members Welfare Fund

Cabinet Meeting Jul 21

“This has been deferred for administration protocol to be included. Want to encourage the fund to be developed. Moved that the status Quo remain that the youth and new Club development funds remain. Hugh C/ Charlie C “

This fund was created at the 2020 Convention in Rangiora from funds donated at the re-dedication Sunday service. The Convention committee recommended that the funds be used for District members welfare, where for circumstances beyond their control, loss of financial ability, or through sickness, have difficulty in paying their annual club subscriptions.

The club dues are likely to include international, multiple, and district dues. It is anticipated that the assistance from the fund may avoid a member's resignation. The fund is held in the 202E charitable trust.

Application: from the Club President to the District Treasurer, who will relay the request to the Trustees for consideration.

Grant Maximum; \$100

Continuing funding for the fund;

Clubs may wish to make a direct contribution to the fund but there is no compulsion.

The District Governor each year will inform the Convention Committee Chair that any monetary collection taken at the District Rededication Service will be for the benefit of the District Members Welfare Fund

Date	Amendment made	Admin Cmte Actioned	Remarks
25 May 24	Discussed by Committee	Needs to be reinforced to clubs	

Policy 1008 Youth Funding Initiative

The Reason Why;

Cabinet Meeting Jul 21 *Wording to be reviewed, letter sent out to clubs has been inserted below.*

1. The reason this initiative was put in place was that Clubs who supported youth activities were being unfairly disadvantaged.
2. For example if they put students forward for the Speechmakers competition at \$75 per student, then those that put 3 entrants forward were paying more, in support of a District Wide initiative, and then a MD levy if they were chosen to go forward to the National Finals.
3. It was agreed at a Cabinet meeting some three years ago, to have a trial for 3 years with Clubs prepared to support our Lions District Youth with a voluntary donation of \$100 to the Youth Fund held in the District Trust account. This trial has finished and some funds are currently held. This fund is now designed to support our youth programs which are;
 - a. Peace Poster
 - b. Young Speechmakers
 - c. School environmental projects
 - d. Youth Exchange Programme
 - e. Possibly a Video production of an environmental project.
 - f.

Policy is:

That all Clubs in the District are expected to donate \$100 per year to the District Youth Fund, held in the District Trust Account

Cabinet Meeting Jul 21 2023 insert - **Letter sent out to clubs in 2016; is below.**

.Dear Club President,

In 2016 Cabinet offered Clubs the option of committing to making a payment of \$100 a year for three years to cover the Youth programmes that our District offers. The programmes are:

- Youth Exchange * Peace Poster Competition
- Emerging Speechmaker * Environmental Competition
- Young Speechmaker [Kaikoura Shield]

The option was taken up by a number of Clubs and so proved to be successful and Cabinet has decided to extend the offer to take up the option for the three years commencing 1 July 2020. The result will be that if a club has donated \$100 and had one or many candidates no extra fee would be required. Clubs who have no entrants would be supporting clubs who had many. Clubs are being invited to make ONE payment of \$100 a year to cover entries in any or all of the youth programmes.

This proposal will only work if we have a buy-in from most of the clubs in our district.

At this point we are trying to gauge support.

As before, only if most of the Clubs agree, will a donation be sought.

Please advise your Club's decision ;

Does your Club agree to donate \$100 per annum?

to support 202E Youth Programmes? Yes / No

Does it commit to this proposal for three years? Yes / No

Please let me know if you have any questions about the proposal.

Please send your response to me at the above address before 25th July 2020.

PDG Peter Gamble has prepared the table (attached), which your Club may find useful.

