



LIONS CLUB OF PORT SHEPSTONE



YOUR INTRODUCTION TO LIONISM
AND THE LIONS CLUB OF PORT
SHEPSTONE AND A RECORD OF IT'S
PROTOCOLS

1. WHO ARE THE LIONS?

Members of any Lions Club are ordinary people who are prepared to serve their fellow men. Nobody has the right to become a member. One can only become a Lion after being invited to join a club.

2. WHAT IS A LIONS CLUB?

A Lions Club is an association of Lions members who have joined together to form a club that, in turn, is a member of The International Association of Lions Clubs. A club becomes a member of The International Association of Lions Clubs when it applies for and is granted a charter by that Association. By this association Lion members and Lions clubs commit to the Objectives of Lions Clubs International which are embodied in the simple motto, "WE SERVE".

NOTE: The main aims of Lionism may be stated thus:

- 1 To create and foster a spirit of understanding amongst the peoples of the world
- 2 To carry out humanitarian service in the greater national and international community
- 3 To undertake charitable service within the local community that the club represents

3. WHAT DOES THE WORD "LIONS" MEAN?

The word LIONS means (by initial) Liberty, Intelligence, Our Nations' Safety. This reflects the national fervour of Lions Clubs. Some find greater comfort in the less official interpretation, Lions In Our Neighbours' Service.

4. WHAT IS THE ORGANISATIONAL STRUCTURE OF LIONS CLUBS INTERNATIONAL?

In 1917 Melvin Jones brought together many small clubs dedicated to community service to form Lions Clubs International or The Association of Lions Clubs International. That many of these smaller clubs were business oriented is reflected in the Lions Code of Ethics.

The headquarters of Lions Clubs International is to be found in Oak Brook, a suburb of Chicago. It is from here that Lions Clubs across the globe are administered.

An International Board of Directors, elected at the International Convention held in July each year, manages these global affairs. Over the years South Africa has had three International Directors.

In Southern Africa there are four Districts. They form the Multiple District 410. Individually they are District 410A (Western Cape and Namibia); 410B (the four provinces that used to constitute Transvaal and

Each District is managed by a District Governor and a District Cabinet. The District Governor is elected at a District Convention each year and he forms his Cabinet of officers to assist him. Part of this Cabinet is made up of District Chairmen who oversee the various portfolios that are essential to the work of Lionism. The four District Governors in South Africa meet regularly to conduct Multiple District interests at what is known as the Council of Governors.

Each District is divided into a number of Zones managed by a Zone Chairman appointed annually by the then District Governor. Zone Chairmen are a part of the District Cabinet.

Zone Chairmen are charged to preside over at least four Zone Meetings each year attended by the Clubs in their Zone.

It is through this hierarchy of Club, Zone, District to International that Lionism is organised.

NOTE: The Lions Club of Port Shepstone is a part of Zone 6 in the District 410C. The other clubs in this Zone are Amanzimtoti, Kingsburgh, Hibberdene, Scottburgh, Kokstad and Ramsgate.

5. WHAT IS THE ORGANISATIONAL STRUCTURE OF THE LIONS CLUB OF PORT SHEPSTONE?

All authority in the Club vests in its ordinary members. The Lions Club of Port Shepstone has two official meetings - the Club Meeting and the Directors' Meeting. The Club functions through the work of a number of committees.

5.1. THE BOARD OF DIRECTORS

The Board of Directors, elected by the Club annually, is made up of 14 positions: The President, the Secretary, the Treasurer, the Immediate Past President, the First Vice President, the Second Vice President, the Third Vice President, the Membership Director, two One-Year Directors, two Two-Year Directors, the Lion Tamer and the Tail Twister.

The Board of Directors manages the affairs of the Club in that it first considers all requests for donations and proposed projects submitted by the various committees, individual members and community organisations and makes its recommendations to the assembly of Club members. The Board of Directors is also the custodian of the financial affairs of the Club.

Traditionally the First Vice President handles the service projects portfolio; the Second Vice President the fund raising portfolio; and the Third Vice President, house affairs. This may, however, be adjusted to suit the personnel involved.

5.2. THE PRESIDENT

committees and sub-committees of the Club. S/he presides over the Directors and Club Meetings and coordinates the work of all the committees and sub-committees. Together with the Secretary and Membership Director the President is a member of the District Governor's Advisory Committee meeting at regular Zone Meetings. The President attends, as the Club representative, all gatherings and meetings of the community that the Club is invited to.

