

Lions District 201N3 Inc.

CONVENTION MANUAL

FOREWORD

The District Convention is the supreme policy-making body of District 201N3. A convention must be held each year, usually over a weekend, to set the future direction of the District and Cabinet.

The purpose of this Manual is to provide to all involved parties the organisational details that are required for the conduct of a District Convention.

It is recognized that the planning, preparation and conduct of a Convention can differ from year to year. Many factors contribute to this; therefore these guidelines should be seen as adaptable, except where Cabinet Policy Minutes or the District 201N3 Constitution is involved.

There are a number of points that must be adhered to, particularly with regard to the financial aspects, program and certain other details. In the planning, such matters should always be referred to the District Governor (once he/she is elected), the Cabinet Secretary, the Cabinet Treasurer or the Constitution & By-Laws Chairman as appropriate.

The most important thing to remember is that the Convention Organising Committee is acting on behalf of the District 201N3 Cabinet and must abide by their decisions.

This Manual has been prepared following a decision of the Cabinet. The Committee welcomes any comments and will certainly consider any changes / alterations / amendments that may be suggested.

Walter Sellers,
District Governor
2005-2006

TABLE OF CONTENTS

ABBREVIATIONS AND TERMS	3
A THE BIDDING PROCESS.....	3
B PREPARING THE BID.....	3
1 CONVENTION VENUES.....	4
2 BUSINESS SESSIONS	4
3 DISPLAYS	5
4 LIONS SHOP.....	5
5 REGISTRATION	5
6 LUNCHESES, MORNING TEAS etc.	5
7 PARKING.....	5
8 FIRST AID.....	5
9 ACCOMMODATION	5
10 FINANCES	6
C THE SELECTION PROCESS.....	7
D CONVENTION ORGANISING COMMITTEE (COC).....	8
E ROLES - RELATIVE TO THE CONVENTION.....	8
1 CONVENTION ORGANISING COMMITTEE.....	8
2 DISTRICT GOVERNOR & THE CABINET.	9
3 CONVENTION CHAIRMAN.....	10
F PROGRAM.....	10
APPENDIX A.....	11
EXTRACTS FROM THE DISTRICT CABINET POLICY MINUTES (Oct 2005)	11
APPENDIX B	19
DISTRICT CONVENTION IN BRIEF.....	19

ABBREVIATIONS AND TERMS

CabSec	Cabinet Secretary
CabTreas	Cabinet Treasurer
CBL	Constitution & By-Laws Chairman
COC	Convention Organising Committee
DG	District Governor
DGE	District Governor Elect
HQ	Head Quarters
MD	Multiple District
PA	Public Address

A THE BIDDING PROCESS.

Any Lions Club in Good Standing, or a number of Clubs, is eligible to nominate to organize and host a District Convention. The District Cabinet has established a set of Policy Minutes (Appendix A) that clearly sets out the Bidding Process.

Organisation of a District Convention is a long-term undertaking, and Clubs that are considering such a step should fully consider all of the requirements and commitments. It is frequently the case that the Host Club does not have the membership to carry out all of the tasks “in house” and they generally then enlist the assistance of members of the Lions family from other nearby Clubs.

There are many factors to be considered when preparing a bid. The list below is not exhaustive but is an indicator of the range of items to be included. These headings are more fully explained in other sections of the Manual.

- ❖ Venue
- ❖ Facilities
- ❖ Accommodation
- ❖ Finances

B PREPARING THE BID.

Each bid needs to be prepared and submitted by August more than two years in advance to allow it to be presented for adoption at a convention. You should state your recommended Convention Chairman and Secretary’s names. It will help if current costs are supplied with each item. You will need to check availability of dates / venues / accommodation.

There are many requirements that are summarised in the sections below. The detailed requirements are covered in the Policy Appendix at the rear of this Manual.

1 CONVENTION VENUES

They must be wheelchair friendly, (School hall, Town hall, Community hall, RSL or Sporting Club, theatre, etc.) with good acoustics. First Aid facilities should be available.

Each part of a convention program has a need for seating in the main auditorium.

