

STATE CONVENTION FORMS, MATERIAL AND REPORTS

PURPOSE:

This Policy outlines all the items, which are issued and produced by the State Office or the Host District Committee for the State Convention.

This policy also identifies which State Committees, Host District Convention Committee Chairpersons, Coordinators and State Projects who report at the Final State Council meeting and/or to the delegates at the State Convention.

GENERAL:

1. The State Office shall provide the Host District Committee a copy of the official registration form and all other convention materials the State Administrator deems necessary for the convention packet. All materials shall be printed and mailed to the Past District Governors, Lions Clubs, (Lioness and Leo Clubs if the club officers' mailing information is available at the time of the mailing). The State Administrator shall review and approve all material for the convention packets.

The packets shall include, but is not limited to:

- a. Registration Form
 - b. Tour information
 - c. Program booklet advertising forms and patrons
 - d. All seminars and a sign-up sheet for each seminar
 - e. District hospitality information
2. The registration packets shall be filled and mailed by bulk mail through a mailing service contracted by the state office.
 - a. The State Office will provide the mailing service with all the materials required for the registration packets.
 - b. Mailings to the Past District Governors shall be by December 15.
 - c. Mailing to Lions, Lioness and Leo Clubs shall be by January 15.
 3. The State Office maintains a file of all the convention registration material, meal programs and tickets for the meals and any other material required for all the events of the convention. The State Administrator shall review and approve all the materials. The State Office does all the official printing for the state convention.

Exceptions: the Host District Committee shall print the Official Program booklets, Necrology booklets, schedule of events pamphlets and all the meal tickets. The printing shall be approved by the State Administrator four weeks prior to the State Convention.

4. The Host District Committee determines the cost of the advertising and patrons for the convention program booklet. The Host District Committee shall obtain bids for the printing of the Official Program and Necrology Booklets. The State Administrator and the State Attorney shall approve the bid submitted by the Host District Committee.
5. The Host District Necrology Committee receives the names of deceased Lions and Lioness members from the State Office. The deceased Lions' names are provided by LCI and the District Governors provide the deceased Lioness names.
6. The State Administrator shall present all the seminars and presenters to the Council of Governors at the third State Council meeting. The presenters' material shall be submitted to the State Office by March 15 if the material is to be printed by the State Office.

Committees and Coordinators Reporting At State Convention

The following Committees and Coordinators shall report to the delegates at the State Convention.

- a. The Administrative Committees of the Convention: Rules, Registration, Credentials, Necrology, Resolutions, Nominations, Elections and Constitution and By-Laws.
- b. The Multiple District 14 State Projects: PA Sight Conservation and Eye Research Foundation, PA Lions Hearing Research Foundation, PA Lions Foundation, PA Lions Beacon Lodge Camp and Leader Dogs for the Blind.
- c. The Seminar Committee, MD-14 Administrator and MD-14 GMT and GLT Coordinators.

State Council Meeting:

The Council Chairperson and the State Administrator shall establish the agenda for the final Council of Governors meeting.

Any coordinator or committee chairperson may request to be placed on the agenda for the final Council of Governors meeting. The committee chairpersons or coordinators shall contact the Council Chairperson and the State Administrator and request to be placed on the agenda three weeks prior to the Council meeting. Also, the Council of Governors may request a committee chairperson or coordinator to make a report to the Council of Governors at the meeting.