INTERNATIONAL ASSOCIATION OF LIONS CLUBS

DISTRICT 201N1 – 2026-2027

CABINET POLICY MINUTES

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Contents:

01.0 PROLOGUE

01.1 Organisational procedures for District 201N1 Cabinet are governed by several levels of legally binding decisions, namely: -
01.1.1 Constitution of The International Association of Lions Clubs
01.1.2 Constitution of Multiple District 201 (Australia and Papua New Guinea)
01.1.3 Constitution of District 201N1
01.1.4 Standard Form 'Lions Clubs Constitution'. Only appropriate meetings of members may amend constitutions.
01.1.5 By-Laws of District 201N1 Constitution that may be created amended or repealed by District Convention and by District Cabinet.
01.1.6 Cabinet Policy Minutes based on decisions by Cabinet of a long-term nature, until amended or repealed by District Cabinet.

02.0 DISTRICT GOVERNOR

02.1 District Governor is Chief Executive Officer of District, Chairman of District Convention and District Cabinet.

03.0 DISTRICT CABINET

03.01 District Governor's Cabinet is deliberative and assistive body to Governor in formulating administrative plans and policies affecting welfare of Lionism within District.
03.02 District Cabinet Officers shall be issued with a name badge that is inclusive of their home club and respective portfolio.

04.0 DISTRICT GOVERNOR ELECT

04.1 Shall brief members of District Cabinet Designate at May Cabinet Meeting, with approval of DG.
04.2 Until formally taking office as DG, has no status beyond whatever Club or District Office currently held.

05.0 DISTRICT RECORDS

05.1 For past (7) seven years are to be retained by Cabinet Secretary.
05.2 Forwarded to incoming administration annually.

06.0 CLUB OFFICER ORIENTATION COURSE

06.1 Will be held in selected areas of the district.
06.2 Will be held in approximately May of each year

07.0 DISTRICT CONVENTION

07.1 Committee shall consist of: -
- 07.1.1 Convention Chairman as approved by DG in consultation with DGE
- 07.1.2 Committee Members as approved by DG in consultation with DGE

07.2 Committee responsibility shall be: -
- 07.2.1 Organise Convention under Supervision of: -
- 07.2.2 District Governor and
- 07.2.3 District Cabinet.

08.0 DISTRICT CONVENTION GUESTS

08.1 All official participating guests attending Convention shall have their: -
- 08.1.1 Hospitality charges met as a District Expense and
- 08.1.2 Accommodation charges met as a District Expense.

09.0 DISTRICT AWARDS

09.1 Annual District Awards shall be open to contest by all Clubs within District. Criteria for awards shall be advised to Clubs and comprise: -
- 09.1.1 DGs Club Administration Award
- 09.1.2 DGs Club Bulletin Award
- 09.1.3 Club Activities Award
- 09.1.4 Club Community Project Award

10.0 MEDAL OF MERIT AWARDS

10.1 District shall make available annually, the following awards for presentation to suitable recipients nominated by Clubs.
- 10.1.1 Lions Medal of Merit for Citizenship. (Nominations close November 30th for presentation on following Australia Day.)
- 10.1.2 Lions Medal of Merit for Courage. (Nominations close 27th April each year for Presentation at May Cabinet Meeting.)

11.0 DISTRICT PROJECTS

11.1 Sale of Lions Christmas Cakes.
11.2 Sale of Lions Mints.
11.3 Camp Getaway

12.0 MELVIN JONES FELLOWSHIP

12.1 Annually, from Districts share of profits of sale of 'Lions Christmas Cakes' one Melvin Jones Fellowship shall be granted.

12.2 The recipient of such fellowship shall be selected by the District Governor of the day and presented at the changeover Cabinet meeting.

13.0 CHRISTMAS CAKE SALES INCENTIVES

13.1 District Shall provide, from share of profits of sale of Lions Christmas Cakes, a District Incentive Prize to Clubs to promote sale of Cakes as follows:-

- 13.1.1 $100 cash to Club with highest increase in sales between 300 and 524 Kg. of Cakes.
- 13.1.2 $100 cash to Club with highest increase in sales between 525 and 749 Kg. of Cakes.
- 13.1.3 $100 cash to Club with highest increase in sales between 750 and 974 Kg. of Cakes.
- 13.1.4 $100 cash to Club with highest increase in sales between 975 and 1199 Kg of Cakes.
- 13.1.5 $100 cash to Club with highest increase in sales over 1200 Kg. of Cakes.