Yours in Lionism,

Ian Cameron

Youth programmes

Before 2016	Since 2016
Speechmaker • \$75 per entrant required from clubs, so 1 entrant = \$75; 2 entrants = \$150; 3 entrants = \$225 etc. • Clubs with no entrants paid \$0 • This penalised clubs that were successful enough to secure more than one entrant. • Clubs with no entrants were often supportive of the scheme but could find no entrants so paid no money Other youth programmes struggled financially	• Clubs were asked to donate \$100 each to support all District youth programmes, even if they had no entrants [they were “doing their bit” for youth at a District level] • The \$100 was a flat fee for as many entrants a club put in. • Eg in the speechmaker competition a club paid \$100 ONCE and could enter 1, 2, 3 or more entrants • If all clubs paid the District would receive nearly \$5,000 [today’s numbers], so it was decided the fund would also cover the Environment Programme, Peace Poster etc • The scheme [\$100 per club] was trialled for three years to see if it was successful or a burden to the District – it turned out to be successful

YOUTH ACTIVITIES:

Prizes for competitions as at December 2025:

1. SPEECH MAKER:
\$500/ \$300/ \$200
2. PEACE POSTER:
\$300/ \$200/ \$100
3. ENVIRO:
\$500/ \$300/ \$200

Pay prizes to contestant’s Bank accounts.

Date	Amendment made	Admin Cmte Actioned	Remarks
29 Nov 25	Treasurer updated the agreed prizes from Cabinet decision last year.	Included in the youth	

PEACE POSTER: CLUBS

1009 Peace Poster “How it works.”

1. Clubs are asked to purchase ONE Peace Poster kit from the NZ lions MD 202 office, which contains all the relevant info and the entry sticker, for their ONE ENTRY that is sent/ handed to the District Governor. These kits can be ordered from the NZ Lions MD 202 office by mid-February each year.
2. All clubs are asked to approach their local primary and/or intermediate schools for entrants - ensuring they are either 11, 12 or 13 years of age by the 15th November each year.
3. The clubs will buy the A2 paper [420mm x 594 mm] acid and lignin free art paper of not less than 110 gsm weight for the schools to use and meet the criteria. This can be bought from various stationery shops.
4. Clubs are asked to print and distribute the correct information handout, as well as the poster theme to each school. Please reiterate to schools that no text is to be visible on the poster entry, and to also use the paper provided by the Lions.
5. The ONE ENTRY from each club must have the correct sticker placed on the back of the poster with all the CORRECT INFORMATION written correctly.
6. The winning entry from each club must have the postmark of NOVEMBER 5th or be in the hands of the District Governor BEFORE they attend the MD Council meeting in late November.
7. Clubs are asked to take a photo of their winning entrant, with their artwork, and to promote their winner in the corresponding school's newsletter, your club bulletin and the district bulletin.
8. Clubs are asked to decide and /or pay for their own prize certificate/acknowledgement for their own entries.
9. The winning clubs of the first, second and third place entrants in district 202E will ensure their winning entrant receives their certificate and prize allocation from the Youth Chair by the end of the school year, in arrangement with the school/parents involved.
10. Clubs are asked to direct all questions to the Youth Chair to avoid any confusion and / or misinformation distributed back to club members. Zone chairs are asked to check the rules and/or check with the Youth Chair for any information.

Date	Amendment made	Admin Cmte Actioned	Remarks
8 June 23	Treasurer updated info		

PEACE POSTER: District Governor

1. The District Governor must decide the ONE CHOSEN entry from District 202E in consultation with the current Youth Chair, as well as a guest judge of their choice. The District Governor will communicate with those involved, a place and time for the judging to occur before the MD Council meeting.
2. The District Governor must ensure the Youth Chair has sufficient entrant details, and photos of the top three entries across 202E, with the ONE chosen entry for 202E to be taken to the MD Council meeting in late November.

