

**THE INTERNATIONAL ASSOCIATION  
OF  
LIONS CLUBS**



**Multiple District 410**

**POLICY MANUAL**

**(Up dated 20 November 2010)**

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## The Start

# POLICY MANUAL

Minute reference 85/1/30 - First Meeting of Council - 84/85.

### *Discussion*

District Governor John du Preez suggested that it was time that a policy manual be started which could be handed down from year to year. The manual would record decisions made by the Council of Governors which were deemed important enough to be passed on each year. He further suggested that this could be so printed that it could possibly be incorporated in the Avis Constitution cover.

### *Decision*

It was resolved that a Policy Manual be started immediately. The master copy to be kept by the current Council Chairperson and an updated copy are given to each District Governor at the first Council meeting.

## **1 ADVERTISING LIONISM**

Minute reference - Second Council Meeting 1993/1994 - Item 9.b

The Council resolved that the policy on Advertising Lionism should be as follows:

There shall be no advertising to the public which solicits applications for membership, however advertising through the media and pamphlets informing the public of Club and/or District activities is permissible. Care being taken that such pamphlets and/or adverts are worded in such a way as not to be perceived as an invitation to join a particular club.

## **2 CABINET MEETING DATES**

Minute reference 4/8/90 - First Council Meeting 1990/91 - Item 18(B)

Amended Third Council meeting 2003/2004

All District Cabinet Meetings should precede Council Meetings, except for the District Cabinet Meeting held at the venue of the Multiple District Convention, when the Council Meeting shall precede the District Cabinet Meetings.

## **3 CHRISTMAS CAKES**

Minute reference - Third Council Meeting 1995/1996 - Item 10b).

The council discussed a levy of 50c per cake sold which would be paid over by each District to the MD 410 Projects and Emergency Fund with effect from the 1996 Christmas Cake sales. This was unanimously agreed.

## **4 COMMUNICATION OUTSIDE COUNCIL MEETINGS**

Motions which cannot be dealt with at Council Meetings may be dealt with by way of suitable communication to all members of the Council, each of whom shall be entitled to comment, following

which the decision of the majority shall stand. All documents or minutes relative to such communication shall be attached to the minutes of the following Council Meeting. The Council Secretary shall as soon as is reasonably possible, record the decision reached and circulate same to all Council members.

## **5 DISSEMINATION OF VITAL INFORMATION**

Minute reference - Fourth Council Meeting 1993/1994 - Item 11.2.

It was agreed that it was the responsibility of the incumbent District Governors to communicate vital information within their own Districts and to communicate information from their own District to the other three District Governors and the Council Chairman.

## **6 DISTRIBUTION OF COUNCIL DOCUMENTS**

Minute reference 2nd Council Meeting 1999/2000 Page 2 Item 10. (ii)

CC Aubrey suggested a change to the Policy Manual relating to the Distribution of Council documents. It was agreed to distribute as follows.

### **(a) DISTRIBUTION**

Notice of Meeting and Agenda.

The Council

International Director

Past International Directors

Incoming Council

Past Council Chairmen

Past District Governors

Council Secretary

Council Treasurer

Multiple District Co-ordinators

Multiple District Chairmen

Others by request to the Council Secretary.

Agenda Papers and Minutes:

The Council

International Director

Past International Directors

Incoming Council

Council Secretary

Council Treasurer

Multiple District Co-ordinators

Multiple District Chairmen

Others by request to the Council Secretary.

Where possible the documents must be sent by electronic mail.

Should other Past Governors require copies these will be supplied at a price fixed from time to time.

## **7 DISTRICT PUBLICATIONS**

Minute reference 89/08/5 - First Meeting of the 1989/90 Council.

### *Discussion*

P.C.C. George Ball proposed that all publications emanating out of individual Districts which could be of general value to clubs should be published under the banner of MD 410.

### *Decision*

This proposal was unanimously accepted.

## **8 DISTRICT CHAIRMEN'S REPORTS TO CO-ORDINATORS**

Minute reference - Second Council Meeting-1993/1994-Item 9F.

It was agreed that copies of Cabinet reports submitted by District Chairmen must be sent the Multiple District Chairperson's or Co-ordinators for their corresponding portfolios.

## **9 FINANCE**

### **(a) RESPONSIBILITY OF DISTRICTS TO COLLECT MULTIPLE DISTRICT DUES**

- (i) Minute reference - 4th Council Meeting - 1996/1967 - Item 9f page 4.

Districts would only be responsible to pay over monies collected from Clubs and it was noted that it may be necessary for the Council Treasurer to make write off in respect of billings raised but not paid.

- (ii) Minute reference - 1st Council Meeting 1997/1998 - Item 13 page 27.

The Districts would now only be responsible to pay over dues collected. The Council agreed that the Districts as agent for the Multiple District would be expected to use their best endeavours to collect monies due and to prosecute the Multiple District claim for dues as far as was possible.

### **(b) BUDGET APPROVAL**

Minute reference - 1st Council Meeting - 1999/2000 -Item 10 d page 10.

The Council agreed that both the incumbent Council and the incoming Council should approve the following year's budgets

(c) **OUTSTANDING CLUB BALANCES TO BE CARRIED FOWARD**

Minute reference - 1st Council Meeting 1999/2000 - Item 10 page 10.

The Council agreed that the Multiple District should do as International does and carry forward Club balances until such time as time as the Charter is cancelled or withdrawn.

(d) **BANK STATEMENTS**

Minute reference - 2nd Council Meeting 1999/2000 - Item 11 ii- page 8

Bank statement should be mailed and not collected. This reduces possibility of possible false documents.

**10 LILCOM**

(a) **RECOMMENDATIONS**

Minute reference 91/04/30 Preliminary Council of Governors Meeting 1991/92 2 Item 3/4 Page 1.

It was agreed that the recommendations of LILCOM be adopted with one exception namely:

    Create Medical portfolio

Committee Chairmen/Co-ordinators that may be appointed:

    Merlo

    LILCOM

    Resolutions, Constitution and By Laws

    Diabetes Awareness

    Christmas Cakes

    Peace Posters

    Lions Life Skills

    Youth Exchange

    Assembly of information only

    L.C.I.F

    Marketing of Lionism

    Information Technology

    Merchandise Centre



## 11 MEMBERSHIP

Members dropped not in good standing.

