

# **DISTRICT A-2 LIONS**

## **2017**

### **FRIENDSHIP CONVENTION**

#### PROLOGUE

This policy manual is designed to aid and guide the members of the District A-2 Convention Committee to organize an annual convention. It is meant to be a guide and may be changed at any time by a majority vote of the District A-2 Cabinet.

#### WHY A CONVENTION?

The A-2 Friendship Convention is convened for the enjoyment and edification of the A-2 Lions, Lioness, their spouses, partners and families. Both organizations conduct business meetings, elections and other activities during the convention separately and together as a Lions family. It is a time to celebrate our victories and mourn our losses. It is a time to charge our batteries for the year ahead.

#### GOALS

To organize and operate an Annual District Convention for the A-2 Lions Family. To operate our annual convention at a reasonable profit and incur NO expense to the District.

# CONVENTION COMMITTEE POLICY AND GUIDELINES

## COMMITTEE STRUCTURE

To consist of the current District A-2 Governor, the current Vice-District Governor's, the immediate five Past District Governors and a representative of the A-2 Lioness.

A committee secretary is optional at the discretion of the chairperson.

The committee may be enlarged, for any given year, by appointments made by the District Governor.

## COMMITTEE POSITIONS OF RESPONSIBILITY

### CHAIRPERSON

Appointed by the District Governor, usually the fourth senior P.D.G. on the Committee but the Governor may appoint any Lion from District A-2.

### VICE-CHAIRPERSON

Appointed by the Convention Chairperson, usually the third senior P.D.G. on the Convention.

### HOUSING AND REGISTRATION

Appointed by the Convention Chairperson, usually the second senior P.D.G. on the Convention Committee.

### VOTING AND ACCREDITATION

Appointed by the Convention Chairperson, usually the least senior P.D.G. on the Convention Committee.

### 1<sup>st</sup> VICE-DISTRICT GOVERNOR

Appointed by the Convention Chairperson to serve as committee secretary. To observe and become familiar with the committee's operation.

### 2<sup>nd</sup> VICE DISTRICT GOVERNOR

Appointed by the Convention Chairperson to serve as convention display table coordinator and memorial service chairperson. To observe and become familiar with the committee's operation.

## COMMITTEE POSITIONS OF RESPONSIBILITY (cont.)

### LIONESSE REPRESENTATIVE

Appointed by the A-2 Lioness President to serve as member of the committee. Responsible to ensure the Lioness program at the District Convention is organized and carried out.

### PROTOCOL AIDE

Appointed by the District Governor usually the Past District Governor leaving the Committee. However, the Governor may appoint any Past District Governor from District A-2.

### TIMING OF THE CONVENTION

The annual convention will be held no earlier than the last weekend in March unless in conflict with Easter Sunday or if hotel not available. If either occurs the date will be moved to accommodate the completion of the convention.

The convention must be completed before the Governor elect leaves for the Lions Clubs International training session.

Both dates and location of the next convention will be decided by the Convention Committee after investigating the best possible venue based on cost, suitability of location for our needs, availability, past experience and opinions expressed to the committee by the Lions Family of District A-2.

Having already set a policy of having our conventions booked two years in advance, the Vice- Chairman and the Housing & Registration Chairman should begin negotiating for the next necessary convention before January of the current Lions year. (1<sup>st</sup> Year of a 2 Year booking.)

## DUTIES OF COMMITTEE MEMBERS

### CHAIRPERSON

To chair all meetings of the Convention Committee and ensure all committee members are functioning.

To report to the Governor and Cabinet the current status of the Convention Committee activities.

To ensure that proper protocol is observed at functions of the convention.

To chair all functions at the convention with the exception of the A-2 business session which is chaired by the District Governor.

### MEMORIAL SERVICE CHAIRPERSON

To organize and officiate at the Lions, Lioness and Leo Memorial Service held Sunday morning at 11:00 a.m. sharp.

To liaise with the District Governor and Lioness President to ensure the list of deceased members is current dating from the end of the previous convention to the current convention.

To be responsible for making sure that all equipment needed for the Memorial Service is on stage on time for the 11:00 a.m. service Sunday morning.