PEACE POSTER: Youth Chair

1. To inform and remind, all clubs and members, of the availability of the Peace Poster kits, Peace Poster theme, and other relevant information, via the District Secretary and the District bulletin - February, June and September.
 2. To answer any queries about the Peace Poster competitions from any cabinet members, clubs and their members, or general public.
 3. To actively promote the competition in any relevant and appropriate platforms, with prior approval from 202E Cabinet and / or the District Governor.
 4. To assist the District Governor with the judging of the final entries from all clubs.
 5. To ensure all entrant information, including sponsoring clubs information, and photos, are taken for the first, second and third place entrants in the 202E competition.
 6. To ensure the three winning entrants receive their certificate and prize allocation, via the sponsoring club and their contact person within that club. The youth chair is responsible for ensuring these are promptly sent out via secured mail delivery ie courier. Costs are to be recouped from the District Treasurer.
 7. To inform District 202E members of the first, second and third place entrants and their sponsoring clubs, in the district bulletin and any communications via the district secretary, including the convention report and booklet.
 8. **To create a display for each annual 202E Lions Convention of the previous competitions first, second and third place winners.** Information for the upcoming year and any other relevant Peace Poster information will be made available for members to take and/or discuss at convention.
1. If any information is unclear or unknown, the 202E Youth Chair will consult with the current MD Youth Chair before informing all other cabinet members, clubs and fellow Lions.

Policy 1010 The Lions Den Burnside Park

Peter Reid Bequest

CLUB OF RICCARTON WAIMARI HAVE DONATED \$5000 TO THE DISTRICT 202E THE LIONS

Subject to;

1. The donation is to be placed in the District Charitable Trust and will be known as the "Riccarton Waimairi Peter Read Bequest"
2. The donation is to be utilized for the benefit of initiating new Youth Activities, supporting the current Youth Activities programme and to assist Disadvantaged Youth in District 202E.
3. All expenditure from the fund shall acknowledge or refer to the "Peter Read Bequest"
4. Decisions on expenditure from this donation to be at the discretion of the District Governor in consultation with the District Youth Activities Chair/Coordinator and ratified by the District 202E Cabinet.

Date	Amendment made	Admin Cmte Actioned	Remarks

Policy 1011. The Lions Den Burnside Park Project

The Riccarton Waimairi "Lions Den Project"

The Lease of the Lions Den in Burnside Park (currently held by the Riccarton Waimari Club with an expiry date of 14 January 2023} **be assigned to the Lions District 202E Cabinet.**

As at 21st July the IPDG Paul O'Connor and John Hobson were advised by the CCC contracts person handling this advised that the Parks and Reserves Department had first right of refusal before this could be assigned. They have advised that they don't want the use of the building, which clears the way for the reassigning of the lease to District 202E. It is now just a matter of timing, but the Council staff want it sorted before the end of this year.

The instructions that were offered as conditions by the Riccarton Waimari Club:

2. That a dedicated Cabinet account be created for the "Lion's Den Account"

Due to Tax implication the Treasurer has advised that this will ned to be placed in the Trust Account The Trust Account now has an item dedicated to the "Lions Den Account"

3. That the donation of \$5000 be used as working capital to offset any costs of the lease transfer and thereafter towards any expenses which may incur in the operation of the Den.
4. All the net income from the Den Hire to be used to "promote the Growth of Lionism in District 202E or its successor.
5. That District 202E Cabinet will use its best endeavors to negotiate the renewal or extension of the lease if this does not occur the funds in the Den Account are to be used for the stated reason in 3 above until extinguished.
6. The Club recommends that consideration be given to maintaining the current arrangement for bookings of the Den with St Christopher's Church. (Yaldhurst Rd)
7. In the event of the current Lease not being reassigned all the assets within the Den be sold and the proceeds paid into the District Trust account, and used for the stated purpose in para 3.
8. That consideration be given to retain the current Manager/Custodian (John Hobson) in a voluntary position.
9. That consideration be given to the appointment of a Cabinet Liaison Person to ensure regular reporting to Cabinet. (IPDG Paul negotiating with CCC and John Hobson)

Cabinet Meeting July 21 Moved that the draft SOP's be received PG/PO

Date	Amendment made	Admin Cmte Actioned	Remarks

Policy 1012 Kidney Kids Canterbury Management

Kidney Kids.

Management of the District Account

Recommended that status quo relating to Lions Club of Wigram managing Kidney Kids finances remains until they (the LC of Wigram) terminate their coordination.