Minute reference – Second Council Meeting – 2002/2003 Item 9.5 c.

DG Clive referred to the decision from a past council to maintain a complete register for dropped members, other than in good standing. This register was now up to date and maintained in District 410 A. having this information at MD level would prevent potentially devastating ex Lions from joining clubs in other Districts.

Individual District would have to submit information to the Council Secretary in future. Council confirmed their commitment to this procedure. And requested that this be incorporated in the MD 410 Policy Manual.

## 12 MULTIPLE DISTRICT CONVENTIONS

### (a) FLAGS

Minute reference 86/1/061 - First Meeting of Council 85/86.

#### *Discussion*

P.D.G. Frank Egerton advised that he had been in contact with Lion Duncan Ayerst, Convenor of the 1985 Convention re the whereabouts of the flags. Each year this problem raised its head and it was imperative that a decision be taken as to who was responsible for them. To replace all the flags was a costly exercise.

#### *Decision*

Resolved that all flags owned by the Council would be handed at the conclusion of Convention or as soon thereafter by the Convenor of the Convention to the Convenor of the forthcoming Convention. The flags would therefore be the responsibility of the Convention Convenor of the year.

### (b) RAFFLES AT MULTIPLE DISTRICT CONVENTION

Minute reference 87/1/20.

#### *Discussion*

The question of raffles at Convention was raised.

#### *Decision*

It was the unanimous decision of this Council that these would not be allowed. The Convention Committee, with the permission of the Council, could be allowed to arrange raffles ONLY to defray Convention Expenditure and for no other reason.

### (c) BANQUET FORMAT

- (i) Minute reference 3/11/90 - Second Council Meeting 1990/91 - Items 13(A) ii (a), 13(A) ii (b) and 13(A) ii (c).

#### *Discussion*

The Sun City Convention Committee proposed that:

- (i) The PDG's procession be dispensed with and
- (ii) The PDG's head separate tables.
- (iii) Two of the Governors would not feature in the streamlined programme.

*Decision*

This was not accepted by the Council. Everything to be handled exactly as has been done in previous year.

- (i) The PDG's procession will continue.
  - (ii) The PDG's must sit together in their groupings by year.
  - (iii) All four DG's will perform a duty on the programme.
- (ii) Minute reference - First Council Meeting 1992/1993 - Item 9.2

Lilcom reported on the request by the Council to consider the inclusion of the Governors Elect in the banquet procession.

Minute reference - at the First Council Meeting 2004/2005, Item 14,2.

Vice District Governors Elect would be invited to pre banquet drinks, but would not partake in the procession.

(d) **OPENING OF DISTRICT CONVENTIONS BY INTERNATIONAL GUEST OF MD 410**

Minute reference - Third Council Meeting 1993/1994 - Item 16.

The Council agreed that it should adopt a Policy of precluding individual Districts from requesting that the guest of the Multiple District should open District Conventions.

It was noted that nothing precluded individual Districts from making applications to International for a quest especially for their Convention.

(e) **LIABILITY FOR ACCOMMODATION**

Minute reference - First Council Meeting - 1993/1994-Item 8F

It was agreed that future Convention Committees should make it absolutely clear, in their contracts with hotel's that the Convention Committee took no responsibility for accommodation debts incurred by delegates.

(f) **STANDING COMMITTEE ON CONVENTIONS**

Minute reference - First Council Meeting 1995/1996 - Item 14 b).

C.C. Roger said that he felt that the time had come for the appointment of a permanent Council Convention Committee to produce a manual for the organisation of Conventions and to oversee the arrangements for all Conventions. This was unanimously agreed.

(g) **REFUND OF CONVENTION FEES**

Minute reference - First council Meeting 1997/1998 - Item 13 - page 27

It was agreed that Convention Fees should not be refunded to registrants who cancelled within seven days of the commencement of the Convention.

(h) **C.C.E. AND VDG'S ATTENDANCE AT PRESIDENT'S ELECT BREAKFAST**

Minute Reference Second Council Meeting 1997/98 Item 10c page 9

P.I.D. Julian emphasised that the Council Chairman Elect should act as the host at the President's Elect Breakfast and introduce the speaker. It was agreed that the Vice District Governors and their wives should also attend this breakfast.

(i) **CONVENTION COMMITTEE NOT TO UNDERTAKE TRAVEL ARRANGEMENTS**

- (i) Minute Reference First Council Meeting 1999/2000 Item... page

The Council agreed that Convention Committee's must not undertake delegate travel arrangements.

- (ii) Minute reference - First Council Meeting 2004/2005, Item 14,2

A list of awards presented at the Convention and the Banquet shall be recorded in the minutes of the Convention.

(j) **CONVENTION BRIDGING FINANCE AND SUBSIDY**

- (i) Minute Reference First Council Meeting 2006/2007 Item 14.(e).(i) Page 11

DG Rob inquired if the definition of loans and subsidies to Convention Committee's could be put into the Policy Manual.

Therefore all future Convention Committees must comply with the following:

(a) All loans and bridging finance approved by the Council must be considered only as interim funding and should not be regarded as income for the Convention. Convention budgets should be prepared as to reflect the total refund of such monies to the MD Convention Fund.

(b) When a subsidy is approved by the Council to defray some of the Convention expenses, these funds can be considered as income on the Convention Budget.

**13 CLUB INFORMATION FOR MULTIPLE DISTRICT DIRECTORY**

Minute Reference First Council Meeting 1999/2000 Item... page

The Council agreed that the following positions needed to be submitted for inclusion in the Multiple District Directory:

Club President

Club Secretary

Club Treasurer

Club Membership Chairperson

## **14 MULTIPLE DISTRICT COORDINATORS FUND RAISING**

Minute reference 89/2/112.

### *Discussion*

The question of fund-raising from commercial sources throughout the Multiple District by the Multiple District Co-ordinator was discussed.