The venue requirements for major program components are:

- ❖ Opening - 350 seats in “concert” style
- ❖ Other Business Sessions –200 seats in “concert” style
- ❖ Seminars and Workshops (if held)– 3 rooms up to 50 seats “concert” style
- ❖ Registration –table and chairs, with some queue and storage space
- ❖ Display Area – minimum lineal 20 metres
- ❖ Hospitality venues for:
 - Informal Reception – up to 250 standing with some seating
 - Convention Highlight – up to 300 seated and space for 100 dancers
 - Convention breakfast and/or sit-down lunch

2 BUSINESS SESSIONS

The business sessions of the convention are usually spread over two days and need:

- ❖ Air-conditioned suitably lit auditorium
- ❖ Large stage,
- ❖ Clear aisles for the movement of flags and people.
- ❖ Tables and chairs for the stage for erection after the opening,
- ❖ A PA system preferably with a control box (on stage) for floor mikes
- ❖ 1 microphone for the stage table, 1 per lectern, 1 per aisle in the auditorium
- ❖ Preferably a large screen for the auditorium
- ❖ Data projection and DVD playing capability for the auditorium
- ❖ Local transport to and from venues if needed
- ❖ A Deaf Aid loop is preferable

3 DISPLAYS

An area is needed for the setting up of up to twenty displays of projects, either in open space or in a closed room. It should encourage visitors to walk through the area and view displays. Adequate lighting and power should be available, with suitable access for bulky equipment. Overnight security must be available.

4 LIONS SHOP

Suitable space may be allocated for the provision of a Lions Shop (if required) in the display area. If used, secure facilities must be provided for the more valuable stock.

5 REGISTRATION

The convention registration area can be in a room or an open area, but must house tables and chairs with space for boxes of material behind. The area will be needed the day before the convention opening and each day of the convention.

6 LUNCHESES, MORNING TEAS etc.

- ❖ Conventioneers need a supply of tea, coffee and water/soft drink while the business sessions are being conducted. Sufficient stations should be supplied outside the auditorium to service a large number of people quickly.
- ❖ Conventioneers may need quick provision of nutritious lunches so they can attend sandwich seminars or meetings if appropriate.
- ❖ A sit-down lunch may need to be catered for, depending on the program.

7 PARKING

Most conventioneers choose to drive to conventions, tow caravans or travel by bus. Due to the aging profile of the Lions family, there needs to be adequate parking in close proximity and with easy access to the Convention Centre. There should be some spaces allocated for disabled drivers.

8 FIRST AID

First Aid facilities should be available at the Convention Centre.

9 ACCOMMODATION

Convention delegates and officials need a range of accommodation types and prices within 15 minutes of the Convention Centre. These range from hotel/motel

District 201N3 Inc of Lions Clubs International

suites to caravan sites. Listed below are the basic requirements for a convention location. Current rates should be included with the bid.

- ❖ Minimum 100 – double self-contained rooms in hotels, motels or apartments.
- ❖ Caravan parks with powered sites and on-site vans
- ❖ Bed and Breakfast or home billeting.
- ❖ Minimum 10 double rooms for officers and guests at the HQ hotel.

10 FINANCES

The control of all expenditure for a Convention is one of the most important roles for any COC. Therefore, the following will be of interest.

- ❖ Admin expenses offset against district funds include: hire of business venue; PA and recording; flowers for remembrance; additional signs; emblems for publicity; printing; stationery; postage; telephone; bank; travel; accommodation; accommodation and hospitality for Official Guests; Audit fees.
- ❖ Expenses are offset against sale of tickets for: Social functions, breakfasts, luncheons, highlight dinners.
- ❖ Social function and meal costs are restricted to the cost of similar functions at the previous convention plus a CPI increase unless approved by cabinet.
- ❖ Bannerettes and Pins are to be covered by sales.
- ❖ Activity costs (golf etc.) are to be met by participants
- ❖ COC is authorised to set up a separate Convention Account
- ❖ The admin amount made available to the COC is the amount collected for convention in the previous year's district dues
- ❖ The DG or cabinet may set a hospitality fee to be collected from each conventioneer by the organising committee that is used to meet hospitality expenses only, but may be refunded subject to the DG's direction
- ❖ Accounting of funds requires admin and social functions to be separate, and also Lions Shop sales.
- ❖ COC and Cabinet Treasurer are responsible for accounting for the Lions Shop if run. Funds are forwarded separately by the Cabinet Treasurer after return of unsold stock.
- ❖ COC is responsible for ensuring any Lions Shop stock is insured until returned (MD??)
- ❖ All income must be receipted and recorded

