

# **LIONS TASMANIA**

*Lions Clubs International District 201T1 Inc*



# **CONVENTION MANUAL**

July 2014

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The purpose of this manual is to provide some guidelines to the organisation of a District Convention. It is intended to assist a Club, or Clubs, when deciding whether to nominate for host club, and to help the club that has been successful in being elected to the position of host club during the two years planning period. It is intended to be adaptable.

Lions attend conventions for a number of reasons. Among them are...

- to learn about Lionism.
- to discuss future activities.
- to meet old friends, and make new ones.
- to influence the future of the district.
- to have a good time.

There are some events that are expected to occur at every District Convention. It is expected that an Opening Ceremony with Flag and Remembrance Ceremonies be included as a part of every convention and while there are accepted formats for these, variations are expected, and can usually be negotiated between the Convention Organising Committee and the District Governor.

It is also recognised that the structure of conventions will vary from year to year. All towns are not the same; all clubs are not the same. However some things won't change. For example, it is expected that financial management will be of a high order at all times, and that business sessions will be conducted in adequate and suitable surroundings.

Those in charge of planning a District Convention have a great responsibility. To ensure record breaking attendance, they must present an environment that attracts participation from members of the District and offers an inviting programme.

To reach this goal, there are several important factors to consider. The first is time. How long will attendees be asked to attend the convention. Cost is another factor and every effort must be made to keep costs at a minimum. To hold the interest of conventioners, meetings and presentations must be fast-paced and interesting. Above all else, friendship should abound throughout the weekend!

When attendees leave the convention, you want them to feel they have learned something new, been well informed, inspired, and that they can't wait to come back next year!

This Manual is suggested as a guide to assist in planning a successful District Convention.

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The hosting of a District Convention is a three-year commitment for a Club or Clubs.

The first year initially involves the decision of the club to consider hosting a Convention, then comes the research and the preparation of a nomination and finally the presentation of that nomination at a District Convention.

Usually, an idea that a Club might consider making a bid to organise a District Convention starts out as a thought or a suggestion generally immediately following attendance at a District Convention. This idea is floated at a Club meeting and is debated.

District Conventions in District 201T1 are usually held on the second weekend of November each year. The actual date selected is determined by the District Governor in consultation with the District Cabinet and the Convention Organising Committee.

The decision of the Convention at which a nomination is presented determines what happens next. If the nomination is successful then the work really starts.

A schedule of tasks is detailed in Section 3 of this manual and more specific requirements are detailed in other sections.

The Convention Organising Committee (COG) has no authority of its own. It answers to the District Governor and the officers of the Cabinet. In reality, there are many times when the COG has to make decisions without consulting other people. The secret of success is communication, which really means keeping all the stakeholders informed.

In theory the COG will deal with three District Governors in the lead up to the Convention. In practice they will deal with the 2<sup>nd</sup> Vice District Governor, the 1<sup>st</sup> Vice District Governor, and in the Convention year, the incumbent District Governor.

Any Lions Club or group of clubs, within the district may nominate to be selected as host club.

There are minimum requirements set down by District as a guideline to interested clubs.

### **Venues**

For business sessions the venue must be capable of seating 1/4 of the district membership as at 30 June (about 300) prior to submitting the nomination. For the various ceremonies, lunches, social functions and other associated events the available venues must adequately service the requirements and attendance numbers of those events.

### **Accommodation**

As for venues, able to accommodate 1/4 of the district membership. Such accommodation to include hotel and motel, B & B, caravan, chalet, etc within one hour drive of the convention venue.

At least six double rooms as close to the venue as possible need to be reserved for the official party.

### **Local support**

An assessment of what support might be expected from local entities including local government, businesses and community groups should be included in a convention bid.

### **Procedure for applying for Host Club**

A Host Club is normally elected at a district convention two years in advance. For example the host for 2009/10 was elected at the 2007/08 convention.

A club wishing to be Host Club must submit a nomination to the Cabinet Secretary sixty (60) days or more before the commencement of convention at which the decision is to be made. Clubs are notified in writing of actual closing dates for nominations.

The nomination must be accompanied by a statement of the number of rooms which can be reserved. If accommodation under construction is included a statement from developers that building will be completed in time to be used at the convention.

The District Governor may appoint a committee to investigate and report on all nominations received. These reports may be tabled at convention prior to the delegates voting.

Each nominating club will be given equal time at the convention to present a case supporting its nomination. The successful club then has two years to plan and prepare for its convention

A schedule of events for the first year of the three-year cycle would be -

Ensure that the members of the Club are willing and able to commit to a three-year project of hosting a District Convention.

Appoint a Chairman of a “Steering Committee”. This Club member will probably continue as the Convention Chairman if the Club is successful in its nomination. It should be noted that the appointment of the Convention Chairman must be endorsed by the District Governor as that person becomes a member of the District Governor’s Cabinet.

Appoint a “steering committee” with the task of -  
Identifying suitable venues for all convention activities and obtaining all usage details including costs and projected availability  
Identifying all accommodation places and tabulating details and costs  
Seeking local opinion on possible support for a Convention – local government, local government offices, local businesses.

Compile a nomination document for lodgment when Convention notices are posted.

Nominate as required by the Convention notices.

Prepare a presentation to be given at the District Convention.  
Be innovative – be inventive – be light hearted but, above all – be enthusiastic.

If possible, use a PowerPoint presentation or at least a video clip or colour slides.  
Tell the conventioners exactly what your area has to offer. Show details of where you intend to hold the Convention and what accommodation is available.

If you intend to feature some special event or speaker – tell everyone.  
Conventioners are interested in how you will look after them when they attend.  
If you plan a special aspect of the Convention – tell them.  
Encourage all of your members to be present when the nomination is presented to demonstrate to the conventioners that your Club fully supports the bid.

Prepare any publicity material that might assist your nomination for distribution at the Convention.

You've won the nomination and how the hard work starts.

The Convention Organising Committee should be formalised as soon as you know you are the host club. This will probably be an extension/expansion of the steering committee which put together the original submission to convention applying for the right to host convention.

The Convention Organising Committee answers directly to the District Governor and the club/clubs hosting the convention.

Be prepared to think laterally.

There is always room for an original idea, but keep the club and the District Governor informed.

### **Membership of the Convention Organising Committee**

- Chairman (who will also be a member of District Cabinet)
- Vice Chairman
- Secretary
- Treasurer
- Committee Members (about seven or eight)

Try to get willing, enthusiastic Lions – and don't forget Lions partners - who have time to put into the project.

Willing learners are good too!

