

**POLICY MINUTES**  
**LIONS CLUB OF YANKALILLA & DISTRICT INCORPORATED**

A FULL REVIEW WAS UNDER TAKEN WITH CHANGES AND BOARD APPROVED ADDITIONS IN JULY 2023 BY A 7 MEMBER FUTURE DIRECTIONS COMMITTEE.  
THIS IS THE RULING DOCUMENT OF THE YANKALILLA & DISTRICT LIONS CLUB.  
ALL MEMBERS ARE ASKED TO ABIDE BY, AND ADHERE TO THESE GOVERNING POLICY MINUTES IN ALL ASPECTS OF THE CLUB.

**TABLE OF CONTENTS**

- 1 POLICY MINUTES REVIEW
- 2 CHANGES TO POLICY MINUTES
- 3 ADMINISTRATION
- 4 MEETING NIGHTS
- 5 CLUB SUBSCRIPTION
- 6 ACCOUNTS FOR PAYMENT
- 7 CLUB PROPERTY
- 8 INSURANCE
- 9 PROJECT (ACTIVITIES) EXPENDITURE
- 10 APOLOGIES FOR NON ATTENDANCE
- 11 TAIL TWISTING
- 12 FAMILY BEREAVEMENT OR SICKNESS
- 13 COST OF DINNERS FOR ALL GUESTS
- 14 PROSPECTIVE NEW MEMBERS
- 15 MEMBERSHIP
- 16 CONVENTIONS AND CHARTER NIGHTS
- 17 THE MEMBERSHIP COMMITTEE
- 18 RESPONSIBILITY FOR PUBLIC FUNDS
- 19 CONDITIONS OF B.B.Q.
- 20 POLICE CLEARANCE CERTIFICATES
- 21 REIMBURSEMENT OF PRIVATE VEHICLES USED TO RELOCATE CLUB PROPERTY
- 22 CLUB CARE
- 23 RAFFLES
- 24 BINGO
- 25 REQUESTS FOR TRAVEL ASSISTANCE FROM NON LIONS
- 26 TENT HIRE POLICY
- 27 APPLICATIONS FOR GRANTS TO THE CLUB
- 28 FOUR WHEEL DRIVE TOURS
- 29 PARTICIPATION
- 30 COORDINATORS
- 31 BOARD POSITIONS
- 32 DUTIES OF BOARD MEMBERS
- 33 SAFETY OFFICER
- 34 GREETER
- 35 WORKING BEES
- 36 SOCIAL
- 37 RESPECTFULNESS
- 38 COMMITTEES
- 39 ACKNOWLEDGEMENT
- 40 OLD/NEW BOARD ANNUAL REVIEWS
- 41 FUTURE DIRECTIONS COMMITTEE
- 42 SCHOOL SCHOLARSHIP

PREVIOUS REVIEWS OF THESE POLICY MINUTES WERE CONDUCTED ON THE 19<sup>TH</sup> OF JULY 1999, 21<sup>ST</sup> AUGUST 2006, SEPTEMBER 2008, OCTOBER 2011, JULY 2012, SEPTEMBER 2013, & MAY 2019. IN JULY 2023, A FULL REVIEW WITH ALTERATIONS AND BOARD APPROVED ADDITIONS WAS MADE BY A SEVEN MEMBER FUTURE DIRECTIONS COMMITTEE. THAT COMMITTEE CONSISTED OF, BETH WILLSON, NIGEL McFADYEN, MARGARET JOHNSON, VICKI MORECROFT, JOHN SHANAHAN, MICHAEL FOGDEN, RUSSELL BOXER.

**ALTERATIONS TO THE POLICY MINUTES ARE AS FOLLOWS:**

**3/ ADMINISTRATION**

(a) "Deleted"

(a) Changed to, "board minutes to be distributed to members via Lions Club Tails bulletin or email."

(d) Changed the word "president" to "secretary."

(e) added words, "and vice presidents."

(f) deleted word, "duties."

(g) changed the words "administration committee", to "finance committee."

**7/ CLUB PROPERTY**

Changed and updated parts "a, b and c."