But should the Lions Club of Wigram choose not to want to coordinate this District Project then the District Cabinet shall designate a Club to do the Coordination ex Lions Club of Wigram.

The Lions Club of Wigram is to furnish a detailed updated financial statement of the kidney Kids account to each cabinet meeting.

When the balance accumulates to \$3000, then the funds are transferred into the Cabinet trust account.

It is the responsibility of each clubs Kidney Kids coordinator to weigh and name the bags at the top of a waterproof container and ensure aluminium cans are crushed..

Each Club is to email the information to the District Coordinator at Wigram Lions. At email Kantabs.202E@lionsclubs.org.nz (TBC) (this information will be used to determine the Kidney Kids award made each year.

Zones 2 and 3 in the North shall continue to send their Kidney Kids directly. It will be their responsibility for their coordinator to advise the Lions Clubs Wigram of the weight and amount (for the competition) All funds from the Zones 2 and 3 are banked directly into the District Charitable Trust account.

It is proposed that Metalcop and Sims in Blenheim bank proceeds from the lions scrap metal directly into the 202E District Charitable trust 03-0703-0036114-00 (Moved at the March 2025 Cabinet Meeting.)

Kan-Tabs – here are the rules!

We collect

- **Only aluminium**
- Kan-tabs
- Wine bottle tops
- Aluminium cans (crushed)
- Any scrap aluminium

We **do not** collect

- Beer bottle tops
- Steel
- Pull tags with steel wire
- Bread tags

Points to note

- **Do NOT** collect beer bottle tops
- **Do not mix** Kan-tabs with wine bottle tops and cans, keep them all in separate containers.
- Remove the Kan-tabs from the cans
- Crush the cans (do not just squeeze them – crush them down to base)
- When we find “**contamination**” [eg beer bottle tops], we **reject** the whole bag!
- Collect wine bottle tops – check that there is nothing else but wine tops in the bag
- Remove pull tags from RTDs and ginger beer etc that have a steel ring – check with a magnet
- All containers to be **Weatherproof bags, etc. Please No paper bags and cardboard boxes, please no “Biodegradable” plastic bags**, They fall apart.
- **Please leave some Club ID with your drop-off at Hornby or Shirley**

Date	Amendment made	Admin Cmte Actioned	Remarks
23 Nov 24	Cabinet Admin		
22March	Cabinet	Proposed to direct debit into Cabinet Charitable Trust account, An email address for coordinator required suggested Kantabs 202E@lionsclubs.org.nz	
29 Nov 25	Points to note, added about weatherproof containers	At this stage it appears that Wigram will collect moneys from dealers then pass it on to the District Trust account, for dispersing to Kidney Society Canterbury.	Dave Smith Wigram Lions gave a run down on how the process will work. There is a name change required which Wigram will decide in due course.

Policy 1013 DG and VDG Basic Responsibilities and Obligations

Aide Memoir;

For incoming District Governors and Vice District Governors.

