

A GUIDE to



THE LLOYD MORGAN LIONS CLUBS CHARITABLE TRUST

Trust Incorporated as a Board under the Charitable Trusts act 1957

Revised 2003
Revised 2009
Revised 2015



FOREWORD

This handbook has been produced to give the reader a closer look at our Lions Trust. Each section deals with a separate topic, and they are designed for use either individually or as a whole.

Our Trust has over the years developed into an important resource within MD202, thanks to continuing support from the Lions Clubs of N.Z. The Trust Board believes that understanding the reasons for its existence, its purpose and objectives, and the way it conducts its affairs is the kind of knowledge that should be widespread throughout our Lions family. If this handbook helps to further that knowledge it will be serving its purpose. Please use this book at every opportunity.

MISSION STATEMENT

**"To assist Lions Clubs to fulfil
humanitarian needs."**

LLOYD MORGAN

O.B.E.



20 January 1918 — 24 August 2001

Lloyd Morgan was born in Paekakariki, the son of a railway worker who was killed in a train accident when Lloyd was only 11 years old. Shortly after, Lloyd's older brother also died, and at 14 with the Great Depression starting, he found himself the family breadwinner. Despite having to leave school, he continued his education at night school while working in a clothing store and then as the head booking agent in New Zealand for Fox Films.

When World War Two broke out Lloyd volunteered for the army, and was sent to officer training school before being commissioned. He served in North Africa and Italy with the New Zealand Expeditionary Force, rising to the rank of Captain and commanding a company in a machine gun battalion. After the war Lloyd took a position with a small country hotel in what was to become a lifetime association with the hotel industry. In the early 1950's he became part-owner of a hotel in Lower Hutt, eventually building a multi-hotel business called Family Hotels

Ltd. His growing success in the hotel industry was paralleled by an expanding interest in the well-being and future of his community, together with a personal commitment to help bring people closer together.

In 1960, he was introduced to Lionism, when a friend took him to a meeting of the Wellington (Host) Lions Club, where he was impressed with the fellowship that existed among the members. Soon after the Club sponsored a new Lions Club in Lower Hutt, and Lloyd was asked to join. He accepted, and proudly became the new Club's Charter First Vice President.

Over the next sixteen years Lloyd followed a path of accepting steadily increasing responsibilities, culminating in his election as International President at the International Convention in Montreal, Canada, in July 1979 with 37,000 Lions present, including 750 New Zealanders.

His rise in Lions was rapid, but Lloyd was more than happy to attribute this success to his wife Ngaire, whom he married in 1953. "It is because of her encouragement that I have come as far as I have in Lionism" he once asserted. "She loves people and truly enjoys witnessing the happiness Lions bring to others.

Lloyd Morgan is still regarded as one of the Association's most-loved Presidents, and at the time of writing is the only New Zealand Lion to have held that position.

Lloyd was a true "people person" with an engaging personality who sadly passed away on the 24th August 2001. He was an inspiration to all who knew him, and thoroughly deserved the high degree of respect and admiration accorded him by members of the Lions Family and at all levels of our International Association.

THE BEGINNINGS

Lloyd Morgan, an outstanding New Zealand Lion, served as International President during the 1979 / 80 Lions Year. It is customary for the Multiple District to make a presentation to their retiring President, in recognition of their service. In most cases, the presentations take the form of a substantial personal gift, such as a luxury motor car.

Lloyd Morgan made it known to the New Zealand Lions clearly and firmly that he would not accept a personal gift. Nevertheless, there were Lions within our Multiple District who were determined that Lloyd's year would receive permanent and lasting recognition.



PDG David Gault recalls

"In 1978, it was very much in our minds that we had to make provisions for Lloyd's departure from office as International President. Council Chairman PDG Bob Collins had said it was a matter for the International Officers Support Committee of which PID Alex Grieve was Chairman.

Alex, PDG John Armstrong and I were driving from Timaru to a Multiple District Convention in Dunedin and I asked the other two what they thought about a charitable trust in Lloyd's name.