**17/MEMBERSHIP COMMITTEE**

Added section "d"

**19/CONDITIONS OF B.B.Q.**

Changed "a and b", "fund raising committee", to "b.b.q. coordinator."

Added "f"

**20/ POLICE CLEARANCE CERTIFICATES**

changed "a"

Added "b"

THE FOLLOWING BOARD APPROVED HEADINGS WITH EXPLANATIONS HAVE BEEN ADDED TO THESE POLICY MINUTES

23/RAFFLES

24/ BINGO

29/ PARTICIPATION

30/ COORDINATORS

31/ BOARD POSITIONS

32/ DUTIES OF BOARD MEMBERS

33/ SAFETY OFFICER

34/ GREETER

35/ WORKING BEES

36/ SOCIAL

37/ REPECTFULNESS

38/ COMMITTEES

39/ ACKNOWLEDGEMENT

40/ OLD/NEW BOARD ANNUAL REVIEWS

41/ FUTURE DIRECTIONS COMMITTEE

42/ SCHOOL SCHOLARSHIP

### **1 POLICY MINUTES REVIEW**

The board shall at its May meeting arrange for a three person future directions committee together with the constitution and bylaws coordinator to review these policy minutes.

### **2 CHANGES TO POLICY MINUTES**

With the the board approval, the members of the club must be given fourteen days notice of any alteration to these Policy Minutes before a vote of approval can be taken, and a majority of members must be present for that vote.

### **3 ADMINISTRATION**

(a) The secretary will ensure that the minutes of all the board and club meetings shall be sent out to all members either by electronic means, or by the club tails bulletin.

(b) The secretary or their deputy shall ensure that the International Constitution and By-laws, the Yankalilla and District Lions Club Constitution, the clubs policy minutes, and the 3 codes, (objects, purposes and conduct) are all available to members to peruse.

(c) The members of the club shall be divided into three committees,

First vice president - community service committee, anything relating to service without money being involved.

Second vice president - fund raising committee, anything relating to the raising of finance.

Third vice president - finance committee, the disbursement of funds.

(d)The composition of each committee shall be at the discretion of the president and the vice president.

(e)The board each year shall appoint a public officer.

(f)The board shall provide a common seal for the club. This shall be held by the secretary for use when a requirement for such arises. The seal shall only be used by the authority of the board in the presence of the public officer who shall sign every document to which the seal is affixed. Every such document shall be countersigned by the president or secretary, or another board member appointed by the board.

### **4 MEETING NIGHTS**

(a) The club shall meet on the first and third Monday night of every month except for the first Monday in January when there will be no meeting and will be classed as a free night. The first meeting of the month shall be a dinner meeting with a meal and guest speaker, and the second meeting will be a business meeting where all business will be conducted.

(b) The president shall have the option to alter a meeting with the boards approval for a particular reason.

(c) The board shall meet on the second Monday night of every month, subject to change by the board for a particular reason.

(d) Meetings to start at 7.30 p.m. and conclude at 9.30 p.m. unless the president calls for an extension of time which has to be approved by the club members.

### **5 CLUB SUBSCRIPTIONS**

(a) Club annual subscriptions will be reviewed by the outgoing/incoming board in June of each year.

(b)Payments shall be paid in advance and may be made in one full or two half yearly payments.

### **6 ACCOUNTS FOR PAYMENT**

(a) All accounts for payment shall be submitted to the treasurer in writing with covering invoices or other verified documents prior to each meeting.

(b) All accounts approved for payment shall have an approved ratified motion, and be minuted with the amounts included.

### **7 CLUB PROPERTY**

(a) A list of club property shall be maintained by the secretary and shall be reviewed annually by the board.

(b) Property on loan shall be suitably identified and shall remain the property off the Lions Club of Yankalilla and District Incorporated.

(c) A register is to be kept of all sets of keys held by members for Lions property, and distributed each year to those members who require them. At the end of each Lions year, all sets of keys are to be returned to the secretary for the following years redistribution.

#### **8 INSURANCE**

- (a) All club insurances shall be reviewed yearly at the outgoing/incoming board meeting in June.
- (b) The secretary will keep a record of all club insurances.