District 201N3 Inc of Lions Clubs International

- ❖ Petty cash expenses over \$20 must be paid by cheque
- ❖ Surplus money from the convention will be paid into the district convention account
- ❖ COC is responsible for having accounts audited and to the DG within 90 days of the convention.
- ❖ Timing of advances from district are to be justified by the COC Chairman after the convention budget has been approved.

BUDGET

- ❖ A draft budget is submitted as soon as practicable after the COC is formed, separating business and ceremonial sessions from hospitality functions
- ❖ The administration and business sessions are costed on the basis that all Lions contribute towards them through their dues, but sponsorship may also be used.
- ❖ The hospitality area must be self-funded by conventioners, but sponsorship may also be used.
- ❖ Complimentary hospitality is extended to up to 10 official couples.
- ❖ A revised budget is submitted to Cabinet when needed. This allows Cabinet to keep abreast of proposed changes.
- ❖ Policy requires an “affordable” convention.

ACCOUNTS

The District Treasurer has overall responsibility for all district finances. Therefore, proper accounts must be kept by the Convention Treasurer, and should allow for cross checking against the Budget.

- ❖ Advances are available against authorised expenses.
- ❖ The COC Treasurer must have accounts audited and submitted to the Cabinet Treasurer with three months of the conclusion of the convention.

C THE SELECTION PROCESS

- ❖ Initially, the District Governor checks each submitted bid to make sure that the bid complies with the basic logistical requirements of this Manual. If OK, it will progress further.

- ❖ Once all the bid details are verified, the bid is submitted to the following Convention for voting by delegates.
- ❖ The winning bid committee is formally advised of its success and invited to proceed with the organisation of the Convention.

D CONVENTION ORGANISING COMMITTEE (COC)

The Club(s) will need Lions to occupy the following positions:

- ❖ Convention Chairman
- ❖ Convention Secretary
- ❖ Convention Treasurer

Upon confirmation by the Cabinet, the COC may then appoint other Lions to the various positions and report to the Cabinet accordingly.

Upon appointment, the COC should immediately start the planning process, especially in the financial area, and the Chairman should submit a report to and attend each Cabinet Meeting.

The COC should also send copies of minutes of each meeting and tabled reports to the Cabinet Secretary. If the COC feels that they would like to alter any particular aspect of the convention, full details should be submitted to the District Governor for decision.

E ROLES - RELATIVE TO THE CONVENTION

1 CONVENTION ORGANISING COMMITTEE.

The COC is responsible for all of the local aspects of the Convention and they should stamp their flavour onto the Convention. Of course, they must report on their actions to Cabinet, but in the main, the COC arranges the following:

- Advices to clubs re convention administration and accommodation;
- Admin re business sessions and forums, PA and recording;
- Admin for socials and tours; Admin for transport;
- Promotion of the convention to all clubs;
- Registrations, issue of programs, hospitality books, social event ticketing.
- Venue, facilities, decoration for the opening ceremony;
- Venue, facilities, flags for the flag ceremony;
- Venue, facilities and shrine for the remembrance ceremony;
- Venue, facilities, flags for the closing ceremony;
- Venue, facilities, signage for the stage party
- PR; town decoration; local involvement, civic reception

District 201N3 Inc of Lions Clubs International

- Printing of handbook; Printing of proceedings; Printing and stationery;
 - Satchels; giveaways, products, sponsors
 - Reception of guests; room gifts
 - Operation of information and Lions Shop, Display Area, security
 - Accommodation reservations for DG's official party and guests
 - Sponsorships, budget preparation
 - Recorded proceedings of the convention
-
- ❖ Headquarters Motel - The District Governor will advise the number of rooms to be reserved for the Cabinet Executive and Guest accommodation.
 - ❖ Program - Within a month after the bid has been accepted, the COC should forward to the District Governor a skeleton outline of the proposed program, allowing for any local flavour that the COC may desire to introduce.
 - ❖ Promotion - The promotion of the convention in every possible way, including a booth at previous conventions, should be considered. Use of the internet and the District Newsletter is not to commence prior to the opening of the preceding Convention. The website should be ready for display immediately following the preceding convention, but not before.