This suggestion met with general approval at the next IOSC meeting. PDG John Armstrong (North Is) and PDG Ray Carter (South Is) were appointed fund raising convenors.

The Lions clubs of New Zealand generously donated over \$36,000 which was the foundation on which the Trust was built.

It's history that in 1980 PID Pat Ryan (then Council Chairman) presented the Trust to Lloyd at Chicago, in his final plenary session as International President".

Lions in MD202 owe a lot to these four great Lions in forming the Lloyd Morgan Lions Clubs Charitable Trust.

In those days, that amount of money would have bought about three luxury motor cars, and this and the concept of the Trust caused quite a stir in some quarters.

The Lloyd Morgan Lions Clubs Charitable Trust (LMLCCT) is unique in the world of Lionism, and has gone from strength to strength. The Trust holds a prominent place of respect and value in Multiple District 202. Lloyd was firstly Chairman then Patron of the Trust for his lifetime, and took a keen interest in Trust affairs, particularly in his capacity as a member of the Grants and Loans Committee.

Lloyd was an inspiration to all who knew him, and thoroughly deserved the high level of respect and admiration accorded to him by members of the Lions Family around the world and at all levels of our International Association.

Sadly, Past International President Lloyd Morgan, O.B.E. passed away on the 24th August 2001.

Although the Trust bears his name, Lloyd always insisted that the Trust belongs to New Zealand Lions, and took great pleasure observing first hand what Lions have been able to accomplish with the help of the Trust, and the special place it occupies within the Lions family.

After Lloyd's passing, Mrs Ngaire Morgan accepted the Position of Trust Patron until her passing on the 27th October 2015.

THE OPERATION OF THE TRUST

The principle is quite simple.

- *Donations to the Trust are deposited in the Capital Fund, which is invested to provide an income for the Trust.*
- *Donations to the Capital Fund are recorded under the Club's name, and will remain untouched for the life of the Trust.*
- *Income generated from investments goes into the Income Fund, and it is this money that is available to the Trustees to disburse to Clubs according to set guidelines.*
- *Clubs can apply to the Trust for a grant or loan, to assist them with completion of projects that qualify as being of a charitable nature.*
- *Every application is treated on its merits, Clubs must have adopted the project, be committed to its completion, and be directing sufficient of their resources, (cash, labour) towards the project to provide a major proportion of the necessary funds.*
- *The Trust does not make grants so that Clubs can simply pass them on as donations, and is not there to substitute for a Club's own fundraising effort.*
- *Contact your District Trustee if you require any further information on making a grant application.*

Throughout New Zealand, a significant number of worthwhile projects are completed annually thanks to the assistance the Trust is able to provide.

The Trust also offers an opportunity to Clubs, Lions Trusts, or Lions appeal committees, to care for funds being collected or held for a specific purpose.

The more the Capital Fund can continue to grow, the more your Trust can do to assist in with the charitable work of New Zealand Lions Clubs.

HOW DOES THE TRUST RAISE ITS CAPITAL

The main source of capital for the Trust is from donations by Lions, Lioness, and Leo Clubs of MD 202. The funds that accrue are deposited in the Trust's Capital Fund which provides further tribute to the service of Past International President Lloyd Morgan.

Donations from Individuals

An individual can make a donation to the Trust either as a gift or a bequest.

Club Donations

Each Lions year, Clubs are asked to renew their support of their Trust by making a donation of \$10 per member.



Clubs that donate to their Trust receive a banner patch after their first donation, then year tabs for subsequent years.

Trust Recognition Awards

These are available to recognise individuals, (Lion or non-Lion), and other organisations or companies in a uniquely New Zealand fashion.

The categories available have become the most respected way in which our Lions family can pay tribute to the services of those that they feel deserve special recognition.

The individual categories are:

Life Membership



This is the highest honour and is available to all Lions and members of their families and, at the discretion of the Trustees, such other persons whose contributions to Lions deserves special recognition. A framed certificate is issued as well as a lapel pin for Lions.

Suggested donation \$600.

Honoured Recognition



This is available for presentation to Lions and other members of the community, to include post humous award to recognise outstanding service to the Lions organisation or the community at large. A framed certificate is issued as well as a lapel pin.