To be responsible for making sure all participants understand what they are to do and when by conducting a rehearsal of the ceremony.

### VICE CHAIRPERSON

To arrange with the Fort Erie Air Cadets or other suitable organization, to assist with the banner presentations.

To organize and announce the banner presentations making sure that after all the club banners are in place the final banners come in the following order.

- Lioness President' s banner,
- Lioness President's club banner,
- Governor's home club banner,
- Governor's banner.

The Lions International flag, the United States flag (anthem to be sung), and the Canadian flag (anthem to be sung) will be presented by the Fort Erie Air Cadets or another suitable organization. They will then assist with the banner presentations.

## DUTIES OF VICE CHAIRPERSON (cont.)

To organize and host the Friday evening candidates demonstrations and notify all incoming District officers and/or candidates of demonstrations at least 21 days before the convention.

To organize and supervise the sergeant-at-arms for the convention.

To ensure that all visiting dignitaries, not seated at the head table during official functions, are seated appropriately.

To supervise collection of tickets for the Lions Family Luncheon and Governor's dinner. (Sergeant-at-arms).

In the absence of the Convention Chairperson to chair any meeting or convention activity normally presided over by the Chairperson.

To ensure that all banners, flags, pennants are purchased and displayed appropriately. The head table flags should be flown as indicated in the booklet entitled "Flag Etiquette in Canada" page 12.

To ensure that awards and presentations for the Governor, such as the Melvin Jones Fellowship(s), are ordered and are at the convention ready for presentation.

To order a gift for the dignitaries. (Or a donation to a charity of choice)

To arrange for floral table arrangements; corsages, boutonnières (if required).

To order or purchase gifts for the guest speaker and spouse after consulting with the protocol chairman. The protocol chairman will ask what the guest may want. It may be a donation to a charity in their name.

## VOTING AND ACCREDITATION

To ensure each club in A-2 submits a list of voting delegates for use at the convention.

To have prepared two complete sets of sheets listing delegates and alternates by club, Region and Zone. One list is for accreditation and one for voting.

In consultation with the Governor to allow only clubs, eligible\* under the Lions International Constitution, to vote in any election held at the convention.

(\*Club dues payments to LCI are required to be made at least 3 weeks prior to the A-2 Convention.)

To have prepared for use two sets of ballots (different colours) for use at the convention.

The list of candidates is to be supplied by the governor twenty-five days before the start of the A- 2 Convention.

To supervise voting and vote counting to ensure fairness to all candidates in accordance with voting procedures.

To be available to receive the results of elections and to deliver these results to the convention chair.

To inform all candidates for District offices of all rules and regulations concerning, candidate displays, posters and hospitality room operations during the convention. This is to be done no later than 12:01 a.m. on the first day of the convention. •

### Note # 1

If a Lioness is also a Lion or vice versa he/she may be allowed to be a delegate for each group without penalty. In this situation the individual pays only one registration fee. It is suggested that the Lions and Lioness use different colours for their delegate (D) or Alternate (A) stamps on the name badges. They will, of course, have only one vote as a Lion and one vote as a Lioness.

### Note # 2

No person or group controls the District A-2 election process. The District Governor, the Past District Governor, and the elected members of the District A-2 Cabinet are available for consultation only, with regard to the election of District officers.

## HOUSING AND REGISTRATION

To ensure that Convention registration forms are available to the Lions Family of District A-2 by November 30 of the current Lions year.

To receive all convention registrations, confirm all hotel reservations (where applicable) with the hotel and register all attending the convention.

To accept ALL registration fees and room deposits and deposit them in a bank under the name of the District A-2 Convention Committee keeping accurate up-to-date records of all deposits and withdrawals.

To inform the hotel of the number of meals required for the Saturday luncheon, Governor's dinner and the Youth breakfast.

To review and process all convention related expenses bills (Saturday luncheon, Governor's dinner, Youth breakfast, room deposits and convention miscellaneous items) ensuring they are correct before authorizing payment.

To organize the printing and preparation of convention registration packets (name badge holders, meal tickets).

To prepare and arrange the printing of the Convention Memorial Service booklet.

To organize and supervise the operation of the Convention registration desk. The times for opening and closing and the place are to be set by the convention committee.