5.3. THE SECRETARY

Under the control of the President and the Board of Directors the Secretary is the liaison officer between the Club and District and International structures. S/he makes regular reports on Club activities and membership to these structures. The Secretary must provide all other reports, as may be requested from time to time, by these structures. The Secretary is a member of the District Governor's Advisory Committee.

The Secretary is also required to maintain the general records of the Club. An important part of these records are files of project convenors through the year including income and expenditure accounts of such projects. In this way the Secretary is the Club's archivist. At the end of his term of office it is the duty of the Secretary to liaise with the Lion Tamer for the suitable storage of such archives.

The Secretary will produce minutes of the Board of Directors' and Club meetings and ensure that all members receive these timeously. All outgoing correspondence relating to the business of these meetings will be penned by (or vetted by) the Secretary.

All Club supplies from the International Merchandising Department are ordered through the Secretary.

5.4. THE TREASURER

The Treasurer will receive all monies paid into the Club; receipt them and deposit such monies in the b a n k i n g accounts approved by the Club. S/he will make all payments as approved by the Board of Directors, but only against duly presented documentation. It is the Treasurer's duty to keep a record of such receipts and payments and to present updated financial statements to all Board of Directors' and Club meetings.

(See 5.8.2. for additional details)

NOTE: The Secretary and Treasurer are Club officers and not necessarily committee or sub-committee functionaries. Project convenors should arrange for their own secretaries and treasurers.

5.5. THE SERVICE PROJECTS COMMITTEE

This committee is responsible for all service projects undertaken by the Club. It considers all requests for donations and suggested service activities and submits its recommendations to the Board of Directors. Under its auspices exist several sub-committees dealing with specific Lionistic interests - disability issues, youth, old age, education, health and such like. These sub-committees report back to the Service Projects Committee.

5.6. THE FUND RAISING COMMITTEE

This committee is responsible for all fund raising activities. It should sit with the President and First Vice President at the beginning of the year and assess what the needs for the year are likely to be and plan its activities accordingly. As above, various sub-committees may work under the auspices of the Fund Raising Committee.

5.7. THE MEMBERSHIP COMMITTEE

NOTE: Whilst the Club is roughly divided into service project members and fund raising members (and any other committee members), this is for planning purposes only. When a project in **any** field is undertaken **all** Lion members are expected to

The Membership Committee is made up of the Membership Director and two other members (non-Directors). These members are in a three-year rotation. At the end of the Lionistic year the current Membership Director falls away and is replaced by his Deputy. The ordinary member becomes Deputy and another member is voted on to the membership directorate at the Election Meeting in March each year.

It is the responsibility of the Membership Director to maintain an up-to-date record of the Club's membership and to log attendance at all meetings. Should a member begin to miss meetings the Membership Director shall initiate an investigation (usually with the help of that member's sponsor) and keep the Board of Directors informed of such investigation and suggest action to be taken.

The Membership Committee will keep an eye on a prospective Lion's attendance and, in due course

NOTE: Once a prospective Lion has attended three Club Meetings he is eligible, with the members' approval, for membership and the final interview/information meeting can go ahead. The Membership Committee will convene such a meeting with the President, sponsor and a Lady Lion present. It is important that the prospects wife attend and, indeed, any other family. For this reason it is a good idea to

interview the prospect with a view to acceptance into the Club. The Membership Director will then discuss a suitable induction function with the House Committee Chairman.

5.8. THE HOUSE COMMITTEE

The Third Vice President presides over a committee of individuals all with specific in-house (administrative) responsibilities. He ensures that these special sub-committees are operating when required to do so and reports back on their deliberations when appropriate.

5.8.1. House and Entertainment

The Third Vice President's specific task is to organise in-house social functions for the Club members to enjoy. In planning House and Entertainment activities the Third Vice President should aim for maximum participation. No activity should favour, for whatever reason, only a certain group of members. Such activities should also cater, where possible, for the family members of Lions. The organising of official dinners is part of the Third Vice Presidents responsibilities.

5.8.2. The Finance Committee

The Finance Committee is presided over by the Club Treasurer. Whilst the Club Treasurer is entrusted with the day to day management of Club finances the Finance Committee should convene when major issues are raised by the membership.