### **Duties of the Convention Organising Committee**

- To organise the convention according to the requirements of the 201T1 Constitution and Policy Minutes
- To co-ordinate various sub committees
- To prepare a budget, receive moneys and pay accounts
- To meet the special needs of the District Governor
- To report at least four times each year, in writing, to the District Cabinet
- To promote the convention through the District Newsletters, Cabinet Secretary's mail outs and direct communication with Clubs in the District

### **Duties of the Members of the Convention Organising Committee -**

#### ***Chairman***

- Presides over committee meetings.
- Co-ordinates the activities of committee members.
- Keeps all committee (and club) members fully informed.
- Attends each Cabinet Meeting.
- Provides a written report to each Cabinet meeting.

**Vice-Chairman**

- Presides over meetings when Chairman cannot attend.
- Other duties as appropriate.

**Secretary**

- Keeps minutes at committee meetings.
- Attends to correspondence.
- Provides copies of minutes to all committee members, including District Governor, Vice District Governor/Elect and Region Manager.

**Treasurer**

- Maintains a complete and separate record of all receipts and expenditures.
- Opens a separate bank account nominated “District 201T1 Convention Account Year../..” Signatories to this account to be two of Treasurer, Chairman or Secretary or other committee member as circumstances demand.
- Provides regular statements of receipts and expenditure to committee members, District Governor, Cabinet Secretary, Cabinet Treasurer as appropriate.
- Prepares a budget and submits to Cabinet according to 201T1 Policy Minutes
- Ensure that all expenditure is approved by the Convention Organising Committee, and within District 201T1 guidelines.

**Members**

- Undertake duties as required.
- Chair a sub-committee of the Convention Organising Committee as required.

**Sub-Committees**

Because of the complexity of a District Convention we recommend that a number of sub-committees be formed. The number and jobs allocated can vary quite a lot so the following sections should be seen as a guide only. The number of members each sub-committee has will vary according to the job, the people, and the numbers available. There are even situations where a committee of one can be very effective.

Ideally the Chairman of each sub-committee should be a member of the Convention Organising Committee. This means that regular updates can be passed on from sub-committees along with suggestions and recommendations.

If the Chairman isn't kept informed, his reports to Cabinet will not be accurate.

The following is a suggested list of sub-committees

- Registration
- Accommodation
- Hospitality
- Venues
- Catering
- Public Relations
- Protocol
- Entertainment

**It is the second weekend in November and your Club has been elected to host the District Convention two years from now!!!!**

Some of the groundwork has been done but now you have to confirm that work.

The first thing to do is to confirm the appointment of the Convention Chairman and the Convention Organising Committee (COC)

It is now that the structure of the COC needs to be formalised

What sub-committees are needed?

What are their responsibilities?

Meet with VDG

Review sites visited and decide if one will be suitable.

Decide to proceed and agree to place preliminary proposal to Cabinet.

A venue may be in one location or split between a hotel and a convention site.

Emphasize costing is preliminary and will change.

This is the time to decide on a theme for your convention. This is done in consultation with your District Governor.

This theme should be used on all correspondence and in promotional material.

Begin putting the framework of your budget in place.

Agree calendar of meetings.

Enter into detailed discussions with Venue(s) management

Confirm venue(s) still available.

Confirm in writing bookings for venue and required accommodation.

Suitable rooms for VIP's, International Guest(s), District Governor all with partners.

**Confirm as early as possible in New Year -**

The various types of rooms available to be noted.

Detailed financial discussion.

Cost of VIP and other special accommodation.

Meeting room rental

Hire of room for main events.

Hire of room for Sunday meeting.

Cost of meal at Host Night.

Cost of meal at Banquet and Ball.

Cost of lunch for Saturday.

Cost of lunch for Sunday.

Cost of tea/coffee at Saturday break and morning of arrival.

Cost of area for stands.

Printing costs (menus etc)

Other related costs

**Check facilities.**

Ensure that main venue room can be changed round within time available.

Check with police that signs can be put up.

Is there enough space for stands?

Risk Assessment.

Re-check venue for fire certificate and confirm up to date.

Check and seek details of all licences and permits required

Check fire evacuation procedures.

Are there adequate working emergency lights.

Liaise with supporting

Lions Host Night.

Agree on a theme

Who will organize the event?

Who will prepare decorations, table covers, etc?

Who will organize music?

Important to fix this if dealing with more than one Club.

Do you have a good contact for music?

Banquet and Ball.

As host night.

At appropriate time will need to liaise with DG/VDG regarding VIP guests.

Transport - If using two locations, can transfer transport be arranged?

Are Lions mini-busses available?

**Sponsorship -**

Main activity ends second year but preliminary work can start now.

Aim to cover all printing costs. This is a District expense

**Documentation.**

Ascertain if printer will make special offer - Trade off may be advert in booklet.

**Treasurer**

At this stage little action. - Documentation could be prepared.

**Secretary**

All meetings to be minuted. - Copies to DG and VDG even if not in attendance.

**Health and Safety**

Make discrete early inspection of venue.

Full risk assessment and check of hotel documentation prior to year 3

**IT - This is a District expense**

To arrange provision of required equipment

For visual displays, roving microphones and radio equipment.

Liaise with District IT Chairperson.

Set up a special account for the Convention.  
Agree direct debit arrangements.  
Primarily Treasurer's function.  
Details to be minuted at next meeting.

### **Convention Presentation**

Power Point presentation to be prepared  
Agree maximum time with DG  
Booking Forms and bank mandate documentation to be available

### **Flag Party**

Nature of Flag Party to be agreed  
Arrangements made with Flag Party

### **Display Stands**

MD, District Officers and Clubs, including Pin Clubs, to be asked if they wish to have a stand at Convention.  
Space may be limited so allocate on first come first booked basis.

Quite a lot of space in this booklet has been devoted to the work of subcommittees. Look critically at this. We recommend seven committees. Do you need seven? More? Less? Begin setting them up as the work unfolds.

Form subcommittees where this has not already happened.

Convention Organising Committee continues to meet monthly.  
By now the District Governor Elect will have attended several meetings.  
Continue to keep him/her well informed.  
Check that all booked accommodation/venues is still secure.  
Confirm bookings.  
Plan layout and prepare format for hospitality functions, etc.  
Design letterhead for committee, if that is not already done.

### **November**

Attend District Convention  
Present a progress report to Convention  
Promote your convention with a display and handout material at Convention

Make sure you are well represented at the convention before yours. It's good PR. And a good learning experience.  
Take notes at convention. What to do, and what not to do.  
How registration is managed  
How business sessions unfold.  
How hospitality happens.  
Clarify parameters for subcommittees if necessary.

**The final year begins .....**

This timetable should be seen as a guide only. Adapt it as you need to.

**December**

Obtain detailed income and expenditure from sub committees for budget.  
Write to Newcastle and order shop products.  
Teaser for District newsletter

**January**

Prepare release for District newsletter and Cabinet Secretary's mailout  
Discuss with District Governor guests the club wishes to invite. (Include sponsors, local dignitaries, close friends of Lions International, the press, radio, TV, etc)  
Teaser for District newsletter

**February**

Prepare and submit progress report including budget to Cabinet meeting  
Continue general planning  
Check insurance cover.  
Article for District newsletter and Cabinet Secretary's mailout

**March**

Consider all aspects of the hospitality programme in full.  
Include representatives of other sub committees as they can be affected.  
Keep PR releases going.

