

**Appendix to the Policy & Procedures Manual**

**LIONS CLUBS INTERNATIONAL**



**MULTIPLE DISTRICT "A"**

**CONVENTION GUIDELINES AND DIRECTIVES MANUAL**

June 2010

Effective Date: Convention 2013

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## F O R W A R D

THE FOLLOWING APPLIES TO THE MULTIPLE DISTRICT AND CONVENTION COMMITTEE SELECTED TO HOST THE MULTIPLE DISTRICT CONVENTION

THIS SERVES AS A GUIDE IN THE PREPARATION NECESSARY TO ENSURE A SUCCESSFUL CONVENTION.

CERTAIN SECTIONS OF THIS GUIDE ARE A MUST FOR THE HOST COMMITTEE, AND HAVE BEEN APPROVED BY THE COUNCIL OF GOVERNORS

ALL HOST COMMITTEES MUST ABIDE BY THE MULTIPLE DISTRICT CONSTITUTION AND BY-LAWS, WHERE DULY INDICATED.

ALL MATTERS PERTAINING TO THE CONVENTION MUST BE APPROVED BY THE MULTIPLE DISTRICT CONVENTION ADVISORY COMMITTEE AND THE COUNCIL OF GOVERNORS.

## **HOST COMMITTEE**

### **MEETINGS:**

It is the responsibility of the Host Committee to provide adequate meeting facilities for the Multiple District Convention Advisory Committee when required.

It is the responsibility of the Chairperson of the Multiple District Convention Advisory Committee to convene meetings with the Host Committee at its discretion. (Max. of 4 per year).

### **MINUTES:**

The minutes of all Host Committee meetings shall be sent to the following:

- a) All members of the Multiple District Convention Advisory Committee, including the Council Chairperson and Multiple District Secretary.

### **MEMBERS:**

The Host Committee shall have no less than seven members, one of whom shall be the General Chairperson.

The General Chairperson presides over all meetings of the Host Committee and must prepare progress reports as required by the Council of Governors, the Executive Committee of said Council and/or the Multiple District Convention Advisory Committee.

The General Chairperson of each Host Committee is a member of the Multiple District Convention Advisory Committee, upon his/her selection, for the years up to and including the year of hosting the Convention and the year immediately following said Convention.

### **DUTIES:**

- a) Appoint one or more Vice-Chairperson.
- b) Appoint a Secretary and Treasurer.
- c) Prepare a budget outlining the 'estimated' revenues and expenses.
- d) Open necessary bank accounts. Authorize three (3) members of the Host Committee to act as co-signers, one of whom shall be the treasurer. It is required that any two signatures shall be sufficient at any time. The three (3) members may be bonded.
- e) Appoint as many sub-committees as deemed necessary for the success of the Convention. Appoint a chairperson to head each sub-committee.
- f) Hold as many meetings as deemed necessary for the success of the Convention.
- g) Notification of all Host Committee meetings must be sent to the Multiple District Convention Advisory Committee Chairperson.

### **VICE - CHAIRPERSON:**

The Vice-Chairperson is the General Chairperson's right hand person. In the absence of the General Chairperson, the Vice-Chairperson shall substitute for him/her, including meetings of the Multiple District Convention Advisory Committee.

### **SECRETARY:**

The Secretary must prepare the minutes after each Host Committee meeting and forward copies as indicated above.

He/she must keep a record of the progress reports submitted by each sub committee of the Host Committee.

He/she attends to all correspondence pertaining to the Convention.

### **TREASURER:**

The Treasurer is responsible for the setting up of books following usual accounting practices and should include:-

- a) The monies advanced by the Host Club or Clubs or by Multiple District;
- b) The deposits for room reservations (to be kept in a separate "In Trust" account);  
The monies received from the sale of hospitality books (if any), advertising, tickets for various events, draw tickets, pins, luncheons and all other sources. Each item must be properly identified as to its source;
- c) An accurate account of the deposits for room reservations and arrange for the hotels and motels to be paid as and when required;
- d) Preparation of financial progress reports, as required;
- e) A record of all purchases duly authorized by the Host Committee;
- f) Payment of accounts duly approved for payment by the Host Committee;
- g) The submission of a financial report, duly confirmed, to the Council of Governors within the time frame required by the Multiple District Constitution and By-Laws.