NOTE: In-house functions do offer the possibility of raising funds from the Lion members and for administrative purposes. Some functions may be organised specifically for this purpose. On other occasions it may be planned to make a modest profit to ensure that costs are adequately covered with any excess accruing to the administrative account. In the Lions Club of Port Shepstone such monies raised are

NOTE: Essentially the Lions Club of Port Shepstone recognises three accounts; The Administrative Account (No. 1 A/C), The Charity Account (No. 2 A/C) and The Convention Account (No. 3 A/C). The purpose of the No. 3 A/C is to raise funds by in-house mechanisms to assist delegates going to conventions and conferences. Whilst the No. 1 A/C and the No. 3 A/C can be seen as one and the same thing as belonging to Lions, The Charity (No. 2) Account belongs to the public and is sacrosanct. Once lodged in this account monies can only be withdrawn for charitable works.

Lions are encouraged to claim any and all legitimate costs they may incur in the execution of a Lions project, but such claims must be made against the specific project and not against the Charity Account. Project convenors must process such claims timeously before handing over proceeds to the Treasurer and

The Finance Committee must convene before the beginning of each year to work out the budget for the administration of the Club and to recommend the annual subscription for membership.

5.8.3. Nominations Committee

A Nominations Committee is formed in February each year to oversee the election process leading to the next year's Board of Directors.

This committee is appointed by the President. It has been custom at the Lions Club of Port Shepstone to ask the Membership Directorate to fulfill this function. They will produce a nominations form at the February Club Meeting, explain the process, and give members the opportunity to make nominations. Following due process the Nominations Committee will put a compilation of these and their own recommended nominations to the March Club (Election) Meeting and the election process will take place. The Nominations Committee must ensure that all nominees are prepared to stand. Further nominations may be accepted from the floor only if the nominee is present to accept the submission of his name or if the proposer has a signed affidavit that that nominee has been approached and is willing to accept nomination.

5.8.4. The Constitutions, Resolutions and Bye-Laws Committee

This committee is responsible for ensuring that the Club's legal affairs are kept in order. It should be conversant with the Standard Constitution of Lions Clubs International and counsel the Club in any resolves that may

NOTE: For reasons of continuity, and the build up of suitable experience, the election process recognises a succession of Directors through the ranks. This is an ideal that sometimes does not fall into place. Some may fall by the wayside for whatever reason, whilst others might lose the confidence of the members. Succession is not guaranteed.

Since they are the two officers that the President works most closely with it is customary, in our Club, to allow the President to select the Treasurer and Secretary himself. Two-Year Directors move up to become One-Year Directors; the Third VP moves up to become Second VP; the Second VP to First VP and, having served as house, fund raising and service projects chairman. the First VP is asked to become Club President. Therefore, the only posts to be filled, theoretically, are the Two-Year Directors, the Third Vice President and a new member (non-Director) to the Membership Committee. It is a process that should make the

contravene such Constitution. It should counsel the Club through any resolutions that affect the protocol of the Club and update the official protocol documents of this Club should any such resolution be passed by the members. It is this committee that would field any resolutions to be put before International, Multiple and District Conventions and advise the Club on such matters. Should this Club wish to present any resolution to such Conventions this Committee would advise the Club on these matters and compose the resolution in accordance with the members' wishes.

5.8.5. The Convention Committee

The Convention Committee should promote and organise the attendance of members to all Conventions and Conferences. It is advised to encourage the raising of funds for this purpose (the No. 3 A/C) and has the final duty of disposing of said funds to those attending such gatherings.

5.8.6. Public Relations

Pride of association is a very powerful motivator and it is the Public Relations Officer's duty to make sure that the community knows what the Club is doing and that the Club is doing well. This is also very important in attracting new members. It is equally important that the public know that money raised from them is being spent for the good of the community.

In a nutshell the PRO must keep the community aware of Lions and Lions activities.

It is also motivational that other clubs in the family of Lionism are aware of what is being done in this Club.

NOTE: It is regrettable that the No. 3 A/C cannot cover enough members to attend these functions. Whilst it has been customary for those attending to share the monies available (being aware of other such functions on the calendar!) these priorities should prevail in terms of the registration fee at least:

- The current President (partner-in-Lionism)
- The in-coming President (partner-in-Lionism)
- The voting delegates
- The partners of the above
- Other delegates

Since monies for this purpose are raised in-house there should be a close collaboration between the House and Entertainments Chairman and the Chairman of the Convention Committee.