To work closely with the Convention site hotel to ensure that the Convention runs smoothly.

To provide the A-2 Convention Committee with a Convention Report that includes: Convention Registration (Lion, Lioness, Leo and Guests), Meal Attendance, Hotel & Hospitality Rooms, Convention Pins and a Financial Summary.

## DUTIES OF THE 1<sup>st</sup> & 2<sup>nd</sup> VICE DISTRICT GOVERNORS

### 1<sup>st</sup> VDG

Shall be secretary for the Convention Committee; responsible for recording and forwarding the minutes of each meeting.

### 2<sup>nd</sup> VDG

Shall be responsible for the rental of display tables at the convention. Lions projects shall receive a free table, if requested. All vendors must be registered and pay the table fee as set by the Convention Committee. Tables should be assigned prior to set-up.

Chair the Convention Memorial Service.

## **Memorial Service**

**Order of service should be placed in the space below.**

Music Prelude

2<sup>nd</sup> VDG Opening Remarks:

Thank you for attending this service of remembrance. We pay homage to those of our Lions Family that have been called to their reward since this time last year.

Before you, we see a table, an empty chair, a loaf of bread, a shaker of salt, an inverted glass, and a candle

The table, which is round, represents the circle of life; the candle, which is lit, symbolizing the purity of the service given to the communities and loved ones, and to those in need; a pinch of salt symbolizes the sweat of their labours and the tears endured by those left behind; the bread symbolized the fruits of their efforts, the seed they have planted so that we may enjoy the harvest they have given to us all; the glass is inverted because they cannot celebrate with us this day; the chair is empty. They are no longer there.

Invocation by Choir - Hymn

Reading of the 23rd Psalm.....The LORD is my shepherd....

Choir Anthem - Hymn



## Memorial Service (Continued)

Candle Lighting Ceremony (*Note: A-2 Memorial Cross has 9 candle positions*)

Region 4 Chair – Read Names

4E & 4W ZC – Light Candle



Region 38 Chair

38E & 38W ZC – Light Candle



Region 5 Chair

5N & 5S ZC – Light Candle



Lioness President

Lioness President Elect – Light Candle



CC – Lights Candle for MD



International Guest – assisted by the A-2 DG  
Lights International Candle in memory of  
all Lions Family members who have passed.



Clergy or Senior Lion: Eulogy, Lord's Prayer

Choir Hymn – "The Day You Gave Us, Lord, Is Ended"

Clergy or Senior Lion: Benediction

2nd VDG – Closing Remarks.

The service and friendship given by those we remember today will always remain with us. I want to thank all who came together to make this remembrance possible. We are adjourned. Closing ceremonies will commence shortly.

Thank you.

## DUTIES OF THE PROTOCOL AIDE

“Good Lions Protocol does not begin at the start of a function nor ends with that function. Good Lions Protocol includes the preparatory stage of a function and ends with a letter of appreciation and thanks to the invited guests”.

### Biographical Information:

Information concerning the speaker should be obtained in advance from Lions International website or the International President’s office.

### Arrival:

It is appropriate to meet the International Officer at the airport and escort the Officer and those in his party to their hotel. This practice makes a good first impression on the guest.

### Hotel Accommodations:

Definite hotel reservations should be made for the visiting officer prior to his arrival. Additional considerations and favours should accompany the visit. Items such as flowers, newspapers, cheese & crackers, small mixed yogurts, pop, water, small juices.

### Advance Information:

Prior to departure to your city be sure the officer has the following information:

- Information about hotel reservations
- Local weather conditions
- All information about the meeting time, place
- The type of social occasions and expected dress.
- At an evening meeting and banquet particular attention should be given to the time schedule and arrangements of the program.

### Schedule:

Appointments with important people in Lionism and the community may be made for the officer; however, consideration should be given to periods of relaxation..

### Meals:

Friday Night meal is the Governor's time with his guest. However, there will be opportunities to provide local colour by hosting the dignitary at other local restaurants and perhaps Tim Horton's.