Suggested donation \$300.

Honour Roll



The Honour Roll is displayed electronically at District Conventions and the actual Honour Roll is available for viewing at MD Conventions. The roll perpetuates the memory of Lions, Lioness, and Leos who have passed away, and who gave so much of themselves to their Club and to others. Their names, linked to the name of their Club, become part of the history of Lions in New Zealand.

A framed certificate of “Recognition and Remembrance” may be issued on request.

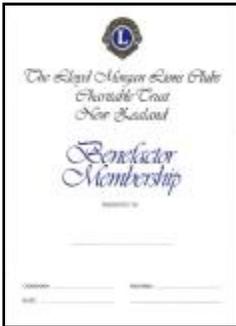
Contributions are left to the Club’s discretion.

Friend of the Trust



Available to anyone who wishes to show their belief in the value of the Trust. A white lapel pin is issued, and this category may be used as a stepping stone to higher honours. which are recognised when the minimum required contribution is reached. Suggested donation \$100.

Benefactor Recognition



Available for presentation to any organisation or individual whom Clubs feel have supported their Club or community, or to any organisations or individuals who want to support the ideals and objectives of our Lions Trust. A framed gold certificate is issued. Suggested donation for Commercial organisations \$600, Individuals \$300.

Bequest by Will

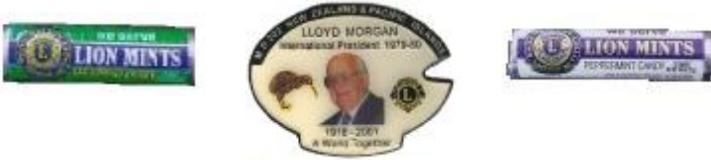
Sums may be bequeathed to the Trust for general charitable purposes, or for specific purposes.

Bereavements



In lieu of floral tributes next of kin may request contributions to the Trust.

LIONS PIN TRADING & LION MINTS



Lions Pin Trading

Since 1993 The NZ Lions Pin Trading Club has given all proceeds from the sale of Lions Pins to the Trust to assist building the Capital Fund.

Many Lions Pins are donated to the Trust for this purpose from District Convention Committees throughout the whole of New Zealand and from individual Lions wishing to assist the Trust.

Lion Mints

Since 2002 International Mints (NZ) have contributed to the LMLCCT Capital Fund. A small but significant amount from the sale of every roll of "Lion Mints & Candy".

The Trust is very appreciative of the work done on behalf of the Trust by PDG Brian Grounds (Lions Pins) the late PDG Gael Ansell and the Lions Club of Bethlehem - Te Puna (Lion Mints) .



WHY SHOULD WE SUPPORT THE TRUST

1. Every dollar donation to the Trust is earning revenue every year and that revenue is available to assist Club Projects.
2. It belongs to you, members of the MD 202 Lions family.
3. It has become the prime resource for Clubs to turn to when they need some extra assistance with funds to complete or make projects better from the extra funds.
4. The ability of the Trust to meet deserving requests will be limited only by the size of the Income Fund at any given time. It follows that the more the Capital Fund can be boosted by continued financial support from Clubs, the more income will be available when needed to help out.
5. The recognition structure developed by the Trust has been adopted and utilised by New Zealand Lions. It is the preferred choice whenever Lions want to give special recognition for outstanding service.
6. Your Lions Trust was established to mark the International Presidency of a very special New Zealand Lion, Lloyd Morgan. The more the Trust grows and thrives, the greater is the tribute it demonstrates in honour and recognition of that exemplary period of National and international service.
7. The Trust is known, valued, and respected beyond our shores. A number of sizeable donations have been made, and awards purchased, by Lions from other countries who wish to also acknowledge and pay tribute to Lloyd Morgan, and to the dedicated service of New Zealand Lions.