2 DISTRICT GOVERNOR & THE CABINET.

The District Governor's responsibilities are many and he/she will generally, in the interests of timing, make most of the day-to-day decisions. All convention arrangements are under the DG's supervision and control

- ❖ DG and officers manage the convention and are responsible for:
 - Theme;
 - Agenda;
 - Reports;
 - Allocation of tasks;
 - Speakers and Guests;
 - Gifts and flowers for guests;
 - Forums;
 - Business sessions;
 - Elections;
 - Record of proceeding;
 - Budget approval;
 - Admin approval;
 - Necrology names;
 - Seating plans;
 - Social Event approval
- ❖ DG approves the program and convention handbook

District 201N3 Inc of Lions Clubs International

- ❖ DG invites guests (international, MD and other DGs)
- ❖ DG decides bannerette design and quantity
- ❖ DG appoints the organising committees and chairmen and sets the duties
- ❖ DG appoints a Convention Standing Committee if required
- ❖ The CabSec is responsible for accreditation and credentials reports.
- ❖ The CBL Chairman is responsible for ballots and elections.

3 CONVENTION CHAIRMAN.

Under the supervision and direction of the District Governor, the Convention Chairman is responsible, **either directly or by delegation**, for the following aspects **during a** District Convention:

- ❖ Provide any reserved seating during all business sessions (liaise with the DG)
- ❖ Marshall delegates into the convention hall.
- ❖ Call sessions to order.
- ❖ Give Notices before closing sessions.

F PROGRAM.

The COC should recommend a local Guest Speaker but should not issue an invitation until the Speaker is confirmed by the District Governor.

The organisation and selection of the person(s) to conduct the Opening, Remembrance and Closing Ceremonies is in the hands of the COC. The District Governor should approve the script.

The District Governor will allocate any other duties required for the Program.

APPENDIX A

EXTRACTS FROM THE DISTRICT CABINET POLICY MINUTES (Oct 2005)

As they apply to the organisation of District Conventions
(*Constitutional references are in italics*)

Control of Finances

- 3.1 (c) With the exception of the account operated by the Convention Organising Committee, all District funds shall be controlled by the Cabinet Treasurer. District Officers are not authorised to either set up or operate sub-impres accounts.

Convention Bannerettes

- 3.18 A charge shall be made against each Lions Club and Lioness Club to cover the cost of Convention Bannerettes presented to each Club.

CHAPTER 4: DISTRICT CONVENTION - ADMINISTRATION

Annual Convention

- 4.1 *The District shall hold a Convention each financial year.* (Art. 8, Sec. 1)

Determination of Convention Location

- 4.2 *The city or town where a Convention shall be held shall be determined by the Convention held two years before the Convention in respect of which the application or decision is being made. The Convention shall determine the city or town by secret ballot by the preferential system of voting as set out in By-Law 1.* (Art. 8, Sec. 2)

Host Club Applications

- 4.3 (a)
(i) Any Club considering hosting a Convention may obtain from the Cabinet Secretary a précis of the Convention requirements prior to preparing their application. (February 2004)
(ii) *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.* (Art. 8, Sec. 3)
- (b) *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) (Policy Minute 4.2 refers) shall determine the city or town where the Convention shall be held.*

District 201N3 Inc of Lions Clubs International

(Art. 8, Sec. 4)

(c) Each application under Article 8, Section 3 of the District Constitution (***Policy Minute 4.3(a)***) should include:-

(i) *The proposed Convention dates, which shall be during the months of October or November*
(Art 8 Sec 5)

(ii) Particulars of the availability of accommodation facilities and including the ability to reserve a minimum number of rooms reasonably estimated to be required.

