

DISTRICT A-1 LIONS

CONVENTION POLICY

MANUAL



Revision 7

Amended: November– 2012

PROLOGUE

This District A-1 Convention Policy manual is designed to aide and guide the members of the District A - 1 Convention Committee to organize an Annual District Convention.

The District A-1 Convention Policy Manual provides the approved framework under which the Convention Committee operates to plan the annual District A-1 Convention. The Appendix to the manual specifies the suggested procedures for carrying out the duties assigned to the various committee members.

The Convention Committee may, from time to time, propose for **the approval of District A-1 Cabinet**, updates, revisions or amendments to the District A-1 Convention Policy Manual, as may be required to maintain guidelines that are contemporaneous with the policy and wishes of the Lions of District A-1.

The Convention Committee shall constantly strive to provide the best possible convention program for the benefit of all Lions, Lioness and Leos of District A-1. To that end, the procedures adopted in planning each convention must be constantly reviewed and updated. Therefore, the Convention Committee is charged with the responsibility of holding, annually reviewing and updating a District A-1 Convention Procedures Manual. Cabinet approval is not required to implement changes to the procedures manual.

DISTRICT A - 1

CONVENTION COMMITTEE POLICY & GUIDELINES

1. GOALS

To organize an Annual District Convention for the Lions, Lioness & Leos of District A-1.

To operate an Annual District Convention for the benefit of registrants and incur no expense to District A-1 Lions.

2. COMMITTEE MEMBERS

To consist of the current District A-1 Governor, five Past District Governors, the President of the A-1 Lioness and a representative of the A-1 Lioness appointed by the President of the A-1 Lioness. A summary of Committee Positions and appointment protocol is shown in Table 1 below.

The committee secretary shall be selected from the committee or, at the discretion of the Chair and approved by the committee, be appointed from the membership of District A-1 Lions or A-1 Lioness. If the secretary that is selected or appointed is not a member of the committee as set out above, that member so selected or appointed shall not be a voting member of the committee.

The committee may be enlarged for any given year, by appointments made by the District Governor. To foster continuity, District A-1 Vice District Governors and the A-1 Lioness Vice President should be invited to committee meetings.

Table 1

Convention Committee Positions & Appointment Protocol

District Governor

Ad Hoc member.

District A-1 Lioness President

Ad Hoc member

Convention Chair

Usually the PDG who has served as DG in the fourth previous Lions year.

Vice-Chair

Usually the PDG who has served as DG in the third previous Lions year.

Registration Chair (& Treasurer)

Usually the PDG who has served as DG in the second previous Lions year.

Voting & Credentials Chair

Usually the Immediate PDG.

Memorial Chair

Usually the PDG who has served as DG in the fifth previous Lions year.

Lioness Representative

Appointed by the President of the A-1 Lioness.

Protocol Aide

Appointed by District Governor.

3. REPLACEMENT OF COMMITTEE MEMBERS

If any member of the Convention Team is unable or unavailable to attend the majority of the organizational meetings throughout the year as well as perform their duties at the District Convention, the following procedure shall take place. The Convention Chair, in consultation with the District Governor or President of the Lioness of A-1 in the case of the Lioness representative, shall be able to replace such member immediately. Such replacement member should be a Past District Governor from District A-1 or, in the case of the Lioness representative, a Lioness appointed by the President of the A-1 Lioness.

The replacing member has the option of staying on the Convention Team and assuming the position of the member replaced for the remainder of their five (5) year commitment or only serving for that year and then resigning.

If the replacement member resigns then the initial procedure is to be repeated to fill the vacant position for the following year.

The member who is replaced, thereby forfeits any further involvement on the Convention Team for the remainder of their term of commitment (usually (5) years for a PDG).

This procedure is intended to ensure a smooth continuity for this Convention Team, should any situation arise which may adversely affect its operation.

Exception: This procedure need not be applied in the case of short term illness. Where any member is deemed to be able to return and assume their duties in a reasonable time, then a replacement member may be enlisted for the period as required. However, the replacement should be a Lion of District A-1 or Lioness appointee, as the case may be.

4. DUTIES OF COMMITTEE MEMBERS

The following is a summary of duties generally accepted in past conventions. While the completion of all duties has historically been shown to be necessary to execute a successful convention, each committee may see fit to modify the allocation of duties as best suits the committee's needs.

Convention Chair

- To chair all meetings of the Convention Committee and ensure all committees are functioning properly.
- To report to the District A-1 Cabinet, the current status of the Convention Committee activities.
- To ensure that proper protocol is observed at all functions of the Convention.

- To chair all functions at the Convention with the exception of the A-1 business sessions chaired by the District Governor.
- To arrange the schedule of the Convention Committee meetings.
- To book all rooms required by Committee members, International Guest, and Hospitality Rooms.