1. As a VDG you will have by now had some experience on Cabinet, you will also get some training as you start your DG journey. You will need to be observant as to what happens at Conventions, and Cabinet meetings, it will help you understand the processes. You will not be told everything.
2. You will need to ensure that you have a Budget meeting with the outgoing DG and Treasurer prior to the last Cabinet meeting in May. This will ensure that you have a clear understanding what the DG expenses are, and what is covered from the Cabinet account. Remember you are to ensure you use your Lions Clubs International budget first especially during your DG and the VDG's Club visits.
3. During the 2020 - 2021 year some clear budget items were identified and listed separately to provide clarity and transparency for all DG costs. This is a constant and must be addressed so as to ensure the DG does not end up out of pocket for major items. You will have incidental expenses, and remember receipts are required for all expenditure.
4. The out going DG Governor is to receive a Prezzy Card as a token of appreciation and to help defray some of those incidental costs. (\$250 for 2019 -2021 period) The new DG organises this for the May Cabinet Meeting.
5. The partner of the Outgoing DG receives a basket of gifts from the outgoing cabinet and partners. Once the basket has been received by the partner, the Basket is handed back to the next 1st VDG who will arrange for it to be repeated at the end of his/her DG's year. Again this is a token of appreciation to the DG partner for their efforts supporting their partner in their DG year.
6. The incoming DG should discreetly from the Feb/ Mar period (so as not to impinge on the Current DG's year) be scouting for members of their new Cabinet. Person to person communication to both the outgoing and incoming cabinet members is important
7. Communication is important and don't just use email, ring your team from time to time. Keep your vision for your year, and goals in mind, and keep the team up to date with the direction you wish to take.
8. As DG you should consider who is best to conduct the parts of the Friday night which is your night. Who will be the Guest Speaker and who will conduct the Flag Ceremony? Refer to Cabinet Officers Manual
9. The convention Committee needs to ensure that flowers/gifts the DG wishes to present on the Friday night are in the convention budget. Could be up to 10 bunches of flowers as a guide.
10. The Business session is yours to organise with the Secretary, along with your committee approve the venue, food and help required where necessary.
11. The DG is responsible to ensure that the Visiting VIP's and DG's are provided with the costume materials for the Saturday Night function. The visiting senior VIP is the judge for the best costume for the best Club and best couple.
12. Remembrance Service, work with your committee, with ideas and approve of the final format.

13. A small gift is given to the families of Past Lions who are commemorated at the service, This could be a plant, tree seedling or such like.
14. Convention goody bags are provided by the DG consisting of but not limited to, small gifts of fruit, fruit juice breakfast bars etc, these are made up and placed in the accommodation rooms for the VIP'S including visiting DG'S, as a welcome.

Date	Amendment made	Admin Cmte Actioned	Remarks

Policy 1014 - Proposed Projects that are requesting LCIF Grants.

(as at Feb 22 has not been ratified by the cabinet)

1. All Projects outside of a club that involves raising funds from Lions Clubs International need to meet the criteria for such grants. These are available online but a summary is set out in this SOP. All applications should be discussed with the District LCIF Chair and a completed application is sent,
2. Some of the criteria are as follows;
 - a. More than two clubs need to be involved for a Matching Grant.
 - b. The Project needs to be presented to the Cabinet for approval by the District Governor who becomes the Grant administrator.
 - c. The minute of approval of the Cabinet must be included in the application.
 - d. You need to state what is the Lion's involvement.
 - (i) Has the project a strong Lions identity?
 - (ii) Has the project an ongoing involvement with Lions?
 - (iii) Is the ongoing lion involvement in a voluntary capacity?
 - (iv) The amounts contributed by each club may not be exactly the same but should be comparable to demonstrate the project is not primarily funded by a single club

3. Matching Grants.

District may only have two matching grant applications and/or approved grants in process at any one time.

District applicants have six months from date of approval to obtain the matching funds. LCIF will not disperse the funds until proof of matching funds is obtained. Projects must be completed within two years of the approval date.

Grants can only be requested for Matching grants up to 50% of the total Budget.

- a. Must be submitted on the correct form to cabinet. (LCIF-27)
- b. Signed by District Governor
- c. Signed resolution of Cabinet (minute included)
- d. Must state the involvement of current Lions
- e. Who will be overseeing the project?
- f. Applications that are successful the funds will not be disbursed until the matching funds are collected.
- g. The District Governor becomes the Grant Administrator and is responsible for the disbursement of the funds and responsible to LCIF for the grant funding. Progress and final reports must be submitted to LCIF by the DG
- h. The LCIF Board meetings are held in August, January, and May. All grant applications must be received 90 days prior to the Board Meetings.

4. Grants for District and Club community impact applications.

- a. These grants need to address an important humanitarian need.
- b. Must be submitted on the correct form, stating such things as;
 - (i) Project Name
 - (ii) Project Location
 - (iii) Funds required
 - (iv) Number of people who will benefit from the project
 - (v) Description of the problem to be addressed
 - (vi) Project Strategy, plan of action, including time frame.
 - (vii) Project budget
 - (viii) Cabinet minute certification of the project or Club Minute which must include the amount to which is being sought for the DCG
 - (ix) Must be signed by the District Governor or the Club President.

