

Appendix to the Policy & Procedures Manual

MULTIPLE DISTRICT 'A' LIONS CLUBS



CONVENTION GUIDELINES & DIRECTIVES MANUAL

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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. (maximum 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 MDA Council Chairperson and/or the Multiple District Convention Advisory Committee.

The General Chairperson of the Host Committee is a member of the Multiple District Convention Advisory Committee, upon his/her selection, for the years up to, 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;

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.

Confirmation Notices must be issued as soon as possible and should indicate the hotel/motel for each delegate. A copy should be mailed to each delegate, a copy should be provided to the hotel/motel and a copy should be kept for control purposes.

Note: In order to simplify the Housing & Accommodation process it is highly recommended that the Host Committee adopt a policy whereby Lions members wishing accommodations deal directly with the hotel.

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 Host Committee Expense;
- b) 1 suite for the Council Chairperson at Host Committee Expense;
- 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, all at their own expenses, all at the Headquarters Hotel where possible.

It is important to note here that a deadline for those rooms under (g,h,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 Companions 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 partners-in-service 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 should be in or near the registration area.

The Registration Fee for all Past International Directors from Multiple District ‘A’ and their spouses/partners shall be paid by Multiple District ‘A’

Registrations taken on Sunday shall be no more than 50% of the full registration price.

Confirmation Notices must be issued as soon as possible and should indicate the hotel, 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.

CONVENTION FUNDRAISING:

The Host Convention Committee may fundraise to help offset the cost of running the Convention. All fundraising activities must adhere to all municipal and provincial laws and must be approved by the Governors' Council.

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 Luncheon/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 partners-in-service dinner (This Dinner may be held in conjunction with the Past District Governors 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 (optional)
- District Governors & District Governors Elect Dinner (optional)
- Breakfasts (optional)
- Convention Luncheon
- International Banquet
- Youth Opportunities 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, and 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 (partners-in-service 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:

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

The Council Chairperson, the International Official Guest, the Protocol Aide, the Past International Directors & spouses/partners and the District Governors & spouses/partners follow.

From right to left facing the audience, the order should be Districts A1, A2, A3, A4, A5, Protocol Aide, International Guest, Council Chair, PIDs, Districts A711, A9, A12, A15, A16.

Once lined up the designated Lion, usually the Convention Advisory Chairperson, introduces the Council Chair, International Guest, Protocol Aide and PIDs. The PIDs & spouses/partners are escorted to reserved seating.

The Convention Advisory Chairperson announces the Parade of MD'A' & District Banners. The District Banners are carried into the hall by the District Governors Elect & spouses/partners and are presented to the District Governors & spouses/partners. The DGEs & spouses/partners take their seats in reserved seating. The Convention Advisory Chairperson introduces the DGs, DGEs & spouses/partners. The MD'A' Banner is presented to the Council Chairperson by the MD'A' Secretary and/or MD'A' Treasurer.

Once all Banners have been presented the District Banners are rolled up and secured by the respective District Governors. The exception being the MD'A' Banner and the Host District Banner which shall be displayed until the conclusion of the Convention. The spouse/partners of the DGs take their seats in reserved seating.

The Governors' Council, International Guest and Protocol Aide shall take their seats at the Head Table.

The Council Chairperson makes a short welcoming address.

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 Convention Advisory Chairperson next announces that the Flag Ceremony will begin. The Flag Ceremony shall be presented in both official languages, English and French.

The flags shall be presented in the following order:

- Flag of Lions Clubs International
- Flag of the United Nations (if used)
- Flags of the Province of Ontario and Province of Quebec (together).

As the flags arrive on stage they are dipped momentarily and then 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:

- Flag of the country of the International Guest
- Flag of the United States of America (if the guest is from a country other than USA)
- Flag of Canada

When the flag of the International Guest's country 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 played and/or sung.

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.

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.

CONVENTION BEGINS

FRIDAY	1:00 p.m.	Stew O'Brien Golf Tournament (optional)
	1:00 p.m.	Governors' Caucus Meeting with District Governors Elect
	2:45 p.m.	Council Photos
	3:15 p.m.	District Governors Elect Briefing
	6:00 p.m.	PID/PDG/DG/DGE Dinner (optional)
	8:00 p.m.	Hospitality Room with music/entertainment for all
SATURDAY	8:30 a.m.	Governors' Council Meeting
	11:00 a.m.	Opening Ceremonies
	12:00 noon	International Luncheon
	2:30 p.m.	Opportunities for Youth Presentations and/or Training/Information Sessions
	4:30 p.m.	Dinner on your own with a reception by Host Committee for the following year either prior to or following dinner
8:00 p.m.	Hospitality Room with music/hospitality for all	
SUNDAY	7:00 a.m.	Elections/Voting
	8:30 a.m.	Lions Business Session
	10:00 a.m.	Lions Memorial Service
	11:15 a.m.	Council of Governors Change Over Ceremony
	11:45 a.m.	Convention Adjournment

Other functions may be held by the Host Committee provided there is no conflict 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 ** _____

** Preferred Date - 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.

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.

5: ESTIMATED COST OF MEALS, ROOMS AND REGISTRATION

6: REMARKS: Additional comments if necessary.

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 Chairperson mailing address: _____

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

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

FOR Multiple District USE ONLY.

Date Received: _____
Received by: _____
Remarks: _____

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:
Friday evening: PID/PDG/DG/DGE Dinner - 150 persons
Saturday morning: Council of Governors - 75
Saturday: International Luncheon/Banquet - 350
Saturday: Opening Ceremony – 350 persons
Friday & Saturday evenings: Hospitality & Entertainment - 350 persons
Friday & Saturday: Seminars, 6 rooms - 50 to 75 persons per room.
Sunday morning: Business Session & Memorial Service - 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 January 1st of the year preceding the proposed date of the Convention. (For example – Bids received on or before January 1, 2017 shall be for the 2018 MDA Convention).

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

SIGNATURE: _____

DATE: _____