



# Policy Manual

## The International Association of Lions Clubs District C-1

For the purposes of the District C1 Policies:

- (a.) "District" shall mean District C-1
- (b.) "Governor" shall mean the District Governor for District C-1
- (c.) "First Vice District Governor" shall mean the First Vice District Governor for District C-1
- (d.) "Second Vice District Governor" shall mean the Second Vice District Governor for District C-1
- (e.) "Cabinet or District Cabinet" shall mean the Cabinet for District C-1

Any reference in the District C-1 Policy Manual to the male gender shall be interpreted to include both male and female persons.

Any reference in the District C-1 Policy Manual to the singular shall, unless context otherwise requires, shall include the plural.

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## CHAPTER I: POLICY MANUAL

### Section A. Statement

This is the Policy Manual of District C-1 of Multiple District C of the International Association of Lions Clubs as adopted on February 20, 2016.

### Section B. Availability

A copy of this Policy Manual shall be made available free of charge to the District C-1 Cabinet and its committee chairpersons. Copies shall be available upon written request to any individual or club of the District at a charge sufficient to cover the cost of printing, postage, and handling. The Policy Manual may be accessible on the District C-1 website

### Section C. Changes

District C-1 Lions clubs in good standing, members of the District C-1 Cabinet, or individual Lions members in good standing **may propose** Policy Manual changes and such proposals *must* be in given in writing. (*See the following Section D. subsections a. and b.*)

### Section D. Perpetuity

The District C-1 Policy Manual shall be perpetual and may be amended *only* by the District C-1 Cabinet within the following guidelines:

1. **Change Procedure**
  - a. Any proposed Policy Manual changes shall be provided, in writing, to the District C-1 Constitution, By-Laws, and Policies Chairperson. No proposed changes will be placed before Cabinet until such action has taken place.
  - b. Proposed changes to the Policy Manual scheduled to come before the Cabinet at a scheduled meeting shall be noted in the District C-1 newsletter.
  - c. The Constitution, By-Laws and Policies Committee shall submit the proposed changes to Cabinet for their discussion and action (by majority vote) at their scheduled meeting or meetings.
2. All proposals for changes to policy to be put before the Cabinet shall be identified on the Cabinet meeting agenda as "Action Items" and be recorded in the minutes with the names of the Lions who moved and/or seconded the motion. Motions for changes shall be noted in the minutes as having been accepted, defeated, tabled or postponed.
3. It shall be the responsibility of the Cabinet Secretary to ensure all *approved* changes to District C-1 Policies are included in the minutes of the Cabinet meeting at which they were adopted. All approved changes to District C-1 policies shall be entered into the District C-1 Policy Manual by the District C-1 Constitution/Bylaws and Policy chairperson.

## **CHAPTER II: BUDGET AND FINANCE**

(For more information see Budget and Finance Committee Policy under Chapter VII.)

### **Section A. Appointment**

The District Governor shall appoint a Budget and Finance Committee as per Article V, Section 4(c) of the Constitution of District C-1.

### **Section B. Mandate**

The Budget and Finance Committee shall review the proposed budget and the District C-1 Treasurer will provide his committee's recommendation to Cabinet at the first Cabinet meeting of the fiscal year.

The budget revenue shall be based on dues from clubs in District C-1 calculated on membership reported on the December 31 budget year MMR, or most recent copy on file with LCI and funds on hand (reserves) and any other revenue. Expenses are to be determined by the finance committee to facilitate District C-1 operations.

Thereafter, the Budget and Finance Committee shall monitor the status of the District's budget and finances and the Chairperson of the committee shall report to the Cabinet at each District C-1 Cabinet meeting.

## **CHAPTER III: RULES OF EXPENSES AND REIMBURSEMENTS**

### **Section A. Lions Clubs International Rules of Audit**

The International Association of Lions Clubs, through the International Board of Directors, has established guidelines for the compensation of the officers of our Association. These International "Rules of Audit" primarily govern the compensation, in part, for the related expenses of travel, lodging, and meals of our District Governor on behalf of Lions Clubs International during the District Governor's year as the International officer of our District.

### **Section B. District C-1 Rules of Expenses and Reimbursements**

District C-1 has established a policy for the expense and/or reimbursement of funds of our District to our members and District Governor. The District C-1 Rules of Expenses and Reimbursements shall be consistent with those of Lions Clubs International Rules of Audit regarding mileage, hotels, and meals. The District C-1 Rules of Expenses and Reimbursements are intended to serve as guidelines.