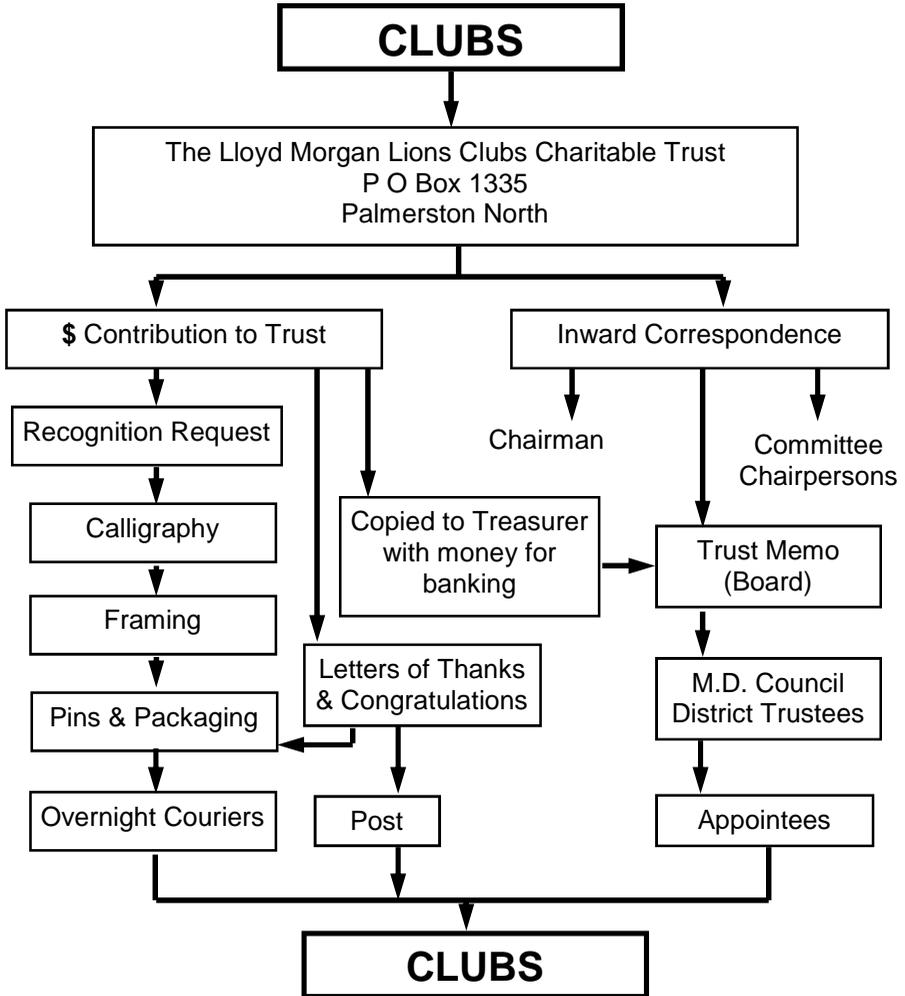
HOW IS THE TRUST STRUCTURED

- The Trust has its own Constitution and Rules that were approved by Multiple District Council and endorsed at subsequent Multiple District Conventions.
- Administration of the Trust is the responsibility of the Trust Board who are responsible to the Multiple District Council.
- The Trust consists of:
 - Chairman - elected by the Board and appointed by Multiple District Council.
 - District Trustees (7) elected by their respective Districts.
 - Advisory Trustees (no more than 5) - recommended by the Board and appointed by Multiple District Council.
 - Multiple District Council Chairman.
 - International Director (current or immediate past).
 - Trust Officers. The board appoints non-voting officers to oversee the operation of the Trust.
These being:
 - a. Treasurer
 - b. Legal Counsel
 - c. Administration Officer
 - The Trust operates within the parameters of the Trust Policy Code.



ADMINISTRATION FLOWCHART

Contributions to L.M.L.C.C.T.
Applications for Recognition
General Correspondence
FROM:



TRUST POSITIONS

TRUST CHAIRMAN

Front person for the Trust, with usual board chairman responsibilities. Needs to have a good overall understanding of the Trust, its aims and objectives. Chairs meetings of the Trust Board, and is an ex-officio member of each Trust committee. Reports to the Trust Board, MD Council, and MD Convention.