#### **9 PROJECT, ACTIVITIES, EXPENDITURE**

- (a) All proposals to spend over \$500, whether by purchase, donation or other means shall be first notified to all members by means of inserting in the club tails bulletin and no such proposal shall be put to the club for approval before the first business meeting subsequent to such publication. Urgent expenditure of \$500 or less may be approved at a regular club meeting without prior notification in the bulletin. All expenditures shall be approved by a quorum of the club or board.
- (b) The executive of the club shall be the majority of the board, and shall have authority for emergency expenditure of up to and including \$500. Any such expenditure shall have to be subsequently approved by a minuted ratified motion at a regular business meeting.
- (c) In considering expenditure of public funds the club through the finance committee will give priority to disbursements of, 60% local, 30% Lions and 10% other.

#### **10 APOLOGIES FOR NON ATTENDANCE**

- (a) All apologies shall be made to the secretary by 12.00 noon on the Thursday prior to a meeting unless an emergency or by prior notice to the secretary. This also applies to all special meetings.
- (b) If the secretary and or treasurer should impose a charge for any late meal cancellations or non-attendance, then that cost will be payable by the member concerned.

#### **11 TAIL TWISTING**

At the end of each meeting, (time permitting) the president will ask the tail twister to perform a segment of fines, the likes of which will be determined by the tail twister. No member can be fined more than once per meeting and the cost of fines will be reviewed at the outgoing/incoming board meeting in June of each year.

#### **12 FAMILY BEREAVEMENT OR SICKNESS**

The club shall acknowledge all cases of sickness and bereavement of immediate members and their families with the secretary sending an appropriate card.

#### **13 COST OF DINNERS FOR ALL GUESTS**

- (a) The cost of dinner meals for guest speakers invited by the club in recognition of their services rendered and also official visitors, shall be paid by the club.
- (b) The amount payable by members for dinner meals shall be determined by the board in consultation with the meal coordinator, this to be reviewed at the outgoing/incoming board meeting in June of each year.

#### **14 PROSPECTIVE NEW MEMBERS**

- (a) New members if inducted in the first one to six months of the Lions year will pay fees of 50%, if inducted in the following six to twelve month period of a Lions year, the fees will be nil.
- (b) Prospective new members shall attend a dinner and a works meeting, and if possible an activity, before any membership proposal being submitted to the membership chairperson is accepted by the board.
- (c) A two third majority of the board is required for approval of a new member.
- (d) Following approval of the new member, the membership chairperson shall arrange an informal meeting with the proposed member and their sponsor to pass on all relevant Lions and club information. Upon satisfaction that the proposed member is fully aware of all their commitments and obligations then he or she can be inducted.
- (e) The membership committee will investigation all proposals for a new new member and make relevant recommendations to the board.

- (f) The membership committee shall ensure that the new member shall receive information and literature on all aspects of Lionism during the first two years of membership and encourage the sponsor to always mentor the new lion at all times.
- (g) On induction night the new member will receive an induction kit, dinner badge, and a copy of the clubs policy minutes and constitution.
- (h) The president shall allocate a new member to one of the three committees immediately after their induction.

**15 MEMBERSHIP**

- (a) When ever a member does not attend a regular club meeting and has made no apology, that member shall be contacted within two days of the missed meeting to ascertain the nature of the members absence, and whether any assistance is needed. The absent members sponsor shall be the first lion to make contact wherever practical, and other contacts shall be managed by the membership chairperson.
- (b) If a member decides to resign from the club for any reason then the board will not accept that resignation until the treasurer has indicated that no monies of any type are owed to the club.
- (c) Every effort must be made to involve all members in all administration roles and activities of the club.

**16 CONVENTIONS AND CHARTER NIGHTS**

- (a) Subject to available funds, the board may subsidize all members attending any convention, in equal amounts determined by the board. This subsidy applies to any member who has registered and paid to attend these functions.
- (a) The board can authorize payments from the administration account for one member to attend a new club charter night within district 201C2.