Subject to Section C. of this chapter, reimbursements will not be made unless supported by original receipts and/or invoices. However, where originals *must* be provided to Lions Clubs International and/or Multiple District C, copies of said receipts and/or invoices will be accepted. It is not the intention to provide 100% reimbursement of all expenses. It must be remembered that most

expenses within the District, by Lions, Leos, and/or Lioness and other District Officers are and must be on a voluntary basis.

**Section C. District Governor's Expense Fund**

The District Governor's Expense Fund is payable to the District Governor when the funds are available and when requested. The total amount of funds available to the District Governor from this fund shall be as set out in the approved District C-1 budget and those funds shall be made available to the District Governor upon written request. The District Governor's requests are not required to be supported by original receipts and/or invoices because the original receipts and/or invoices may have to be submitted to Lions Clubs International.

**Section D. Travel Expenses**

All travel expenses, including but not limited to mileage, hotel and meals, over and above those that may be claimed by the District Governor as per Lions Clubs International Rules of Audit shall not be the responsibility of the District, excepting those as stated in the Constitution and By-Laws of District C-1.

**Section E. District Hospitality Funds**

District Hospitality funds *may* be used for such expenses as:

1. To cover expenses of past or current Lions Clubs International Officers and/or Council of Governors traveling in our District for non-convention related activities of our District.
2. To provide a hospitality room at Multiple District C Conventions for the promotion of fellowship and good relations.

Any expenses related to hospitality within District C-1 shall be submitted to the Budget and Finance Committee for their review and recommendation to Cabinet.

**Section F. Disbursements**

All disbursements for expenses under District C-1 Rules of Expenses and Reimbursements shall be deemed to reflect the District's ability to pay.

**Section G. District C-1 Convention Surplus Funds disbursement**

District C-1 Convention surplus funds, if any, shall remain the property of the Convention host club or clubs and may be used at their discretion...*club administration costs excepted*. This section applies only if the host club or clubs approved Convention budget was followed.

## **CHAPTER IV: DISTRICT C-1 CONTESTS AND AWARDS**

(For details see District Awards Committee Policy under Chapter VIII.)

### **Section A. Approval**

All rules, guidelines, point accumulation methods, instruction and/or beneficiaries which may be used in various contests, programs, or awards with the District during any fiscal year shall be made clear and shall be approved by the District Cabinet.

### **Section B. District Governor's Program**

The District Governor's personal Program, Projects, and/or Goals:

1. The District shall not be responsible for any expenses except as approved by the Budget and Finance Committee.
2. If the program includes funds contributed by clubs or individuals in the District, then such funds shall be maintained as a separate District C-1 account.
3. All such funds previously clearly designated shall be disbursed entirely within thirty (30) days of expiry of the outgoing District Governor's term of office.

### **Section C. District C-1 Contest and Awards**

1. All keeper plaques of District C-1 contests shall be a District expense.
2. Recognition awards for service to District C-1 shall be a District expense.

### **Section D. Ability to Pay**

All awards and/or recognition expenses shall reflect the District's ability to pay as budgeted.

## **CHAPTER V: DISTRICT C1 COMMUNICATION**

(For more information see Bulletin Editor Policy under Chapter IX.)

### **Section A. District Governor's Responsibility**

The District Governor shall be charged with the responsibility of the publication and distribution of a District C-1 "Bulletin" or "Newsletter" (minimum of ten (10) issues per fiscal year) at the District Governor's discretion.

### **Section B. Publication Expenses**

Any expenses relating to District C-1 "Bulletin" or "Newsletter" publication shall be a District C-1 expense according to the Rules of Expenses and Disbursements.

## **CHAPTER VI: CONVENTION ADVISORY COMMITTEE**

### **Section A. Mandate**

A District C-1 Convention Advisory Committee shall be created and/or maintained to ensure excellence in District C-1 Conventions and to provide continuity and long range planning.

### **Section B. Purpose**

It shall be the purpose of this committee to aid in designing a convention atmosphere conducive to learning and to the promotion of fellowship while facilitating the administrative duties and requirements of the District and maintaining suitable decorum and protocol.