### **SUB-COMMITTEES:**

Each sub-committee should have a sufficient number of members to achieve its objective. Each sub-committee must submit written reports to the Host Committee as required.

The following sub-committees are usually appointed by the Host Committee:

Finance, Entertainment, Accommodation and Reservations, Meeting Rooms and Halls, Publicity; Decorating, Transportation and Tours;  
Official Ceremonies – Opening and Memorial Service;  
Registration, Draws, Partner-in-service programmes, Catering/Bars, Receptions, Event tickets, and Dances.

## **CONVENTION BUDGET & EVENT COSTS APPROVAL:**

The Host Committee is to prepare a forecast of its estimated revenue and expenses and submit to the Convention Advisory Committee at least 18 months prior to their convention. This includes proposed registration fees and all event tickets to be charged during the convention.

The Convention Advisory Committee shall submit said budget to the Council of Governors for their information and approval.

## **FINAL FINANCIAL REPORT:**

The final financial report must be submitted to the Convention Advisory Committee and the Council of Governors in accordance with the requirements of the Constitution and By-Laws of Multiple District.

## **HOUSING & ACCOMMODATION.**

Contract with each Hotel or Motel and other housing facilities filling the requirements; Select one (1) Hotel/Motel as the Convention Headquarters. (Usually indicated with the Convention bid);

Registration forms must be available no later than the preceding convention and may also be mailed to each club in Multiple District;

Prepare the room reservation form;

Reservations must be processed on a "FIRST COME, FIRST SERVED" basis. A dating or numbering system must be used;

All monies received must be given to the **Host Committee** Treasurer for proper recording and deposit.

## **ROOM OBLIGATIONS OF THE HOST COMMITTEE**

The Host Committee is responsible for providing the following: (usually in the headquarters Hotel)

- a) 1 suite for the Official Guest of Honour at no cost to the Multiple District;
- b) 1 suite for the Council Chairperson at no cost to the Multiple District;
- c) 1 double room for the Protocol Aide to the Official Guest of Honour at Multiple District expense; (usually located in close proximity to the Guest of Honour's suite);
- d) 1 double room for the current Canadian International Director if in attendance, at Multiple District expense;
- e) 1 double room for the Multiple District "A" secretary at Multiple District expense;
- f) 1 double room for the Multiple District "A" treasurer at Multiple District expense;
- g) 1 double room for each of the District Governors at their own expense, all on the same floor in the Headquarters Hotel;
- h) 1 double room for each of the District Governors-elect, all at their own expense, all on the same floor in the Headquarters Hotel;
- i) **Allow a sufficient number of rooms at the Headquarters Hotel for the Past International Directors, Multiple District Chairpersons and Multiple District Coordinators.**

It is important to note here that a deadline for those rooms under (g, h and i) must be given, as these rooms may be required otherwise.

## **INTERNATIONAL OFFICIAL GUEST & COUNCIL CHAIR**

It is the responsibility of the Council Chairperson to invite the International Official Guest speaker for the Multiple District Convention, in co-operation with the International Advisory Committee.

It has been the tradition to invite the International Second Vice President to attend the Multiple District Convention in the year that he/she will be International President-elect. *Note: exception is made by the Multiple District to invite the Canadian Director from the Multiple District in the second year of his/her term as the International Official Guest.*

As outlined in the section entitled “ROOM OBLIGATION OF THE HOST COMMITTEE” a suite must be provided by the Host Committee.

Hospitality and meal tickets for all Convention related functions and activities must be provided to the official guest speaker and adult companion and the Council Chairperson and adult companion at the expense of the Host Committee.

Hospitality and meal tickets must be made available for the protocol aides and their Adult Companion at the expense of Multiple District.