**17 MEMBERSHIP COMMITTEE**

- (a) The committee shall monitor the general harmony of the club and act accordingly.
- (b) The committee shall monitor the club membership numbers and shall encourage membership increase.
- (c) The membership committee is made up of three members, a chairperson and first and second members.
- (c) In July of each year the chairperson goes off the committee and the other two positions move up one position with first position taking on the chairperson role. A new member is appointed by the membership of the club and comes on the committee in second position. This is a three year committee.

**18 RESPONSIBILITY FOR CLUB FUNDS**

- (a) Members shall be individually responsible for funds collected by them during approved fundraising activities. The club has overall responsibility for such funds and shall ensure that members are protected from unforeseen circumstances such as fraud, theft and misappropriation of funds by others. In the event of any such action, the board shall report the suspected fraud, theft or misappropriation to police and shall conduct an investigation, and where possible, shall lodge a claim against the clubs official insurance policy.
- (b) The board shall appoint one of its members to liaise with the multiple district insurance officer whose advice shall be followed to ensure that such a claim shall have every chance of success.
- (c) In the event of such claim being rejected, the club shall absorb the loss and no claim shall be made against any member.

**19 CONDITIONS OF B.B.Q.**

- (a) The B.B.Q. coordinator and second vice president shall have control over the management of the B.B.Q. and trailer.
- (b) All food and other B.B.Q. supplies shall be purchased by or with the approval of the second vice president and B.B.Q. coordinator.
- (c) No food supplies are to be stored in the B.B.Q. trailer.

(d) Surplus foodstuffs after an event that can not be used at a subsequent event in a reasonable time shall be disposed of by selling at cost to members or by other suitable means.  
The board at its outgoing/incoming meeting in June of each year will review the hire and bond costs of the B.B.Q.

#### **20 POLICE CLEARANCE CERTIFICATES**

Club members must have the appropriate clearance certificates. Other training and special clearances must be obtained as required.

#### **21 REIMBURSEMENT OF VEHICLES USED TO RELOCATE CLUB PROPERTY**

When members use private vehicles or equipment for Lions activities the board is to offer reimbursement to that member for costs relating to the use.

#### **22 CLUB CARE**

(a) The club shall take an active interest in the welfare of it's members, and shall provide whatever help and assistance within its power as may be necessary to ensure that all members feel they are part of the clubs family.

(b) Members with prolonged illness or other reason to miss a number of consecutive meetings shall be visited or contacted at least once in each meeting interval so that the member can be kept up to date with the clubs activities.

#### **23 RAFFLES**

(a) All raffles shall have the explicit approval of the club.

(b) The club shall run one raffle per year.

(c) The number and cost of tickets to be reviewed each year at the outgoing/incoming board meeting in June.

(d) One third of proposed revenue raised is to be spent on prizes.

(e) The lottery licence number must be included on each ticket and in all lottery advertising where the total retail value of the prizes is more than \$5000.

#### **24 BINGO TICKETS**

(a) The club shall sell bingo tickets at a stall in the Normanville shopping centre each Saturday from 9.00 am till noon or such other times as decided by the board. All such sales shall be in accordance with the clubs licence to sell such tickets.

(b) It shall be club policy that no sale of tickets to any one person on any one day shall exceed twenty dollars.

(c) Lions membership information shall be available at the stall for interested members of the public.

#### **25 REQUESTS FOR TRAVEL ASSISTANCE FROM NON LIONS**

The club may consider financial assistance for travel related costs to persons requesting such aid providing that:

(a) Applicants must reside in the Yankalilla District Council area. Persons living outside that area will only be considered if they are personally known to, and introduced by, a member of the club or if they are attending school or university outside that area but have their family home in the designated area.

(b) The travel shall be for team sports, cultural or similar purposes and shall not be of an individual nature unless to compete as an official competitor in a recognized event.

(c) Applicants who are employed and are not attending full time education will not be considered except in special circumstances. This restriction shall not apply to applicants who have a significant disability or handicap.

(d) Applicants shall be required to demonstrate their own fund raising efforts before any grant is approved.

(e) Applicants shall agree to refund all Lions money if they do not travel for any reason.

