



Multiple District 7: Lions of Arkansas State Events Planning Committee

Policy Manual

Purpose: The Arkansas Lions State Events Planning Committee (SEPC) will be responsible for the development of the general theme, budget, programs, seminars, scheduling of speakers and other details necessary to accomplish a successful Multiple District event. The Committee will work in partnership with the Host Committee, who will assist with on-site facilities, audio-visual, transportation, registration, and other essential activities. All planning will have the input, oversight and approval of the Council of Governors (CofG).

I. Structure

- A. The Chair of the SEPC, who shall also serve as the Event Chair, will be elected by the Committee's voting members, or alternatively, the Committee may elect a Lion with exceptional skills and experience, who is not an appointee or elected member of the SEPC. If the Committee cannot decide upon a Chair, then the Council Chairperson may appoint one. The SEPC Chair will continue in office until a new chairperson is elected or appointed. The Council of Governors may replace any chairperson.
- B. A Vice-Chair shall be elected by the SEPC whose primary duty is to assist the Chair for the upcoming convention and to do future planning for the following event. The Vice-Chair will be the liaison with the Host Committee of the succeeding event and assist in the preparation for that event. The Vice-Chair shall participate in the visit to the host site and may become Chair the following year.
- C. A Secretary shall be elected by the SEPC whose responsibility will be to take minutes of all meetings, and perform such other duties as the SEPC or Chair may require.
- D. The SEPC shall be made up of one Lion from each sub-District, elected at the district convention alternately for a two-year term. Initial elections shall have 2 districts elect for 1 year terms & 2 districts elect for 2 year terms, so that staggered terms commence (example: 7-L & 7-O elect 1 yr. terms/7-I & 7-N elect 2 yr. terms). If any elected member is unable or unwilling to participate in the activities of the SEPC, or has two consecutive unexcused absences at SEPC meetings, the Governor will replace that member and notify the SEPC Chair (and Secretary) of the name and contact information for the newly appointed member. In addition to the sub-District elected members, the following will also be voting members: SEPC Chair, SEPC Vice-Chair, Council Chairperson, State Secretary, Immediate Past SEPC Chair., and the sitting International Director. If there is a not a sitting International Director, a Past International Director who shall be appointed by the Council of Governors will serve. The ID or PID member shall remain on the committee until a new one is appointed. The Host Committee Chair shall be an ex-officio member.
- E. The Host Committee Chair shall serve as liaison to the SEPC, and will keep the SEPC informed of Host Committee meetings and plans.

II. Meeting Schedule

- A. The MD-7 Council Chairperson shall call a meeting of the SEPC as soon as convenient after the State Event, but shall be no later than the first Council Meeting.
- B. Succeeding meetings shall be called by the Chair of the SEPC or the Vice Chair of the SEPC as deemed necessary.

III. Protocol

- A. If two guest speakers are used at the State Event, the representative of Lions Clubs International (LCI) will be given the opportunity to speak at any (or all) of the functions during the Event and will primarily address Lions and guests. A secondary speaker may be invited from outside the formal ranks of Lionism and should be a known personality speaking on a current topic of public interest.
- B. All scheduled meetings shall start promptly at the appointed hours, with no delay for a late speaker or anyone else.

IV. Areas of Responsibility (sub-committees)

- A. Financial/Budget: The Budget Committee shall include the following SEPC members: Chair, Immediate Past Chair, Vice-Chair, State Secretary, **International/Past International Director** and other members of the SEPC as deemed necessary by the Chairperson. A proposed budget shall be approved by a majority of the SEPC & submitted to the CofG. Proposed budget shall be submitted NLT six (6) months prior to the Event.
- B. Site Visitation Committee will be composed of the Chair, Immediate Past Committee Chair, Vice-Chair, State Secretary, and another member of the committee appointed by the Chair.
- C. Outside Guest Speakers: **The sitting or Immediate Past International Director will procure the International speaker for the State Event as early as possible. If he/she is not available, then the second Past International Director will perform these duties. The Director will confer with the MD-7 CofG and the SCPC concerning the International speaker for the State Event. It is essential that the speaker be procured as soon as possible. Any secondary speaker may be procured by the SEPC, with final approval by MD-7 CofG. *Note: Any Lion speaker committed to any State function prior to the adoption of this document will be approved as scheduled.**
- D. Main Seminar and Special Interest Sessions Presenters: SEPC will develop seminar and special interest sessions which will enhance the Lionistic programs, motivate and entertain Lions, Leos and guests.
- E. Masters of Ceremony: SEPC shall choose experienced and proficient persons to serve in this capacity (preferably Lions) but shall have the option of using notable personalities. The Council Chairperson will be given the option of presiding at all events, including a Saturday night banquet and/or a noon luncheon. Additionally, it shall be the duty of the SEPC to designate the presiding officers for the luncheons, dinners, forums and other event activities.