### *Decision*

Resolved in the event of funds being required for a Multiple District Project, the Co-ordinator should first approach the District Governor of the District affected before seeking to raise such funds.

In addition one copy would be sent to each Club in the Multiple District, whether they were represented at Convention or not.

## **15 MERCHANDISE CENTRE**

### **(a) SALE OF MERCHANDISE AT CONVENTION**

Minute reference - 4th Council Meeting 1999/2000-Item 12 c

It was resolved that the Convention Committee would appoint a Club to run the shop at Conventions. Merchandise purchased from the Merchandise Centre would be on a sale and return basis. The Club convening the Convention shop would be responsible for accounting for goods sold.

The Merchandise Centre will allow a 10% discount on goods purchased. The shop must sell the merchandise at the same price as that charged the Lions by the Merchandise Centre. Goods not supplied by the Merchandise Centre may be sold at a price set by the Club responsible.

### **(b) MERCHANDISING CENTRE - CLUB ACCOUNTS**

Minute reference 90/02/24 - Third Council Meeting 1989/90.

Council agreed unanimously that the Merchandising Centre should operate on a C.O.D. or cash basis to all persons and clubs, wherever possible.

## **16 MULTIPLE DISTRICT PROJECTS**

Minute reference (a) 92/02/08 - Third Council Meeting 1991/92 - Item 15(A) Page 17 and (b) 92/05/09 - Fourth Council Meeting 1991/92 - Item 7 Page 4.

- (a) D.G. Henry expressed his concern that certain Clubs were still launching Multiple District Projects on a unilateral basis. It was agreed that this question should be included in the Incoming President's Workshop at the incoming officer's School.

- (b) D.G. Henry requested that the question of the launching of Multiple District projects on a unilateral basis should be covered in both the Governor's and Vice- District Governor's Workshops

## **17 PEACE POSTER COMPETITION**

### **(a) PEACE POSTER CONTEST SURPLUS**

Minute Reference First Council Meeting 1998/99 Item 10f page 21

It was agreed that the surplus on the Peace Poster Contest would accrue to the Multiple District.

### **(b) PURCHASE OF KITS**

Minute reference - 4th Council Meeting - 1999/2000 -Item 11 c

It was agreed to comply with the rules and purchase kits from International.

## **18 REPORTS**

### **DISTRICT GOVERNORS REPORTS**

- (a) Minute reference 85/2/017 - Second Meeting of Council 84/85.

#### *Discussion*

The Governors jointly requested that a guideline be prepared on how their reports to Council should be structured, what they should cover at each meeting of the Council and what the required length of the report should be.

#### *Decision*

Resolved that Governors reports to Council should have the following format:

First Meeting - Status of District as taken over

Goals for the year

The international President's theme and how the District will implement same

Second Meeting- Progress on all the items in the first meeting report

How the Governor sees himself reaching the goals set

Third Meeting - Progress on the matters referred to in the first and second reports

Reasons why goals have not been reached or reasonable progress made towards reaching them

Fourth Meeting - Achievements during the term of office

Generally reports should include comments on Multiple District Projects and Co-ordinators of the Governor's District. The length of the report should be two to four pages.

- (b) Minute reference 91/08/03 - First Council Meeting 1991/92 - Item 9 Page 4.

C.C. Cyril advised that it had been agreed that the District Governors reports would be tabled and that they would be requested to highlight and add to their reports at the end of the meeting.

## **19 USE OF PROFESSIONAL SERVICES FOR SPECIFIC PROJECTS**

Minute reference - Second Council Meeting 1994/1995 - Item 9B 8 c).

The question of the use of a Professional Public Relations Officer was then fully discussed and the Council agreed that it did not have the financial resources to employ the services of a full time Professional; however it was agreed that Professional Services should be used for specific projects.

## **20 YOUTH EXCHANGE**

### **(a) YOUTH CAMP FINANCIAL STATEMENTS**

Minute reference 87/3/058.

#### *Discussion*

It was suggested by Council Treasurer Lionel dos Santos that Financial Statements following each Youth Camp should be presented to the Council of Governors.

#### *Decision*

It was resolved that the Youth Camp Committee be requested to submit Financial Statements after each camp.

### **(b) SURPLUS YOUTH EXCHANGE FUNDS**

Minute reference 89/2/161.

#### *Discussion*

A recommendation was made that, bearing in mind the surplus on the Youth Exchange Fund during the year 1987/88, the Youth Exchange Project should in future be run in accordance with rules of audit i.e. on a cost recovery basis.

#### *Decision*

It was resolved that, apart from the creation of a reasonable contingency fund, any anticipated surplus arising from the Youth Exchange Project, should be applied in keeping the individual cost to the participants to a minimum.

### **(c) YOUTH EXCHANGE GUIDE**

Minute reference 91/11/03 - Second Council Meeting 1991/92 - Item 9(N) Page 14.

It was agreed that incoming Youth Exchange rules are to be made clear to everybody before the exchange is started. It was agreed that a rule book should be written so this could be passed on from Co-ordinator to Co-ordinator.

(d) **DISTRICTS HOSTING CAPABILITY.**

Minute reference-Third Council Meeting - 1994/1995-Item 9m

It was agreed that Districts individual hosting capabilities should first be obtained before offering exchange details to our colleagues overseas

## 21 CONVENTION MANUAL

Minute reference – Third Council Meeting 2009/2010 - Item 17.1.1

### *Discussion*

CC Wally requested PCC Hennie to comment on the suggestion that the Convention Planning Guide be formalised as suggested in the report. PCC Hennie advised that this document had never been accepted as a working document. The Constitution Committee discussed the matter and it was agreed that this should not form part of the Constitution or Operations Manual, which may only be amended at a MD Convention. There needs to be flexibility for the Council to make decisions relative to particular situations without waiting for a convention. He therefore suggested that this document form part of the Multiple District Policy Manual, were it becomes a working document and is the responsibility of the Council. As such, only the Council can deviate from the contents. PDG Mike said that the Convention Committee would then have to comply with the requirements of this document. He suggested that the name of the document be changed to Convention Manual.