(f) Applicants shall report to the club on their return and shall do so either in writing or by speaking to the club at a meeting. The method of reporting shall be at the discretion of the applicant.

(g) Applicants shall be required to sign an agreement to item (e) above prior to receiving any funds.

(h) Where practical, funds shall be paid to the organizing body on behalf of the applicant rather than directly to the applicant.

(i) The club at its discretion may waive any or all of these requirements in appropriate circumstances providing such waiver is agreed to by a two thirds majority of the members present, and voting at a regular meeting at which a quorum is present, and providing written notice there of has been published in the Lions tails.

## **26 TENT HIRE POLICY**

(a) Tents shall be hired at the discretion of the the second vice president and the tent coordinator to any organization or group that they deem suitable.

(b) The hire costs will be printed each year in the coordinators list of members in the "information column."

© The rates of hire will be at the discretion of the board and reviewed at the outgoing/incoming board meeting in June of each year.

(d) There will be costs for a first module, plus costs for addition modules, plus costs for each extra day, plus a bond fee.

(e) After 25% of hire fees has been deducted for repairs, and has reached a value of \$5000, then all hire monies will go into the administration account.

(f) Tent hirers shall pay the full amount before any rebate or refund is considered by the club. Failure to pay in full within sixty days of the beginning of the hire shall preclude the hire from consideration for any rebate.

(g) Requests for rebates for tent hire shall be made in writing within sixty days of the hire and no request after sixty days will be considered. All rebates shall be at the discretion of the club and only made to non-profit organizations.

(h) Rebates will only be decided on the net proceeds of the hire after deducting the 25% maintenance fee, and shall not be greater than the net proceeds from the hire.

## **27 APPLICATIONS FOR GRANTS TO THE CLUB**

(a) All applications for grants from any government or other body for any purpose what so ever shall be made with the assistance and full knowledge of the clubs appointed grants coordinator.

(b) All items purchased with funds obtained through any such grant shall become the property of the club unless approved by the club after recommendation by the board.

## **28 FOUR WHEEL DRIVE TOURS**

(a) If less than twenty vehicles are booked for any tour, that tour shall not be run and shall be cancelled unless normal charges for twenty vehicles shall be paid at the discretion of participants.

(b) Participants are required to pay the full cost of the tour for the number of vehicles booked.

(c) All tour vehicle costs will be reviewed by the outgoing/incoming board at the June meeting of each year.

## **29 PARTICIPATION**

(1) All members are reminded that this is a service organization and every effort should be given where possible, to fulfill the obligations of the club to the Lions organization and community through service.

(2) Members are encouraged to participate in both the administration and activities of the club by constructive personal approaches by the president and vice presidents.

(3) Encourage participation with a friendly manner and without discrimination.

## **30 COORDINATORS**

(1) Each year all coordinator positions for the club will become vacant and in March nominations will be called to fill these positions.

(2) Each coordinator will be responsible to fulfill the obligations of their respective position by leadership and the delegation of tasks to members to achieve a successful outcome of an activity with support of the relevant vice president.

### **31 BOARD POSITIONS**

When board nominations for the following year are called for, all board positions are to be explained so every member has knowledge and an understanding of each position. Personal approaches to members to take on a particular role brings far better outcomes.

### **32 DUTIES OF BOARD MEMBERS**

#### **(a) President**

The president shall be the chief executive officer of the club.

They will preside over all meetings of the club.

They along with the vice presidents will appoint all members to one of three committees.

Cooperate with the vice presidents to effect outcomes of their committees.

See that yearly elections are held for club and board positions, and be an active member of the district governors advisory committee at all zone meetings.

#### **(b) Immediate Past President**

The immediate past president and other past presidents shall support the president in all aspects of the running of the club.

#### **(c) Vice Presidents**

If the president is unable to perform the duties of their office for any reason, the vice president next in rank shall occupy the position and perform that duty with the same authority as the president.

Each vice president shall oversee their respective committees and give reports to the club for implementation.

It is the duty of each vice president to work closely with the coordinators to achieve successful activities outcomes.