5.8.7. Greeters Committee

It is very important that guests at Lions functions are immediately made comfortable in our presence. They should be greeted upon arrival and all necessary hospitality offered. Often the President is engaged with the senior guest, hence the need for organised greeters. In the Lions Club of Port Shepstone the Immediate Past President is charged with the chairmanship of this committee and he calls upon other Past Presidents to assist him. Often these Past Presidents, through their past experience, are familiar with the invited guests and what is called for.

5.9. THE LION TAMER

The Lion Tamer is the custodian of all the Clubs regalia and moveable assets; a register of which he is charged with maintaining. He ensures that such regalia is suitably clean, repaired and displayed. Should a function be held outside the Lions Den he must make sure that sufficient regalia and equipment is at the venue (and returned to the Lions Den thereafter) to conduct business and give an acceptable aura of Lionism. The Lion Tamer accepts all new regalia and equipment and commits it to use as appropriate.

The Lion Tamer becomes the custodian of the Club's archives upon assumption of office.

It is the duty of the Lion Tamer to assist the Secretary in ensuring that the meeting venue is properly prepared for any meeting.

5.10. THE TAIL TWISTER

It is the Tail Twister's task to promote harmony, good fellowship and enthusiasm at Club meetings. He must also ensure that members comport themselves within the accepted protocols of Lionism and the Club in terms of dress and behaviour. In light hearted fashion he is empowered to fine members for any breaches in this regard, even should such misdemeanours have occurred at another time and without the walls of the Lions Den. The sternness of his censure is often coated in a jestful demeanour.

It is also important that the Tail Twister recognise his role in assisting the President in ensuring ordered debate. The Tail Twister should be conversant with rules of debate and in Sergeant-at-Arms role, may interrupt the meeting on points of order and general discipline. Not to be too disruptive, the Tail Twister may opt to do this by a suitable comment and fine in his allotted agenda time.

6. WHAT IS EXPECTED OF A LIONS CLUB MEMBER?

6.1. Lions Objects and Ethics

A Lions Club member is expected to know the Lions Ethics and the Lions Objectives and comport himself accordingly in all aspects of his life.

6.2. Attend Meetings

Members are expected to attend all Club Meetings regularly. Should it be necessary to miss a meeting a formal apology should be lodged with the President, the Club Secretary or the Membership Director prior to the meeting. Apologies from the floor of the meeting should be rare. Should a member miss three Club Meetings in a row without due cause his membership will be investigated and may be terminated.

NOTE: To maintain a clear record there are opportunities for members to make up meetings they have, through acceptable circumstances, missed. Members have 13 days either side of the missed Club Meeting to claim a make-up. Three common ways to make up meetings are:

- * By serving at an official Club project - not social.
- * By attending a Board of Directors Meeting. (Although 14 days after the Club Meeting our Club accepts this as a make-up).
- * By attending the meeting of another Lions Club and producing certification of such attendance.

The onus is upon the member to claim a make-up from

6.3. Timeous payment of all monies owing

All monies owing to the Club must be paid timeously. Failure to do so could mean loss of membership. In the Lions Club of Port Shepstone such subscriptions are billed annually, but a member may make a private arrangement with the Treasurer to split payment over the year. In so long as a member's name remains on the register of Lions Clubs International such subscriptions must be paid. Should termination of membership be classified as "not in good standing" that person may not re-apply for membership to Lions Clubs International.

Other monies are due to the Club from time to time and the above applies, but of particular note is monies raised by members, from the public, in pursuit of a Lions project. Such monies must be handed over to the Treasurer immediately accompanied by a simple statement of income and expenditure.

It should be noted that monies are due for dinners

and other functions. In these instances outside caterers are often used and they must be informed of numbers. Should a member withdraw after the stated deadline he is still liable for payment as if he had attended the function.

6.4. Take on responsibility

It is expected that a Lion will take on responsibility for the performance of service, either convening a project, or being a major part of such project. It is expected that a Lion member will be a part of a committee or sub-committee during each Lionistic year. At the completion of a project a Lion Convenor is expected to offer proper financial accounting of such project to the Lion Treasurer and lodge a file documenting that project with the Lion Secretary.