**April**

Make final adjustments to budget.  
Finalise hospitality programme in consultation with District Governor Elect.  
Keep up the PR.

**May**

If not already done, get final approval from the District Governor on hospitality cost to individual Lions.  
Send invitations to local people you plan inviting to the Opening Ceremony.

**June**

Prepare report to Cabinet and District Governor for June Cabinet Meeting.  
Re-confirm all venues, accommodation.  
Approach Local Government Authority with request for Civic Reception.

**July**

Committee to meet fortnightly if necessary.  
Continue PR releases to clubs.  
Have registration form printed and included with District newsletter

**August**

Order delegate satchels, folders, or bags.

Continue PR.

Tell clubs about accommodation, tours, special functions, guest speakers, but don't tell too much at the one time.

Discuss with District Governor official guest list, prior to invitations being issued by him/her.

Consult with District Governor about the list of invitees for LGA Civic Reception.

This list goes to the LGA which issues invitations to its reception.

Repeat circulation of Registration Form.

**September**

See that all tickets, name tags, etc. are ordered.

Order all sign writing.

Keep up the PR.

By now the District Governor will have a final draft of the programme for your information. Setting up the programme isn't as easy as it sounds.

The Convention Manual – including programme, reports, nominations, etc. is the Cabinet Secretary's responsibility. The Convention Organising Committee does not print this book

Look to local publicity. Let the local paper, radio, etc. know that you are hosting a convention.

Committee and subcommittees meet as often as possible.

**October**

Examine all facets of organisation.

Give close attention to detail and leave nothing to chance.

Set dates for rehearsals.

**November**

Too late to worry now! Enjoy the results of all your work.

**December**

Don't forget to send letters of appreciation to all who have supported you.

If you've used the local school choir or band, send a personal letter to them.

They will think that's great that you've recognized them personally.

Send a letter of thanks to the Mayor (if necessary).

If the local media has reported on the Convention, a letter of thanks to them will assist you in the future.

The CoC must send a final report to the next Cabinet meeting together with a copy of the financial reports.

An, most of all, as Organising Chairman, say thank you to the members of your Club for their efforts.

A Treasurer will be appointed as a member of the Convention Organising Committee

The role of Treasurer is a most important one and contributes greatly to the overall success of the Convention.

The Treasurer will maintain control of all financial transactions and activities.

All monies (receipts and expenditure) are subject to scrutiny and audit.

There are a number of tasks that the Treasurer is responsible for including –

- Maintenance of books of account – these may be maintained manually however computerised financial records have been maintained in recent years – discuss with Cabinet Treasurer and COC Treasurers from previous conventions
- Establishment of a bank account in accordance with the District Constitution
- Setting a budget

The COC is responsible for generating sufficient income to cover the costs of the Convention.

District Cabinet provides an “advance” of \$2000 to cover the costs of any deposits and pre-convention costs that would normally be recouped from registration and other fees.

**Some costs are a cost against the District including -**

Hall Hire for business sessions only.

Hire of public address system.

Costs associated with recording proceedings.

Costs associated with setting up the hall for business sessions, including hire of chairs, banner for front stage, etc.

Signage for top table - to be arranged by the CBL Chairman

Cost of accommodation for official party in accordance with Policy Minutes

Hospitality costs of official party in accordance with Policy Minutes

The cost of the Convention Programme/Directory should be covered by District however, much of this should be recovered from advertising/sponsorship

Registration costs including postage, printing, etc

Name badges and holders

**Costs which must be covered by the COC include -**

Satchels or similar

Signage for the main hall

Decorations for hospitality functions

Catering costs for hospitality

Opening and Closing Ceremonies - note that costs for the Remembrance Ceremony should be a charge against participating clubs.

Cost of drinks, alcoholic and non-alcoholic, ice and appropriate licences which should be recouped by suitable charge to conventioners.

Convention Bannerette or pin - this may be recouped through sales to conventioners. NOTE: the District Governor will require some bannerettes to present to guests.

Signage on streets to direct conventioners to the convention centre.

All income and expenditure, including that paid by or through the Cabinet Treasurer must be included in the Convention Financial Reports so as to give a "true" picture of the financial aspects of the Convention.

Once convention is over all the bills must be paid.

A statement of receipts and expenditure must be submitted to the February cabinet meeting following the Convention

**THIS DOES NOT NEED TO BE AN AUDITED STATEMENT.**

A financial statement is required no later than the February Cabinet meeting as the Cabinet Treasurer needs to have his books audited.

Do not hesitate to contact the Cabinet Treasurer about matters of finance. He/she is on your side!

## Setting the Budget

In preparing a budget it is best to be conservative.  
Under estimate numbers, rather than overestimate.  
Check figures for the last convention, and those before it if they are available.  
Check each function separately.  
All Lions at Convention don't attend all functions.

It is imperative that all projected income and expenditure costings are included in the Convention budget as the setting of registration and hospitality fees need to accurately reflect costs involved.

It is not intended that a Convention be run at a profit however, it is most important that Convention is not run at a loss and therefore a cost to District funds.

The COC needs to be aware that it should keep costs down as much as possible. It's a shame when a Lion has to say, "I'd like to go to convention, but it's priced outside my range"

Sponsorship can greatly assist in keeping convention costs within satisfactory limits and discounts can assist as well. The Treasurer needs to be informed of all "income" from these and any other sources.

Each Sub-Committee will need to prepare a budget as part of the Treasurer's total budget.

The Treasurer will require accurate figures from sub-committee on...

Venue hire for business sessions

Venue hire for other functions - remember that hire of venues will need to be broken down to share cost among the various functions to be held

Table and chair hire

PA and recording system

Estimating attendance can be difficult. Budgets must be set before registrations are available. An intelligent guestimate is all that can be done. Talk to the Organising Committees from the last two years. Evaluate the attractions your community has to offer and measure them against distance to be traveled and so on. It is much better to underestimate numbers than to over estimate. Note too that 400 registrants doesn't mean 400 for breakfast, or Saturday dinner.

By the December preceding convention sub committee chairmen should have preliminary estimates of costs.

Part of this is arriving at figures to show how these costs will be recovered, where that is appropriate.

The Convention Organising Committee should examine all estimates.

If pruning is considered necessary this should be referred back to the subcommittee for further consideration.

Using these figures a preliminary budget can be prepared.

This needs to be completed by 1 February so it can be submitted to the District Governor and the District Cabinet for the February Cabinet Meeting.

If necessary any questions from cabinet can be referred back to the Convention Organising Committee before the final budget is presented to cabinet by 1 March. If the procedure is carried out accurately any alterations to the final budget will be minor.

