

## STATE CONVENTION HOST COMMITTEE

### PURPOSE:

This policy sets forth the duties and responsibilities of a sub-district and Host District Convention Committee when hosting an MD 14 Lions State Convention.

### GENERAL:

1. The Council of Governors shall have jurisdiction, control and supervision over all phases of the Multiple District 14 Convention and shall arrange for educational, leadership, membership and other seminars of interest to the registrants. The Council of Governors shall approve all the programs, seminars and exhibitor displays for the convention at the third State Council meeting.
2. The Host District Chairperson shall be appointed no later than five years prior to the date the district is to host the State Convention. The seated District Governor at the time of the appointment shall submit written qualifications and a letter of intent for the Lion to be appointed as the Host District Chairperson. The appointment shall be approved by the Council of Governors.

The Host District Chairperson written qualifications and some responsibilities shall be as follows:

- a. Have served as the general chairperson of his/her sub-district convention.
  - b. Have served as a chairperson of various sub-district convention committees such as banquets, registration/housing, seminars and promotion.
  - c. Attended at least five state conventions.
  - d. Attend the second and third State Council meetings and the State Conventions for two years prior to hosting the convention, to promote the convention to the Lions.
  - e. Follow directions as outlined in the state convention policies and the directions of the Council of Governors and the State Administrator.
  - f. Submit an article in the January/February/March edition of The Pride magazine.
3. The Host District Chairperson and Committee shall follow the policies as outlined in the MD 14 Policy Manual and Host Committee Job Description Manual and work in close cooperation with the State Administrator. The State Administrator shall be kept fully apprised of all of the meetings and activities pertaining to the State Convention.

- a. In the event the Host District Chairperson does not submit minutes from the Host District Committee meetings, the State Administrator shall express his/her concerns to the Council of Governors and if necessary ask the seated District Governor from the Host District to replace the current Host District Chairperson with another qualified Lion from the district hosting the convention.
  - b. In the event the district hosting the convention is unable to identify a new Host District Chairperson, the State Administrator shall recruit Lions from the district hosting the convention and from the region in which the convention is being held to fill all the positions necessary for a successful convention.
4. The Host District Chairperson shall review the convention bid form and contact several hotels and motels in the city or area to determine the best site available to be the Convention Headquarters. The Host District Chairperson shall take into consideration the number of sleeping rooms, meeting rooms, meal and banquet facilities, a large lobby to avoid congestion and restaurants for attendees.
  - a. The State Administrator and State Attorney shall review the bid form and if they find the facilities are not adequate or the submitted bid form is incomplete, the bid form will be returned to the Host District Chairperson with a letter indicating which items must be addressed. The State Administrator may request the Host District Chairperson contact another hotel in the area. If the Host District Chairperson is unable to find adequate facilities in the area, the State Administrator shall recommend to the Council of Governors that the state convention be moved to another facility in the sub-district or move the convention to another location outside the host district.
  - b. No consideration will be given to future construction of hotels or a convention center; the facility must be under construction and have a completion date six months prior to the state convention.
5. Items to be included in the contract for the headquarters hotel/motel are as follows:
  - a. Room rates
  - b. Complimentary room policy.
  - c. Parking
  - d. Audio/visual equipment and other items required for all functions.
  - e. Hotel policy concerning hospitality rooms.
  - f. Menus for meal functions

The Host District Committee is not permitted to contract with any outside organization or company to negotiate for the State Convention.

After the Host District Chairperson and the State Administrator have negotiated the room rates with the hotel/motel, the Host District Committee is not permitted to increase the rate to defray the cost of the State Convention.

The Host District Chairperson for the State Convention is not authorized to sign any contracts for the convention. This is outlined in Policy 108, paragraph 5.

The Host District Chairperson shall obtain and provide any certificates of insurance required for the convention.

The Host District Committee shall sign all contracts for any hospitality provided by the host district at the state convention.

6. The Host District Chairperson shall appoint Chairpersons and Coordinators to assist the Multiple District in conducting the state convention. They are as follows:
  - a. Secretary-Treasurer of the Host District Committee (It may be one or two Lions at the pleasure of Chairperson).
  - b. Registration
  - c. Certification, Elections, Rules, Resolutions, Sergeant at Arms
  - d. Necrology
  - e. Lioness and Ladies Breakfast & Activities
  - f. Convention Program Booklet
  - g. Seminars and Displays
  - h. Transportation
  - i. Banquets: Provide a General Chairperson, it is suggested one Chairperson for each of the breakfasts, luncheons, and banquets, which are official functions of the convention.
  - j. The All State Band (Liaison).
  - k. Any other chairperson necessary as provided for in the State Convention Committee Job Description Manual.

The State Administrator or the Convention Assistant to the State Administrator shall attend the Host District Convention meetings two years prior to the convention. The Assistant shall only attend any meetings when requested by the State Administrator.