#### **(d) Secretary**

The secretary shall be under the supervision and direction of the president and board, act as the liaison officer between the club and the district in which it is located in.

They shall fulfill the following,

- (1) Submit regular monthly reports to the district cabinet secretary containing information that the district require.
- (2) Cooperate with and be an active member of the district governors advisory committee of the zone in which the club is located.
- (3) Have custody of and maintain general records of the club, including records of minutes of the club and board meetings, attendances, committee appointments, elections, member information, addresses, telephone numbers, and member club accounts.
- (4) Cooperate with the treasurer to make sure all dues have been paid by club members.
- (5) Deliver in a timely manner at the conclusion of their term in office, all of the club records to their successor.

#### **(e) Treasurer**

The treasurer will perform the following duties,

- (1) Count and record all monies given to them from all the activities and deposit those monies in a bank approved by the board.
- (2) Provide a report of incomes and expenditures to the members and board.
- (3) Pay out club approved monies on authority from the board or members. All cheques and vouchers are to be countersigned by the treasurer and one of the other four appointed signatories.
- (4) Each electronic account payment has to be performed by the treasurer and one of the other two signatories appointed.
- (5) Have custody of and keep general records of club receipts and disbursements.
- (6) The board has approved electronic banking for club account payments with the appointment of 3 electronic signatories, one of whom is the treasurer. These signatories to be appointed each year.
- (7) Prepare and submit monthly and semi annual financial reports to the board and members of the club.
- (8) Deliver in a timely manner at the conclusion of their term in office all financial records to their successor.



**(f)Membership Chairperson**

The membership chairperson is the chairperson of a three member committee and their duties are,

- (1) Development of a membership growth program.
- (2) Regular encouragement at club meetings to bring in new members.
- (3) Ensuring implementation of proper recruitment and retention procedures.
- (4) Preparation and implementation of new member orientation sessions.
- (5) Resolving all issues that may arise within the club.
- (6) Attend all zone meetings and provide member reports if called for.

**(g)Lion Tamer**

- (1) The Lion Tamer is in charge of the clubs flags, banners, gong and gavel.
- (2) They will be responsible to place each item in its proper place prior to each meeting and put away after the meeting has finished.
- (3) Also it is their duty to liaise with the greeter to make sure that any new member has a buddy for the evening.

**(h)Historian**

- (1)The role of the historian is to keep all the yearly records of the club, plus all the club history.
- (2)The historian should be placed on the finance committee as a lot of the information that is required in that committee on finance is kept by the historian.
- (3) All the club records are kept in a locked filing cabinet in the lions B.B.Q. shed.

**(i) Directors**

- (1) It is at the discretion of the incoming president as to how many directors they would like on their board, however most presidents have four.
- (2) They provide additional oversight and approval for items placed before the board.
- (3) The term of office is normally two years but this can be extended.
- (4) This position is a good way to have new members on the board to learn how the board operates.

**33 SAFETY OFFICER**

- (1) The safety officer ensures that safety measures are in place for all activities by reviewing them to identify potential hazards.
- (2) They also must complete the club self inspection checklist and give that checklist to the history coordinator for safe keeping in case it is needed for insurance purposes.
- (3) In the event of an accident the safety officer gathers and reports all significant information relevant to the accident and gives it to the insurance company in a timely manner.

**34 GREETER**

- (1) A greeter is to be appointed by the secretary for each meeting and will be notified either personally, or in the agenda or the lions tails bulletin prior to the meeting.
- (2) The role of a greeter is to welcome members to the meeting by standing next to the entrance door, and to make sure all new and prospective members have a buddy to look after them for the evening.
- (3) All new prospective members must be issued with name tags.

**35 WORKING BEES**

- (1) Not everything has to be orientated to fund raising - look at free community service where support to needy individuals or groups can be given.This can be a most rewarding experience for members.
- (2) Always through personal approach, encourage members to attend activities and become involved.
- (3) Encourage members to put forward ideas both within and outside the club and to lead those ideas to hopefully successful outcomes with the support of the club members.
- (4) Members should never use phrases like, "that's enough", "we don't need any more," or,"we don't want too many there", when calling for volunteers to attend working bees or activities. Encourage as much participation as possible by using shifts, this creates fellowship and makes members feel wanted.