Districts and clubs will be required to meet a minimum donation level to enable 15% of their donation to be counted towards their available funds to be accessed through the DCG program.

- c. For districts, the minimum donation amount is \$10,000
- d. For Clubs, the minimum donation amount is \$5000

The LCI instructions are quite clear re application for funds. It states in their application the following.
“Cabinet or Council certification must include with every grant application. Submit a copy of the Cabinet (single or sub district) or council (multiple District) meeting minutes at which the application was certified.”

Summary.

In District 202e no individual is to submit a LCIF Matching grant unless it has been through the Cabinet for certification, and the minute recording that is obtained.

A DCG must reach the LCIF at least 90 days before commencement of the project

5. Extract from LCIF Board Policy Manual; July 2022.

REQUESTS FOR MONEY, MATERIALS OR SERVICES Requests for money, materials or services received by headquarters from Lions clubs or districts and individuals shall be channelled through their respective district governors. The district governor is in a more favourable position to evaluate such requests, and to advise as to resources available in the district or a nearby area. He/she should use discretion but may forward the request to an appropriate district governor of his/her own or another country. Such undertakings must be done in the spirit of joint projects by the Lions, and the requesting Lions club or district must indicate how they will participate in the project.

6. Common Application Areas to Avoid.

1. Vague applications, not detailed.
2. No budget or insufficient detail.
3. Includes ineligible expenses.
4. No quotes or estimates provided.
5. Overdue reports for other active grants.
6. Incomplete applications.
7. Lacking endorsements.
8. The budget does not meet local matching fund requirements. (where applicable).
9. It is only a single club project.
10. Too many open grants.

(Added after information, received at Int Convention presentation. June 2024)

Date	Amendment made	Admin Cmte Actioned	Remarks
	27 June 2023		Avoid issues

Policy 1015. Requesting Funds from the Lloyd Morgan Lions Clubs Charitable Trust

Requesting Funds from Lloyd Morgan Lions Club Charitable Trust

- 1 All projects that involve an application to the LMLCCT must in the first instance be submitted to the LMCCT District Trustee under no circumstances are they to go to LMLCCT direct.
- 2 Application forms must be completed in full the importance of this is stressed.
- 3 An application form is attached dated 2022 but may change in the future.
- 4 Points to note on the application are:
 - a. Copies of all Club bank account statements no older than 6 weeks.
 - b. Application must not proceed if the project has been started.
 - c. Application must be signed by the club President.
 - d. Applications only from Lions, Leos, Branch Clubs or Club s on behalf of a Zone or District.
 - e. Applications can only be made once the Club has adopted the project.
 - f. Club must give more than a nominal support.
 - g. Grants/ loan are for the project only
 - h. No grant is for Capital Expenditure of the Club.
- 5 The importance of photographs and publicly of the project and forwarded to LMLCCT after the completion of the project.
- 6 Any other information can be directed at the District LMLCCT Trustee.



Policy 1016

MD 202 Harassment and Bullying

MULTIPLE DISTRICT 202 OF LIONS CLUBS INTERNATIONAL Harassment & Bullying Policy, amended to suit the 202E District

1. MISSION STATEMENT

Lions New Zealand is committed to providing a safe and enjoyable 'work' environment and respectful culture for its employees and volunteers.

2. INTRODUCTION

- 3.1 This policy applies to, all club officers, Lions members and volunteers who assist at Lions events.
- 3.2 All workers and volunteers are expected to show respect and courtesy in their interaction with others in the course of their work / volunteering consistent with the LCI Code of Ethics; being accepting of diversity and doing the right thing.
- 3.3 All employees and members should have ready access to the complaints and investigation process if they feel that they have been harassed or bullied.
- 3.4 Complaints will be dealt with in a timely manner and with sensitivity and confidentiality, as far as possible, while ensuring the principles of natural justice are met.
- 3.5 All members and volunteers will be protected from intimidation, victimisation and discrimination when making a complaint, having a complaint made against them or assisting with an investigation, whether the complaint is withdrawn, unsubstantiated or upheld under this policy.