The Host District Chairperson shall identify one Lion chairperson or coordinator for all of the positions outlined in the Host Committee Job Description Manual two years prior to the convention. If the Host District is unable to fill a committee or coordinator appointments as outlined in the manual, the State Administrator shall ask the Council of Governors for permission to appoint a qualified Lion to fill any vacancies.

The State Administrator shall recruit volunteers from the surrounding sub-districts to assist in filling all vacancies not filled by the Host District Committee.

7. The Host District Chairperson shall meet with each Committee Chairperson and

Coordinator to orient them as to their responsibilities as outlined in the State Convention Job Description Manual. The Host District Chairperson shall request written progress reports be submitted to him/her at each of the Host District Convention Committee Meetings.

8. The Host District Committee shall hold monthly meetings two years prior to the convention and more often if necessary at the call of the Host District Chairperson. The State Council Chairperson and the State Administrator shall be invited to attend all general meetings of the Host District Committee. A copy of the monthly Committee meeting minutes shall be sent to the State Office.
9. Complimentary guest rooms and tickets for the various breakfasts, luncheons, banquets, and other functions scheduled at the state convention will be provided for the following:
  - a. The International President or his/her representative and adult companion
  - b. Multiple District 14 International Director and/or International Board of Directors appointee and adult companion serving on the International Board of Directors at the time of the State Convention.
10. Convention room space must be provided for the following:
  - a. State Office (this space may be part of the merchandise store)
  - b. State Merchandise Supply Store
11. The Host District Chairperson shall make progress reports on the arrangements of the convention commencing at the first State Council meeting one year prior to the convention and a final report (on forms provided by State office) shall be made at the first State Council Meeting after the State Convention.
12. The State administrator shall submit a budget one year before the convention to be reviewed by the Finance Committee in January at the annual budget meeting. The budget shall be presented to the Council of Governors at the third State Council meeting for their approval.
13. Housing Arrangements:

Each convention registrant shall make his/her hotel reservation directly with the facility. The Convention Assistant to the State Administrator shall arrange with the hotel for a sufficient number of sleeping rooms in the Convention Headquarters to assure one (1) room for each member of the Council of Governors serving at the time of the State Convention, for each First and Second Vice District Governors and members of the International Family. The sleeping rooms, not claimed by members of the Council of Governors and the First and Second Vice District Governors thirty (30) days before the expiration date outlined in the hotel contract shall be released for assignment by the State Administrator.

  - a. Sub-Districts, District Governors, First and Second Vice District Governors and International Office candidates shall make arrangements directly with the hotel for a hospitality room and any refreshments.

- b. The host district hospitality night shall be funded with funds provided by the host district. The District Governor or the Host District Chairperson shall sign the contract for the host district hospitality.  
All revenues raised by the Host District Committee for hospitality shall not be reported as revenue for conducting the State Convention.
  - c. The Host District Chairperson of the State Convention only calls the banquet to order and introduces the State Council Chairperson and is not seated at the head table.
  - d. All printed materials for the State Convention shall be reviewed, approved and printed by the State Administrator as outlined in Policy 201 A, State Convention Forms, Materials and Reports.
  - e. The Convention Assistant to the State Administrator shall submit an article in the October/November/December and January/February/March editions of The Pride magazine in the Lions years of the convention, containing the schedule of events and registration form.
14. The Host District Committee shall set aside the following accommodations for the PA Lions All State Band:
- a. The Host District Chairperson shall appoint a Lion to act as the liaison between the Host District Committee and the All State Band Committee Chairperson. This liaison shall coordinate all arrangements for the Band's appearance at the state convention with the All State Band Committee Chairperson. This shall include hotel accommodations, a rehearsal location, transportation and rental of music instruments, when necessary, from local school bands for use by the All State Band.
  - b. Guests Rooms for approximately 75 to 100 students who shall be arriving at about 7:00 pm on Friday evening the weekend of the state convention. The guest rooms may accommodate up to four students each and shall be located at the Headquarters Hotel or at a hotel or dormitory in close proximity to the Headquarters Hotel.
  - c. Arrange for a rehearsal room that will hold a group of 75 to 100 musicians with chairs on Friday evening until 11:00 pm. If the rehearsal room or area is located outside the hotel or dormitory, bus transportation would be needed to transport the students to the rehearsal location and back to their hotel.
  - d. An area for two sit down concerts, one conducted Saturday am or early pm at the headquarters hotel and one hour prior to the Saturday Night International Banquet, either in the Banquet Room or just outside the Banquet Room.
  - e. The All State Band shall be liable for all costs related to the appearance of the All State Band at the State Convention. The costs shall include, but are not limited to, housing, meals, bus transportation, instrument rental and any incidental charges incurred during the convention.

15. All deposits for any facilities, meals and any other expenses shall be issues for the State Administrator
16. Any revenues over expenses as outlined in Policy 201 B, State Convention Income and Expenses, and Policy 201 C, Convention Report Form, shall be returned to the State Convention Fund.

Any deficits to the convention shall be funded from the State Convention reserve (if funds are available) or the general fund.