Purpose: To provide Guidelines and procedures for hosting the District Convention.

A. Any reference in this policy to the District "Convention" will also apply to the District "Conference" as it is sometimes called.

B. Additional requirements related to the District Convention are also part of the District Constitution and Bylaws. It is recommended anyone using this policy also review those requirements.

C. These Policies and Procedures aid the Host Lions Club, the District Governor and Affiliate District President to provide for consistency in the District 27 B2 Conventions. These Policies and Procedures are to be provided to the newly elected convention host club.

D. All functions and procedures of the Host Club convention committee are to be reported to the District Cabinet at each Cabinet meeting leading up to the Convention. At the end of the Convention the attached report form is to be submitted at the first District Cabinet meeting after January 1st.

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1. Host
    a. A Lions club of good standing in District 27 B2 that submits a nomination to the District Elections Chair per the requirements in the 27 B2 Constitution and Bylaws.
2. Convention Officials
    a. Presiding Official: Current District Governor - presides over all official business meetings of the Convention and is an ex-officio member of the Convention Committee.
    b. International Guest: International Director or Past International Director as assigned by Lions Clubs International.
    c. Business Meeting Secretary: The First Vice District Governor will act as the recording secretary for the District Business Meeting.
3. Convention Officers: The following Convention Officers must be determined by February 1st of the convention year. A convention host representative will report at each Cabinet meeting.
    a. Convention Chair: is appointed by the host club. In the event that there is no host club, the Convention will be run by the District Cabinet. In that case the Convention Chair will be appointed by the District Governor. The Convention Chair will preside over all convention committee meetings and planning meetings of the host club. The Convention Chair will be the liaison between the District Governor, District Cabinet, host club and the Convention site. The Convention Chair will give a written final report to the District Cabinet at the first Cabinet meeting after January 1st.
    b. Convention Host Secretary: keeps the records and minutes of all Convention planning meetings and progress reports of activities.
    c. Convention Host Treasurer: position totally separate from Club Treasurer role. Establish a separate checking account from the host Club account(s) that will not be intermingled. Treasurer is responsible for all receipts and disbursements for the District Convention with complete financial reports to the Convention Committee and Club. The Treasurer will assist the Convention Committee in filling out the final report to the District Cabinet.
4. Recommended Committees
    a. Printing & Program
        i. Supply a Convention program booklet, programs for each of the meals and Service of Remembrance. Selling of ads is optional at the discretion of the Convention Committee. The times and schedules of Convention programs and events are to be shown in the Convention booklet.
    b. Food
        i. Responsible for the food selection and arrangements for Friday night Hospitality, Saturday Lunch, and Saturday Convention banquet/event.
        ii. Coordinate the supplying of food and beverages for the Lioness Business meeting if applicable. The Lioness will reimburse the host club for the food and beverage costs.
        iii. Considerations will be made for special dietary needs.
    c. Fundraising
        i. Optional - responsible for whatever fund-raising the host club decides, except program booklet ads. Any other fund-raising at the convention is only allowed

with the approval of the host club. If raffles are held, the host club is responsible for all appropriate licenses and fees.

d. Hospitality & Entertainment
    i. Responsible for arranging entertainment for the Friday hospitality event.
    ii. Coordinate the Saturday luncheon and banquet speakers with the District Governor.
e. Seminars
    i. Responsible for working with 27 B2 District Convention Seminar Chair to establish convention seminars. Required to plan meeting rooms and obtain necessary audio and visual equipment required by speakers. The District Seminar Chairman will attend the cabinet meetings prior to the Convention to report details of the seminars.
    ii. The District Seminar Chair will also coordinate the area needed for District elections.
f. Registration
    i. Responsible for supplying registration information to all District Club Secretaries at least 7 weeks prior to Convention.
    ii. Minimum information to be provided includes:
        - Registration form
        - Housing/meal details and pricing
        - Deadlines for submissions
    iii. Registration and housing information will also be published in the State newspaper. Consider the frequency of the printed issues of the paper.
g. Housing
    i. Responsible for arranging a block of rooms to be reserved for the District Membership as per the facility requirements in this policy.
    ii. All attendees, including the District Governor and cabinet members, will be responsible for their own room reservations which they shall make directly with the hotel.
    iii. No additions or up charges for housing shall be permitted above the negotiated rate.
    iv. The housing reservations for the International Guest are to be made by the District Governor.
h. Promotions
    i. Work with the printing & program committee and the registration committee to get information out in timely manner. Responsible for any PR needed for the Convention.

5. Facility Requirements
    a. A minimum of 45 first class rooms in or next to the Convention headquarters establishment.
    b. Rooms for Cabinet meeting, business sessions, and meals seating an appropriate number based on past attendance.
    c. Breakout rooms for seminars as required by the District Cabinet.

d. Areas for registration as required by the District Cabinet.
e. Area for the Service of Remembrance on Friday evening.
f. Area for a Hospitality night on Friday evening.
g. Areas for vendors and organizations to set up display tables as required by the District Cabinet.
h. Areas for Pin Trading as required by the District Cabinet.
i. Area for voting to be held that has a separate entrance and exit and room for the appropriate number of tables.