Once the final budget has been accepted only the District Governor, the Executive of District, or the Cabinet can alter it.

Venues need to be adequate. They do not need to be plush establishments. Hosting a convention is not a competition. Don't be put off because your town does not have a modern convention centre.

The Venues Sub-Committee will be required to identify venues for –

- Opening Ceremony
- Business Sessions
- Catering areas – lunches/morning and afternoon tea
- Informal Reception
- Convention Gala Dinner

### **Convention Centre**

This is where the business of convention will be conducted.

Consider the following requirements -

**Seating capacity** - you need to be able to seat about 300. During parts of the convention there will be times when the audience is much smaller, but the Opening Ceremony and the Closing Ceremony are usually well attended.

**Stage or raised area** - a stage isn't essential, but space for a temporary raised area is. The stage or raised area needs to be large enough to accommodate the official party - six (seven with the Sergeant At Arms) each of whom needs 'double space' because of the paper work they bring with them. Identification plates also have to be placed before each member of the party - the CBL Chairman supplies these.

**Registration Centre** - again space is the important thing. Ease of access is also important. There needs to be room to look after several Lions at once.

**Static Displays** - the Foundations, Mints and Cakes, other Lions projects, all need room to display and advertise. Access is important. Displays need to be close to the convention centre.

**Lions Shop** - also needs room to display items for sale, room for a counter, cash box, etc.

### **Hospitality Venues**

It isn't always possible to have these in the same building as the convention centre. It isn't absolutely essential, but the hospitality venues, generally need to be close to the centre. Special events, such as Saturday Night's Dinner may be held further away. Provide clear maps, instructions, so no one gets lost.

Functions associated with the Opening Ceremony if not in the Convention Centre need to be in close proximity and easily accessible from where the Opening Ceremony takes place

Lunches and morning teas need not be inside a building, but shelter from bad weather is necessary.

The end of convention function on Sunday will be informal, and venue can be selected to suit

**Public Address & Recording Facilities**

Business Venues require an efficient public address system. You will need three microphones in the body of the hall, and a minimum of three on the “top table”. Talk to your expert about “fold back” facilities so the top table can clearly hear what is being said. All proceedings need to be recorded. The Cabinet Secretary must write a detailed report on all that happens at convention and relies on the recordings to ensure that he/she is accurate.

**Chairs and tables**

If you need to hire extra furniture book it early, if only for peace of mind.

**Multiple use of venues**

It is sometimes necessary to use a venue for more than one function. For example there have been many times when the business venue has become the scene for the Convention Dinner. This isn't a problem, provided you have a team of efficient furniture arrangers. In such a case it would be wise to discuss costs of hire of the venue with the District Governor to ensure that agreement has been reached on a fair sharing of such costs between District and the Convention Organising Committee.

The Convention Organising Committee has NOT been responsible for organising accommodation for Conventioneers for a number of years.

However, an Accommodation sub-committee has a responsibility to identify sufficient accommodation places to accommodate the expected number of Conventioneers.

Details of all available accommodation including type/star rating/costs and contact details should be compiled and distributed to all Clubs in the District.

It is wise to advise all accommodation places in your area of the impending convention and request that they make a "pencil block booking" to allow a priority booking from Lions, such booking to expire on a pre-selected date unless a firm booking is made by a conventioneer.

The COG is responsible for booking the accommodation for the official party.

A minimum of six double rooms must be reserved as early as possible.

A cheque for the deposit on these rooms should be obtained from the District Treasurer when they are booked.

District will pay the balance of the account for these rooms when they are vacated.

If you have any doubts about the quality of accommodation have a member inspect prior to convention. This way the minority who feel obliged to complain can be forestalled.

One of the most lasting memories that Lions take away from Conventions is that of the ceremonies.

The Ceremonies Sub-committee is responsible for the organisation of all ceremonies and a close liaison should be maintained with the District Governor in the protocols governing these important events in the Convention programme.

Ceremonies include -

- Opening Ceremony
- Flag Ceremony
- Remembrance Ceremony
- Closing Ceremony

It is usual practice that a Lion be appointed to conduct each of the ceremonies and he, with the assistance of and input from the Ceremonies Sub-committee develops the format of the particular ceremony.

### **Opening Ceremony**

The opening ceremony can set the tone of the whole convention.

The format of the opening should be determined at an early date and all participants should be identified and their involvement confirmed.

It has become usual practice to include a “Welcome to Country” in the opening.

Who is to open the convention?

It is usually the local Member of Parliament, the local Mayor, or another person of standing in the community. Discuss this with your District Governor.

If entertainment – band/choir/vocalist/poet – is part of the opening, be sure that bookings are made early and requirements – microphones/piano/etc - noted

### **Prior to the day be sure that –**

All participants are invited, in writing, to the Opening Ceremony and the Informal Reception that follows.

There is sufficient seating space on the stage for the whole official party.

There is sufficient performance space for participating artist/s

### **Prior to the ceremony commencing -**

Be sure that there are enough seats on the stage for the whole official party.

That there is seating at the front of the auditorium reserved for the official party and guests.

That you liaise with the Venues Sub Committee who have responsibility for setting up the hall.

If using a band, choir, etc. they are in place before the official party enters

**Remembrance Ceremony**

The District Governor invites the Lion who conducts the Remembrance Ceremony. Feel free to make suggestions to the District Governor.

Liaise closely with that person to ensure that all requirements are met, and that all involved understand the needs, the process, etc.

A rehearsal is a good idea if it can be arranged.

The ceremony does not necessarily have to be a “Christian” ceremony. Many Lions are not Christians.

Consider a permanent memorial such as a tree planting, a rose garden, etc. to follow during convention, if you and the District Governor feel it appropriate.

Do not forget to recognise deceased partners..

**Flag Ceremony**

Again the Lion who conducts the Flag Ceremony is invited to do so by the District Governor. There is nothing wrong with suggesting a suitable Lion to the District Governor.

Make sure you collect the district set of flags from the preceding Host Club, once the preceding convention is over.

Organise the required number of flag bearers prior to the convention, be they Scouts, Guides, or Lions.

Liaise closely with the Lion conducting the ceremony.

A rehearsal is a good idea if it can be arranged.

Make sure music [live or taped] is available before the ceremony.

**Closing Ceremony**

The closing ceremony is usually quite short.

It needs to be well done, as there ought to be some feeling of regret that the convention is over for another year.

The person who conducts the closing ceremony is invited by the District Governor to do so.

He/she usually conveys his/her needs to the committee during the convention, unless they are of an unusual nature, when they should be passed to the committee early enough to ensure their implementation.

Liaison with that person should occur as with other people involved in the formal parts of the convention.

Entertainment is an important part of the convention. Conventioneers take away from a convention lasting impressions, many of which are based on the way they have been entertained.