### *Decision*

DG Joggie proposed that the above be accepted, this was seconded by DG Liz and agreed by the Council.

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## THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS

### MULTIPLE DISTRICT 410



## CONVENTION MANUAL

August, 2010



## **a)INTRODUCTION**

The venue, format, programme, and everything else concerning the M D Convention is entirely the prerogative of the Council of Governors in office for that particular year.

In practice, the Council delegates certain committees to plan and prepare various aspects of Convention.

It is customary for the place of the Convention to move from District to District in a four year cycle. Article 7 Section 1 of the M D constitution specifies when and how the host District should submit its bid to the Council and Convention.

It is generally accepted that the four sub-district conventions will be held at the same time and place as the M D Convention. This means that any venue chosen must be able to accommodate all delegates, have sufficient meeting rooms to cater for four District Conventions simultaneously as well as cabinet meetings, workshops and any special requirements.

## **b)THE STANDING COMMITTEE**

The Council of Governors, in 1995, agreed to appoint a committee to devise an overall convention plan and structure to be utilized by convention convenors. It has since been decided to retain this committee, which shall serve in an advisory capacity to the Council of Governors and the Convention Committee. This Committee shall be known as the Standing Committee on Conventions and shall in no way be involved in the organization of a convention.

Each District Governor shall appoint one member to the committee and the Council of Governors shall appoint a Chairperson who may or may not be from the District appointees.

## **c)CONVENTION COMMITTEE PERSONNEL**

- |   |                               |
|---|-------------------------------|
| 1. Chairperson                            | 2. Registration Secretary     |
| 3. Treasurer                              | 4. Convention Secretary       |
| 5. Banquet Convenor                       | 6. Entertainment Convenor     |
| 7. Public Relations Officer               | 8. Transport Convenor         |
| 9. Partners in Service Programme Convenor | 10. Shop/Merchandise Convenor |
| 11. Décor, Regalia & Room Convenor        | 12. Satchel Packing Convenor  |
| 13. Printing Convenor                     | 14. Security Officer          |

These positions can of course be varied and/or combined, other than members 1 to 3, to suit local circumstances. It is recommended, that, wherever possible, all Convenors have sub-committees and deputy convenors, able to report to the convention committee meetings.

During the first year meetings can be held once every two months. During the second year, monthly meetings are suggested and more often in the immediate preceding months. It is a good idea for the committee to get used to regular meeting days to build team co-operation and harmony.

## **d)BASIC STRUCTURE AND PROGRAMME**

### **i) Day 1 (evening): Council of Governors Dinner**

This is confined to the Council Chairman, District Governors, Council Secretary, Council Treasurer, current or Past International Directors and the International guest(s) to the convention and their spouses. This is normally organized by one of the attendees, appointed by the Council Chairman, and not the Convention Committee.

The costs for the above Council members & their spouses shall be borne by the Host District, in line with the first three council meetings. The cost per/head to be borne by the Host District shall be equivalent to hosting normal council meetings and shall be agreed to at the third Council meeting. All other costs to be borne by the attendees.

Minute reference – First Council Meeting 2010/2011 - Item 18.2

The Council may wish to meet the costs of the International Guest(s) and the Past International Officers.

**ii) Day 1 (evening): Incoming Council of Governors Dinner**

This is confined to the Council Chairman Elect, District Governors Elect, Incoming Council Secretary, Council Treasurer, and their spouses. This is to be organized by one of the attendees, appointed by the Council Chairman Elect, and not the Convention Committee.

The costs for the above Incoming Council members & their spouses shall be borne by the Host District, in line with the first three council meetings. The cost per/head to be borne by the Host District shall be equivalent to hosting normal council meetings and shall be agreed to at the third Council meeting. All other costs are to be borne by the attendees.

Note: The cost per head for 4.1 & 4.1a should be equal.

Minute reference – First Council Meeting 2010/2011 - Item 18.2

**It is important for the attendees to the dinner function to be able to register for convention on the day of this function and to receive all convention documentation.**

**It is the responsibility of the Convention Committee to negotiate the best possible rates for room and equipment hire.**

**The Council Secretary and four Cabinet Secretaries must be advised of these costs by the end of September in the year preceding the Convention.**

**Districts may elect to hold their Cabinet meetings in District but must advise the Convention Convenor by the end of November in the year preceding the Convention**

**iii) Day 2 (day): Fourth Council Meeting**

Council meetings are open to MD Committee Chairpersons and Coordinators, Past Council Chairmen and Past District Governors. Sufficient space must therefore be available.

Seating requirements and layout needs to be obtained from the Council Secretary well in advance of the meeting.

The Convention Committee needs to arrange for teas and lunch as stipulated by the Council Secretary.

The costs associated with the Council Meeting are for the account of the Multiple District and do not form part of the convention levy.

All paraphernalia, such as flags, banners, gong, gavel etc, as advised by the Council Secretary need to be made available in the meeting room.

**iv) Day 2 (evening): Past District Governors Dinner**

This function is also outside the direct responsibility of the convention committee. Customarily, a Past District Governor from the host district will convene the event. All Past District Governors, the current Governors and international dignitaries together with their spouses are invited. The convener of the dinner will arrange for the collection of monies. The convention committee may be requested to arrange transport. The Council will determine the dress for this function.

Reservations and tickets are essential to assist with the catering.

The costs are for those attending and do not form part of the convention levy.

**v) Day 3 (morning / afternoon): District Cabinet Meetings**

Generally, provision must be made to hold four cabinet meetings, either full day or morning or afternoon only. Should a district require lunch, this will be for its own account, but is normally arranged by the Convention Committee. The Cabinet Secretary's of the districts will advise regarding seating, public address system, flags, and gavel and gong requirements.

Costs are for the Districts and do not form part of the convention levy.

**vi) Day 3 (afternoon): Workshops**

The Council shall decide on the topics for the workshops, but may seek suggestions from the Convention Committee and other Lions.

The Council Secretary will advise on the requirements. Specialist equipment may be required and it would be beneficial for the convention committee to liaise directly with the presenters in this regard.