NOTE: At the end of the Lionistic Year, usually at the Induction Dinner, the President is called to account for his performance through that year. It is an occasion for individual members, themselves, to reflect on the year gone by and assess the role they played over that year.

6.5. Attend Lions functions

It is expected that a Lion will attend all Lions functions. If not possible an apology should be proffered to the Lion President, Secretary or Membership Director.

Of particular importance is attendance at the Induction Dinner and the Club's Charter Dinner. The dates for these should be published well in advance to allow members to arrange their calendars with these in mind.

Lions members are expected to attend Zone Meetings, particularly when those meetings occur in the member's home town. It is strongly recommended that as many members as possible attend Conventions and Conferences.

NOTE: It is common for Lions to lose sight of the fact that they belong to an organisation greater than their local community. Concentrating on the needs of their own community, they forget about International and District projects and objectives. Meetings beyond the Club are motivational in that they paint a bigger picture of Lionism and the member is able to grasp that the little bits they do at Club level come together as an impressive whole when added to the work of all the other clubs.

The exchange of ideas and the comraderie attendant to

6.6. Introducing new members

Just as the privilege of membership has been conferred upon you so too are you, in due course, expected to pass on membership to other worthy prospects known to you.

Since a member has to school a prospect in all matters of Lionism it is inappropriate that a member should introduce a prospect until s/he has served the Club for the “year and a day” it takes to be recognised as a mature member. A member must, therefore, serve a year before introducing a prospect.

NOTE: The procedure of introducing a prospective Lion to the Club can be quite daunting and you are urged to seek the advice of the Membership Director before mentioning the idea to your prospect. It can be very embarrassing to bring up the subject with your prospect only to find that your proposal is then turned down by the Club membership.

You should also be aware that having successfully introduced a new member into Lionism, his progress in the Club will be your responsibility as his sponsor. Theoretically this responsibility rests with you for “a year and a day”, but practically your Club will look to you in all matters concerning the Lion in so long as he

6.7. Communication

Your fellow Lions are your friends. If you become aware of any Lion undergoing difficulties or becoming ill, please communicate this, in confidence, to the Membership Director or Club President. Similarly, if you become aware of a fellow Lion having achieved any distinction or milestone in life, please communicate this to the Club President.

When meeting a fellow Lion in the street remind him of any up-coming event. He may have forgotten.

NOTE: Notwithstanding these obligations be assured that Lionism recognises the hierarchy of responsibility incumbent on all members - to one's God; to one's family; to one's vocation and, only then, to Lionism. Lionism asks of one's spare time.

- * Has a prospect got “spare” time?
- * What other leisure activities does Lionism have to share the prospect's leisure time with?

7. WHAT CAN A LION EXPECT TO GAIN FROM LIONISM?

The rewards of Lionism are many and varied. They affect different members in different ways according to the

member's individual needs. Such rewards cannot be enjoyed fully if experienced second hand. To enjoy these benefits to the full Lion members need to be active in their Club and the community - they need to expose themselves to these rewards.

7.1. The satisfaction of service

There is tremendous satisfaction to being of service to the community; to helping those in need. Lions membership fulfills a need in individuals to give something of themselves back to the community in which they live.

7.2. Pride of association

There is tremendous inner pride in being associated with a successful club. A successful club does much good work in the community and the community will recognise this when you meet people in the street.

There is also a basic need in all of us to be in association with like-minded people and Lions membership fulfills this basic need.

7.3. Fellowship

Having good and enjoyable times is very much a part of association. Fellowship flows in meeting together, in performing service together and in the many social functions arranged by the Club.

NOTE: A club is successful not only because of the quality of the work that it does, but equally because of the quality of the relationships between its members.

7.4. Personal development

Lions' membership will offer many opportunities for the Lion member to develop personally. Person-to-person skills and leadership skills are the most obvious areas of development. These embody all the team building skills of communication, motivation, goal setting and conflict resolution.

Indeed the opportunity to develop and use these skills even further is offered by service beyond the Club - by service in District and Multiple District structures.

7.5. Family involvement

Wherever possible Lions membership involves the whole family in its activities and some activities are designed specifically with this in mind.

7.6. Empathy of colleagues

Whilst Lionism is emphatically not a self-help organisation one does enjoy the friendship and support of fellow Lions in good times and bad. This exceeds the bounds of the member's own Club.