Upon arrival at the convention site, the guest speaker will be met and greeted by the following delegation:

The Council Chairperson (or his/her delegate); members of the International Advisory Committee in attendance; and, the Host Committee Chairperson (or his/her delegate)

Transportation of the International Official Guest is the responsibility of the Protocol Aide.

Note: The Adult Companion of the aforementioned are a part of the welcoming group.

## **PUBLICITY**

Pre-Convention releases should be sent to all clubs in the Multiple District. It is suggested that this be done in SEPTEMBER AND JANUARY prior to the Convention.

Use the Lion magazine and Multiple District website. The Lion magazine committee provides sufficient space in pre-determined issues for this purpose at no cost to the Host Committee.

## **REGISTRATION:**

Arrange for sufficient personnel to be available at the registration area, when open, particularly during the peak time for registration which is normally the first two days of the convention.

Provide sufficient facilities and equipment such as tables, cash boxes or registers, pens, pencils etc;

Provide Convention badges and convention information and programmes;

The registration area should be open at the predetermined hours as set forth in the checklist.

It is recommended that two desks be established to facilitate the registration process, 1 desk for all PRE-REGISTERED delegates and 1 desk for new registrations;

The Multiple District Credentials Committee desk must be in or near the registration area.

Note that registrations taken on Sunday are levied at 50% of the full registration price

CONFIRMATION NOTICES MUST BE ISSUED AS SOON AS POSSIBLE AND SHOULD INDICATE THE HOTEL/MOTEL, FUNCTION TICKETS AND RECOGNITION OF ANY SPECIAL NEEDS OR REQUESTS.

## **CONVENTION PROGRAMME:**

Each registered delegate will receive a copy of the official Convention programme. The compilation of the Convention programme is the responsibility of the Host Committee.. Advertising is permitted as an additional source of revenue for the Host committee.

The Business Session agenda and the schedule of all functions will be prepared by the Multiple District Secretary under the supervision of the Council Chairperson.

## **DRAWS:**

The Council of Governors must approve all draws associated with the convention and they must be subject to all municipal and provincial laws.

## **HALLS – MEETING PLACES – OTHER ROOMS:**

Select location of each well in advance with particular consideration for stage facilities or a platform, space for a head table, and other facilities as required for the function to take place. Inquire if decorations are allowed.

Contract, if necessary, date and hour to be clearly indicated and agreed on by the owner/manager and the sub-committee chairperson.

Initial allocation of rooms will be the Host Committee's responsibility subject to final approval of the Council Chairperson.

Based on availability and each Chairperson's budget, a minimum 3 to 5 general purpose seminar rooms for training and other purposes should be set aside. The Council Chairperson will determine the fair distribution of these rooms.

Halls, meeting rooms or other rooms usually needed are:

- Council of Governors meeting (Headquarters Hotel)
- International Night Banquet
- Space for Credentials Committee (Usually near registration area)
- Display area for next Multiple District convention.
- Voting room(s) (usually in main convention centre)
- Display area for Bulletins (usually in main convention centre)
- Opening Ceremonies - Main convention centre
- Business sessions - Main convention centre
- Memorial service - Main convention centre
- Incoming officer seminars.
- Council of Governors/DGE and Adult Companion dinner
- Past District Governors' Dinner (The Host Committee will coordinate a facility for the Past District Governors' Dinner. This event is not a Multiple District function and will therefore be handled by the Past District Governors' Association)

Any additional rooms which may also be required, subject to availability.

### **PROMOTION OF NEXT MULTIPLE DISTRICT CONVENTION.**

The Host Committee for the next convention site may wish to have space to promote their convention. They will be responsible for all expenses incurred for entertainment and security. Any charges for room space and tables/chairs etc. will be at the discretion of the current Host Committee.

### **AUDIO/VISUAL SUPPORT AND OTHER SPECIAL NEEDS**

Event conveners must advise Host Committee of any audio/visual system or special presentation requirements (if any). Additional charges may apply.

### **PROPERTIES – DECORATIONS:**

Permission is to be obtained from Hotels, Motels and all other venues to hang decorations. All property to be respected at all times – damages could ensue and result in a claim or suit. Collect decorations after the close of the Convention. Prior arrangements are to be made with the next Convention Host Committee to transport decorations and all other property, including flags, poles, stands etc.