(iii) Particulars of the proposed venues for business sessions and the Convention social functions.

(iv) The recommended Convention Chairman and Secretary.

(d) The District Governor may appoint a Committee to consider the ability of the nominating Club to conduct the Convention and, if necessary, to make recommendations to the Club and the Convention.

(e) At the District Convention, Nominating speeches by each proposed host Club/s shall not exceed Ten (10) minutes and a warning signal shall be given thirty (30) seconds before the time elapses.

(Cabinet Oct 2005)

Control of Convention Programme

4.4

(a) *The date and premises and other phases of the Convention (including budgetary matters) 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 successor. The time and programme for a Convention shall be determined by the District Governor in office when that Convention is to be held. The date of a Convention to be so determined shall be during the months of October or November.*

(Art. 8, Sec. 5)

(b) The proposed date for the Convention shall be in October (latter half) or November and shall be set in conjunction with the dates for the International Convention so as to allow a minimum of 119 days between the end of the International Convention and the start of the District Convention.

(Amended Cabinet February 2004) (Cabinet November 97)

(c) *The District Governor shall preside over the Convention and all Convention arrangements shall be under his supervision and control.*

(Art. 8, Sec. 6)

(d) The District Governor and specifically designated District Officers shall manage the District Convention and shall, among other things, be responsible for:-

- The Theme of the Convention
- The Convention Agenda
- Reports from District Officers
- Allocation of Convention tasks to members, e.g. Ceremonies
- Guest Speakers and Official Guests
- Forums (Leaders and Subjects)
- Business Sessions
- Elections
- Accreditation of Delegates and Alternates

District 201N3 Inc of Lions Clubs International

- Recording of Convention proceedings
- Approval of Budgets
- Approval of Administrative arrangements
- List of names of deceased Lions, Lionesses and Partners in Club order
- Seating Plans for official tables and business sessions
- Whether or not a Bannerette is to be struck to mark the occasion
- Designation and approval of the types of Social Events to be included in the programme and in particular to take into account the cost of social functions

(Cabinet May 91)

(e) The programme and business papers of the Convention shall not be printed until such time as the District Governor has approved same.

(f) The design for any proposed Convention Bannerette and the quantity to be acquired shall be the decision of the District Governor who will consult with the Governor Elect.

(Amended Cabinet February 2004)

(g) No "Official Carrier" shall be appointed to control transport arrangements for a Convention.

(h) No Club shall be permitted to promote a fund-raising activity at a District Convention without the approval of the District Governor.

Convention Organising Committee

4.5

(a) *The District Governor may appoint a Convention Organising Committee, and such other Convention or Convention related Committees as he may from time to time determine. He shall appoint a Chairman of all such Committees and designate the duties of such chairman and their committees. He may remove and/or replace any person so appointed.*

(Art. 8, Sec. 7)

(b) Subject to the approval of the incoming District Governor, the District Convention Chairman appointed by his predecessor shall be a member of the incoming Cabinet.

(c) The incoming District Governor shall also appoint a District Convention Chairman for the Convention to be held in the year following his term of office, and may also appoint a Convention Standing Committee to assist in directing the organisation of the Convention.

This Committee is to be chaired by the District Governor and is to include:

- District Governor of the Day
- District Governor Elect, when elected
- District Chairman for the forthcoming Convention
- District Chairman for the Convention following the forthcoming one

Meetings of the Standing Committee shall be held regularly and the District Governor may invite members of the organising Club and of other Clubs to attend such meetings.

(Amended Cabinet February 2004)

(d) A copy of Sections 4 and 5 of these Policy Minutes shall be given to the Convention Chairman as soon as he is appointed.

(e) The Organising Committee shall ensure that the following aspects of the District Convention are carried out:-

- Advice to Clubs as to dates, times, venues, programme of the events, hospitality costs and other matters of an administrative nature.
- Advice as to availability of accommodation and (where applicable) reservation of accommodation.
- Administrative arrangements for the holding of the business sessions and forums (but not the details within those sessions or forums).