Vice Chair

- To organize and host the Friday evening activities.
- To organize and supervise the Sergeant-at-Arms for the Convention.
- To ensure that all visiting dignitaries, not seated at the head table during official functions, are seated appropriately.
- To supervise collection of tickets for the Lions Family Luncheon and the Governors Banquet (Sergeant-at-Arms).
- In the absence of the Convention Chair, to chair any meeting or Convention activity normally presided over by the Chair.
- To ensure that all banners, flags and pennants are displayed appropriately, in keeping with all applicable protocols.

Registration Chair

The Registration Chair is to assume the duties of Treasurer on the Convention Committee. As treasurer, the registration chair is to:

- Establish a Bank Account for this function in the name of LIONS DISTRICT A-1 CONVENTION.
- Deposit all monies submitted to the convention into the convention bank account.
- Make expenditures as directed by the convention committee.
- Review all bills from the hotel, re: the Luncheon, Governors Banquet and room deposit, and ensure they are correct before authorizing payment
- Have the financial statements audited by a person or persons approved by the convention committee.
- Provide periodic financial Statements and a end of fiscal year audit report to the convention committee
- Provide monthly bank statements to the District A-1 Cabinet Treasurer upon request
- Make payment of all monies in excess of \$3,000 at the end of the fiscal year to the District A-1 Treasurer and A-1 Lioness treasurer.

Duties of the Registration Chair are as follows:

- Receive, process and confirm all pre-registrations, as well as receiving all Convention Registration fees.
- Have in place the facilities and materials to register all attendees during the Convention.
- Ensure that Convention registration forms are available to the Lions family of District A - 1 by November 30th of the Lions year.
- Inform the Hotel of all the number of meals required for luncheon and
- Governors Banquet 7 days prior to the event. The notification time may vary in accordance with the terms specified in the agreement with the particular hotel.
- Organize and supervise the operation of the Convention Registration desk times and place as set by the Committee.

Voting & Credentials Chair

- To advise all clubs of the correct procedure for voting, and that delegates must produce a paid up membership card as proof of Good Standing in their Club.
- Issue Delegate Designation to all accredited voting delegates at the Convention.
- In consultation with the Governor, allow only Clubs eligible under the Lions Clubs International Constitution to vote in any election held at the Convention.
- To prepare ballots and ballot boxes for use at the Convention. The list of candidates is to be supplied by the Governor twenty five (25) days before the A-1 Convention.
- To have prepared, Delegate Voting Cards for use at District business sessions.
- To supervise voting and vote counting to ensure fairness to all candidates in accordance with voting procedures.
- To inform all candidates for District office of all rules and regulations concerning voting, candidates, scrutineers, displays, posters and hospitality room operation during the Convention. This is to be done no later than 25 days prior to the Convention.
- To provide all Lions/Lioness with Site selections/supporting information for Convention Sites placed on ballot.
- All candidates, contested and non-contested, are required to address the Convention at the appropriate times.

Memorial Chair

- To prepare for the Lions, Lioness and Leos Memorial Service held on Sunday morning.
- To liaise with the District Governor and the President of the Lioness of A-1 to ensure the list of departed members is current and proper.
- To be responsible for having all material and equipment pertinent for the Memorial Service at the Convention site when needed.
- Assist the Vice Chair in the preparation of the Friday Opening Ceremonies.

Lioness Representative.

- Assist with Convention Penny sale
- Send a copy of registration form to all Lioness.
- Send promo for Penny Sale to District A-1

Protocol Aide

- Provide primary communication with international Guest and partner regarding plans for attendance at convention.
- Arrange for transport of International Guest and partner between convention hotel and airport
- Provide International Guest's room amenities at convention hotel.
- Direct International guest to/from various convention activities
- Host International Guest and partner at all meals not provided by convention.

5. HOSPITALITY ROOMS

Hospitality rooms will be given out in the following manner and order.

Candidate(s) for District Governor

Candidate for 1st Vice-District Governor

Candidate(s) for 2nd Vice-District Governor

Candidate(s) for Zone Chair

A-1 Lioness President

- If required, a Hospitality Room will be reserved for the Lioness. Notification of such need must be received no later than thirty (60) days in advance of the start of the Convention.
- Having consideration for the above order, Hospitality Rooms will be assigned on a first request, first served basis. The Registration Chair will date and time stamp all requests for Hospitality Rooms.
- Hospitality rooms are to be CLOSED during all official functions of the Convention.
- Although no time is set, clubs operating/hosting hospitality rooms should be aware of excessive noise and commotion caused after 1 AM. Your fellow Lions/Lioness are your neighbours and consideration should be given to them. Should a dispute arise, the decision of the Convention Vice - Chairman (Sergeant-at-Arms) or Hotel is final in all disputes.
- When a club is operating/hosting a Hospitality room it is their responsibility to maintain order, control noise levels and pay for any damages to Hotel property in that room.

6. CANDIDATE INFORMATION

All candidates will be expected to address the Convention at the designated times. Candidate(s) for District Governor 1st Vice-District Governor and 2nd Vice-District Governor and Lioness A-1 President will be allotted a maximum of two (2) minutes for introduction and up to five (5) minutes to address the Convention at the Lions Family Luncheon on Saturday.