4. DEFINITIONS OF TERMS

3..1 In this policy, harassment has the definitions as set out in the Human Rights Act 1993, the Employment Relations Act 2000, and the Harassment Act 1997. The bullying definition is from WorkSafe New Zealand's definition in their best practice guidelines.

3.2 Bullying is defined as the repeated and unreasonable behaviour directed towards a person or a group of people that creates a risk to health and safety. Repeated behaviour is persistent and can involve a range of actions over time. Unreasonable behaviour means actions that a reasonable person in the same circumstances would see as unreasonable. It includes victimizing, humiliating, intimidating or threatening a person.

3.2.1 Examples of some behaviours that may be associated with bullying: constant blaming for errors, shouting and verbal aggression, extreme criticism of target's ability, selective sharing of information, social exclusion, insults and put-downs, unreasonable demands.

3.3 Harassment is defined as where a person is subjected to repeated or one-off inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise at the workplace or in the course of their work / volunteering.

3.3.1 Examples of some behaviours that may be associated with harassment: expressed hostility against or intimidation or ridicules them. Harassment is unwanted, hurtful or offensive to the person and affects their performance or job /volunteering satisfaction. Harassment carries/promotes/suggests a negative connotation about a person's actual or perceived characteristics, ethnicity, race, colour, national origin, sex, gender, disability, sexual orientation, gender identity/expression or religion.

3.4 Bullying and Harassment is not: occasional differences of opinion, conflicts and problems in working / volunteering relationships, fair management coaching or managing under-performance.

4.PROCEDURE

4.1 A complainant may approach another employee / member, a Club or District Officer or the Council Chair through the MD Secretary.

4.2 A complaint cannot be reported anonymously as all facts need to be investigated but allows for confidentiality so will be kept within a closed group of agreed people.

4.3 The Club or District Officer or the Council Chair will always endeavour to resolve the complaint at the lowest level in a timely manner.

4.4 Once a complaint is deemed to be a formal investigation confidentiality extends to the alleged bully who will be provided with the details of the incident report and who made it.

4.5 The complaint will be investigated in consultation with all the relevant parties.

4.6 Complaints between Lions that cannot be resolved at a lower level may need to be resolved through the Disputes process outlined in the Constitution.

4.7 A complainant has the right to lay a complaint using other legal procedures

Date	Amendment made	Admin Cmte Actioned	Remarks
25 Nov 23	MD policy changed to suit the District	25 Nov 23 Cabinet Meeting	

Policy 1017 Club Assets , Funds and Records

Policy Club Assets, Funds and Records

This policy summarises procedures for disposal/retention of club assets including funds and club records.

Disposal of club assets

Club Funds

In the event of a club winding up the club constitution confirms that “any funds standing to the credit of the Lions Club, after full and due obligations have been met, shall be donated or disposed of to recognised charitable or welfare organisations, as decided by the majority of members present at the meeting held for the purposes of winding up the Lions Club.” If there are any funds remaining they should be returned to the sponsoring club. If this is not possible, i.e. the sponsoring club has been wound up, then these funds should be returned to the District.

Club Physical Assets

All club physical assets including (but not limited to) gong & gavel, signs, flags & pins should be returned to the sponsoring club. If this is not possible, i.e. the sponsoring club has been wound up, then these assets should be returned to the District. These assets should be retained to be donated to any new club that will be chartered within the district.

Club Records

All club records including meeting minutes, officer and member records, trustee records and financial records/accounts should be retained for a minimum of 7 years. These can be retained in digital form. After 7 years any records may be disposed of.

Club Charter

The Club Charter of any club which has been wound up should be returned to the current (at the time) District Governor.

Date	Amendment made	Admin Cmte Actioned	Remarks
17 May 25	New Policy to be discussed 2 Aug 25	Draft written by PDG Richard Norris	

Policy 1018 Alert Chairs Guide to Emergencies, and Natural Disasters

(Example of a guide to be sent to Participating clubs.)