All costs are for the convention account.

**vii) Day 3 (evening): Welcome to Convention function**

The format and nature of this is to be decided by the convention committee. Obviously, a suitable venue and activity is required.

Reserved parking for the Council Chairperson and International Guest is required.

A table for the Council and International guest must be reserved. This should be able to seat 12 people.

Sufficient bar and food distribution points are essential.

All costs are for the convention account, with the exception of liquid refreshments, which are for the delegate's own account.

**viii) Day 4 (morning) Key Breakfast.**

**NOTE:** The event has not received much support lately, and as such, has not formed part of the convention programme.

This function is open to all Lions who hold "Key awards". This is a breakfast with some form of entertainment.

Reservations and tickets are essential to assist with the catering.

Should the event be held, costs will be for the delegate's own account.

**ix) Day 4 (day): District Conventions**

Four separate venues are required for the district conventions. The main table, facing the audience, needs to accommodate the District Governor, Immediate Past District Governor, Past International Directors, Vice District Governors, Cabinet Secretary and Cabinet Treasurer. Seating for guests may be required at the main table.

The Cabinet Secretary shall advise the seating and equipment requirements well in advance.

All costs are for the convention account.

Lunches may be provided, but are for the delegate's own account. Coupons must be issued and collected when lunch is served.

**x) Day 4 (morning): Partners in Service Programme**

Optional tours/ sightseeing must be arranged for spouses.

This must form part of the convention levy. **See Item xvi)**

**xi) Day 4 (Afternoon) Committee of the Whole Convention.**

This committee performs the task of discussing any constitutional resolutions or by-laws that have been tabled and will be put before the delegates prior the MD Convention itself. Should there be little or nothing to discuss, the meeting may be cancelled, by the MD Chairperson of the Constitution Committee.

The meeting is open to every Lion who wishes to participate and a room for this purpose must be set aside, ideally, during the late afternoon of day 4 at around 16:30.

Any costs must form part of the convention levy.

**xii) Day 4 (evening): Banquet**

This is a black tie gala event.

**Pre Dinner Drinks:** Immediately prior to the banquet, the Council of Governors, International Guest(s), Council Secretary and Treasurer, Past International Officers, Past District Governors, District Governors Elect, First and Second Vice District Governors Elect, Chairperson of the Convention Committee, Civic dignitaries and their Spouses are invited to pre dinner drinks. The venue should be in a position which has easy access to the banquet venue. The costs are for invitee's own account.

The time should appear in the programme.

**Parade:** Where possible the parade should enter via a different entrance to main entrance to the venue.

**Banquet:** The main table must accommodate the Council of Governors including the Council Secretary and Treasurer, International dignitaries, Civic dignitaries Convention Convener and the Master of Ceremonies including their respective spouses. A Seating Plan & Place cards, as well as ushers, should be provided for ease of finding the correct seats.

Delegates should be asked to be seated by 19.00 and this should be placed in the programme.

Past District Governors and Vice District Governors should be seated at tables nearest to the main table and, if possible, with PDGs of their particular year of office (or as close as possible). Background music is acceptable. The Flag and Past Governor parades and other preliminaries should be thought out very carefully and must add value to the occasion. **Refer to notes on PDG Parades and Flag Ceremonies contained in the Operations and Policy Manuals and later in this document.**

A general seating list and plan should be placed in areas around the Banquet venue entrances where easy viewing is possible. It is a good idea to place a list and plan at Registration on the afternoon of the Banquet. Alternatively this could be placed at the District Conventions.

Where possible Lions should not be seated with members of their own Club or district.

**Suggestions** as to the choice of master of ceremonies may be made by the Convention Committee. The appointment of the master of ceremonies is however a Council decision.

Past District Governors and Vice District Governors should be seated at tables nearest to the main table and, if possible, with PDG's of their particular year of office (or as close as possible). Background music is acceptable. Flag and Past Governor parades and other preliminaries should be thought out very carefully and must add value to the occasion. **Refer to notes on PDG Parades and Flag Ceremonies contained in the Operations and Policy Manuals and later in this document.**

All costs are for the convention account.

### **(a) Citizen of the Year**

A citizen, who is not a Lion, and who has provided exceptional community service is selected each year.

It is usual for the Host District and the Convention Committee to submit recommendations to the Council of Governors together with a CV. The Council will then make the final decision, and the Secretary will order the Melvin Jones Fellow Award.

The recipient will receive a Melvin Jones Fellowship at the Banquet. The Host District is to inform the recipient of the nature and significance of the award and host them at the Banquet.

The Districts shall contribute in equal proportions to cover the cost of the fellowship. Costs for transport and accommodation will be borne by the Council

### **(b) Past District Governors' Parade**

It has long been traditional for the Past District Governors to march in a parade at the start of the banquet. The Master of Ceremonies introduces each one as they enter the banquet hall. The order in our Multiple District is that the oldest serving Past Governor and spouse precede the more recent serving Governors. Additionally, Past Governors serving the same year enter in order of District, first A, then B, C and D. If the spouse of a deceased Governor is present, she/he would take the place in the procession, ideally escorted by a Past Governor who is unaccompanied.

It is essential to ask one of the Past Governors, conversant with protocol to organise the procession, which originates in the pre-banquet drinks area. This parade is followed by the serving District Governors Elect and their Partners in Service. The main table guests then follow and are introduced by the Master of Ceremonies.

The Convention committee must provide two lists (one for the MC and one for the Lion arranging the parade order) indicating the names and names of Partners in Service of the main table, serving District Governors Elect and all Past District Governors who will be taking part in the parade.

### **(c) Flag and Anthems Parade**

The following national flags must be available and correctly displayed at the appropriate times.

District A: South Africa and Namibia

District B: South Africa and Swaziland

District C: South Africa and Lesotho, should there be Clubs in this Country.

District D: South Africa

At the Multiple District Convention the four flags mentioned above plus the flags of Lions Clubs International and the national flag of the main Lion guest must be displayed. If there are other international guests, it is a courtesy to have their national flags displayed as well.