### Expressions of Appreciation:

Following the officer’s visit or at the close of the convention, the officer should be receive a written thank-you for their contribution to the event. Other tokens of appreciation may be made at the end of their speech. (A list of Officers’ and International Directors’ preferences may be obtained from Lions International Headquarters.)

## EXPENSES OF GOVERNOR AND CONVENTION GUESTS

The District A-2 Convention will assume all related hotel and convention expenses of the District Governor and spouse.

The District A-2 Convention will assume all the Hotel and Convention expenses for the International guest and spouse. This will include all travel costs from the airport to the Convention site and back to the airport.

The Convention Chair will receive the use of a room for the convention committee headquarters and meeting place.

The Governor and his/her spouse will host a Friday night dinner for the International guest, his/her spouse, the protocol aide and his/her spouse. The convention will assume the cost of this event. If there is to be an after convention meal for the International Guest and spouse, that cost will also be assumed by the convention.

The protocol aide and spouse will have all convention expenses paid by the Committee.

The M.D.A. Council Chairman, if attending the convention, will be a guest of the District A-2 Convention and will receive complementary convention registration, two tickets for the Lions Family Luncheon and the Governor's Dinner. However, the Council Chairman is responsible for the cost of her/his travel and hotel accommodation.

A-2 Lioness President and spouse will be given 2 tickets for the Family Luncheon, Governor's Dinner and Youth Breakfast; however the Lioness President is responsible for registrations and hotel room costs.

No other person will receive any remuneration from the District A-2 Convention without prior consideration and approval of the Convention Committee.

ADDENDUM — Room and Meal Protocol

	A	B	C	D
1	Participants	Rooms Free	Registrations Free	Meals Free
2				
3	Governor	X	X	X
4	Adult Companion	X	X	X
5				
6	International Guest	X	X	X
7	Adult Companion	X	X	X
8				
9	Lioness President			X
10	Adult Companion			X
11				
12	Council Chair		X	X
13	Adult Companion		X	X
14				
15	Protocol Aide	X	X	X
16	Adult Companion	X	X	X
17				
18	Photographer			X
19	Adult Companion			X
20				
21	Sergeant at Arms			X
22	Assistant			X
23				
24	Music			X
25				
26	Registration Chair	X		
27	Registration Assistant	X		
28				

## HOSPITALITY ROOMS

Hospitality rooms are to be closed during all official functions of the convention.

Although no time is set, clubs hosting hospitality rooms should be aware of excessive noise and commotion caused after 1:00 a.m. Your fellow Lions are your neighbours and consideration should be given them. Should a dispute arise, the decision of the Convention Vice-Chairperson, sergeant-at-arms or Hotel is final in all disputes.

When a club is operating/hosting a hospitality room, it is their responsibility to maintain order, control noise levels and pay any damages to hotel property in that room. The host club must display a host LCBO Special Occasion Permit.

The Convention Committee will negotiate the purchase of a group Party Alcohol Liability Insurance (PAL) policy. The PAL insurance policy costs will be in addition to the hotel's hospitality room charges. The current cost for hospitality room PAL coverage is \$50 per club.

The Convention Committee will set aside a maximum of 15 rooms to be used for hospitality rooms for candidates and will hold them until 60 days before the convention. Other than those assigned to District Governor and 1<sup>st</sup> and 2<sup>nd</sup> Vice-District Governors, the hospitality rooms will be assigned on a first come first served basis.

The convention hotel is a smoke free facility. Those wishing to smoke may do so outside the building. (Niagara Region Bylaw)

## DUTIES OF SERGEANT-AT-ARMS

1. Regular policing of the halls in hospitality areas.
2. Regular policing at entrances.
3. Policing the entrance and exit doors of the voting room.
4. Collecting tickets at the luncheon and dinner.
5. Policing the demonstration area.
6. Other duties as required by the convention Vice-Chairperson.

## CANDIDATE INFORMATION

No formal announcements or formal declarations of intent to run for office for the next year will be allowed before the fall rally in each region.

After the fall rally, campaign visitations are allowed at the second and third zone advisories for candidates and their clubs.

Time will be allowed at the final Zone Advisories for campaign speeches for the candidates.

Inter-club all-candidates nights, hosted by clubs, are encouraged by the District. With the limited amount of time and nights available to candidates and their clubs, these meetings help them meet as many delegates and clubs as possible.