13.2 Total weight to be based on orders for 1.5Kg, 1.0Kg.

13.3 Winner for each category shall be subject to a 7.5% increase in sales over previous year.

14.0 YOUTH OF THE YEAR FINALS

14.1 At Club Level: -

- 14.1.1 All contestants receive a participation certificate and pen.
- 14.1.2 Winner; receives a certificate and gift voucher to the value of $50.
- 14.1.3 Public Speaking Winner; receives a Certificate and gift voucher to the value of $30.

14.2 At Region Level: -

- 14.2.1 All contestants receive a participation certificate.
- 14.2.2 Winner; receives a certificate and gift voucher to the value of $50.
- 14.2.3 Public Speaking winner; receives a certificate and gift voucher to the value of $30.

14.3 At District Level: -

- 14.3.1 All contestants receive a participation certificate.
- 14.3.2 Winner: receives a certificate, keep-sake trophy, “Bernie Perpetual Shield” and gift voucher to the value of $100. The sponsoring club is responsible for ensuring that the perpetual shield is at the next year’s District Final.
- 14.3.3 Public Speaking Winner; receives a certificate, keep-sake trophy and gift voucher to the value of $50.

14.4 Accommodation, Dinner and travel expenses to N Districts State Final of YOY Quest shall be a District Expense as per MD Rules of Audit for:-

- 14.4.1 District Governor and
- 14.4.2 District Chairman

14.5 District contribution to host club for Region and District judging

- 14.5.1 District contributes to each Club holding a Region Youth of the Year Final the amount of $330 and to the club hosting the District Youth of the Year Final the amount of $500.”

14.6 At the end of the year the District Chairman, District Governor and Cabinet Treasurer review the financial position of the account for Youth of the Year and if necessary, agree to transfer funds sufficient to reinstate the balance of the account to $2000.

15.0 DISTRICT BADGES

15.1 DGE shall be allowed, as District Expense, fifty (50) District Badges for use at International Convention.

15.2 As matter of policy, District Pin Chairman shall be responsible for ordering, maintaining and sale of District Pin also known as District Badge.

15.3 District shall donate two District Pins to each outgoing participant in Youth Exchange Program.

16.0 TRAINING

16.1 District Global Action Team (GAT)

The District Global Action Team shall comprise, Global Leadership Team Co-ordinator (GLT), Global Extension Team Co-ordinator (GET), Global Membership Team Co-ordinator (GMT), Global Service Team Co-ordinator (GST) and Global Membership Approach Lead (GMAL)

16.1.1 A maximum budget of $9000 per annum shall be allocated from the Administration Fund for the District Global Action team.

16.1.2 Any claims against the Global Action team Training budget shall be in accordance with the Multiple District Rules of Audit with total costs contained within the annual budget provisions.

16.1.3 Claims against the Global Action team and the Global Action team Training budget while limited to the GLT, GMT, GST and GMAL District Co-Coordinators, may be directed to other members of the GLT, GMT, GST and GMAL teams performing training and extension duties on behalf of the district upon approval of the District Governor of the day.

16.2 Lions Institute Training

16.2.1 A budget of $1000 per annum shall be allocated from the Administration Fund to assist Lions attending Regional, Emerging, Advanced Lions Leadership Institutes or the Faculty Development Institute.

16.2.2 Lions accepted to attend either a Regional, Emerging, Advanced Lions Leadership Institute or the Faculty Development Institute, may seek, by written request, the approval of the District Governor of the day, to receive District funding to assist with Institute registration fees and travel expenses.

16.2.3 District funding shall be limited to Institute registration fees to a maximum of $100 and travel allowance to a maximum of $100 in accordance with the Multiple District Rules of Audit, to each candidate approved by the District Governor of the day.

16.3 Club Development

16.3.1 Faculty attending Club Development Workshops shall be reimbursed for out-of-pocket expenditure to the following extent:
Accommodation shall be limited to $140 per night
Meals shall be limited to $60 per day with no more than $30 for any one meal. Where travel is claimed it should be at 50 cents per kilometre

16.3.2 Participants attending Club Development Workshops will generally not be able to claim expenses relating to their attendance. However, it is recommended that a light meal may be provided with the cost borne by the participant

16.4 Global Action Team Travel Reimbursement

16.4.1 The following scale of reimbursement associated with travel, accommodation and meals shall apply to the Global Action Team Members approved by Team Leaders as specified in the Policy Minute and shall be limited to the following:
Accommodation shall be limited to $140 per night
Meals shall be limited to $60 per day with no more than $30 for any one meal. Where travel is claimed it should be at 50 cents per kilometre

17.0 CONVENTION FLAG SETS

17.1 It shall be the responsibility of the organising committee to arrange for the delivery of flag sets and other paraphernalia from the previous convention committee.

