



LIONS CLUB OF MOOLOOLABA POLICY MINUTES

Ratified at Board Meeting 2nd September 2019

1. Finance

- a) Quarterly transfer of \$7500 will be made from Sunday Markets proceeds to the Administration Account. This is subject to a half yearly review.
- b) In an Emergency the Executive may authorise a payment up to \$2000.
- c) Payment of International, Multiple District & District Dues, Office rent, Newspaper and other on-going advertising (eg Markets) and Dinner catering, ongoing costs associated with running the Fisherman's Road Market may be made by the Treasurer on demand.
- d) All other payments over \$200 from any Bank accounts must have prior approval of the Board Directors.
- e) Any alteration to, or redemption of the Term Deposits as may be in place from time to time will only be at discretion of the Board of Directors
- f) The club's accounts are to be audited each year and tabled at the following board meeting.

2. Sunday Markets

One member of each shift or a designated delegate appointed by the club's market co-ordinator will assume the role of Duty Officer – Team Leader and will be required to:

- a. Ensure that all Lions, Lionesses and volunteers on duty have signed on.
- b. Carry out a Safety check of the site according to the printed form
- c. Ensure the proceeds are conveyed to the Treasurer, or reconciled and/or banked on the Treasurer's behalf within 48 hours
- d. Ensure that all team members are familiar with and following the role responsibilities as per the duty sheet including evacuation procedures and complaints handling.

3. Rosters

When a roster is drawn up for a project or event, it will be the responsibility of any member who cannot attend as rostered to arrange his/her own substitute to notify the Lion in charge or President.

4. President Allowance.

The President of the Club will receive a half yearly allowance of \$200, paid in advance, to help offset costs associated with the Term in Office. The President's allowance will be subject to Board review and approval at any time.

5. Petty Cash

The Secretary, Treasurer and Sunday Markets Co-ordinator will each receive the sum of \$200.00 as Petty Cash as soon as possible after taking up office and further amounts as required during

their Term. They should keep a Petty Cash Book, record all transactions and file receipts. Any amount remaining at the end of their term in office must be returned to the Club along with a reconciliation.

6. Request for Financial Assistance

Requests are to be presented in writing to the Board, by the requesting beneficiary, individual or organisation and must contain:

Background, purpose, itemised funding requested, other support available.

(detail for background as to the purpose of the request eg., medical situation, funding required other funds or help available). Such information would enable the Club Executive to investigate the matter prior to the next Board meeting to assist the decision.

(No request will be presented to or debated at a Club Dinner Meeting)

7. Years of Service

The years of service of a member will be determined by adding to the years of service since joining the club, the years of service in any other Lions Club or Apex Club, regardless of the time that has elapsed since being a member of that club or clubs.

8. Dress: Formal functions such as Installation Night and Youth of the Year - Members: Smart Attire

Monthly Dinner Meetings: Members blue club shirt or smart attire

Partners: Smart Attire

Service Events: Sunday Markets, BBQ's etc - Yellow or blue work shirts

9. Installation Nights

Place names for official guests at appropriate tables.

Lions Members be assigned to host official guests (this should be done prior to dinner night)

Other Club Installation Nights: The club will pay for 2 members and partners to attend, subsidised by the Club with a limit of one visit per member, unless no other members are attending.

10. Convention Delegates

Delegates will be appointed in the following order (if attending) President, Secretary, 1st Vice President, 2nd Vice President and then 3rd Vice President. Alternatives will be appointed from the other members attending.

11. Dinner Meeting Prices

Member of Mooloolaba Lions Club, Lioness Club and Partners	\$25.00pp
Swanies Leo Members	\$10.00pp
Visiting Lions and Partners	\$30.00pp
Guests	\$30.00pp
Prospective members - limit 2 meetings	No Charge
Guest Speakers (limit 1)	No Charge
District Officers on Official Visit	No Charge

Special Dinners (if catering prices increases) increase will be added to above prices. This minute is subject to change automatically should catering charges increase.

12. Donations/Club Decisions

Decisions regarding club funds beyond the allowances outlined in this document and significant changes in projects are to be made at board meetings following appropriate meeting procedures. The outcome of motions to be recorded in the minutes and published in the monthly Lion talk/Newsletter. At dinner meetings the whole membership will be called upon to ratify the key decisions of the previous board meeting. If there is a majority vote of all attending members to not support a board decision the issue will need to be held over for review at the following board meeting.

All equipment/funds/donations made possible from market income are to be presented at the market site where possible and appropriate with invitations to media outlets and press releases.

13. Den

Place for Lions and Lionesses to hold meetings, events and storage of equipment and memorabilia which will be managed by the Den Custodian and the board. A manifest of equipment and list of key holders will be developed and maintained. Legal documents of ownership to be located with Treasurer.

Proposals for improving the Den must be presented to the Board and ratified by members. Any improvements through extra funding must be reported in the appropriate manner to the Funding Source.

Regular financial commitments must be met before additional projects or donations ratified.

14. Child Safety

All Lions members must be educated annually on Child Safety Policy and Procedures by Child Safety Officer or delegate. Lions working with children must have a blue card and documentation of same kept by CSO. A Child Safety Policy and Procedures to be developed. All Lions must notify any child harm or abuse to the appropriate authority.

15. My Lion

Record of all projects and events including hours by members will be documented on MyLion