### **36 SOCIAL**

It is recommended that the social coordinator organize two club social functions every year, one every six months to a destination agreed on by the majority of the members.

### **37 RESPECTFULNESS**

- (1) Members are reminded they must adhere to the three codes of Lionism, (ethics, purposes and conduct).
- (2) Bad behaviour within or outside the club will not be tolerated.
- (3) Respect to the president and fellow members must always be a priority at all times, especially while meetings are being conducted and members are speaking.

### **38 COMMITTEES**

- (1) All members are reminded that a president has two hours to complete a meeting and although they can ask for an extension of time, they would prefer not to.
- (2) It's important that when members break into committees they go straight to their respective committees so the vice presidents can have their full allocation of time to achieve their business, and when completed come straight back to the general meeting.
- (3) This part of the meeting is not a social break, it's an extension of the meeting.
- (4) Vice presidents should have a set agenda to go through in their committees, and that agenda be circulated to their respective members three days prior to a business meeting.

### **39 ACKNOWLEDGEMENT**

- (1) Please, thank you, recognition, and respect are words with meanings and must be used at all times.
- (2) Always acknowledge those members who bring up ideas, and lead them to successful outcomes.
- (3) Always recognize members long service history and achievements with Lions International awards.

### **40 OUTGOING / INCOMING BOARD ANNUAL REVIEWS**

Each June the outgoing/incoming board will review the following for the new Lions year:

- (1) Club annual subscriptions to be revised in consultation with the treasurer.
- (2) Tent and bond fees to be revised in consultation with the coordinator.
- (3) B.B.Q. and bond fees to be revised in consultation with the coordinator.
- (4) Four wheel drive tour fees to be revised in consultation with the coordinator.
- (5) Tail twisting fine amounts to be revised.
- (6) Cost of dinner meals to be revised in consultation with the meal catering coordinator.
- (7) Raffles, numbers of tickets and cost of each ticket to be revised.
- (8) All club insurances to be revised.
- (9) Second member position for the membership committee to be appointed.
- (10) Second member position for the future directions committee to be appointed.
- (11) Five bank signatories for cheque signing, (one of which is the treasurer), to be appointed.
- (12) Public officer to be appointed.
- (13) Club coordinators positions to be revised and sent out to members for applications.
- (14) List of club property held by the secretary to be revised and updated.
- (15) Appointment of three electronic signatories for club account payments (one of which is the treasurer).
- (16) Consideration to any member for reimbursement for the use of their private vehicle or equipment.

### **41 FUTURE DIRECTIONS COMMITTEE**

The three member future directions committee, one of which is the constitution and bylaws coordinator, are responsible in May/June of each year to revise this policy minutes document and make any recommendations to the board for approval prior to going to the club members for consideration. This committee to have a chairperson, and a first and second member with the chairperson going off the committee at the end of the Lions year. The other two positions move up

one position with the then first position becoming the chairperson, a nominated member then comes on the committee in second position.

**42 THE McGRATH/FORREST, YANK. & DIST. LIONS CLUB, & YANK. AREA SCHOOL SCHOLARSHIP.**

The bequeath of \$30,000 left to the Yankalilla and District Lions Club by Bill McGrath and Netti Forrest is to be used for youth purposes as was the request.

It was decided by the members of the club that, with the support of the Yankalilla Area School, that a yearly \$5000 scholarship be awarded to successful applicants from year twelve.

The number of winners and amounts of the \$5000 disbursements is at the discretion of the five judges, three from the school and two from the lions club.

This scholarship started in Oct./Nov. of 2022/23 and after six years when the bequeath has finished, the then lions club members will decide if the club will continue with the scholarship financial support from its own public funds.

Each year the coordinator of the McGrath Forrest account, together with the school support coordinator will call for two lions judges to support the three school judges in adjudicating this award. All successful recipients as per the criteria of the award, (held by the school), must give a report to the lions club in the following year on their achievements to date.