There are two elements to consider in planning the entertainment -

- Cost
- Quality

Consider the following during the planning stage: -

- Good taste, rather than elaborate acts.
- Nothing should be offensive to those of a different culture.
- Local talent is of enormous value.
- In the past skits presented by the members of the host club have been well received.
- If you use local talent see that it is recognised. Often people will give their time free because it is for Lions. Invite them to dinner; give a donation to their choir, band or group.
- Use of professional groups will probably incur costs.

A Functions sub-committee would have overall responsibility for the organisation of  
Civic Reception  
Informal Reception  
Convention Gala Dinner  
Morning and Afternoon teas and Lunches

Summary of probable functions...

## **Friday**

### **Civic reception**

Usually the Local Government Authority is prepared to offer a Civic Reception if requested. The Convention Organising Committee should approach the local Council about this as early as possible. Once the number of Lions that can be invited is known the District Governor should be advised.

### **Post Opening Ceremony Function**

Should be informal.

Allows Lions and local dignitaries to get to know one another.

As some Lions will not have eaten between leaving work and arriving at convention provide plenty of food, which does not need to be elaborate.

## **Saturday**

### **Morning and Afternoon Tea**

Tea and coffee, with fruit juice or similar for those who drink neither and, perhaps, a biscuit. The big country tea isn't part of our aging population's needs.

Discuss with the District Governor whether the programme is to provide a break or not.

**Lunch**

Keep food simple and light.  
Provide tea & coffee.  
The bar may open.

**Convention Dinner**

Format will vary according to your imagination and the District Governor's ideas.  
Is often more formal.  
Plan a three-course meal.  
The bar will definitely be open.

**Sunday****Breakfast**

A "Breakfast Together" as for Saturday may be required.  
The District Governor may also want a "Key Members (and First Conventioneers) Breakfast.

If that is the case an extra venue will be needed.

It is usual practice that the Tasmanian Lions Foundation conducts its Annual General Meeting at a breakfast venue on the Sunday morning however, while advise on a venue may be sought, the booking is usually made by the TLF Secretary.

**Lunch**

As for Saturday.

**Post Closing Ceremony Meal**

This can be a BBQ or a similar informal meal.

No other functions can be organised by Lions Clubs or other groups of Lions without the approval of the Convention Organising Committee.

Alcohol is not to be included in Hospitality Books.

All drinks are to be on a user pays basis.

Costs of hospitality have been held to a consistent level over the past ten years.  
In today's climate it is important that this policy continues.

The Convention Organising Committee may be asked to organise a tour, or similar day function for partners.

This should not be programmed to take people away from interesting parts of the programme such as keynote speakers.

Include in the costs such items as part costs for furniture hire, decorations, donations to voluntary organisations helping (scouts, etc), and wreaths, trees, roses etc.  
There may be other incidental expenses too. Income should include amounts to be recouped from clubs.

General  
Pre Opening Ceremony  
Informal Reception  
Morning/Afternoon Tea  
Luncheon/s  
Convention Gala Dinner  
Breakfast/s

### **Caterers**

Professional caterers take much of the worry and pressure from the organising committee. If they are available they are worth investigating.

Local groups such as P&F Associations, sporting clubs, church groups, CWA often take on catering as a means of fundraising. They are also worth investigating. It is a way of making a successful activity for both Lions and the local groups.

Other clubs, and other service organisations. Like the groups in the second section they are often experienced and capable. It is also quite acceptable to have a neighbouring Lions Club undertake responsibility for a meal, or couple of meals.

The Registration Sub-Committee has a 'quiet time' leading up to convention. The busy time is just before, and during the convention.

**The duties of the Registration Sub-Committee are...**

- Prepare the Registration Form.
- Maintain a record of all registrants.
- Set up and man the Registration Centre during the Convention.
- Maintain accurate records of attendance for the Cabinet Secretary.

**The Registration Form should be kept simple.**

Every Lion attending Convention should complete a Registration Form. Although simplicity is important, so too is it important to include all the information needed.

Note the following -

- A space should be provided for people with special dietary needs to indicate these.
- It must allow Lions to indicate the need for child care facilities.
- There are several sections in the Policy Minutes relative to registrations. Note the following...
- All registrations must go to the Convention Organising Committee.
- Registrations close 15 days before the opening of convention.
- Late registrants may not be able to attend all hospitality functions.
- No refunds will be made on cancellations within seven days of the start of the convention.
- All registration forms must be accompanied by full payment.

The use of computers to record registrations is now common, and there are several Lions able to advise if that is a course you wish to follow.

**Publishing the Registration Form**

The Registration Form is usually in the June District Newsletter. It seems wise to wait until the MD Convention is out of the way.

**The Registrar**

Usually the Registrar is the Chairman of the sub-committee, but this position can be delegated to another.

The Registrar needs to be available at all times during the Convention to sort out any problems as they arise.

**Accreditation Reports**

Process as they arrive.

Have a plan to ensure that this can be done.

Either computerise records or establish a filing system that enables easy reference when queries/problems are presented.

Issue receipts for payments as registrations are received.

Include summary of registration to give Lions the chance to correct any omissions they may have inadvertently made.

Post this back to registrants immediately.

Pass all monies to the Treasurer with a summary showing accommodation deposits, etc.

See that running totals for all hospitality functions are made for the hospitality sub-committee.

### **The Registration Centre**

Make sure that the Registration Centre is

- Well signposted
- Easily accessible
- Big enough to cater for 'rush hour' groups.
- Big enough for people to move away from the counter to chat.
- Adequately staffed at relevant times.

### **Complaints**

There will be some.

Refer all complaints to the registrar or chairman of the sub committee.

One person should handle all these.

### **Satchels/bags**

What is used to package conventioneer's goods is up to the Convention Organising Committee.

Ask to be involved in the decision.

You need something that can be managed quickly and efficiently.

### **Late Registrations**

You may be sure there will be some!

Late registrations are not part of our system.

Should you choose to accept registrations after the closing date there is no obligation on the Convention Organising Committee to provide all or any hospitality.

Make sure you have discussed with your caterers their understanding of the limits they will accept to an increase or decrease in numbers.

### **Delegates and Alternates**

The registration of delegates and alternates is handled by the Cabinet Secretary and does not form part of your responsibilities.

The Cabinet Secretary will require a table adjacent to the Registration Centre.

To establish a continuous total of registrations, cross out a number each time a registration is completed.

Lions

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
61	62	63	64	65	66	67	68	69	70
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100

Lions Partners

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----

Leos

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----

Lioness

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----

The Hospitality Sub-Committee looks after the organisation of all catering. In a typical long weekend convention this would include an a bbq prior to the convention opening, an informal supper on Friday evening, morning and afternoon tea on Saturday and Sunday, lunch on Saturday and Sunday, a formal dinner on Saturday evening and an informal end of convention meal on Sunday. In addition there could be a “Key Members Breakfast” and possibly another breakfast depending on circumstances.