F. Printing and Miscellaneous: The Registrar, as a seated member of the SEPC, will be responsible for the following:

Registration Forms	Badges
Meal Tickets	Signage
Official Program	

Printing of “hand-outs” will be the responsibility of the Host Committee. Speakers must have their material for “hand-outs” to the Committee thirty (30) days in advance of the function.

G. Promotion and Public Relations: This sub-committee shall consist of the Chair, Vice-Chair and State Secretary, and will be responsible for all aspects of promoting the event.

H. Audio/Visual

1. SEPC shall obtain the services of the most experienced and knowledgeable Lion available in the Audio/Visual field who has access to the needed supplementary equipment, who may or may not be a member of the SEPC.
2. Presenters must make known the requirements or needs for audio/visual equipment, at least thirty (30) days prior to the event. Consideration shall be given to the scheduling of events to ensure that use of the audio/visual equipment can be utilized to the maximum extent possible and at the least expense.
3. The equipment must be set up and tested on site prior to the scheduled time of use so that all is ready to go according to schedule. The supplier of the service must provide adequate personnel to troubleshoot and solve problems rapidly.

I. Fundraising Exhibitors: Designated SEPC members shall be responsible for special tables/booths for the various Lion-related entities and commercial exhibitors, if space allows. All exhibitors must make their request for space at least thirty (30) days in advance of the meeting and shall be approved by the SEPC. In the event the SEPC is charged for the use of exhibitor tables, that expense will not be passed on to not-for-profit Lion exhibitors (i.e., Arkansas Lions State Office, Arkansas Lions Eye Bank & Lab, Lions of Arkansas Foundation, World Services for the Blind, Mid-South Lions Sight and Hearing Service etc.). At the discretion of the SEPC, for-profit organizations may be charged a fee for the tables.

J. Facility and Meals

1. The Vice-Chair of the SEPC shall chair the Facilities and Meals sub-committee, which shall oversee the planning and implementation of all aspects of facilities, including hotels, banquets, seminars, and general set-up. The SEPC Chair and Host Committee Chair will serve on the Facilities and Meals sub-committee.
2. Any bids, submitted to either the MD-7 Council of Governors or the SEPC for the state event, should include lodging, programs and meals.
3. Handicapped Accessibility: Ensure that all areas are truly handicapped-accessible. Scooters, wheelchairs, walkers, etc. shall have easy access to all facilities: meeting areas, break-out rooms, parking, restrooms, hotels, etc. Eating areas should have tables far enough apart that these aids have mobility access. Hotels shall include handicapped rooms, with electrical outlets accessible for charging scooters or plug-ins for other necessary equipment--such as CPAPs or BPAPs (need to be at the head of the bed in the room). Bathrooms should be equipped with grab bars & shower

chairs, with capability to get scooter or wheelchair in & out, as well as mobility in the hotel room itself.

V. Host Committee

- A. Host Committee Chair: Shall be appointed by the SEPC with the recommendation from the District Cabinet where the convention is being held.
- B. Host Committee Responsibilities:
 - 1. The Host Committee may be an individual club located in the area where the event is being held, or a combination of a number of clubs. Alternatively, the SEPC may bid for and host a state event.
 - 2. To serve as a liaison committee to the SEPC, providing manpower and assistance in carrying out planned functions.
 - 3. Serve as host to the event attendees, providing welcoming committees and assisting with hotel, transportation and entertainment information.
 - 4. Provide ushers, sergeant-at-arms*, and guides for all meals, meetings and entertainment sessions. (* = select Sergeants-at-arms committee's when selecting MD7 Chairs. You can then utilize them for all meeting during the year.)
 - 5. May be asked to assist in obtaining special functions, such as entertainment, food, gifts, hospitality room, and sight-seeing for attendees and guests.
 - 6. May perform other duties as requested by the SEPC.

VI. Refund Policy

- A. No registration fees are to be refunded, with the exception of extenuating circumstances, which may be reviewed/approved by the MD-7 Council of Governors.
- B. No meal refunds will be considered after the deadline date designated on the registration form.
- C. No refunds will be issued until all expenses have been paid and the final accounting is completed.