The Trust Chairman is elected by the Trust Board and appointed by Multiple District Council for a term of 3 years. The three year term may be renewed for further terms of one year.

MULTIPLE DISTRICT COUNCIL CHAIRMAN

This is an automatic appointment.

INTERNATIONAL DIRECTOR

The current or immediate past International Director

DISTRICT TRUSTEES

One Trustee from each of the 7 Districts is elected for a two year term. They may offer themselves for re-election at the expiry of each two year term.

They have full trustee decision-making responsibilities, will be appointed to one of the Trust committees depending on skills, and experience and are responsible for Trust matters in their District.

- ◇ i.e. promotion, education, helping with grant/loan applications and soliciting support for the Trust.
Reports to the Trust Board and their District Governor.

ADVISORY TRUSTEES

These positions are intended to allow the Trust Board to bring in or retain people with the skills, background, and qualifications that the Board may need either temporarily or to meet longer term requirements.

Given that the Trust is a significant Lions business, members of the Advisory Trustee team provide the necessary specialist input in the areas of administration, finance and grant and loan applications.

Appointments are made annually, and may be renewed. The Trust Chairman makes appointment recommendations to the Trust Board based on knowledge of the range of skills required by the Trust.

Once those selected have been approved by the Trust Board, their names are submitted to MD Council for final approval.

TRUST TREASURER

The Treasurer is paid on a time employed basis to administer Trust finances from day to day.

The Treasurer is a member of the Finance Committee, and is expected to keep that committee informed of matters needing attention.

The Treasurer prepares for all Trustees a monthly report and annual accounts when required.

TRUST COMMITTEES

To aid and facilitate the work of the Trust, and spread the decision-making base, 4 committees have been established, Grants & Loans, Publicity, Administration and Finance.

The current structure is the result of evolution and growth. It meets the needs of the present, and looks ahead to the future, but is subject to constant review and appraisal by the Trust Board.

When changes are needed, it must therefore be the Chairman and the Trust Board that makes the first moves, seeing to it that change is “managed” to achieve the desired results and avoid disruption.

This applies to all Trust positions, including the Chairmanship.

ADMINISTRATION

The Trust Board as a whole meets twice a year, and when it does there may well be matters raised that need further research and consideration. The Administration Committee is there to pick up such items, and do the homework. That committee may also come up with its own ideas or recommendations, but has no power to act on its own.



FINANCE

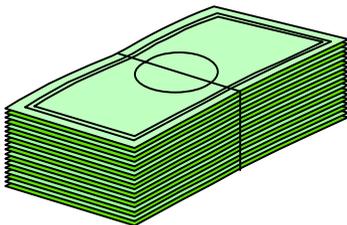
Financial matters are handled on a day to day basis by the Treasurer, however when it comes to investment decisions relating to Trust funds, the Finance Committee takes over.

It regularly reviews investments and decides where available funds are to be placed. As a safeguard, the Trust's investment portfolio and policy is reviewed from time to time by outside professionals who give advice and make recommendations based on their assessment of the financial climate, and the constraints under which the Trust operates.

All investment decisions are reported back to a meeting of the Trust Board for their information and approval.

The investment policy is conservative, and is weighted in the favour of income generation in preference to capital growth.

Every Trustee including the Multiple District Council Chairman receives monthly updates of the Trust's financial position and other financial matters.



PROMOTION & PUBLICITY

It is important to promote the Trust on a regular basis and also at other times that present themselves. e.g.

- ⇒ Multiple and District Conventions,
 - ⇒ the Trust web page,
 - ⇒ the Lion Magazine,
 - ⇒ the Trust Newsletter,
 - ⇒ the Bright Eyes Brochure,
 - ⇒ the Guide to the LMLCCT (Blue Book)
- Lions Pin Trading and Lion Mints are all methods used at present to promote the Trust.

The Promotion and Publicity Committee together with District Trustees and District Governors carry out this responsibility.



EMERGENCY GRANT

The Trust has set up a facility for Districts to apply for an emergency grant of up to \$10,000 in response to a significant natural disaster. The current District Governor is to initiate the request, with funds available within 24 to 48 hours.