District 202E

Damage, and Recovery Phase.

Background.

As a result of two weather events the Lions Clubs of Motueka, Richmond and Nelson have been coordinating the efforts. The main point of contact has been Mike Brown from Motueka Lions Club. An emergency grant of \$10,000 was received from the LMLCCT and other funds have been donated locally. These funds have been distributed during the emergency phase.

Recovery Phase

We have now moved into the Recovery phase with the Students Army and other agencies helping. As part of the lions Clubs International fund distribution which is held in the Lions Clubs District 202E Trust account the distribution of fund has now to be approved by the trustee, as part of our process of accountability.

Line of Communication

The Alert Chair Paul O'Connor (paul.oconnor@xtra.co.nz) will be the direct liaison between the Treasurer Motueka Lions Clubs Doug Satherley (dsatherley@xtra.co.nz)

These funds as at now stand at about \$50,000 and will be distributed to the region. They cannot be used for any other project or need. They will all be spent on recovery for the Communities most affected.

Payment of Services and supplies.

Where possible all transactions should be on invoice, made out to **the Lions 202E Charitable Trust. 03-0703-0036114-00** as the GST can be claimed by the 202E Trust Account and enables the monies to go further. Suppliers Bank account details required.

Process.

1. Accounts for payment sent to Alert chair.
2. Approval sought by email and phone for payment from trustees
3. 202E Treasurer (202E.treasurer@lionsclubs.org.nz) will transfer monies into supplier's accounts.

Eligible Expenses

- | | |
|---|-------------------------|
| 1. First Aid supplies | 8. All bedding supplies |
| 2. Relief kits including toiletries and | 9. Clothing |

- personal hygiene supplies.
 - 3. Infant needs
 - 4. Food for meals
 - 5. Torches /lighting
 - 6. Water supplies.
 - 7. Shelter Tarps
 - 10. Debris Removal
 - 11. Cleaning Supplies, eg. Tools gumboots
 - 12. Minor repairs to vital facilities,
 - 13. Equipment and supplies for short term relief
- The Following should be included for discussion

Extracts from the Lions Clubs International Website.

Disaster Preparedness Grant

The Disaster Preparedness Grant supports districts in partnering with local authorities and community organizations to plan and prepare for future relief efforts following natural disasters. Grants range from US\$5,000 to US\$15,000, with applications accepted on a rolling basis.

Eligible Project Ideas

- a. Equipment used by Lions and civil society organizations in preparation of future disasters, including support for first responders
- b. Participation in local emergency response or disaster training programs
- c. Stockpiling of key materials and supplies for future response
- d. Assembly of disaster relief kits to distribute in future disasters
- e. Preparedness activities to support vulnerable populations, such as the elderly, children and people with disabilities who are disproportionately impacted by disasters
- f. Creating safety brochures and other awareness materials for promotion by the Lions to the community.

Non Eligible Expenses

- 1. Individual Cash/ Gift Card / Vouchers. (Best if arrangement with Mitre ten changes to Items signed for on Account and Invoice.) But if too hard to change and you are happy with the accountability with current system. Use it.
- 2. Replacement of household goods and appliances.
- 3. Provision of Hotel or Motel accommodation.
- 4. Relocation expenses of displaced people
- 5. Purchases of gasoline. (I believe that we need to monitor Diesel used in clearing of debris removal)
- 6. Medical expenses for personnel
- 7. Supplies and services to animals

8. Expenses in relation to Transportation of Lions volunteers coming to region
9. Expenses in transportation of donated goods.

Paul B. O'Connor M.B.E. (Mil)
 202E Alert Chair 2025-26
 Lions Clubs International

Date	Amendment made	Admin Cmte Actioned	Remarks
19 July 2025	Created to get all on the same criteria	To be Agreed at the August Admin Cabinet meeting	
29 Nov 25	Went through the criteria above	The Admin committee accepted the policy	Will need to be kept current.