Flags should be displayed mounted on poles and inserted into a suitable supporting receptacle. If the flags are slanted, ensure that no part of the cloth actually touches the ground, as this could be construed as an insult.

A flag parade forms part of the opening ceremony at the Banquet, and it is important that the correct order of flag entry is adhered to, as per local custom and protocol. In general the host nation's flag is the first, followed by the flags of the main guest and the other countries in the Multiple District in alphabetical order. Thereafter the flag/s of the other overseas visitors. The flag of Lions Clubs International brings up the rear.

The parade of flags should coincide with the playing of the respective national anthems. See below. Suitable music should accompany the Lions flag.

The national anthems of South Africa, the main guest, Namibia, Lesotho (should there be Clubs in this Country) and Swaziland, will be played after the main table procession has arrived at their seating positions. This can be done live by the band or using pre-recorded tapes.

**It is important to consult a member of the MD Constitution, Resolutions and By-Laws Committee to ensure adherence to the accepted protocol before organising the event. The President's Office of Protocol can also be approached for advice.**

**(d) Points to discuss with the caterer:**

Wine must be placed on the tables and opened prior to the parade of Past District Governors. This must be a convention expense if not donated.

Master of Ceremonies must wait until all plates have been cleared before proceeding with the programme.

No waiter service during speeches. This includes drinks ordered prior to the commencement of the speech

**xiii) Day 5 (Morning) President Elect Breakfast. / Alternatively President Elects Cocktail function on Day 3 prior to the Welcome evening function.**

All President Elects and their Partners in Service are invited to attend this function. It is very important for the Council Chairperson and District Governors Elect and their Partners in Service to attend. A guest speaker who could be the International Guest, a Past International Officer, a senior / experienced Lion or an inspirational speaker from outside the Lions organization must be appointed by the Council and Incoming Council. This should be a short address as delegates will need to be present at the next function.

Reservations and tickets are essential to assist with the catering.

The cost of this function must be paid from the Multiple District Convention Account.

Minute reference – Second Council Meeting 2010/2011 - Item 15.2

**xiv) Day 5 Vice District Governor's and Presidents Elect Recognition**

The newly elected First and Second Vice District Governors and Presidents Elect should be asked to remain outside the venue at the commencement of the Multiple District Convention. They will then be recognised by name and will take up their seats with the other delegates.

**xv) Day 5 (day): Multiple District Convention**

The room arrangement should be similar to that of the four district conventions. If space does not allow for classroom style seating, theatre style is acceptable. Consultation with the Council Secretary is essential.

It is essential to ensure that the public address system is functioning correctly and integrated with recording facilities. Microphones to be placed with ease of access to the delegates and upon advice of the Council Secretary.

All costs are for the convention account.

The Convention will recess at 12h30 and reconvene at 14h00 to facilitate the Melvin Jones Lunch.

**xvi) Day 5 (morning): Partners in Service Function**

This should always be convened in close association with the spouse of the Chairperson of the Council of Governors. In addition to any outings that may be organised, it has become traditional to devote one morning to the Partners-in-Service get-together. This should include a guest speaker / entertainer and is usually held on the morning of the Lions MD Convention as spouses are invited to join the afternoon session of the Convention. .  
All costs are for the convention account.

**xvii) Day 5 (day): Melvin Jones Fellowship Lunch**

A lunch for Melvin Jones Fellows must be arranged by the Convention Committee at a suitable venue, in close proximity to the convention venue.

**Only** Melvin Jones Fellows may attend this lunch. The Host District to purchase a ticket for the Citizen of the Year so they can attend the lunch.

A Master of Ceremonies may be appointed. The only formalities are Grace and a very short address from the International Guest.

In view of time constraints, the meal should be one course and sweets. This should be single choice and preferably served at the tables. Drinks service should be available.

Reservations and tickets are essential to assist with the catering and seating plan.

The costs of the lunch will be for the individual attendees account.

The Convention Committee may be required to arrange for transport. All transport costs are for the convention account.

**xviii) Day 5 (evening): Social function (theme evening)**

The theme of this function is entirely up to the Convention Committee. Its main purpose is, of course, fellowship. If seating is provided, it is a courtesy to ensure reserved seating for the main convention guests and other senior Lions. Points to keep in mind: smoking areas, sufficient serving points for bars and food and sufficient seating for all.

Reserved parking for the Council Chairperson and International Guest is required.

A table for the Council and International guest must be reserved. This should be able to seat 12 people.

All costs are for the convention account, with the exception of liquid refreshments, which are for the delegate's own account.

**e) BUDGETS**

These should be drawn up at an early stage and submitted to the Multiple District Finance Committee and the Council of Governors at their first meeting, even if in rough draft form and subject to change. It is important that the Council is kept fully informed of all financial matters. Budgets should be devised allowing for varying number of delegates and understanding the fixed costs that are not affected by the numbers attending and the variable costs, which are subject to change.

Budgets should be based on attendance figures from 250 to 600.(Refer to unattached annexure 6 for assistance with cost calculations) Exclude any anticipated sponsorship funds until they are actually receipted.

Minute reference – First Council Meeting 2010/2011 - Item 18.3

**f) PA SYSTEMS AND RECORDING**

Rooms used for the MD and District Conventions must be equipped with adequate public address systems. The Council Secretary and the individual Cabinet Secretaries may also require recording equipment linked to the PA system for the purpose of minute taking. It is essential that in time

liaison between the various secretaries and the Convention Committee takes place so that exact requirements can be planned and catered for, thereby avoiding last minute panic. The cost of hiring recording equipment will be a convention expense with the exception of the Council and Cabinet meetings. (See 4.2 and 4.4 above)

## **g) REGISTRATION**

The “**make or break**” of a Convention. If this is not handled by a competent registration secretary, total financial control can be lost. It is essential to separate the positions of registration and treasurer. The Lion in charge of registration should, for obvious reasons, be computer literate. All monies should be handed over to the Convention Treasurer who will draw up and present the latest accounts at each meeting of the committee and will exercise control over both expenditure and income. Every record of expenditure is to be kept with two signatures for each cheque issued and electronic payments made.