## **TRANSPORTATION/TOURS:**

If tours are to take place, make necessary arrangements with licensed transportation firms specifying hours, sightseeing routes, length of tours, comfort and quality of equipment and shuttle schedules (if required). Costs are to be kept at a fair price.

## **ENTERTAINMENT:**

Entertainment is to be planned well in advance for those events that require same. Whenever possible it is recommended that local talent be used.

Host Committee must approve all contracts. Sign contracts indicating date and hour of performance on all copies and agreed upon by performers and the sub-committee chairperson.

## **MEALS – CATERING:**

Contracts with Hotels, Motels or other caterers are to be made as early as possible. Have various menus submitted with prices, taxes and gratuities included.

All arrangements must be approved by the Host Committee.

Contract with each caterer should be approved as early as possible.

The various functions at which meals/catering are co-ordinated are:

- Past District Governors' Dinner
- Breakfasts (optional)
- Convention Luncheon
- International Night Banquet
- District Governors' & District Governors-elect Dinner
- Saturday Luncheon (optional)

## **INSURANCE:**

The blanket policy provided by Lions Clubs International provides \$1,000,000 Liability Coverage for this event. Multiple District maintains \$5,000,000 PL&PD insurance covering Multiple district Clubs.

Multiple District maintains sufficient insurance to cover the replacement cost of all Multiple District property used and stored for Multiple District conventions (Flag inventory, poles, bases, Memorial paraphernalia).

It is recommended that the Host Committee insure itself against theft, hold-up, and fire etc, subject to the value of the property involved.

## **HOST CLUB HEADQUARTERS – EMERGENCY TELEPHONE NUMBERS**

The location and the telephone number of such headquarters and emergency facilities should be known to the Chairperson of the Convention Advisory Committee as well as all members of the Host Committee.

## **GOLF TOURNAMENT**

If so desired, the Host Committee has the option to host a Pre-convention Golf tournament, open to all members of the Lions Family. Anyone wishing to participate does so at their own expense. If the International official guest wishes to take part, the Host Committee **will** cover the cost.

## **OFFICIAL CEREMONIES - POLICY**

The Host Committee must provide a facility of sufficient size to accommodate a minimum of 400 persons.

The stage, where possible, should be no less than 60' x 30' with sufficient place for the flags, banners etc.

A section immediately in front of the stage must be set aside for Lion Dignitaries and others (adult companion and family of Council Chairperson and Governors) during the entire convention.

### **Sergeant-at-Arms**

The Host Committee on behalf of Multiple District will appoint sufficient persons to control order at Official Functions. These persons should be readily identifiable as such.

## **OPENING CEREMONIES –SUGGESTED PROCEDURE**

Details may be adjusted at the call of the Council Chairperson

The Council Chairperson, District Governors, and all other dignitaries should be assembled in an area to the rear of the Hall. If desired, a piper may be used to lead the procession. This party should be lined up in the following order:

Two sergeants-at-arms should lead in the procession (or follow piper if used).

Council Chairperson, the International Official Guest follows, with the Host Committee Chairperson at his/her side.

District Governors follow in two rows in such a manner as to arrive on the stage in District order from left to right, (left column facing stage should be lined up in District order A1 to A5 and the right column should be lined up in District order A16 to A 711)

Political Dignitaries (Federal, Provincial, Municipal) should follow Governors.

Once lined up the designated Lion, usually the Convention Advisory Chairperson announces from the stage that the official party for the opening ceremonies is now entering the hall and asks everyone to rise.

Upon reaching the stage each sergeant-at-arms takes up their position on each side of the steps and remains until the ceremonies are completed and dignitaries have left the stage.

(Sufficient seating arrangements must be provided on stage.

Once the party is lined up on stage the designated Lion introduces the Chairperson of the Council of Governors.

The Council Chairperson comes forward and makes a short welcoming address and introduces the District Governors.