### **Section C. Duty**

The duty of this committee is to follow District C-1 Convention policy and to work in harmony with the District Governor and Cabinet and the Convention Host Committee to assist in the solving of any problems the Convention Host Committee may have regarding facilities, meals, budgets, accommodations, programs, themes, public relations, entertainment, etc. and to keep the District Governor and Cabinet informed and receive their approval on such matters. This does not preclude the District Governor or District Governor and Cabinet from making or changing District C-1 Convention Policy or overriding any committee decision at their discretion.

### **Section D. Membership**

The District Convention Advisory Committee shall be composed of three Lions....one Past District Governor, appointed by the District Governor...this person will act as Chairperson of this committee and two (2) Host Committee Chairpersons – one from the club hosting the *current* District Convention and one from the club hosting the *previous* District Convention.

**Section E. Meetings**

The District C-1 Convention Advisory Committee shall meet at least three (3) times during the year and the meeting shall be called by the chairperson, designating the appropriate time and place. The first of these meetings is to be held prior to or in conjunction with the fourth Cabinet meeting in the Lions year preceding the Convention. The second meeting is to be held prior to or in conjunction with the first Cabinet meeting in the Lions year in which the Convention is to be held. The third meeting is to be held in the town or city of the Convention thirty (30) days prior to the convention.

**Section F. Reporting and Approval**

The Convention Advisory Committee chairperson shall report in person or in writing to each Cabinet meeting. The committee shall be responsible for keeping the District Governor informed at all times and shall be required to receive prior approval from the District Governor for decisions made.

**Section G. Budget Approval**

The Convention Advisory Committee shall ensure the host Convention Committee submits a budget for the C-1 Cabinet's consideration at the second Cabinet meeting in the year prior to the Convention. This budget *must* be approved by Cabinet no later than the spring Cabinet meeting held prior to the Convention.

**Section H. District C-1 Convention Handbook**

Within sixty (60) days of the close of the District C-1 Convention it shall be the responsibility of the District C-1 Convention committee to provide to the District Governor, in writing, any recommendations for suggested changes to that handbook. It shall be the responsibility of the District Governor to bring those recommendations to the District C-1 Cabinet for its discussion and decision.

The District C-1 Constitution, Bylaws and Policy Chairperson shall be responsible for entering all *approved* changes into the District C-1 Convention Handbook. The District Governor or his designate will be responsible for ensuring the District C-1 Convention Committee chairperson is made aware of this handbook and will encourage its use in planning the Convention.

**The District C-1 Convention Handbook shall be included in the District C-1 Policy Manual and can be found under Chapter X of this Policy Manual.**

## CHAPTER VII BUDGET AND FINANCE COMMITTEE POLICY

- Section A.** The District Governor and Cabinet may make changes to the budget as presented to them by the Budget and Finance Committee at any time during the year.
- Section B.** The District Cabinet Treasurer shall, at all scheduled Cabinet meetings, present a financial statement.
- Section C.** The District Cabinet Treasurer shall make no changes to the current procedures of accounting, without prior approval of the members of Cabinet.
- Section D.** The District Governor shall include the Budget and Finance Committee as recipients of the annual financial review and statement of the financial condition of the District.
- Section E.** District C-1 Cabinet may approve reimbursement to the District Governor for communication expenses incurred by him over and above those that *may* be covered by Lions Clubs International. All such reimbursement requests must include proof of payment made by him.
- Section F.** Expenses related to District C-1 Cabinet meetings in each Lions year, including the cost for lunch and rental of a meeting facility, if required, shall be considered an administrative expense of the District and shall be included in the District C-1 annual budget. No reimbursement or payment of costs shall be made without receipts or invoices provided to the District C-1 Treasurer.
- Section H.** All entertainment expenses, including but not limited to, food beverages and entertainment, at meetings or functions in or out of the District shall not be at the expense of the District **unless** pre-approved by the District C-1 Cabinet. No reimbursements or payment of any costs shall be made without receipts or invoices provided to the District C-1 Cabinet Treasurer.

## **CHAPTER VIII CONTESTS AND AWARDS COMMITTEE POLICY**

### **Section A. District C-1 Club Contests and Awards**

#### **1. LCIF Donations Award**

To be awarded to the club that donated the greatest per capita donations to L.C.I.F., for the Lions year July 1 to June 30. Information will be obtained from quarterly reports from International to the current District Governor.