Zone Chair candidates will have the opportunity to speak at the District Meeting and will be allotted one (1) minute introduction and two (2) minute speech.

Each Candidate must ensure that his/her posters are taken down by Sunday morning. Candidates for District office may distribute campaign literature during the Lions Family Luncheon but, **NOT** during the Governors Banquet. Active campaigning for any District office **WILL NOT** be permitted in the Registration Area.

7. CONVENTION SALES

The sale of any product or service at the District A-1 Convention will be permitted only in the authorized location at the Convention, and will be limited to those who have been granted permission by the Convention Committee and paid the prescribed fees. This restriction does not apply to any approved project or draw on behalf of the Convention Committee or draws to support the District Governor's or District A-1 sanctioned Projects. Vendor Tables shall be allotted on a first come first serve basis. The sale of tickets on the premises by attendees during the District A-1 Convention is strongly discouraged.

8. CONVENTION LOCATION & TIME

- The convention shall be in accordance with the District A-1 Constitution and By-laws and shall be held each year after March 15 and prior to the date set for Multiple District A Convention.
- Both the dates and location of the Convention will be recommended by the Convention Committee after investigating the best possible venue based on cost, suitability of location for our needs, availability, past experiences and opinions given to the committee by the Lions of A-1.
- The location of the Convention 2 years hence will be voted on by the current years Convention voting delegates after recommendations from the Convention Committee.
- Negotiation for the convention 2 years hence will begin in January of the current Lions year.

9. FINANCIAL GUIDELINES

The Convention Committee shall have the power to authorize expenditures from the District A-1 Convention Account for the purposes of achieving the goals of the committee.

This section will provide some specific guidelines for the collection and expenditure of funds into and from the Convention Bank Account

9a. Complimentary Convention Expenses

- The District A-1 Convention will assume Hotel room and usual Convention expenses of the District Governor, President of the Lioness of A-1 and their spouses.

- The families of the District Governor, and the President of the A-1 Lioness will not be required to be registered if attending only the Saturday banquet
- The District A-1 Convention will assume all hotel and convention expenses for the International guest and spouse. This is to include all travel costs to and from the airport to the Convention site.
- The Memorial Chair will receive a complimentary room for the duration of the Convention
- The MDA Council Chair and/or President of the Lioness of MDA, if attending the Convention, will be the guest of the District A-1 Convention and will receive complimentary Convention Registration, tickets for the Lions Family Luncheon and the Governors Banquet for him/her and his/her spouse. The Council Chair or President of the Lioness of MDA will not receive complimentary hotel accommodation.
- Committee members, including the appointed secretary, will receive one (1) complimentary package, to include Convention Registration, Convention Pin Ticket, Saturday Luncheon Ticket and Saturday Banquet Ticket but not draw tickets.
- A pre-Convention welcoming dinner, attended by the International Guest , committee members & spouses shall be provided by the convention.
- No other person will receive any complimentary expense from the District A-1 Convention without prior consideration and approval of the Convention Committee.

9c Other Expenditures

- The District A-1 Convention may defray the cost of the Governor's reception by an amount to be determined by the committee. The balance of costs are to be borne by the Governor and/or the Governor's Club.
- The District A-1 Convention may purchase up to 100 convention pins for the District Governor's use. The exact number of pins is to be determined by the convention committee each year.
- The District A-1 Convention may purchase a gift (valued up to \$150) to be presented to the District Governor.

9d Vendor Table Fees

- The District A-1 Convention committee shall assess a hierarchy of table fees as per the following schedule:
- Reduced Fee – to be returned if commitment to host vendor table is fulfilled. – to be offered to Lions/Lioness promoting Lions/Lioness non-profit projects
- Nominal Fee – to be offered to Lions family promoting for profit sales
- Full Fee – to be offered to businesses promoting for profit sales.

9e Financial Procedures

- Payment of all expenditures shall be approved by the convention committee
- The following expenses are considered usual, and shall not require prior approval of the committee prior to payment (however, all such expenditures shall require a receipt and shall be included in the treasurer's financial report):
 - Expenses submitted by committee members for Postage, stationary, printing, flowers
 - Transport of International Guest & partner to/from airport, Room amenities for International Guest & Partner, Meals for International Guest & Partner

9f Financial Goals

- The Convention committee shall strive to expend all receipts in the current Lions year.
- The committee shall seek to maintain a minimum balance of \$1,000 in the convention account for start-up of convention activities in the following year.
- The committee shall pay any funds in excess of \$3,000 at the end of the fiscal year to District A-1 Lions and A-1 Lioness. The distribution of refund shall be determined by the convention committee.

THIS REVISED DISTRICT A-1 CONVENTION POLICY MANUAL HAS BEEN APPROVED AT THE DISTRICT A-1 CABINET MEETING HELD THE 18TH DAY OF November 2012 AT Thorndale , ONTARIO.

(signed)

District A-1 Governor
Wayne Cudney

(signed)

Convention Chair 2012-2013
Don McKessock

APPENDIX 1

DISTRICT A-1 LIONS CONVENTION PROCEDURES