District 201N3 Inc of Lions Clubs International

- Administrative arrangements including provision of P.A. system and tape recording services.
- Arrangements for the Opening Ceremony, including venue, decorations and regalia (banners, flags, flowers etc), seating arrangement and staging for official party, invitations to guests and media representatives, P.A. system and music (band or tape etc).
- Arrangements for Flag Ceremony, including provision of flags, flag bearers, music, P.A. system.
- Arrangements for the Remembrance Ceremony, including wreaths or flowers as required, soloist or choir and/or music as required, P.A. system.
- Arrangements for the Closing Ceremony, as required.
- Public Relations coverage for the Convention, including invitations to the Media to attend the Opening Ceremony.
- Decorations (banners, flags, regalia etc) at both business sessions and social venues. All Clubs in the District are to be encouraged to provide their large Club Banner. Equipment from previous Conventions may also be used if suitable.
- Printing of Convention Handbook including reports by District Officers, Notices of Motion and Rules of Debate.
- Printing of Convention Minutes if required
- All other printing and stationery needed for the administration of the Convention.
- Satchels or "give aways"; name cards and holders.
- Reception of Overseas or Interstate Guests
- Administrative arrangements for social events, tours, baby sitting.
- Arrangements for transport, where applicable.
- Operation of the "Information Centre" and, where applicable, the Lions Shop.

Registrations

- 4.6 The Organising Committee is responsible for the registration/recording of all Lions, Lionesses, Leos, Partners, Guests and Children attending the Convention. Registration includes issue of programme, hospitality books, give-aways, name tags, etc and also the sale of individual tickets for social events.
- Registration does not include Accreditation of Delegates and Alternates, unless prior arrangements are made with the Cabinet Secretary to conduct both processes conjointly.

Ceremonies

- 4.7 (a) Members designated as being responsible for any of the Ceremonies associated with the Convention are responsible for both the Planning AND Conduct of the Ceremony.
- (b) The Convention Organising Committee is responsible for the provision of the venues, facilities, flags, flowers etc. in connection with the following Ceremonies:-
- Opening Ceremony
 - Flag Ceremony
 - Remembrance Ceremony
 - Closing Ceremony

District 201N3 Inc of Lions Clubs International

Official Party Accommodation

- 4.8 The Convention Organising Committee is to arrange for accommodation to be reserved at a convenient and suitable hotel/motel, for the District Governor's Official Party and Official Guests.

Copies of the Minutes & Proceedings

- 4.9 (a) (1) *Within sixty (60) days after the close of the District Convention, the Cabinet Secretary shall transmit one copy of the minutes thereof to the International Office, and one copy to the District Governor. Upon written request within twenty one (21) days of the close of the Convention, from any club in the district, a copy shall be furnished to said club.*

(2) *A copy of the Convention Proceedings (where taped) are to be supplied on Tapes/ CDs, at actual cost, on a written request to the Cabinet Secretary.*

(Amended by Gosford Convention 2004)(Art. 10, Sec. 8)

- (b) The Cabinet Secretary shall forward copies to those Clubs that have requested them.
(Cabinet February 2004)

CHAPTER 5: DISTRICT CONVENTION - FINANCES

Budget

- 5.1 (a) The Convention Organising Committee shall prepare a budget for approval by the District Governor.
- (b) The Convention Organising Committee is to submit its draft Budget to the Cost Review Committee for review in the first instance and then pass it on to the District Governor, prior to seeking an advance of District Funds, and that the Convention Chairman submit updates to each Cabinet Meeting.

(November 2003)

The following points are to be taken into consideration:-

(i) Administration expenses are to be offset against District Convention funds. Those expenses include hire of venues for business sessions and forums; PA system including tape recording facilities; cost of flowers for the Remembrance Ceremony; provision of additional signs; emblems etc. for publicity purposes; printing, stationery, postage, telephone, bank charges etc; travel, accommodation and hospitality for Official Guests.