8. LION LADIES (PARTNER-IN-SERVICE)

The partner of a Lion automatically gains recognition as a Lion Lady (or Lion Gentleman) although this does not confer Lions membership upon him/her. As a Port Shepstone Lion Lady she may choose to meet regularly at Lion Lady meetings organised by the Lady President. The Lion Ladies act in support of their Lion partners whenever such support is needed and, by so doing, share many of the advantages of membership.

The Lion Ladies also become involved in projects of their own which they fund by their own efforts or seek funding from the Lions Club. In these endeavours they are bound by the same ethics and protocols as their Lion partners.

From time to time the President will declare a combined Club Meeting to which the Lion Ladies are invited to attend.

9. PROTOCOL

From Webster's Dictionary the following definition of the word protocol is germane: "a rigid long-established code prescribing complete deference to superior rank and strict adherence to due order of precedence and precisely correct procedure". In the context of this document it denotes two things:

- * It is a record of agreements reached over time and states the way things are in an institution; the way it operates and behaves - it's procedures.
- * It sets up a hierarchy of order in which the personnel at a gathering are accorded recognition and due deference in keeping with the organisation's procedures. In this way protocol is quite simply, "good manners".

This section deals with the second of these definitions and comes into play whenever Lions come together formally. The order of protocol at Lions functions is as follows:

Club President (as Presiding Officer)
(International Officers)
District Governor
(Civic Dignitaries/Guest Speaker)
Council Chairman
(Past Council Chairmen)
Vice District Governor
Immediate Past District Governor
(Past District Governors)
District Secretary
District Treasurer
(Region Chairmen)
(Zone Chairmen)
(District Chairmen)
Immediate Past President

(Club Directors)
Lion Tamer
Tail Twister (= groups)
(Past Club Presidents)
(Lions)
(Lion Ladies)
(Lionesses)
(Leos)

9.1. Even if the International President was in attendance, the Lion President, as Presiding Officer, comes first on the protocol list.

9.2. The Toast to Lions Clubs International is always drunk at formal dinners. The reply to such toast must be given by the most senior Lion present.

9.3. Strive to keep top table seating to a minimum even if some Cabinet Officers find themselves on the floor. It is not necessary for the Master of Ceremonies to be at the top table. The President and his partner will be seated at the center of the top table with the most senior guest on the protocol list to the President's right.

9.4. The master of ceremonies' role is to keep the proceedings moving along smoothly. It his duty to make sure all necessary paraphernalia is available and in place, that all are seated at the appropriate time and that all participants in the proceedings are prepared (including the caterer-in-chief who should have a copy of the proceedings). It is important that the master of ceremonies does not see himself as the function's entertainer-in-chief.

9.5. It is necessary for the master of ceremonies to introduce the guest speaker by reference to that speaker's CV.

9.6. The President should accord protocol at meetings under the Agenda heading "Welcome". Protocol should still be accorded even though the person(s) is a Club member. Thereafter, protocol having been recognised, that person is addressed as any other Club member unless his counsel is sought as a Lion of higher office.

9.7. In the list of protocol no recognition is given to officers-elect. Their time will come in the following year.

10. MISCELLANEOUS

10.1. Dress

Dress at Club Meetings is the official Club T-shirt, longs, shoes and socks. The official Club T-shirt is a dark blue golf shirt with the Lion's badge embroidered thereon. Dress will include the Lion's lapel pin that is presented to each member at his induction.

The Lions lapel pin should be worn with pride by all Lions at all times - not just on Lionistic occasions.

Dress at formal occasions such as Induction and Charter Dinner is black tie or dark suit and tie.

The official Club shirt (with lapel pin) is worn at all Lions projects and activities.

10.2. Meetings

The Club Meeting is held on the forth Thursday of every month. The Board of Directors meet on the second Thursday of each month. The Lion Ladies meet on the first Thursday of every month. Where possible sub-committees arrange their meetings for the intervening Thursdays so that members can generally plan on Thursday being a Lions meeting of some sort.

All meetings start at 6.15pm sharp unless otherwise arranged.

Guests (as opposed to prospective new members) may be invited to any Club Meeting so long as the President or Secretary receive prior warning. Guests and prospective members are not encouraged to attend Directors' Meetings.

10.3. Awards in Lionism

10.3.1. Melvin Jones Fellowship. By making a contribution of US\$1000 to Lions Clubs International Foundation a club may bring high honour to a member named in association with that contribution - membership of the Melvin Jones Fellowship.