Sounds like a lot of work, and it is.

There are several requirements laid down by District which serve as broad guidelines...

Hospitality, in terms of cost must be self-supporting. This isn't a profit making exercise but charges need to cover costs.

Hospitality books are supplied at no cost to the individuals concerned as follows...

- District Governor and partner.
- 1<sup>st</sup> Vice District Governor and partner.
- 2<sup>nd</sup> Vice District Governor and partner.
- Cabinet Secretary and partner.
- CBL Chairman and partner
- Official guests of the District Governor and partners.

The total cost of all hospitality must carry a 17.5% loading when charges to Lions are calculated to cover the cost of Hospitality books above.

Clubs are encouraged to seek sponsorship to help keep costs as low as possible.

All drinks are at consumer cost and not to be covered by Hospitality books.

Any profit made by the Convention Organising Committee, after all accounts are paid, is to be paid to District 201T1. It will be credited against the District Convention Account.

### **NAB sponsorship**

The National Australia Bank provides sponsorship funding for the conduct of the Youth of the Year project throughout Australia. Although the COG does not derive any financial benefit directly from this sponsorship, there is a requirement that NAB is acknowledged on the District Convention satchel

### **Sponsorship can assist in defraying the cost of a convention.**

Let sponsors know that a convention brings money into the community, particularly if shops are open during the convention.

Try your local industries and businesses for sponsorship.

Offer potential sponsors the sponsorship of small parts of the convention.

Make sure you have something to offer a sponsor.

This could be ...

- The sponsor's logo on a satchel.
- Acknowledgement in the programme.
- A banner displayed on the wall of the hall.
- Or another way.

Listen to your potential sponsors.

The Public Relations Sub-Committee should have the responsibility for promotion of the convention.

It seems a good idea to have it control both the Lions Shop and the co-ordination of static displays.

### **Promoting the Convention**

There will be a space in the programme for a "convention report".

A PR committee will realise that a bald report will not catch the imagination of conventioners.

You need to promote the idea that this convention will be different, and will be fun! A selling point, a gimmick will appeal to people.

Once the preceding convention is over start publicity through the District Newsletter. Make items brief. Cover one topic at a time.

Send pamphlets through the Cabinet Secretary's mailout.  
(Check the mailout dates with the Cabinet Secretary)

Regional Radio, both ABC and commercial radio, is very helpful where local events are concerned. It may be possible to obtain time to be interviewed by one of your local presenters.

You may also like to try to obtain local radio/TV coverage of the opening ceremony. Don't let failure disappoint you.

### **Static Displays.**

Always an important part of convention, static displays need some planning.

Ask the Convention Chairman to raise the matter at the Cabinet Meeting so that District Chairmen are aware of the need to start planning early.

Different Chairmen have different needs. You may be asked for tables, pin up boards, or access to electric power. Often the local schools are prepared to lend such items as desks, pin up boards, portable chalk boards, etc. if they are asked. Make sure that, at the July/August Cabinet Meeting, the Convention Chairman seeks firm orders for space, and other requirements.

Try to persuade District Chairmen to commit themselves sooner, rather than later.

### **Lions Shop.**

Host Club orders the shop stock direct from Newcastle office.

Display cabinets are included.

Write to the MD office in the November preceding the convention advising the staff of the dates of the convention, and that you wish to run a shop.

Transport of goods is organised by Newcastle.

Goods are pre-selected by staff, based on their not inconsiderable experience of what is in demand.

When goods are received immediately check against the inventory and notify Newcastle if there are discrepancies.

Instructions for the return of the shop and unsold goods must be adhered to exactly. You don't want to be responsible for another convention committee not having a shop.

If possible set up a small group whose sole job it is to run the shop.

It needs to be manned at all times.

Arrange a supply of District Pins for sale through the shop.

Any income from pins returns to District.

### **Convention Satchel**

A job for the Public Relations Committee.

Recent conventions have seen a departure from the plastic satchel.

It is fine if you can get a sponsor to pay for them.

Cheaper options should be explored.

### **Convention Bannerette/Pin**

Design should be responsibility of the Public Relations Committee.

Use the opportunity to reflect the convention theme, the local community.

Prior to printing make sure the District Governor has approved the design.

### **Convention Port**

Taking a souvenir Port home from convention is almost as pleasant as helping to choose the port. It too, is part of the Public Relations Committee's work, and is usually a popular job.

The committee should be aware of the rules governing the use of the Lions Logo on items sold for profit or fundraising. The committee, in designing the label, could extend the theme of the convention to this job too!

### **Budget**

The treasurer will need, from this committee the following costs,

- Folders
- Carry Bags
- Bannerettes
- Convention Port (or other souvenir)

He will also need to know the following items of income.

- Any sponsorships
- Expected income from sale of bannerettes/pins
- Expected income from sale of port/souvenir

**The Programme**

This is the responsibility of the District Governor, and the committee should have little role to play in putting it together. However courtesy says that the District Governor will keep the committee informed as to the contents and order of the programme.

The Governor has control over content, order of business and timing of speakers.

However it is likely that the committee will have major input into

- The Opening Ceremony, including
- The Remembrance Ceremony, and
- The Flag Ceremony

In most cases the Governor will seek local Lions to conduct the last two. The Opening Ceremony will probably involve the local Mayor and the local Member of Parliament. It is usually easier for the committee to keep in touch with them. Make sure that the Governor receives copies of scripts for Flag and Remembrance Ceremonies. He/she does like to know what is likely to happen.

**The Convention Booklet**

The Cabinet Secretary prepares the convention manual.

The cost of printing is a District responsibility however the COG can assist in defraying the cost by arranging sponsorship/advertising.

Although the COG is not responsible for its publication it is useful to know that it will include...

Rules of Debate	The CBL Chairman.
Nominations for District Governor.	The CBL Chairman.
Nominations for Vice District Governor.	The CBL Chairman.
Nominations for Directors of Foundation, etc.	The CBL Chairman.
Voting procedures.	The CBL Chairman.
Notices of motion.	The CBL Chairman.
Reports to convention.	District Chairmen
Message from Host Town Mayor.	Local Mayor through COG.
Message from Host Club President.	President through COG.
Message from District Governor.	District Governor.
Message from Chairman, COG.	Chairman, COG.
Report from Past District Governor.	Past District Governor.
Programme of events.	District Governor.
Profiles of special guests.	for Lions – Cabinet Secretary for non-Lions, as appropriate.
Outline of history of host club and/or town	Host club.
Remembrance ceremony.	Cabinet Secretary

## **Social Functions**

The District Governor will decide those visitors who will be invited to social functions of the convention.

