



Lions International

DISTRICT 418 -GHANA

CABINET POLICY MANUAL



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The By-Laws Article IX Section 13 of the District 418 Constitution and By-Laws June 2025, requires that the Chairperson of the District Committee on Constitution and By-Laws and the District Cabinet Secretary " shall devise and maintain a Policy Manual in which shall be recorded, from time to time, decisions of the Cabinet for the effective running and management of the District". This is to be added on as necessary each fiscal year.

The Constitution and By-Laws Committee shall maintain the Policy Manual. The Manual shall only record Policy decisions taken by the District Cabinet.

1. DISTRICT LIONS/ LEOS DRESS CODE

In the 2019/20 fiscal year, the District Cabinet approved a prescribed Dress Code for Lions and Leos of D418. Details are as contained in **Appendix 1**.

This Dress Code was partially revised in the 2023/24 fiscal year when the District Cabinet decided to have a separate district cloth for Leos. The decision came into force in the 2024/ 25 fiscal year when the Leos designed their cloth, approved by the District Cabinet, and it was produced for their use (see Appendix 4). The Leos were subsequently informed through the Leo Chairperson and the District Leo President for the 2024/25 fiscal year to discontinue using the Lions District Cloth.

2. NEW MEMBER ORIENTATION POLICY

A Policy guiding new member recruitment and orientation was developed and approved by the District Cabinet in the 2020/21 fiscal year. Details are as contained in **Appendix 2**.

3. BRAND GUIDELINES FOR D418 GHANA

A Policy to guide Lions branding for D418 was developed in the 2020/21 fiscal year and approved by the District Cabinet to assist the Marketing Chairpersons at the District and Club levels, to accurately use LCI branding for uniformity and to enhance the image of Lions. Details are as contained in **Appendix 3**.

4. DISTRICT EQUIPMENT/ LEARNING MATERIALS

It was decided by the District Cabinet in the 2022/23 fiscal year that all District equipment shall be kept in the District Office. All Lions and Cabinet Officers who remove and use any of the District's equipment from the District Office shall be responsible for the safekeeping thereof. They shall be held financially responsible and will be required to compensate for any loss or damage that might occur during their guardianship. All District equipment shall be returned to the District Office as soon as possible after usage, for safekeeping.

Furthermore, excess learning materials for training programs shall be returned and lodged at the District Secretariat after the training for future use.

5. ASSETS REGISTER AND ARCHIVES REGISTER

With reference to the Management letter of the Auditors per the 2019/20 Audit report, the District shall maintain an Assets Register and an Archive Register at the District Office to be managed by the District Cabinet Secretary/District Office Administrator.

6. LEO DISTRICT DRESS CODE

The District Cabinet for the 2024/25 fiscal year reaffirmed that the Leo Uniform shall be maintained, that is, a light blue shirt over navy blue trousers with black shoes for males and a light blue shirt/ blouse over navy blue trousers/ skirt for females.

For the Leo district cloth, it was designed by the Leos with the Leo symbols, and it was approved by the District Cabinet. This shall be worn as a shirt over black trousers with black shoes for males and as a blouse/ shirt over black trousers/skirt with black shoes for ladies or a Dress, or Slit & Kaba. The style shall be decent and modest without any other materials as a combination. Details are as contained in **Appendix 4**

7. NON-WAIVER OF DISTRICT DUES

Some Lions expressed concerns regarding the non-payment of District dues by some Clubs, and then these Clubs made requests for dues waivers. The 2024-2025 District Cabinet discussed and approved that Clubs with outstanding dues that have genuine challenges shall be offered structured payment plans, where a percentage of the arrears shall be paid alongside current dues, with the remainder spread across an agreed period. During this period, such Clubs shall be accorded the **good standing** status as long as they honour the terms of the agreement. The District Cabinet affirmed the earlier decision of the Elders Forum that no District dues shall be waived. Details are as contained in **Appendix 5**.

8. LCI LOGO USE BY INDIVIDUALS FOR BUSINESS PURPOSES

The 2024/25 District Cabinet received a request from a Club for the use of the LCI Logo on a product for a commercial purpose. This request was forwarded to LCI for approval. LCI response provided additional information for clarity. LCI states that it prohibits the use of its Logo on items for sale for which the proceeds go to individuals. Districts may produce items with the LCI Logo for sale, as a form of fundraising, and the proceeds shall go into a public activity, project or foundation account. Details are as contained in **Appendix 6**.