GRANTS & LOANS

The Grants and Loans Committee has a very demanding role.

The Trust has specific guidelines to work within when dispensing funds.

Processing an application invariably calls for extra work in terms of establishing the validity of an application, and arriving at a decision fair to all concerned.

Meeting the needs of both the applicant Club and Trust requirements is the committee's objective.

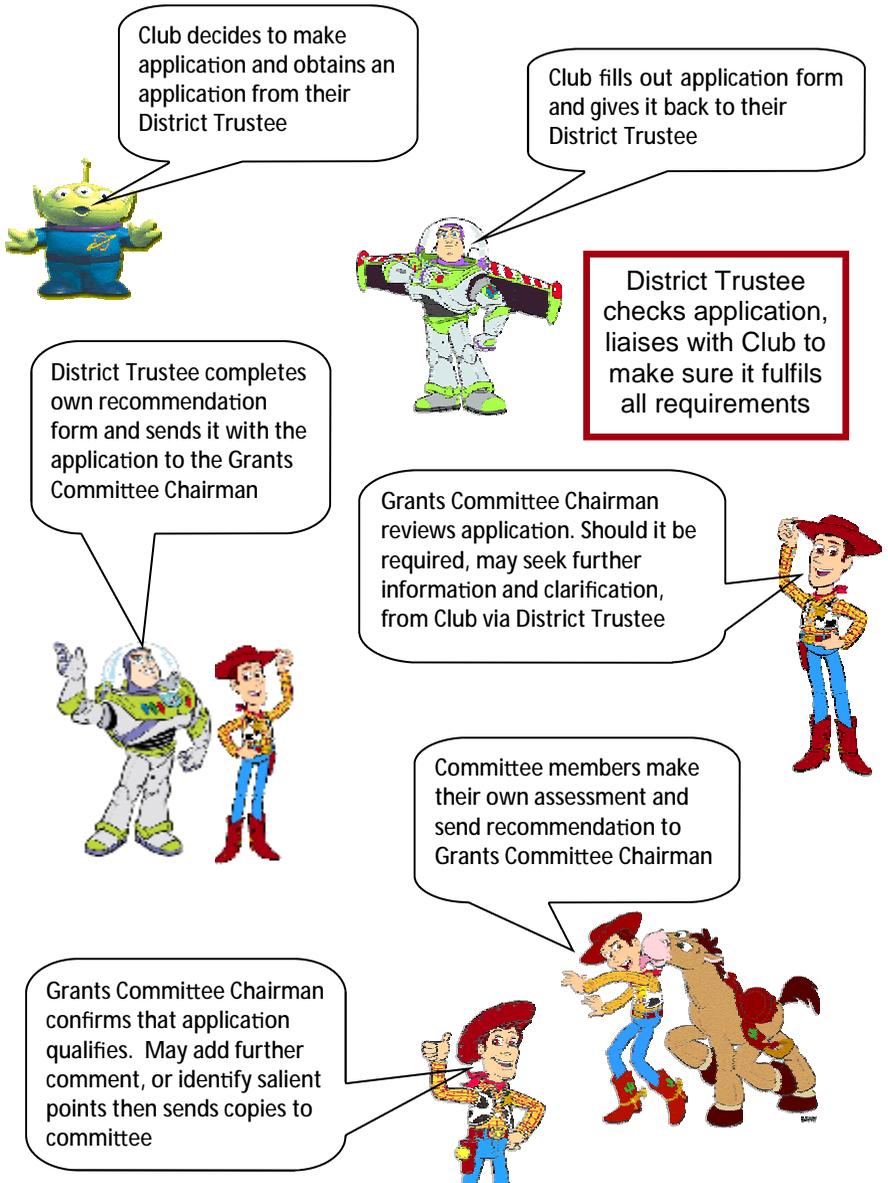
There can be considerable discussion between the Grants Chairman, District Trustee and the applicant Club before an application is ready to put before the whole committee for a decision.