All candidates and their clubs are asked to prepare a demonstration for the opening ceremonies of the convention. Timing and duration of the demonstration will be supplied by the Convention Vice-Chairperson.

Candidates for 1<sup>st</sup> and 2<sup>nd</sup> Vice-District Governor and District Governor will be allowed a time to address the Convention at the Lions Joint Region Caucus meeting. All candidates for Region and Zone offices will speak at their respective caucus meetings.

Candidates and their clubs for District office may distribute literature during the Lions Family Luncheon and region caucus meetings but not during the Governor's Dinner.

At the convention hotel posters for candidates running for district office are not to be taped to painted surfaces. Masking tape should be used if possible. If a candidate is in doubt contact the hotel management.

All posters for candidates must be taken down by 12:01 a.m. of the day that voting takes place.

In any policy dispute during the campaigning the decision of the District Governor will be final.

## CANDIDATE QUALIFICATIONS

At the annual District A-2 convention there shall be elected from qualified Candidates.

- A. A District Governor...  
Any qualified member of a club in the District seeking the position of District Governor shall file his/her intention to run in writing with the District Governor, thirty (30) days prior to the District A-2 Convention and furnish evidence of their compliance with the qualifications for said office as set out in the Multiple District "A" and International Constitution and By-Laws.
- B. A 1st. or 2nd. Vice District Governor ...  
Any qualified member of a club in the District seeking the position of Vice District Governor shall file her/his intentions in writing with the District Governor at least thirty (30) days prior to the District A-2 Convention and furnish evidence of compliance with the qualifications for said office as set out in the Multiple District "A" and International Constitution and By-Laws.
- C. A Region Chairman ...  
Any qualified member of a club in the District seeking the position of Region Chairman shall file his/her intention to run in writing with the District Governor at least thirty (30) days before the District A-2 Convention and furnish evidence of compliance with the qualifications for said office as set out in the Multiple District "A" and International Constitution and By-Laws. Each candidate for Region Chairman shall obtain endorsement of her/his club. Nominations for the office of Region Chairman shall be made in writing with the consent of the nominee attached to the District Governor not less than thirty (30) days prior to the meeting at which the election is to take place.
- D. A Zone Chairman ...  
Any qualified member of a club in the District seeking the position of Zone Chairman shall file his/her intention to run in writing with the District Governor at least thirty (30) days before the District A-2 Convention and furnish evidence of compliance with the qualifications as set out in the Multiple District "A" and International Constitution and By-Laws. Each candidate for Zone Chairman shall obtain the endorsement of his/her club. Nominations for the office of Zone Chairman shall be made in writing with the consent of the nominee attached, to the District Governor not less than thirty (30) days prior to the meeting at which the election takes place.

## TICKET SALES AND RAFFLES

The sale of raffle tickets and the operation of raffles at the District A-2 Convention by individuals and clubs will not be allowed unless approved by the Convention Chairperson. Such approval must be obtained at least one week in advance of the Convention.

The sale of tickets, and raffles **by District A-2 projects** will be allowed at the Convention with the approval of and in a location provided by the convention committee.

## PROFITS OF THE CONVENTION

Any profits from the District A-2 Friendship Convention shall be shared with the Lioness of District A-2. The amount will be based on the total of paid registrations attributed to the Lioness. This amount will not exceed 25% of the net total profits of the Convention.

## REGISTRATION FORMS

- 1 The registration forms shall indicate clearly that no confirmation of registration will be sent out.
- 2 The cost of the rooms and suites shall be on the registration form.

## HELPFUL POINTS

1. The use of a large "flip chart" to announce the Convention schedule and changes should be placed outside the convention registration area.
2. The current Governor becomes the junior member of the Convention committee after his year and as such will take the entire convention paraphernalia home at the close of the convention and ensure that it is stored safely and returned to the next convention.
3. Determine at first meeting who is to purchase the following gifts:
  - International Guest and Spouse
  - Gift for Spouse of sitting Governor
  - Melvin Jones for sitting Governor
  - Bouquet the sitting Governor's spouse presents to DGE spouse just before the closing ceremonies.