Council Chairperson introduces the Host Convention Chairperson who welcomes the delegates to the convention and introduces the civic and political dignitaries, (He/she may or may not call upon one or all of these dignitaries to address the delegation)

The Council Chairperson next announces that the flag ceremony will begin and calls upon two predetermined District Governors to come forward and present the flags of Lionism (one in French and one in English)

Marching in of District & Multiple District Banners

The official ceremonies committee is required to line up the flags in the order as per agreed list.

Note: The flags may already be set on the stage, if the Multiple District is using video and therefore the following paragraph would not be applicable.

Appropriate music should be provided at this juncture.

As the flags arrive on stage they are dipped momentarily and then carried around the dignitaries (one left and one right) and placed in the appropriate holder. A member of the official ceremonies committee should be on stage and to help with placing the flags.

The final flags should be: - Lions International, Host Province, and Guest Province/Country.

Following the Provincial flags should be the flag of the visiting guest. When this flag reaches the stage the bearer turns to face the audience at which point all rise and the appropriate national anthem is played and/or sung.

When this is completed the flag is placed in its appropriate place.

When the flag of the visiting guest is other than an American, the U.S. flag should then be presented. When this flag reaches the stage the bearer turns to face the audience at which point all rise and the American National Anthem is sung. Immediately following the flag of Lionism is presented and all remain standing.

Finally the Canadian flag is presented. When this reaches the stage the bearer turns and faces the audience and everyone is invited to join in with the singing the national anthem. The flag is then placed in its appropriate place.

When this is complete the Council Chairperson officially declares the Multiple District Convention open and invites the delegates to participate in their convention, stressing in particular their attendance at the business and information/training sessions, giving the time and location of each. In addition any other official announcements are given at this time.

The Council Chairperson then turns the meeting over to the Opportunities for Youth program

### **MEMORIAL SERVICE**

The stage setting is identical to that of the opening ceremonies with the exception of the addition of the Memorial Candle placed in front of centre stage.

The official party is as follows:

- 1: Council Chairperson, International Guest and International Director.
- 2: Celebrant (if used)
- 3: District Governors in same order as opening ceremonies.
4. Memorial Service Master of Ceremonies

The proceedings at the Memorial Service are flexible and conducted at the call of the Master of Ceremonies in conjunction with the approval of the Council Chairperson

The following is a suggested basic program and order of business:

Musical Prelude  
Welcome  
Hymn  
Opening Prayer  
Musical Selection  
Honouring our Departed  
Memorial Message  
Prayer  
Musical Selection  
Rededication  
Hymn  
Closing Remarks and Announcements  
Musical Postlude

## **ADDENDUM**

### SAMPLE OF A GENERAL FORMAT FOR MULTIPLE DISTRICT CONVENTIONS

The format for each convention to be approved by the Council of Governors,

#### **PRE CONVENTION**

THURSDAY:            Golf Tournament - Optional

                              3:00 pm            Governors' caucus meeting

                              3:00 pm            District Governors–elect & Adult Companion leadership session

                              Evening            Past District Governors & Adult Companion Dinner  
   Governor/Governor-Elect & Adult Companion Dinner

#### **CONVENTION BEGINS**

FRIDAY                Council Meeting  
                              Seminars  
                              Incoming Council of Governors and Adult Companion Training is the responsibility of the MERL Team  
                              Convention Luncheon (with special theme)  
                              Opening Ceremonies  
                              Opportunities for Youth programs  
                              Council Photos  
                              Convention Host Dinner/Entertainment (could be in various forms)

SATURDAY            DGE Briefing Session  
                              Multiple District Seminars  
                              Entertainment, if planned  
                              Open Forum Session  
                              Next Multiple District Convention Reception  
                              International Night Banquet

SUNDAY                Committee change-over briefing  
                              Voting  
                              Memorial Service  
                              Business Session  
                              Council of Governors Change over ceremony  
                              Convention Adjournment

Other functions may be held by the Host Committee provided there is no conflict in any way with other activities indicated above.