For the process of a Grant or Loan application. Refer to page 22 & 23



District Trustee
alias *Buzz Lightyear*

Processing a Grant or Loan Application





Grants Chairman receives responses and makes decision on consensus basis. Depending on responses may need to obtain further information from Club or District Trustee. If result unclear, may contact some or all of the committee to resolve

When decision has been made, the Club and District Trustee are advised

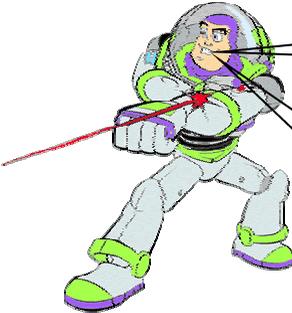


If Grant is approved, the Treasurer is instructed to draw a cheque, or deposit money in Club's account

A cheque is sent to Trust Chairman who signs and drafts a letter to the Club. Both are forwarded to the District Trustee or, if instructed, direct to Club. If urgent the Club may request a bank transfer



The Club completes and returns to Trust Treasurer "Certificate of Completion"



District Trustee arranges to present club with cheque or if cheque has been mailed, contacts Club to ensure it has been received

The Trust Publicity Committee appreciates any photos or stories on projects



Thanks to The Lloyd Morgan Lions Clubs Charitable Trust for your Grant

HOW DO I BECOME A TRUSTEE?

DISTRICT TRUSTEES

This is a rewarding position for any Lion who is enthusiastic about the Trust and willing to make a contribution to their District. A willingness to work hard and obtain knowledge about the Trust is a pre-requisite to becoming a District Trustee. A written job description can be obtained from either your current District Trustee or, by writing to the Trust's Administration Officer as listed in the Multiple District Directory.

Further knowledge and understanding of the Trust can also be gained by becoming a member of your District Trustee's Committee. This Committee assists the District Trustee with promotion of the Trust in the District and with the planning and running of Trust events such as a function to acknowledge recipients of Trust Recognitions and a Trust promotion at your District Convention. There are also constitutional qualification requirements to be met that relate to the Trustee's duties and responsibilities in managing a Charitable Trust.

Once you have an understanding of the Trust and the role of the District Trustee, get your club to forward your nomination when the next Trustee elections are scheduled in your District. This is a rewarding job so give the idea that you could be a District Trustee serious thought.



ADVISORY TRUSTEES

When it comes to seeking out Advisory Trustees for the future, a prior period of apprenticeship is almost essential. It is hoped that the pool of present and past District Trustees will provide a good selection base.

Other interested Lions from the Multiple District can be considered, but it must be remembered that the duties currently undertaken by Advisory Trustees are exacting and demanding.

These are “hands on” positions calling for an understanding of how the Trust works, the Trust objectives to do the job and require a strong commitment to the Trust and all it stands for.

Advisory Trustees are invariably appointed to fulfil a specialist role as perceived by the Trust Chairman.

When appointment recommendations are made, they are on the basis that the people named are considered first by the Chairman and then by the Trust Board to be the best available in terms of their specific skills, depth of knowledge, professional qualifications where appropriate, and above all have proved their enthusiasm and desire to work hard for the Trust. The appointment is finally approved by the MD202 Council of Governors





TRUST ANNIVERSARY FELLOWSHIP

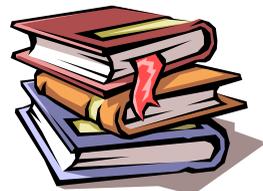
The 1999/2000 Lions year marked the 20th anniversary of Past International President Lloyd Morgan's presidential year and the 20th anniversary of this Trust because such an important occasion was worthy of special recognition. To commemorate that, a fellowship was established to be continued on other special occasions.

20th TRUST ANNIVERSARY FELLOWSHIP - \$12,000

The first recipient of a LMLCCT Fellowship was Dr Roderick MacLeod, of Wellington, who was carrying out intensive studies and research associated with the palliative care of terminally ill people.

25th TRUST ANNIVERSARY FELLOWSHIP - \$50,000

The second recipient of a LMLCCT Fellowship was Dr Bridget A Robinson, of the Canterbury Hospital Oncology Service who was involved in cancer studies and research. This Fellowship also recognised 50 years of Lions service in New Zealand



Notes