6. Affiliate Convention
    a. Joint facilities need to be provided for the Lioness business meeting with separate meeting rooms. All other Convention activities are shared events.
    b. Contact needs to be made with the Lioness Affiliate District President as the Convention meeting rooms are planned to identify their needs.
7. Leo Activities
    a. Facilities will be provided for the Leos with separate meeting rooms if requested.
    b. All other Convention activities are shared events.
    c. Coordinate with the District Leo Chairman to identify their needs.
8. Service of Remembrance
    a. This service is the responsibility of the District Chaplain, but requires planning and cooperation by the Convention Chair, District Governor, District Secretary and Lioness Affiliate District President with the convention committee.
    b. The Host Club is to coordinate needed props, candles, and a PowerPoint presentation for the honored deceased. The list of deceased will be provided by the IPDG and the current DG to the committee for printing in the program folder.
    c. The timeframe for inclusion in the Service of Remembrance is October 1 of the previous year to October 1 of the current year. This provides the committee with enough time to get all the names in the program.
9. Elections
    a. Except for providing the needed voting area with tables, the voting and ballots are the responsibility of the District Elections Chair.
    b. The District Elections Chair will provide printed ballots conforming to LCI requirements, pencils/pens, a ballot collection box, and an appropriate number of poll workers.
    c. The District Elections Chair and a minimum of two members of the Nominating/Elections Committee shall tally the votes and provide a report to the District Governor for reading at the closing banquet/event.
    d. The District Elections Chair will hold the ballots after counting until a motion to destroy is passed at an upcoming Cabinet meeting.
10. Tail Twisters/Skirt Twisters
    a. The Host club has the option of providing Tail Twisters to raise money for a Lions cause of their choice (but not for the profit of their club).
    b. Tail twisting may begin on Friday evening and continue through the close of the convention.

c. Convention-wide skirt twisting by the Lioness will be at the discretion of the District Cabinet, but must be requested in advance by the Lioness Affiliate District President.
d. Disbursement of skirt twisting funds shall be to a Lions cause as decided by the Lionesses.

11. Pin Traders
    a. An area needs to be identified for Pin Traders during the day on Saturday.
    b. Requiring pin traders to sign up for a table in advance is recommended.
    c. Pin traders will be exempt from any fees charged for table space.
    d. A Convention Pin may be designed and sold by the District Convention Host Club.
12. Exhibit/Vendor Area
    a. Exhibit area will be made available at no charge for:
        i. LCIF
        ii. WLF and their state projects
        iii. LEBW
        iv. Leader Dogs for the Blind
        v. Lions Pride Endowment Fund
        vi. USA/Canada Lions Leadership Forum
        vii. MD27 GLT, GMT & GST
        viii. Wisconsin Lions Missions
        ix. Lions Youth Exchange
        x. SEAS
        xi. Restoring Hope Transplant House
        xii. Sturm Humanitarian Foundation
        xiii. District 27 B2 Lioness
        xiv. Wisconsin Lions Birch Sturm Memorial Fund
    b. Other vendors may be charged a reasonable table fee to be collected in advance.
    c. If electrical connections are not available, vendors should be notified in advance.
    d. The Exhibit/Vendor area should be outside of the convention meeting rooms, perhaps in the hallway or a lobby area.
    e. Exhibits may be manned on Friday evening, but will be manned 8:00 am until at least 3:00 pm on Saturday. Early take down is not allowed.
13. Responsibilities
    a. Housing for International Guest/companion
        i. The host committee will cover the cost of a high quality room for the International guest/companion on Friday and Saturday night.
        ii. If the International Guest/companion arrives early, housing costs for Thursday night will be paid by the District
    b. Hosting the International Guest/companion
        i. The District Governor and a Past International Director will be responsible for hosting the International Guest/companion during their convention stay.
        ii. All meal costs for the International guest/companion, PID host/companion, and DG/companion will be covered by the District.
    c. Welcome gifts

        i. The host committee will be responsible for a welcome gift/basket for the International Guest/companion. The DG will provide preferences that are supplied by LCI.
        ii. The DG will be responsible for welcome baskets for visiting dignitaries if they desire to do so.
    d. Corsages/boutonnieres
        i. The host committee will be responsible for providing corsages/boutonnieres for the Council of Governors/companions, International guest/companion and ID hosts for the closing banquet/event.
    e. Council of Governors/companions registrations
        i. The Council of Governors/companions registration fees will be waived.
    f. State provided flags
        i. The State Office will provide the District Governor with the presentation script and flags that will be on display during the convention.
14. Convention Report Form
    a. The following report form is to be filled out and presented to the District Governor and Cabinet Secretary within 30 days of the close of the convention.
        i. The report form shown is available as an Excel spreadsheet for simplified tabulation.
    b. A report using this form will be made by the Convention Chair at the first Cabinet meeting after January 1st.
    c. This information is to be shared to following Host Clubs.
    d. The District Cabinet will maintain copies for future use.

CONFERENCE REPORT TO DISTRICT 27 B2

	Lions	Lioness	Leo	Guest	Total
Registrations					0
Registrations at the Door					0
Friday Hospitality					0
Saturday Luncheon					0
Saturday Closing Event					0

	Registered To Vote	Certified	Voted
Club Delegates			

		Attendance
Seminar #1		
Seminar #2		
Seminar #3		
Seminar #4		
Seminar #5		
Seminar #6		
Seminar #7		
Seminar #8		
Seminar #9		

CONFERENCE INCOME AND EXPENSES

	Income	Expense	Net
Registrations			$ -
Hospitality-Food & Beverage			$ -
Hospitality-Entertainment			$ -
Saturday Lunch			$ -
Saturday Closing Event			$ -
Raffle, Bucket			$ -
Raffle, Auction			$ -
Raffle, 50/50			$ -
Convention Book			$ -
Display Tables			$ -
Audio/Visual			$ -
Speaker Fees			$ -
Tail Twisting			$ -
Convention Pin			$ -
			$ -