



**(Note: This version incorporates the changes approved by members on 25 May 2007)**

These guidelines are designed to help new members to better understand Lion City Hash's culture and traditions. They are only guidelines but they are what our members like to observe with regard the club activities. While the first rule of hashing is that "there are no rules", this collection of guidelines and previously "unwritten rules" was put together to help everyone have an enjoyable time when they run with Lion City Hash.

**A) General**

1. Additions, deletions and variations to this Guide Book shall be made only by a majority vote at a General Meeting (such as a Friday night run) of LCH3 at which at least 25% of the current members are present. Notice of any proposed change must be given to all members at least one week in advance.
2. No member shall make any contract in the name of LCH3 unless authorized by the approval of the GC and minuted as such.
3. No member shall privately produce merchandise bearing the LCH3 logo and offer this for sale.
4. Due to the nature of our after-run activities it has been a tradition to avoid publicity. Members shall not encourage the attention of the media to our events.
5. Names, addresses, telephone and fax numbers and email addresses of members shall not be divulged to third parties. Any mass mailings to members shall be submitted to the Secretary for possible inclusion in the weekly newsletter.
6. Members with complaints about the club are encouraged to speak to a member of the GC in the first instance.
7. Guests/Visitors must be at least eighteen years of age. (This is consistent with existing membership criteria.)

**B) Committees**

1. The positions of President and Vice President shall be occupied by the elected Grand Mistress and Grand Master, alternating roles each hash year.
2. The main office bearers of President, Vice President and Treasurer shall not be eligible for election at an AGM unless they have been members of the club for at least one year.
3. The Treasurer shall agree to keep the accounts records to an acceptable standard. The accounts records shall be complete, transparent and available to other members of the General Committee (GC) to inspect
4. Cash shall only be collected from members by the Treasurer, Assistant Treasurer or Haberdash or someone approved by the Treasurer to act as treasurer for a sub-committee. The cash collected shall be recorded and signed for, and passed to the Treasurer or Assistant Treasurer as soon as possible for banking. The Treasurer or Assistant Treasurer shall countersign the

record of cash collected. The bank deposit slip shall be attached to the record of cash collected and shall be kept by the Treasurer. In the absence of the Treasurer or Assistant Treasurer another principal office bearer shall substitute.

5. The Haberdash shall keep records of all income, expenses and stock, and shall have the records checked and signed by the Treasurer or Assistant Treasurer on a regular basis.
6. Sub-committees appointed by the GC to organize special events shall appoint a treasurer, who agrees to keep accounting records to a standard acceptable to the Treasurer. The GC's Treasurer shall provide the necessary review and guidance on a timely basis to ensure that proper records are kept by the sub-committee.
7. All LCH3 office bearers and members shall be volunteers who give their time and skills freely. Any agreement to pay a member for goods or services rendered shall be approved in advance by the GC.

### **C) Run sites**

1. No runs shall be organized within the CBD, except for particularly special reasons such as sponsored runs, and then by the permission in advance of the GC.
2. Where the run is arranged in a location which is inaccessible to the beer wagon, the hares shall arrange an alternative supply of beverages similar in range and quantity to that provided by the beer wagon, which shall be free to members and their paid guests. The calculation method for the portion of the beverage invoice to be paid by LCH3 shall be agreed with the GC in advance.
3. No member shall obtain beverages from the beer wagon on credit. The beverage stock provided by the beer wagon for the run shall not be depleted by sales to members prior to the end of the circle.
4. All beverages dispensed by the beer wagon shall be opened and consumed at the run site.
5. No member shall offer goods and services to other members at the run site unless they are doing so on behalf of LCH3. This does not prohibit normal networking but keep in mind that most members run on the hash specifically to get away from their work.
6. Members shall obey traffic signals and general pedestrian rules, e.g., use zebra crossings and overhead bridges to cross main roads, particularly in built-up areas. Apart from the danger of not following 'rules of the road', failure to do so will bring undue attention to the hash.
7. In commonly used public places such as built up areas, forest reserve trails and botanical gardens, the trail shall be laid discretely using reasonable amounts of white flour and / or chalk arrows on the ground.

### **D) Circle**

1. Because LCH3 is a mixed hash, overly coarse behavior shall be tempered during club activities.
2. Sitting on ice has never been LCH3 culture and is used only rarely. Ice shall not be used as a rule at LCH3 circles.
3. Drinking beer from running shoes can be medically dangerous and shall not be encouraged.

## **E) On Ons**

1. No member shall pass himself off as a representative of LCH3 for the purpose of gaining preferential terms at food and beverage outlets and encouraging their expectation of future custom from the membership. On Ons are to be organized as private functions in the name of the hares. It is expected that the hares will pass on to the members the full benefit of any negotiated arrangements.
2. Indecent exposure in public places is forbidden by LCH3 and the laws of Singapore.
3. When On Ons are held in restaurants where the general public has access, LCH3 members and their guests shall behave in an acceptable manner that does not bring undue attention to the club. Throwing food and other objects, shouting obscenities and other such behavior is not acceptable. To avoid offending the general public, the singing of bawdy songs is best left until these impressionable innocents have left the premises.
4. For your own sake, please think twice before drinking and driving. We can not enjoy your company if you are not around.

## **F) Minimum Financial Records**

1. To allow for proper recording of the accounts, and the subsequent audits and annual statutory reporting, as a minimum, the supporting documentation to be maintained by Hash Cash should include the following:
  - i. a listing of all disbursements
  - ii. a listing of all receipts,
  - iii. a listing of subscriptions paid by members, including transfers from members' deposits
  - iv. a listing of members' deposits held as well as application of deposits to subscriptions
  - v. monthly bank reconciliations
  - vi. Stock movement report
  - vii. a copy /calculations of the annual journal entries (for year end only)
2. In addition, the Treasurer should retain all original/source documents such as the following:
  - i. "Run sheets" (record of receipts from the Friday runs) duly signed on site by an officer of the club other than the person collecting the money.
  - ii. bank deposit slips
  - iii. bank statements and cheque stubs
  - iv. vendor invoices and
  - v. haberdash reports
  - vi. special events reports
3. As timely recording of transactions will make everyone's jobs easier, the Treasurer should endeavor to update the records on a timely basis and to distribute to Committee members items 1(i) to 1 (vi) as part of the monthly financial reporting.