The Convention Treasurer will be a competent person with an accounting background. The final audit should be done by an independent authority, in terms of the Constitution Article 5 Section 5, and must be submitted to the Council by the August Meeting, but certainly no later than seven (7) months after the close of the fiscal year. (Per Constitution Article 8 Section 3)

We strongly advise the use of a receipt book/e-mail concept in order to identify all monies received. This is particularly important on the first day of convention, when there may be a flood of late registrations and if accurate records are not kept, financial losses are certain to occur. The Registration Secretary should be positioned close to the Registration area, particularly on the first day.

**All registrations must be accompanied by the registration levy, paid in full by the registrant. (Lions receiving subsidies are to claim these directly from their Club or District).**

Where the Convention Registration Fee is outstanding seven (7) days prior to the commencement date of the Convention, the registration may be cancelled.

Minute reference – First Council Meeting 2010/2011 - Item 18.9

Only satchels allocated to delegates who have paid in full should be distributed. All those not paid for should remain under control of the Registration Secretary.

## **h) REGISTRATION FORMS**

These should be user friendly, planned carefully and double checked for errors. A “special dietary requirements” section must be included. They should be posted on the Multiple District web page and all Clubs, Cabinet Officers and Past District Governors in the Multiple District informed accordingly. Furthermore, an e-mail copy should be sent to each Club, Cabinet Officer and PDG. It may be more effective to have this done in conjunction with the respective Cabinet Secretaries.

An example of a suitable registration form which is compatible with the registration programme is attached, as part of this manual. **See unattached Annexure 1**

A separate form detailing hotel and other accommodation available including rates is recommended. It is also sensible to include a brief synopsis of the Convention Programme, so that delegates have a good idea of what is happening and can plan accordingly.

## **i) PARTIAL REGISTRATIONS**

A difficult area to control, but it is the right of any Lion to attend both the Multiple District and District Conventions. In view of the Convention Fund Tax now levied on all Lions, it is not necessary to charge these Lions a Convention Levy.



The Convention Committee are permitted to pay a partial registration, paying only for the functions/meetings which they attend.

Minute reference – First Council Meeting 2010/2011 - Item 18.7

The Council and/or the Convention Committee may wish to allow Lions to attend evening or partner in service functions at their own expense. It is therefore essential to provide a breakdown the costs of these functions. The cost should be at least equal to that paid by a full registrant, plus any additional charges associated with their attendance. **It should not be just the meal cost.** Reservations are essential and separate reservation forms should be used. Payment to be made with reservation.

Partial registrants will not receive satchels.

**See unattached Annexure 2**

## **j) PRINTING, PHOTOCOPYING**

The Multiple District and Districts must create separate websites for the specific purpose of circulating Council and Cabinet Reports prior to the Convention. All Clubs must be advised of these websites. No reports will be placed in satchels to be handed out at the Convention.

Minute reference – First Council Meeting 2010/2011 - Item 18.5

The expense of the convention programme can be offset by selling advertising space or by other means of sponsorship. It is customary to include messages from the main Lion guest of honour, the Council Chairperson, the local councillor/mayor and the Convention Convener. The programme should be well planned and as comprehensive as possible, indicating clearly, times, venues, dress requirements and any other pertinent information as well as local attractions, transport, etc. Pocket size is practical.

Access to a photocopying machine and a PC with printer throughout the duration of the convention is vital, as there are often urgent documents that require distribution.

## **k) LIONS SHOP/ MERCHANDISING**

A Club within the hosting District is normally appointed to organize and control the Convention Shop.

The club is responsible for ordering the items from the Merchandising Centre on a sale and return basis. These items must be sold at the price indicated by the Merchandising Centre. No profit may accrue to the club.

Convention pins are designed by the Convention Committee and approved by the Council, who will set a price allowing a small profit.

Other items which may include shirts, banners, glasses, beer mugs, ashtrays, caps, and the like, may be sold for the profit of the Club convening the shop. **Any loss will be carried by the conveners of the shop.**

It is expected that such profit is fair and offers good value for money. Under no circumstances should Lions be exploited as a captive market. The selection and quality of merchandise should be of high standard in keeping with our values.

The shop should be located in a secure area and be open at hours to suit delegates during the course of the day. Lions that are competent at this kind of venture should be appointed to run the shop. The hours are long and somewhat anti-social. A shift system should be considered

## **l) DESIGNATED HOSPITALITY AREA**

Although not absolutely essential, it does enhance the feeling of welcome to delegates and is a central meeting place ("Lions Pub") for everybody, allowing for a greater degree of fellowship. It is a good idea to request the venue to allow reduced liquor prices as this attracts more delegate use.

The Council Chairperson and the District Governors may require private hospitality facilities for

inviting selected guests. If these are required, they should make their needs known to allow for arrangements to be made accordingly. Should the Council Chairperson and District Governors have suites allocated, these would then be utilized for hospitality purposes. As all expenses are for the account of the person concerned, an arrangement to allow the Council Chairperson and Governors to bring their own liquor into the hotel should be made.

## m) TRANSPORT

It is no exaggeration to state that poor transport arrangements will reflect badly on the convening committee. Transport must be at the right place and at the right time.

Delegates must arrange to arrive at a reasonable time. Where late night flights are booked, delegates should arrange their own transport to the Convention Venue/ place of residence. The Convention Committee will decide on a cut off time and advise delegates accordingly. The Convention Committee will decide whether they will make exceptions.

Minute reference – First Council Meeting 2010/2011 - Item 18.8

It falls into the following categories.

1. Transfers, airport / railway stations to hotels and vice versa (mini buses). **This cost should be for the individual Lions own account** and should not be covered by the convention levy. Where possible however the convention committee should try to find sponsored transport & only charge the Lion a nominal amount.
2. Transfers, hotels to various functions, where necessary (coaches and buses). All costs are for the convention account

### Important things to note:

1. Airport/station to hotels transfers should be available from Day 1 (Council Meeting) to at least one day after the last day of Convention. (See 1 above)
2. VIPs, such as the visiting International guest of honour and other Lion Dignitaries should be transported in cars wherever possible.
3. Past District Governors and their partners should have a special bus available for transport to the pre-banquet drinks and banquet at least 45 minutes prior to the departure of the buses for all other Lions.
4. A meet and greet area at the airport is a distinct advantage, with visible signage if permitted by the relevant authorities.
5. Buses must be clean.
6. Sponsorship of mini-buses from car-hire companies is a possibility to explore.