17.2 At the cessation of any District Convention the condition of the Flag Set shall be checked off by the host club and the new host club prior to handover. The host club for the next Convention shall be responsible for the safe keeping of the Flag Set whilst in their care.

17.3 An amount of $1000 shall be maintained in the District Convention account for the maintenance of the District Convention Regalia.

18.0 DISTRICT SPORTING TROPHIES

18.1 Sporting trophies for Golf and Bowls, presented to District 201N1 in 1991 by Bain and Co, brokers and New Zealand Insurance Co respectively, shall be contested annually by Clubs on Friday of District Convention.

18.2 Competition for these trophies shall be under rules and arrangements established by Convention Committee.

18.3 Golf and Bowls trophies dating from days of combined 201D District in early 1970's shall remain historical property of District 201N1

19.0 PLANT AND EQUIPMENT SINKING FUND

19.1 A suitable budget from within the Administration fund shall be allocated for new and replacement equipment.

19.2 On assuming the role of Second Vice District Governor Elect each incumbent shall be provided with a laptop for their use during the period from appointment to completion of their term as Immediate Past District Governor. At the end of the term an option to purchase at market value shall be extended to the IPDG.

19.3 Laptops issued to the Cabinet Secretary, Assistant Cabinet Secretary and Cabinet Treasurer shall be replaced every five (5) years.

20.0 PEACE POSTER COMPETITION

20.1 DG is empowered to purchase a $50 gift, to be presented, together with suitably inscribed certificate, to District winner of Annual Peace Poster Competition.

20.2 Cost shall be a charge against District Project Account.

20.3 A record of the winning District entry of the Peace Poster competition shall be maintained by the Cabinet Secretary. This record shall include the participating club name, the name of the entrant, school of the entrant and the date of the award.

21.0 EMERGENCY FUND

21.1 District to provide a sum of money to be available for emergencies and that sum of money to be limited to five thousand dollars ($5000).

21.2 Sum of money to be designated from District Project Account.

21.3 Balance of sum of money to be maintained above five thousand dollars ($5000)

22.0 GENERAL BUSINESS AT CABINET MEETING

22.1 Any matter of general business which may lead to submission of a motion to be considered by Cabinet must be advised in writing to Cab Sec and DG before close of Saturday Business Session.

22.2 Such advice will be announced to Cabinet before close of Saturday Business Session.

23.0 CHARTERING OF CLUBS

23.1 As a matter of Policy it is recommended that a nearby Club sponsor any Club that is proposed for charter within the district.

23.2 District recommends that no Club be formed in months of May or June because of obligation that arises when International Association first levies a Charter Fee, then one or two months later, levies semi-Annual Dues. Same situation applies to months of November and December.

23.3 District shall make available by application $500 to newly chartered Lions clubs to establish their Administration Account, with an invitation to Sponsoring Clubs to match the district contribution.

23.4 District shall make available by application $100 to newly chartered Leo clubs to establish their Administration Account, with an invitation to Sponsoring Clubs to match the district contribution.

24.0 CABINET SECRETARY DESIGNATE/CABINET TREASURER DESIGNATE

24.1 Whereas Article V Section 3 (e) provides that the expenses of Cab Sec in connection with attending necessary Multiple District 201 Council Meetings (within Australia and Papua New Guinea) shall be considered a District Administration expense.

24.2 Whereas current Council policy does not require attendance of Cab Secs at all Council Meetings and whereas training of Cab Sec Designate/ Cab Treas Designate shall now, take place at January meeting of Council, then expenses of Cab Sec Designate Cab Treas Designate in connection with such required attendance shall be reimbursed according to MD Rules of Audit.

25.0 HELEN KELLER FELLOWSHIP

25.1 Annually, from Districts share of profits from the sale of 'Lions Christmas Cakes' an amount of up to 25% of the rebate be made as a donation to Lions Hearing Dogs inc. Such donation may be used for the purchase of Helen Keller Fellowships.

25.2 The recipient(s) of a Helen Keller Fellowship shall be selected by the District Governor of the day from nominations called for from Clubs of the District.