**MULTIPLE DISTRICT**  
**CONVENTION BID FORM**

For the Convention year: \_\_\_\_\_

Proposed City and Province: \_\_\_\_\_

Submitted By: \_\_\_\_\_  
Name of Club(s) or District

Other participating clubs: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Suggested Dates \*\* \_\_\_\_\_

\*\* Last weekend in May or the first weekend in June

PLEASE READ THE ATTACHED CONDITIONS **BEFORE** COMPLETING  
THIS FORM.

# **QUESTIONNAIRE**

1: LODGING: List Hotels, Motels, Inns, etc. List Headquarters Hotel on first line.

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(If necessary, use separate sheet to complete this list.)

2: CAMPUS ROOMS. If college and/or university rooms are on the lodging list, will linen be provided?

YES

NO

3: MEETING ROOMS. Rooms listed under "Item 1" (conditions) shall be furnished with tables, chairs, lectern, sound system, and adequate lighting. Will these rooms and facilities be complimentary?

YES

NO

If not complimentary, what is the current estimated cost?

4: AVAILABLE ACTIVITIES AND LOCAL POINTS OF INTEREST. List briefly available activities and local points of interest, with costs if applicable.

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5: ESTIMATED COST OF MEALS, ROOMS AND REGISTRATION

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6: REMARKS: Additional comments if necessary.

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7: PRINT name and club of Host Committee members.

Chairperson: \_\_\_\_\_  
Vice- Chairperson \_\_\_\_\_  
Secretary \_\_\_\_\_  
Treasurer \_\_\_\_\_

8: Telephone Number of Chairperson: \_\_\_\_\_  
Residence \_\_\_\_\_  
Business \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_

9: PRINT committee mailing address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DECLARATION: The bidding club(s) declares that it is in good standing with:  
Municipal, Provincial, Federal, Lions International, Multiple District and with district  
authorities.

SIGNATURE: \_\_\_\_\_  
Committee Chairperson

DATE: \_\_\_\_\_

NOTE: When a Convention Bid is received, the Chairperson of the Convention Advisory  
Committee will personally visit the proposed host site and complete a Facility Inspection Report.  
A copy of which must be attached to this bid.

The Convention Advisory Committee will provide the Council of Governors with a draft copy of  
the Host Committee programme by "*specified date*".

Attach any supporting documents you may deem useful to complete this bid.

\_\_\_\_\_  
FOR Multiple District USE ONLY.

Date Received: \_\_\_\_\_  
Received by:: \_\_\_\_\_  
Remarks: \_\_\_\_\_

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**MULTIPLE DISTRICT CONVENTION BID - CONDITIONS**

This application is submitted with the knowledge that the bidding club(s)/District has reviewed the Multiple District Constitution and By-laws

The following facilities are required at or near the convention Headquarters.

- 1 Meeting rooms at or near H.Q. to accommodate the following:  
Thursday evening. PDG Dinner - 100 persons  
Thursday evening. DG/DGE Dinner - 60 persons  
Friday morning. Council of Governors - 60  
Friday: Convention Luncheon - 250  
Friday: Opening ceremony – 350 persons  
Friday evening: Host Dinner & Entertainment - 300 persons  
Friday & Saturday: Seminars, 8 rooms - 50 – 100 persons per room.  
Saturday evening: International Banquet – 300 persons  
Sunday morning: Memorial Service and closing - 350 persons
- 2 Adequate floor space at Convention H.Q. to accommodate the following:  
Registration Counters; Pin Traders; Commercial Exhibits.
- 3 For the duration of the convention, the Host Committee shall provide two (2) suites at its expense, one for the Council Chairperson, one for the International Official guest.
- 4 All profits made in hosting the convention shall remain the exclusive property of the Host Committee. ALL LOSSES, IF ANY, SHALL BE THE SPECIFIC LIABILITY OF SAID COMMITTEE.
- 5 This bid form must be completed in its entirety, duly signed, and received by the Multiple District Secretary ON or BEFORE December 15<sup>th</sup>.

This sheet is to be signed by the Committee Chairperson of the bidding club(s)/District and returned with the form.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_