## n) DÉCOR

This requires an innovative, tasteful and organised approach. Careful planning will ensure that all the required banners, flags, gong and gavels are in the right place at the right time. It is essential to make delegates feel proud of the visible symbols of their association.

Big banners for the Council Chairperson and the four District Governors are to be copied from their individual banners. All the national flags of the Multiple District, Lions Clubs International flag and those of the countries of the visiting dignitaries must be available and on display wherever required. Some of the Districts require more than one national flag i.e. District A – South Africa and Namibia; District B – South Africa and Swaziland; District C – South Africa and Lesotho, should there be Clubs in this Country. **See 4.11 (c) above.**

Clear signage indicating individual function rooms is very important.

**It would be useful to have a local Lion available at each Convention and Workshop to assist the DG's and/or presenters with any requests.**

## **o) PUBLIC RELATIONS/SPONSORSHIP**

An extremely difficult but very important area. Public Relations really falls under four main headings:

1. Information and publicity about the Convention to Lions. The main means of doing this is by placing information such as Registration Forms, programmes and other details on the MD website. Although it is desirable to start publicising as early as July/August of the year prior to Convention, with continuous updates as they become available. In practice, registration will not begin in earnest until February.
2. Liaison with the local press, radio and other media. Interesting stories about Lions and the forthcoming convention should be prepared. It is essential to obtain professional advice in ensuring an acceptable approach to the various media. Special attention should be given to promoting the international guest of honour, by arranging interviews with newspapers and local radio, etc.
3. Contacts with the local authorities will ensure civic co-operation in parking arrangements (if necessary); the availability of guests, such as the mayor, at functions (if desired); potential sponsorship by the authorities in hosting certain functions and providing other amenities to make delegates welcome to the particular town or city. Certainly the local tourist authority should be utilised as they will be able to assist in so many ways.
4. Once again contacts are vital. Approach to commercial and business enterprises who are prepared to offer sponsorship, of whatever nature, to reduce the cost of convention is important. The suggested list below is not exhaustive but merely intended to indicate the kind of items that may be required and therefore sponsorship sought.
  - Wine and other drinks
  - Delegates satchels
  - Name badges for delegates
  - Pens & Pencils
  - Notepads
  - Cosmetics
  - Sweets, nuts, chocolates, etc.
  - Calendars
  - Diaries
  - Key rings
  - Flowers
  - Plants
  - Medicines
  - Petrol for the transport vehicles
  - Stationery requirements for Convention Committee
  - Printing of programmes, menus, etc.
  - Photographer
  - Map of the City / Town

## **p) PHOTOGRAPHY**

Formal photographs of the Council of Governors and District Cabinets are welcome souvenirs. Delegates too, may wish to purchase photographs taken during convention. Any photographer appointed should understand that pictures taken are at his/her risk and all sales or losses are strictly for the photographer's account.

## **q) SECURITY**

A broad heading that encompasses the following:

1. Delegates must be warned of any danger and no-go areas and times of day.
2. Venues, when unattended should be under security guards to prevent theft.
3. Insurance cover must be taken out against different forms of risk. Expert advice should be sought.
4. Ticket control to prevent non-paying persons from participating in the functions is important.
5. It is important that meals are only served to delegates who produce a voucher. The provider is only paid for the number of vouchers produced. Considerable revenue is lost because of inadequate checks.
6. Off-street parking for delegates bringing their own vehicles needs to be provided.

## r) SUMMARY

1. Convention Committee Minutes and updated Financial Statements must be sent to the following (other than the Convention Committee).
  - Council Chairperson
  - Four District Governors
  - Council Secretary
  - Council Treasurer
  - Council Chairperson-Elect
  - Chairperson of the Standing Committee on Conventions (for distribution to the committee.)
  - Chairperson of the Multiple District Finance Committee
2. The Council may allocate funds to allow for the Chairperson to attend the two Council Meetings prior to the Convention.
3. The Council must allow for the Chairperson of the Standing Committee to visit proposed Convention venues to establish suitability, as delegated by the Council.
4. All members of the Standing Committee are pledged to assist the Convention Committee whenever required to do so.
5. Attempts should be made to obtain sponsored accommodation for visiting dignitaries and council members. Usually seven suites required.
6. International guests' special requirements will be obtainable from the Council Secretary. This will include dietary needs, tape of national anthem, etc.
7. The Council Chairperson is to extend a cordial invitation to the MD Convention, to the current and Past International officers resident in MD 410. All related costs to be for their own account.  
Minute reference – First Council Meeting 2010/2011 - Item 18.4
8. Convention Committee Members are **not** exempt from Convention fees.
9. Avoid catering all problem foods such as pork, shellfish, etc at functions.
10. Space should be found at the primary convention venue for mounting of Lions projects exhibitions.
11. There is a wealth of experience amongst Lions. Never be afraid to ask.

**s) CHECK LIST**

Council of Governors' Dinner	
Council Meeting	
Past Governors' Dinner	
Cabinet Meeting – District 410A	
Cabinet Meeting – District 410B	
Cabinet Meeting – District 410C	
Cabinet Meeting – District 410D	
Workshop 1	
Workshop 2	
Workshop 3	
Workshop 4	
Welcome to Convention Function	
District Convention 410A	
District Convention 410B	
District Convention 410C	
District Convention 410D	
Multiple District Pre-Banquet Drinks	
Multiple District Banquet	
President-Elect Breakfast	
Key Breakfast	
Melvin Jones Fellowship Luncheon	
Spouses Programme	
Committee of the Whole Convention	
Multiple District Convention	
Social Function – Theme Evening	
District Governor-Elect Workshop	
Vice District Governors-Elect Workshop	
Vice District Governor and Presidents Elect Recognition	