NOTE: As standardisation for the Melvin Jones Fellowship award the Lions Club of Port Shepstone has set up minimum criteria. The awardee must have at least served:

- * as a Lions member for 10 years or served on the District Cabinet of 410C and
- * as President of the Club, or
- * Be successfully motivated by the Board of Directors as an outstanding Lion.

In all other aspects expected of a good Lion the awardee must be seen by the members to be a well deserving member of the Club.

10.3.2. 100% Attendance Award. This award goes to those members who have achieved 12 consecutive months of attendance at Club Meetings in the Lionistic year.

10.3.3. Life Membership. The highest award that can be conferred upon a member by his Club colleagues is Life Membership. This award is granted by the International Board of Directors and within it's guidelines as set out in the Standard

Constitution. A club must therefore write a motivation to the International Board to seek ratification of such an award.

10.4. The sub-committee system. It has been found that the best way to run the projects of Lionism, and to avoid lengthy Club Meetings cluttered with "nuts and bolts" issues, is to establish a sub-committee system. It is at sub-committee level that the "business" of Lionism is conducted leaving much of the Club Meeting to report back sessions and fellowship. This system is represented diagrammatically as Appendix A.

10.5. The Pledge. Each Lions Club Meeting will start with the Lions' Pledge where members are asked to face the national flag. This will be followed by a reading of the Lions Ethics or the Lions Objects, being alternated from meeting to meeting.

10.6. Spending. No Lion may spend or commit Club money without the full permission of the Club. Recognising that the President is sometimes disadvantaged in this regard he, and he alone, may spend/commit up to R200,00 without prior permission, but must justify it at the next Club Meeting. In extraordinary circumstances the President may obtain a telephonic consensus from the Directors to exceed this amount.

11. RULES OF DEBATE

Meetings of Lions Clubs International follow the Rules of Parliamentary Procedure as expounded by General Henry M. Robert and as revised from time to time. These are known as Robert's Rules. New members will become familiar with these Rules over time, but it is essential to grasp a few basics immediately:

(Doris P. Zimmerman, *Robert's Rules in Plain English*, HarperPerennial, 1997).

11.1. The rights of the organisation supersede the rights of individual members. At all times debate must be seen to be furthering the organisation's business and the President cannot allow an individual member's actions to obstruct this.

11.2. All members are equal and their rights are equal. Those rights are to attend meetings; to make motions and speak in debate; to nominate; to vote and to hold office.

11.3. A quorum must be present to do business. A quorum is the number of members needed to be present to legally transact business. In the Lions Club of Port Shepstone a quorum is recognised as the majority of the active members (one-half plus one).

11.4. The majority rules. This is a fundamental of all democratic procedure. The minority has a right to be

heard, but once a decision has been reached (consensus) by the majority of those members present and voting, the minority must respect and abide by that decision.

11.5. Silence is consent. Those members who do not vote agree to go along with the majority by that very silence.

11.6. Two-thirds vote rule. Whenever the President, for whatever reason, decides to limit or take away a member's rights he must secure a two-thirds majority vote of the attending members to do so. The two-thirds vote rule also applies when there is a need to change a decision previously made.

11.7. ONE question at a time: ONE speaker at a time. No motion is in order that does not *directly* relate to the question under consideration. In addition, once a speaker has been recognised, he has been granted "the floor" and another speaker may not interrupt him. In addressing the meeting the speaker signals that he has "the floor" by standing up. All comments the speaker wishes to make must be addressed through "the Chair".

11.8. Debatable motions must receive full debate. The presiding officer may not put a motion to the vote as long as members wish to debate it. Debate can only be suspended by a two-thirds vote of the members present.

11.9. Once a question is decided, it is not in order to bring up the same motion, or one essentially like it, at the same meeting. Such motions should be ruled out of order unless ruled as Restorative Motions. Roberts says that, with limitations, members are entitled to re-think a situation if they feel the decision has been made too quickly or with insufficient information.

Two restorative motions are recognised:

Motion to Recind - this motion is used to quash or nullify a previously adopted motion. If it is moved at the same meeting and, therefore, no previous notice has been given, it requires a two-thirds majority to be heard. If it is moved at a future meeting and due notice has been given, only a majority vote is required. A motion to recind is out of order if action has already been taken to implement the original motion and a contract has already been mooted to a third party.