He will be guided by the Policy Minutes which state that -

- District Governor and partner
- 1<sup>st</sup> Vice District Governor and partner.
- 2<sup>nd</sup> Vice District Governor and partner.
- Cabinet Secretary and partner
- Cabinet treasurer and partner
- CBL Chairman and partner - will make up the official party.

There will be times when the District Governor, or the Convention Organising Committee will wish to recognise a major contributor to the convention by inviting them to one or more social functions. It shouldn't be a problem. Discuss it with the District Governor.

## **Sergeant at Arms**

The Sergeant at Arms is usually a Lion recommended by the host club/s and endorsed by the District Governor.

The Sergeant at Arms assists the District Governor in the conduct of the Convention programme.

The Sergeant-At-Arms will need to know the number of delegates registered each day so he/she can establish a quorum.

The Cabinet Secretary will provide this information.

The Cabinet Secretary will need to be able to report on attendances/registrations.

He/she will need to know the numbers of Lions, Partners, Lioness, Leos from 201T1.

He/she will also need to know Lions, Partners, Lioness, Leos, from other districts.

He/she should know the districts, outside our own, which are represented.

He/she will need a further list of those needing to be recognised - this includes visiting International Officers, Past District Governors, and so on.

Summaries outlining the above should be with the Sergeant at Arms and/or the Cabinet Secretary prior to the call to order.

## **Rules of Debate**

Rules of Debate are provided by the CBL Chairman and are published in the Convention Booklet. They are adopted at each District Convention.

## **Guest speakers**

The District Governor will determine who the guest speakers at a District Convention shall be. He/she may seek a recommendation from the Convention Organising Committee especially relating to any local person who might appropriately undertake this role.

A Lion of International standing may be invited by the District Governor to attend and to address Convention. Such dignitary is hosted by the District Governor and endorsed by Cabinet. Protocols relating to such an invitation are laid down by LCI and there is an appropriate request form to be completed. It is usual that the initial invitation is made to the incumbent International Director for the Constitutional Area and expenses relating to the accommodation and hospitality are borne by the District with travel costs paid by LCI.

Multiple District Officers and/or Managers may be invited to attend Convention and it usual to include hospitality costs in the Convention budget but with travel and accommodation costs paid by the invitee or by the particular Lions organisation he/she is representing.

Costs relating to the engagement of other guest speakers are usually the responsibility of the Convention Organising Committee.

Funding of gifts and presentations is organised by the District Governor.

The Cabinet Secretary is responsible for most of the administrative requirement particularly in relation to formal notices and other constitutional requirements.

The Cabinet Secretary will formally advise all clubs in the District of the date and venue for the Convention and will call for any notices of any motion, Nominations for the various elected positions, call for details of delegates and details of any deceased members for inclusion in the Remembrance ceremony.

The Cabinet Secretary will formally advise all clubs in the District of notices of motion to be considered at the Convention and details of all nominations received.

The Cabinet Secretary will compile a register of delegates and will issue voting forms to these delegates at the time of registration at the Convention. An appropriate area will need to be provided for the Cabinet Secretary to work from.

The Cabinet Secretary will compile a list of all deceased members/partners for inclusion in the Remembrance ceremony. The COC will need to liaise with the Cabinet Secretary to ensure that all relevant information is included in the ceremony presentation.

The Cabinet Secretary is required to provide the Sergeant-at-Arms with a Credentials Report prior to the commencement of each business session of the Convention so that a quorum might be established. The COC Registration Committee will need to provide the required information.

The Cabinet Secretary is required to submit a report of the proceedings of the Convention to LCI and will require relevant information for the COC to assist in compiling this report.

**Extracts from the District Constitution relating to District Convention.**

**Article 6 Election, Appointment of District Governor/First and Second Vice District Governors**

Section 1 The delegates attending the Annual District Convention shall at each Convention elect a District Governor, First Vice District Governor and a Second Vice District Governor for the following financial year by secret ballot by the preferential system of voting as set out in the Commonwealth Electoral Act for the election of Members of the House of Representatives

Section 2 No person shall be entitled to be elected as District Governor, First Vice District Governor or Second Vice District Governor unless he/she is qualified in accordance with the provisions set out in the International Constitution and Bylaws of the Association (Appendix A Section 3; he/she is nominated by his/her Club and such nomination is certified in writing by the President or Secretary of the Lions Club of which he/she is a member (or he/she is endorsed by the majority of the Lions Club in the District and such endorsement is certified in writing by the President or Secretary of such Clubs) and such certification or endorsements (as the case may be) together with the nominee's written consent is delivered to the Cabinet Secretary at least sixty (60) days prior to the date fixed for the opening of the District Convention; or he/she is nominated from the floor of the District Convention in accordance with Section 6 of this article; and The District Nominations Committee or such other person or Committee appointed by the District Governor of the day for that purpose, shall have confirmed his/her eligibility

Section 3 The Cabinet Secretary shall give written advice of the persons nominated to each Club in the District and to Multiple District 201 Council Executive Officer at least thirty (30) days prior to the opening of the District Convention

Section 4 At any Convention where an election is to be held a nominating speech on behalf of each candidate shall be made by the delegate to the Convention selected by the candidate. The nominating speech shall not exceed four (4) minutes for each candidate and a warning signal shall be given thirty (30) seconds before such time elapses. A candidate's speech shall be limited to five (5) minutes and a warning signal shall be given thirty (30) seconds before such time elapses

Section 5 Where only one eligible candidate is nominated in accordance with the provisions of this Article the District Governor shall be entitled to conduct the election on the Delegates voices and if the election of the candidate is approved by the District Convention the District Governor shall be entitled to declare that candidate duly elected and invite the candidate to address the Convention. The District Governor may invite a delegate selected by the candidate to introduce the incoming District Governor to the Convention

**Article 7 Finances**

Section 1 Each club shall pay to the Cabinet Treasurer to defray District administrative costs such fee per member per annum as shall be determined by a Convention

Section 4 Out of the fee referred to in Section 1 hereof the Cabinet may determine such amount per Club member which shall be paid into the District Convention Fund to defray District Convention costs for the purposes other than hospitality

**Article 8 District Convention**

Section 1 The District shall hold a Convention each financial year

Section 2 The city or town where a Convention shall beheld shall be determined by the Convention which is the Second Annual Convention before the Convention in respect of which the application or decision is being made

Section 3 Any Club desiring to be the Convention Host Club of a Convention shall make application in writing to the Cabinet Secretary at least sixty (60) days prior to the date fixed for the Convention at which the decision will be made. Each such application shall set out particulars of the proposals and the Club’s reasons for considering the same to be suitable and shall be considered by the Convention.

Section 4 If no nomination is submitted at the Convention in accordance with this Article or if the Convention should not accept any nomination duly made the District Governor (in office at the time when the decision would normally be made pursuant to Section 2 hereof) shall determine the city or town where the Convention shall be held.