#### **2. District C-1 Convention Attendance Award**

To be awarded to the club that had the largest percentage of their membership in attendance at the District C1 Convention. It will be the responsibility of the Convention Host Club to forward this information to the District Awards Chairperson before the end of November. This award will be presented at the subsequent District C-1 Convention.

#### **3. PDG Robert J. (Bob) Gibb Club Membership Growth Award**

To be awarded at the District C-1 Convention to the Lions club with the largest net increase in members per Lions year. A trophy will be presented to the winning club by Lion Vi Gibb and said trophy shall be held by that winning club until the next District C-1 Convention. The information as to what club had the largest net increase in membership will be obtained from the District Governor.

#### **4. District C-1 Youth Activities Award**

The District Governor will make the decision on the club that is to be presented with the award based upon the following criteria. To be eligible for this award, a Club must have done at least six of the following in the Lions year:

1. Participated in Lions Youth Exchange through their club member or members personally hosting a youth exchange student
2. Provided a financial contribution to the District C-1 Youth Exchange Program or the Multiple District C Youth Exchange Program
3. Sponsored youth(s) to travel on a Lions Youth Exchange or attend a Lions Youth Camp.
4. Participated in or financially supported Lions Quest Canada
5. Participated in or financially supported at least two local youth organizations such as Scouts, Girl Guides, minor hockey, minor ball, minor soccer or other organized and recognized non-profit youth groups
6. Provided financial support to the District C-1-and District 306A1 Sri Lanka Foster Child Program
7. Made a financial contribution to Camp He Ho Ha
8. Made a financial contribution to Camp Tamarack
9. Sponsored a new LEO club in their community
10. Provided funds to purchase equipment for children who have special medical needs
11. Participated in the Peace Poster Contest
12. Participated and/or financially supported Project Pride

## **DR. LYNN G. HALL LEADERSHIP AWARD FOR OUTSTANDING LEADERSHIP IN LIONISM**

This award was established in 1997 in recognition of the outstanding Leadership qualities as were displayed by the late Lion Dr. Lynn G. Hall. Lion Lynn was a member of various clubs for over 50 years and also served as District Governor 1952-53 and 1975-76. Always quick to step forward, no matter what the project, he was a leader by example. He was an active participant in many a fundraiser and a great Lion. Lion Lynn exemplified what Lions is all about. His professional life including teaching, school superintendent, school inspector, provincial director of school administration as well as serving as Mayor of Lac La Biche and Councilor of Wainwright.

### **.2 AWARD CRITERIA**

- .1 A Lions member in good standing with a Lions club for  
A minimum of 10 years
- .2 A Lion who has demonstrated continuous leadership  
for a minimum of three (3) years
- .3 A Lion whose leadership may be at the community,  
club, district or International level or a combination  
thereof

### **.3 APPLICATION CRITERIA**

- .1 Application may be made by a Lions member in good standing  
within District C-1.
- .2 A letter is to be written which includes the following
  - Name of award applied for
  - Name of the Lion
  - Name of the club
  - When the Lion became a member
  - Commitment to Lions based on the above criteria
  - Biography of applicant, (marital status, family, interests, etc.)

## **Section 4. DISTRICT C-1 CITIZEN OF DISTINCTION**

### **Purpose**

To bring recognition to a deserving citizen living within the boundaries of Lions District C-1. The program will also raise the profile of Lions Clubs International.

### **Who will be recognized?**

The Lions District C-1 Citizen of Distinction will be selected from those persons who demonstrate a personal commitment to service. Service shall be broadly defined and may include, but not be limited to, work with youth, seniors, handicapped, the needy, support for global initiatives, or humanitarian service through governments or other agencies. ***Lions are ineligible to be considered for this award.***

### **How will he/she be selected?**

All Lions clubs within District C-1 shall be encouraged to submit a resume of a deserving individual to the selection committee. (*Clubs may wish to conduct a local program within their community*). Individuals and agencies may submit resumes for those they consider deserving of this prestigious recognition.

Submissions from Lions clubs, individuals, and agencies may be made in memory of someone who is deceased. *The deadline for submissions to be received is September 15. Submissions shall be valid only for the year in which they have been submitted.*

### **Selection Committee**

The committee shall be made up of: District C-1 Immediate Past District Governor (chair), District C-1 District Governor, a Past International Director, and the District C-1 Awards Chairperson.