Motion to Reconsider - this motion allows a group time to reconsider a motion. It is restricted in time (usually the same day or before the end of a Convention or Conference) and it only needs a majority vote. To avoid abuse by a minority this motion may only be made by a member of the majority who voted for the original motion. It re-opens the original motion to debate, but such debate can only take place when all other house business has been attended to.

11.10. The procedures attending motions. A motion can only be considered by the meeting if it is seconded. Once seconded the President can call for discussion on the motion. After discussion the motion is put to the vote. It only needs a simple majority to be carried. (A motion that changes a previous decision requires a two-thirds majority). Discussion may mean that the original motion is amended. This is in order so long as the amendments do not substantially change the meaning of the original motion. The amended motion is voted on first. If the amended motion is not adopted the original motion is voted upon.

11.11. The procedures attending motions. A motion can only be considered by the meeting if it is seconded. Once seconded the President can call for discussion on the motion. After discussion the motion is put to the vote. It only needs a simple majority to be carried. (A motion that changes a previous decision requires a two-thirds majority). Discussion may mean that the original motion is amended. This is in order so long as the amendments do not substantially change the meaning of the original motion. The amended motion is voted on first. If the amended motion is not adopted the original motion is voted upon.

Robert does not allow for "counter motions", but like many other institutions, the Lions Club of Port Shepstone does accept counter motions. Such motions are made to defeat the original motion with substantially different wording to the motion under discussion. The counter motion is voted on first. If it is adopted the original motion is defeated. If the counter motion is unsuccessful, the original motion is the substantive motion and is voted upon.

If a motion does not receive a seconder but the President would like the matter resolved, he can second the motion himself and, without debate, call for a vote.

11.12. General. Any attempt to re-introduce old business or to introduce new business shall be ruled out of order under this agenda heading.

12. THIS DOCUMENT

It is intended that this become a living document that is added to and amended over the years. To amend any part of this document would require each member receiving 10 days written notice of the intention to amend with full details of that part to be amended. At meeting the amendment would require a two-thirds majority vote of those present to be carried.

Code of Ethics

To Show my faith in the worthiness of my vocation by industrious application to the end that I may merit a reputation for quality of service.

To Seek success and to demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self-respect lost because of unfair advantage taken or because of questionable acts on my part.

To Remember that in building up my business it is not necessary to tear down another's; to be loyal to my clients or customers and true to myself.

Whenever a doubt arises as to the right or ethics of my position or action towards others, to resolve such doubts against myself.

To Hold friendship as an end and not a means. To hold that true friendship exists not on account of the service performed by one another, but that true friendship demands nothing but accepts service in the spirit in which it is given.

Always to bear in mind my obligations as a citizen to my nation, my state, and my community, as to give them my unswerving loyalty in word, act, and deed. To give them freely of my time, labour and means.

To Aid others by giving my sympathy to those in distress, my aid to the weak, and my substance to the needy.

To Be Careful with my criticism and liberal with my praise; to build up and not destroy.

The Lions Creed

NOTE: The Lions Ethics reflects the origins of Lionism when Melvin Jones brought together smaller organisations under it's banner. Many of those organisations were business orientated. The Ethics are a wonderful statement of general business ethics and would look well on the wall of any Lion's office. An illuminated copy of the Lions Ethics will soon be

A person achieves success, who lives well, laughs often and loves much; who gains the respect of intelligent people and the love of little children

Who fills a niche and accomplishes his or her task, who leaves the world better than he or she found it, whether by a brighter flower, a perfect poem, or a rescued soul.

Who always sees the best in others and gives the best he or she has; whose life is an inspiration, whose memory is a benediction.

That person is a LION

Lions Objects

TO CREATE and foster a spirit of understanding among the people of the world

TO PROMOTE the principles of good government and good citizenship.

TO TAKE an active interest in the civic, cultural, social and moral welfare of the community.

TO UNITE the clubs in the bonds of friendship, good fellowship and mutual understanding.

TO PROVIDE a forum for the open discussion of all matters of public interest; provided however that partisan politics and sectarian religion shall not be debated by club members.

TO ENCOURAGE service-minded people to serve their community without personal financial reward, and to Encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavours

APPENDIX A: Committee and sub-committee structures

APPENDIX B: MC and organisation of formal dinners

APPENDIX C: The Dave Sparg Memorial Bursary Fund