26.0 INCOMING CABINET ADVANCE

26.1 An advance of $5000 may be given to incoming Cabinet to cover initial costs incurred.

27.0 CANCELLATION OF CLUB CHARTER

27.1 That District Governor, prior to a Club Charter cancellation, ensures that:

- 27.1.1 Minutes at which members of Club voted to "wind up" are made and forwarded to District
- 27.1.2 Club's final audited financial statement(s) is obtained and forwarded to District.
- 27.1.3 Club's original Authority to Fundraise issued by the Department of Fair Trading is forwarded to District.
- 27.1.4 Club's original Certificate of Incorporation is forwarded to District. If the original has
  been mislaid/destroyed, a Statutory Declaration to this effect be completed and
  forwarded to District
- 27.1.5 If Club's Authority to Fundraise, issued by the Department of Fair Trading has been mislaid / destroyed, a Statutory Declaration to this effect be completed and forwarded to District.
- 27.1.6 A letter of other documentary evidence such as a receipt from benefiting organizations showing that 'surplus funds were disbursed in accordance with Club's objects.

27.2 and within 14 days of receiving:

- 27.2.1 Minutes of meeting relating to the 'wind up' of Club.
- 27.2.2 Club's final audited financial statements.
- 27.2.3 Club's original Authority to Fundraise issued by the Department of Fair Trading or
- 27.2.4 Statutory Declaration indicating that such Authority to Fundraise has been mislaid/destroyed
- 27.2.5 Letter other documentary evidence such as receipt from benefiting organizations.

27.3 notify in writing, with copies of 'Documents Received' as attachments, Department of Fair Trading, of such 'Wind Up' and

- 27.3.1 place original of all 'Documents Received', together with reference to District
  Correspondence with records held by District relating to Club 'Wind Up'
- 27.3.2 File copies of all 'Documents Received' and forwarded to Department of Fair Trading, with District correspondence for year in which 'Wind Up' is notified to Department of Fair Trading.

28.0 LEO CLUBS

28.1 That Leo Clubs advisor submit a '***LEO CLUB QUARTERLY REPORT'*** similar to those used by Lions and Lioness to Cabinet Secretary and Leo Chairman, incorporating:

- 28.1.1 Membership (New Members Added, Reinstated, Transferred Out, Transfer Accepted, Resigned etc)
- 28.1.2 Meetings (Social, Board, Zone & Inter Club).
- 28.1.3 Activities (Service Projects and Fundraising).

29.0 WORKING WITH CHILDREN

29.1 This District shall observe the Lions Australia Child Safe Policy as adopted by MD 201 January 2019 and District 201N1 February 2019 attached to these policy minutes as Appendix A.

30.0 100% SECRETARY AWARD

30.1 The Cabinet Secretary shall correspond with eligible Club Presidents for this award.

30.2 The Cabinet Secretary shall forward the application form to the relevant Zone Chairman for processing.

30.3 The Zone Chairman shall forward application to club Presidents for confirmation and upon return forward to Cabinet Secretary for processing.

30.4 Awards shall be presented where possible by the District Governor of the day and or Region or Zone Chairman.

31.0 District Finances Review

31.1 An annual review of District Finances shall be undertaken by the District Executive in the month of June with the results and any recommendations presented to the July Cabinet meeting for consideration and or action as deemed necessary.

32.0 Engagement with Members

32.1 The District Cabinet may initiate direct engagement with individual club members on matters pertaining to the district.

33.0 DISTRICT CONVENTION ELECTIONEERING

33.1 All candidates from the district seeking election at the District Convention shall comply with the following conditions.

33.2 Electioneering material shall be limited to one sheet not exceeding A4 size (210mm x 297mm) but it may be printed on one or both sides and be in a form authorised by District and may contain a statement of facts on the candidate's history, family, professional or business background and such other information as is required.

33.3 The electioneering material may be of any colour or colours.

33.4 The electioneering material may include a current photo of the candidate and a report by the candidates nominating club.

33.5 The electioneering material shall be distributed by the candidate once only, and in any event no later than (14) days prior to the day of the election to each Club Secretary and/or Club President and/or District Officer and/or District Chairperson within the District, except that one copy of such electioneering material may also be inserted prior to Convention in the satchel handed to each Lion attending the Convention. Otherwise, then as above, no electioneering material shall be distributed or handed out or published at the Convention.

33.6 Reference to the MD 201 By-Laws Section 5 Electioneering is recommended for all candidates.

AMENDMENTS

Date	Amendment	Approved by Cabinet
14 June 2025	24.0 - Cabinet Treasurer added	11/06/26 Urunga
11 October 2026	16.0- Training amended 25.0 Hellen Kellor Fellowship amended	17/10/26 Taree