



Arkansas Lions MD-7 Events Planning Policy

Adopted by the Arkansas Lions MD-7 Council of Governors October 25, 2019

Purpose: The purpose of this policy is to outline the respective responsibilities of each entity in creating quality state events that meet the needs of the Lions in Arkansas (MD7). The goal is to have quality, entertaining, and meaningful events that will attract as many Arkansas Lions as possible.

Policy: The general intent of this policy is that all state events will be planned jointly by the Council of Governors (CG), the State Events Planning Committee (SEPC), and the Host Committee (HC) for the particular event. State events include the State Convention and the Mid-Winter Forum.

Because some venues and speakers must be secured at least one year prior to an event, plans for an event should begin immediately after the previous such event. For example, tentative plans for the Mid-Winter Forum should begin immediately after the previous mid-Winter Forum. A joint meeting of the SEPC, CG, and HC should occur at least six (6) months before each event to begin more specific planning of details. The required timing means that planning for both events will be taking place at the same time. The timing may also mean that replacements for District Governors, Council Chairs, and SEPC members may occur during the planning stages. In the interest of continuity, plans made in the previous joint meetings should not be changed by the new representatives without strong reasons and unanimous consent of all members.

The first meeting, and all other joint meetings, will be called by the Council Chair (CC), with notice given at least two weeks prior to the meeting. With such advance notice and the fact that representatives may have substitutes, no quorum is set. At the first meeting, preliminary plans, finances, and suggestions will be discussed.

The CC will preside over the joint meetings, although he/she may delegate that responsibility to the chair of the SEPC or HC for particular parts of the meeting. Decisions of the joint committee may be determined by unanimous consensus or by vote, as allowed by *Robert's Rules of Order Newly Revised in Brief*. Except for the presiding chair, each attending member of the SEPC, the HC Chair, and each District Governor (DG) attending the meeting may vote. The DG may appoint a voting representative for the respective SEPC member, or the DG may vote in place of the SEPC member, but each eligible Lion has only one vote, even though he/she is representing multiple positions. Unless otherwise specified in this policy, decisions are made by majority vote. No specific quorum is designated. Decisions are to be made with the understanding that the goal is an event that meets the needs of as many Arkansas Lions as possible.

The MD7 Secretary and District Governors Elect are encouraged to attend the joint meeting in an advisory or learning capacity and to assist in the continuity between Lions years, but each has no vote unless designated to represent an absent committee/council member.

Minutes should be kept of all joint meetings. Minutes should be distributed as soon as feasible after a meeting to remind each member of promised actions.

The members of the Host Committee (HC) and the HC Chair will be selected by the Lions club(s) chosen to host the event. Only the HC Chair may vote at meetings, although input may be given from any attendee.

Additional meetings may be held by the SEPC and the HC, separately and together, as appropriate to accomplish their responsibilities. Such meetings may be called by the chairs of each committee.

In the planning of all events, reasonable efforts must be made to accommodate individuals with particular food requirements and other mobility needs. All facilities used must meet the requirement of the Americans with Disabilities Act.

Structure of the SEPC:

- The SEPC is a four-member committee made up of one person from each District.
- The term for each elected member of the SEPC shall be approximately two years.
 - The terms of the representatives of Districts L and O begin at the business meetings held at the District Conventions in 2018 and end with the District Conventions' business meeting held in the fall of 2020. Thereafter the election of the representatives from L and O will be at the District Conventions held in the fall of even-numbered years.
 - The terms of the representatives of Districts I and N begin at the business meetings held at the District Conventions in 2019 and end with the District Conventions' business meeting held in the fall of 2021. Thereafter, the election of the representatives from I and N will be at the District Conventions held in the fall of odd-numbered years.
- If a member resigns, the DG may appoint a member to serve the remaining term for the District, or the District may elect a person at a District Convention or at a cabinet meeting to serve the remainder of the term. The choice is at the discretion of the District Governor.
- In the absence of an elected member of the committee, the respective DG may represent the member, or the DG may appoint an individual to represent the absent member, at the discretion of the District Governor.
- Each year the members of the SEPC will elect a Chair, a Vice-Chair, and a Secretary from its membership. The Secretary will record all minutes and perform other such duties as the SEPC Chair may require. The Vice-Chair performs functions in the absence of the Chair.

Responsibilities of Each Entity:

Although information and suggestions are welcome from all members of the CG, SPEC, and HC, each entity will have the following responsibilities, unless otherwise delegated to another entity by the joint group (CG, SPEC, and HC):

- Host Committee (HC):
 - Select the location(s) of the meetings of the event
 - Select the host hotel or recommended hotel(s)

- Select food for the event and the providers of such food
 - Work with the SEPC to prepare the budget, and present the budget to the CG at least four (4) months prior to the event
 - Print programs
 - May sell ads for the programs
 - Prepare, collect, and process registration forms
 - Prepare name tags and any delegate gift bags
 - Host registration table at the event
 - Serve as hosts during the event, which may include supervising set-up of rooms, providing transportation of speakers, ushers and meal set-up, hospitality rooms, assisting individual with disabilities, and other services as appropriate
 - Provide expertise and assistance to the joint group concerning the local area, which may include securing decorations, speaker gifts, entertainment, color guards, individuals who lead the National Anthem, persons who lead in prayer, or such
 - Other duties determined jointly by the HC, SEPC, and CG
- State Events Planning Committee (SEPC):
 - If needed, meet with the HC at the event location in the beginning of the planning stage to provide guidance
 - Plan the agenda, including selection of speaker(s), in consultation with the HC and the CG
 - Work with the HC to prepare the budget, and present the budget to the CG at least four (4) months prior to the event
 - Assist the HC in any way needed
- Council of Governors (CG):
 - Oversee all planning of the events
 - If needed, meet with the HC at the event location to provide guidance
 - Provide guidance to other entities as appropriate
 - Approve the budget developed by the HC and the SEPC
 - Help the HC disseminate registration forms and agendas as appropriate
 - Approve any refunds, using the following guidelines:
 - Registration fees are to be refunded only in extenuating circumstances.
 - No refunds will be issued until all expenses have been paid and the final accounting is completed, and then only if money remains in the convention fund.
- All entities:
 - Provide expertise, advice, and guidance as appropriate
 - Meet at appropriate intervals to ensure that all details of the event are being planned
 - Provide other duties determined jointly by the HC, SEPC, and CG