### **What is the recognition?**

Public recognition of the individual and their cause will be emphasized. A biography will be provided and the recipient will be named a Melvin Jones Fellow. Every effort should be made to have press/TV coverage. If that should not be practical, the District C-1 Public Relations chairperson shall ensure that news outlets are notified.

### **Funding requirements**

Funds to purchase a Melvin Jones Fellowship to come from District C-1 and will be a budgeted item.

### **Where and When?**

The presentation will be made annually at the District C-1 Convention.

### **Section C. Peace Poster Contest**

- .1 The District Peace Poster Chairperson will follow the rules and guidelines of the contest set forth by Lions Clubs International.
- .2 The District will allot in its budget for awards to the top three (3) Peace Posters entered at the District level (plaque & cash prize for 1st and arts supplies or smaller cash prize for 2nd and 3rd).
- .3 The Peace Poster Chairperson will promote the contest to the clubs in the district through newsletter, direct mail, e-mail or zone chairs.
- .4 The Peace Poster Chairperson will put together a judging committee of other Lions (not involved in the contest at club level) and may invite professionals from the community i.e. artists, media or educators.
- .5 The Peace Poster Chairperson should try to find a public place to display the District Peace Poster Contest. (Mall, Art Gallery, Education Centre)
- .6 The Peace Poster Chairperson will ensure the District Governor has the 1<sup>st</sup> Place winning poster in time to send it on to the Multiple District for judging at that level of competition.

### **Section D. Awards Formats and Costs**

- 1 Banner patches may be awarded to the recipient Lions club for the following awards:
  - LCIF Donations Award
  - District C-1 Convention Attendance Award
  - PDG Robert J. (Bob) Gibb Club Membership Growth Award
  - District C-1 Youth Activities Award
- 2 Framed certificates and keeper plaques may be awarded to the recipients of the following awards:
  - Dr. Lynn G. Hall Leadership Award
- 3 District C-1 will provide funds from its budget to support the Peace Poster Contest as is noted under Section C of this Chapter VIII.
- 4 District C-1 will be responsible for the preparation and the and costs of all recognition awards with the exception of the MD C Hall of Fame Award should there be such an award.
- 5 Multiple District C shall be responsible for the type and cost of the MD C Hall of Fame award should there be an award.

**CHAPTER IX  
BULLETIN (NEWSLETTER) EDITOR POLICY**

**Section A.** The District C-1 newsletter will be provided via its website. It will be available that way or via email to the following:

1. Each Lions club in District C-1
2. District C-1 Cabinet Officers
3. District C-1 Committee Chairpersons
4. Past District Governors of this District (including all Past District Governors resident in District C-1 regardless of where they served as District Governor).
5. Multiple District C Council of Governors
6. Multiple District C Secretary-Treasurer
7. Past and/or present Lions Clubs International officers resident in District C-1
8. Lions Clubs International office
9. The International guest speaker for the most current District C-1 Convention.

**Section B.** The District C-1 newsletter shall announce information including but not limited to:

1. International President's message, goals and directives
2. International Office news, International Board news, etc.
3. International, MD C and District C-1 Convention news, workshops, forums, etc.
4. District C-1 Governor's message, goals, etc.
5. District C-1 Contests/Statistics
6. Club news, activities, donations, etc.
7. Calendar of upcoming events, charter anniversaries, District Governor's official visits and new club charters
8. Other District activities
9. Deceased members
10. Any other relevant information

**Section C.** Since the District C-1 newsletter is the "official publication" of the District, it will contain such items as resolutions to be considered for changes to the Constitution and By-Laws of District C-1, any proposed changes to the District C-1 Policies, the names of candidates standing for election as officers of the District and the results of such elections, convention reports and other administrative reports the District Governor has asked be published.

CHAPTER X

**DISTRICT C-1  
CONVENTION HANDBOOK**

**PART OF ALBERTA  
PART OF BRITISH COLUMBIA  
PART OF NORTHWEST TERRITORIES**

*NOTE: Wherever the word “chairperson” or “he” appears in this document, it is to be interpreted to mean male or female gender.*

*Wherever the words “District” appear in this document, it is to be interpreted to mean District C-1 unless otherwise noted.*

*Wherever the word “Cabinet” appears in this document that indicates the District C-1 Cabinet, unless otherwise noted.*

*Where the words “District Governor” or “Governor” appear in this document that indicate the District Governor for District C-1, unless otherwise noted.*

*\*A copy of this handbook is to be provided to the Host Convention Committee Chairperson two years prior to the Convention to be hosted.*

## INTRODUCTION

The information contained in this handbook may be useful in planning and hosting a District C-1 Convention. If you have questions on any part of the handbook please contact the District Governor or the District Cabinet Secretary.