(ii) Expenses of Social Functions are to be offset against income derived from sales of tickets for the various functions, which include:-

- Informal Reception
- Convention Breakfast
- Saturday Luncheon
- Saturday Evening "Convention Highlight"
- Sunday Luncheon

District 201N3 Inc of Lions Clubs International

(iii) The Convention Organising Committee Budget for the Total Social Functions should be prepared on the basis of including a surplus of \$500.
(Cabinet June 2004)

(iv) If a Convention Bannerette and/or Badge is to be struck, the production costs are to be covered by income from sales.

(v) Costs of Tours and Sports are to be met by those participating.

(c) Guidelines shall be prepared for future Convention Organising Committees showing typical Administration expenditures by category, and indicating that the objective should be to be offset by sponsorship and profit from souvenir sales to the extent that the net cost to the District does not exceed \$3,500.

(Cabinet June 2004)

Bank Account

5.2 The Convention Organising Committee is authorised to set up and operate a separate bank account for finances relating to the Convention. Income for that account shall be the amount of District Funds approved by Cabinet plus other relevant income, e.g. social functions income, sale of advertising space etc.

Convention Administration Expenses

5.3 (a) *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.*

(Art. 9, Sec. 1)

(b) To defray District Convention costs, the amount collected for Convention in the District Dues each year shall be paid to the Convention Organising Committee in the following year, less any advances previously made to that Convention Committee.

(Cabinet June 93)

(c) Expenditure shall include, but is not limited to, the following:-

(i) Administration

(ii) Hospitality

(iii) Travel, Accommodation and hospitality expenses for Official Guests, both Lions and Non-Lions, at the Convention, where those expenses are not met by other bodies, e.g. Lions Clubs International, MD201 Council, etc.

(iv) Audit Fees

(v) Any other expenses which are approved by Cabinet to be a charge against the account.

"Hospitality" Fees

5.4 *A 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 fair and proper subject to any directions from the District Governor.*

(Art. 9, Sec. 2)

District 201N3 Inc of Lions Clubs International

Accounting Records

- 5.5 There must be a detailed accounting of all items of income and expenditure, with "administration" items and "social function" items being clearly separated. All amounts of income must be receipted and recorded and all expenses of a petty cash nature exceeding \$20 must be paid by cheque. "Lump Sum" recording (e.g. amounts shown simply as being for "Sundries") should be avoided. The accounts must be kept in an orderly fashion and must be filed in a suitable manner and must be available for inspection at any time.

Lions Shop

- 5.6 (a) If a Lions Shop is run at the District Convention, accounting for the shop shall be the responsibility of the Convention Organising Committee in conjunction with the Cabinet Treasurer. All funds from the Lions Shop shall be forwarded separately to the Cabinet Treasurer, following reconciliation and return of unsold stock to the MD201 Office.
- (b) The Convention Organising Committee shall ensure that a suitable insurance policy is in place to cover the anticipated value of the merchandise from time of shipment from the MD201 Office until the receipt at the MD201 Office of unsold merchandise which is returned thereto.

(Cabinet May 91)

(Note: As at 1/7/96 the MD201 Office carried insurance as outlined above - this aspect should be checked when necessary)

Surplus Funds

- 5.7 (a) *Any surplus from moneys collected by the Convention Organising Committee shall be handed to the Cabinet Secretary for disposal in such manner as the Cabinet may decide. Any deficit shall be dealt with as such Cabinet shall think fit.*
- (Art. 9, Sec. 3)
- (b) Any profit gained, money raised by or donated to the Convention Organising Committee shall be paid to the Cabinet for inclusion in the District Convention Account.

Audited Financial Statement

- 5.8 (a) *The Convention Organising Committee shall submit to the District Governor audited statements of the Convention accounts within ninety (90) days of the close of the Convention, such audit having been made by a person qualified to audit the District Accounts pursuant to Article 7 Section 6 hereof (Policy Minute 3.5 (a)) 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.*
- (Art. 9, Sec. 4)
- (b) The Cabinet Secretary shall forward the copies to the Clubs and the Convention Chairman.