- Section 5 The date and premises and other phases of the Convention (including budgetary matters) of a Convention shall be determined by the District Governor in office at the time when the city or town where the Convention is to be held is determined or when any decision relating to such Convention is required to be made. Such decision may be altered by the District Governor or his/her successor. The time and programme for a Convention shall be determined by the District Governor in office when that Convention is to be held
- Section 6 The District Governor shall preside over the Convention and all Convention arrangements (including the programme and the times of the Convention sessions) shall be under his/her supervision and control
- Section 7 The District Governor may appoint a Convention Organising Committee, and such other Convention related Committees as he/she may from time to time determine. He/she shall appoint a chairperson of all such Committees and designate the duties of such chairperson and their committees. He/she may removed and/or replace any person so appointed
- Section 8 The Delegates at each Convention shall be determined in accordance with the provisions of the International Constitution of the Association (Article IX Section 3). Each past District Governor of the District, who is a member of a Club within the District, shall be a delegate of the Convention with full rights as such independent of the ordinary Club quota of his/her Club

**Article 9 District Convention Expenses**

- Section 1 The Convention Organising Committee subject to direction from the District Governor or the Cabinet shall be authorised to incur such expenses as are incidental to the running of the Convention out of District funds
- Section 2 An Hospitality fee, the amount of which shall be determined by the District Governor or the Cabinet shall be collected from each person who applies to attend each Convention. This fee will be collected by the Convention Organising Committee and used to meet hospitality expenses exclusively. The Convention Organising Committee may make such refunds of hospitality fees as it shall think fit and pro9per subject to any directions from the District Governor
- Section 3 Any surplus from moneys collected by the Convention Organising Committee shall be handed to the Cabinet Treasurer for disposal in such manner as the Cabinet may decide. Any deficit shall be dealt with as such Cabinet shall think fit

Section 4 The Convention Organising Committee shall submit to the District Governor audited statements of the Convention accounts within ninety (90) days of the close of Convention, such audit having been made by a Registered Company Auditor and a copy of such audited statements shall be forwarded to each Club in the District during the following month and shall be submitted to the following District Convention

**Article 10 Convention Motions**

Section 1 Subject to Sections 4 and 6 hereof the only motions to be considered at a Convention shall be those which:  
Have been submitted in writing to the Cabinet Secretary not less than sixty (60) days prior to the date of opening of the Convention by a Club within the District and which are signed by the Club's President or Secretary; or have been approved by Cabinet for submission to the Convention not less than sixty (60) days prior to the date of opening of the Convention or a Sub-Committee of Cabinet appointed for that specific purpose

Section 2 Any motion relating to a District Project must contain full organisational details of the project and the financial responsibilities of the Clubs within the District which decide to participate in the project, or where the details of a District Project are being amended, such motion must contain sufficient information to identify the effect of the amendment on the organisational details of the Project and the financial responsibilities of the participating Clubs

Section 3 The Cabinet Secretary shall advise all Clubs within the District of all motions to be placed before the Convention (and any information submitted on a motion relating to a District project) at least thirty (30) days prior to the opening of the Convention. Such information may be posted to the Club concerned.

Section 4 Notwithstanding any of the Provisions of this Article a motion (except any motion concerning the adoption of a fund raising activity of any nature) may be considered by the Convention as a Late Notice of Motion provided that:

- a) i it arises as the result of debate or action taken at the Convention relating to a motion received in time; or
- ii it arises as the result of a recommendation contained in an official forum report to the Convention on a matter pertaining to a topic scheduled for discussion at that forum; or
- iii it relates to a happening or event occurring between the due date for lodgement of motions and the commencement of the Convention and is approved by the District Governor as a proper matter for inclusion in the agenda of the Convention as a Late Notice of Motion; and

at least two thirds of the delegates present and voting support the admission of such a motion to the Convention programme or agenda; and;

the Late Notice of Motion is supported by a written submission signed by the President of a Lions Club on behalf of his/her Club, or by the District Governor.

A vote on any question can be cast only by a delegate present (which for the purposes of this Article includes alternate delegates acting as delegates)

Section 6 Section 1, 3 and 4 of this Article shall not apply to motions of a formal nature

Section 7 Any motion carried at a Convention should take effect at the close of the Convention unless otherwise specified in that motion

Section 8 A copy of the complete proceedings of the Convention shall be supplied to the Association and the District Governor in accordance with the provisions of the Constitution of the Association and to each Club in the District which shall request the same in writing from the Cabinet Secretary within twenty-one (21) days of the close of the Convention.

*Extracts from the District Policy Minutes*

## **Section 4 Convention**

### **Section 4.1 District Convention**

Provision is to be made in the District Administration Budget for payment of the following –

- Cost of registration and hospitality books for visiting VIPs, Lions Guest Speakers and their partners
- Cost of registration and hospitality books for District Governor and his/her partner
- Cost of registration and hospitality books for First and Second Vice District Governors, Cabinet Secretary, Cabinet Treasurer and Constitution & By-Laws Chairman (partners not included)
- Cost of double accommodation with breakfast for District Governor and his/her partner (Accommodation: maximum \$120.00 per night, Breakfast \$18.00 per person)
- Cost of double accommodation with breakfast for First and Second Vice District Governors, Cabinet Secretary, Cabinet Treasurer and Constitution & By-Laws Chairman (Accommodation: maximum \$120.00 per night, Breakfast \$18.00 per person)

Claims for payment are to be made to the Cabinet Treasurer within 30 days of the closure of the Convention. All Claims must be accompanied by supporting documentation. Cabinet Treasurer will settle all claims within 30 days of receipt.

### **Section 4.2 District Convention : Delegates Ballot Papers**

All club delegates to the District Convention must be registered as a conventioneer

Ballot papers may be provided to delegates at the time of registration but, in those instances where a presentation is to be made that might influence a vote, the ballot box is not to be available until after that presentation

## **Section 9 Property and Records**

### **Section 9.2 District Flag Set**

That any Convention Organising Committee, or other reputable organisation requesting the loan or hire of the District Flag set or any individual flags, be granted subject to the Cabinet Executive of the days approval. A fee of \$100.00 is required for hire of any six flags, if more are required, the price will be negotiated.

Where permission for a loan is granted to any Lions club no charge shall be made

All flags on loan or hire are for indoor use only, and must not be displayed or used outdoors

In the event of any request for the District Flag set, or individual flags being granted the organisation shall be made aware by the Cabinet Secretary of their responsibilities regarding the safe custody, cleanliness, delivery and return of the flags which will be at their cost Any flags returned requiring attention;; repairs or replacements shall be rectified at the expense of the hiring organisation

## **Section 12 General**

### **Section 12.2 Remembrance Book**

A District Remembrance Book is maintained in which, at each District Convention, are recorded the names of deceased members for the previous year. The Lions Club of City of Launceston to b responsible for the maintenance, safe keeping and financial costs of the Remembrance Book