(February 2004)

Contingency Fund

- 5.9 Approximately \$3,000 shall be maintained in the District Convention Account as a contingency against the possibility of a financial loss outside the control of the District Cabinet or the

District 201N3 Inc of Lions Clubs International

Convention Organising Committee, for example as a result of floods, fire, strikes or national disasters.

Cost of Social Functions

- 5.10 The cost of individual social functions at District Conventions shall not exceed the cost of similar functions at the previous Convention by more than the CPI increase together with any imposition of a goods and Service Tax or subsequent increase in rate of such Tax during the intervening period without prior agreement to a larger increase being approved by a Cabinet Meeting.

(Amended Cabinet February 2000)

Cash Advances from District

- 5.11 The Convention Organising Committee should submit to the District Governor a justification for the timing of any cash advances required, which would not be expected to exceed \$1,500 at the February Cabinet Meeting, with a further amount being able to be advanced if required following the August Cabinet Meeting.

(Cabinet June 2004)

APPENDIX B

DISTRICT CONVENTION IN BRIEF

Every convention is HOSTED by a Club or Clubs on behalf of the District, and more particularly, the District Governor. The main considerations before a Club makes a submission are:

Venue	It must accommodate a minimum of 350 seats theatre style
Social	Facilities to accommodate about 250 people at tables
Accommodation	100 to 150 rooms at various ratings within 15 minutes drive
Access	Ease of access to the above for aging and disabled people

If you can fulfil these basic requirements and are prepared to HOST a convention, you should submit an application (on club letterhead) as soon as practicable. Your application should contain:

- The proposed dates in October / November
- The availability of accommodation including ability to reserve the estimated number of rooms
- The particulars of venues for business sessions and social functions
- The recommended Convention Chairman and Secretary

and is normally sent to the Cabinet Secretary by August two years in advance of the proposed date. This gives time for your application to be checked and put in the convention papers.

Your convention committee will eventually be responsible for ORGANISING many parts of the convention by delegating to others. These include:

- Advices to clubs re convention details and available accommodation;
- Accommodation reservations for DG's official party and guests;
- Administration re business sessions and forums; Budget preparation; Financial accounting; Printing of handbook; Printing of proceedings; Printing and stationery;
- Registrations, Satchels, issue of programs, hospitality books, and social event ticketing.
- Supply of PA system and technical equipment;
- Admin for socials and tours; (Costs are met by participants)
- Admin for transport;
- Reception of guests;
- PR and media;
- Decorations at venues;
- Opening ceremony venue, decorations, regalia, seating, invitations and staging;
- Flag ceremony and flags, bearers and music;
- Remembrance ceremony and flowers, music;
- Closing ceremony arrangements;

Overall responsibility and most of the decisions rest with the DG with some cabinet assistance. If you win the bid to host a convention, you will be given detailed notes to help in your planning.

Organising a convention is a memorable experience and well worth the effort involved.

Good luck with your bid.

Submission considerations to host a convention

Venues

What town is it proposed to hold it in?	
What is the name of the facility?	
Are your proposed dates available?	
Are the facilities licensed?	
How much parking does it have?	
What disabled access is there?	
How large is the stage?	
What is stage access like?	
How many seats will fit concert style?	
Will tables fit as well?	
Can Club Banners be displayed?	
Where would you display flags?	
What display space is there?	
Are display tables available?	
Is there adequate power for displays?	
Is there space for tea / coffee?	
Where would you hold the breakfasts?	
Where would you hold the dinner dance?	
What do you propose for lunches?	

Social

How many people can the room take?	
Round or rectangular tables?	
On-site bar facilities?	
On-site kitchens?	
How much space for dancing?	
Is there a usable stage?	
How many wait staff can be supplied?	
Is the room effectively air-conditioned?	
Are there time restrictions on the room?	

Accommodation

How many motels / hotels in the town?	
How many beds are available in them?	
How many caravan parks in the town?	
How many sites available in them?	
Any cabins available?	
What other accommodation is available?	
How far away are the accommodations?	
What price ranges are available?	
What meal facilities are available?	

Services

How many Doctors in the town?	
What hospital / ambulance facilities?	
Closest train station / bus service?	
Are you able to obtain sponsorship?	