Once a club has been awarded a District C-1 Convention the following are done:

- The Convention host Committee Chairperson appoints the Committee's Vice Chairperson, the Committee's Secretary and the Committee's Treasurer. These people, along with the Committee Chairperson form the Executive Committee. The host club(s) President(s) are ex-officio member(s) of this committee.
- Chairperson meets with the Executive committee and provides them with copies of this handbook.
- Executive Committee makes arrangements to meet with the convention hotel and/or other facilities to ensure the blocked rooms are confirmed, in writing.
- Chairperson appoints the Division Chairpersons.
- Chairperson meets with the Division Chairpersons. He asks them to read the parts of the handbook that refer to their committees...provides them with the pertinent pages, if necessary.
- Division Chairpersons select *their* Committee Chairpersons and provide them with a description of their duties as outlined in the handbook. Copies of these duties would be helpful to *all* Committee Chairpersons.
- During the third year prior to their function, the Chairperson meets regularly with the Executive committee and Division chairpersons. Division chairpersons hold regular meetings with *their* committees and report regularly to the Chairperson or the Vice Chairperson. The full Convention committee meets at least twice during that year. The District C-1 Convention Advisory Committee Chairperson is to be invited to attend these full meetings.
- The Committee Secretary ensures all reports, if required, and copies of the minutes of the full committee meetings are sent to the required people.
- All committees that are required to submit a budget are to provide a preliminary budget to their Division chairperson who will provide the budgets to the Convention Committee Treasurer. The Treasurer is to provide copies of all budgets to the Executive Committee for their review.
- A draft budget is to be prepared showing fixed costs for 150, 200, or 250 or more people. The budget is to include all relevant costs plus the cost for two members of the Convention Host Committee to attend the District C-1 Convention held *one year prior* to the Convention *their* club(s) is hosting.
- A preliminary budget to be provided to the District C-1 Cabinet Secretary for review by the District C-1 Cabinet.

- Finalize the budget for presentation to the Council to review. **The final budget must receive the approval of the District C-1 Cabinet.**
- Finalize registration form for District C-1 Cabinet approval. **This form must be approved by the District C-1 Cabinet before it can be distributed.**
- Distribute the *approved* registration form to all Districts for placement in their bulletins and websites and to the MD C Secretary Treasurer for publication in the MD C newsletter and on the MD C website.
- Promote the Convention through visitations throughout District C-1.

**As stated in under Article 6, Section 5 of the District C-1 Constitution:**

*“The Governor has the power to change, at any time, for good reason, the Convention site chosen by a previous District Convention and neither the Governor nor the District, nor any member of the District Cabinet is liable to any club or club member in the District for any loss, damages or cost arising from any change to the Convention site.”*

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If you cannot find what you need within this handbook contact:

District Governor  
or  
District Cabinet Secretary

## **ADMINISTRATION**

### Convention Committee Chairperson

The host club members are responsible for appointing the convention committee chairperson. Once appointed, the chairperson appoints the vice committee chairperson, committee secretary, committee treasurer and division chairpersons who are known as the executive committee. The host club(s) president(s) are ex-officio member(s) of the executive committee. The committee chairperson or his representative and at least one other member of the executive committee shall attend the District C-1 Convention held one year prior to their convention. The committee chairperson shall schedule regular meetings with the executive committee and meet with other committees whenever necessary. The chairperson is responsible for setting and notifying all executive members of all meetings. He is responsible for the activities of all committees assuring that programs, budgets and all necessary report(s) are completed when required.

### Convention Committee Vice Chairperson

The same responsibilities that apply to the chairperson also apply to the vice chairperson. The vice chairperson shall be prepared to perform the chairman's duties during the chairman's absence.

### Convention Committee Secretary

The District C-1 Convention committee secretary is to take minutes of all executive committee meetings and is responsible for keeping records of all convention correspondence, committee memos and directives. The convention committee secretary shall forward the executive committee meetings minutes to the members of the executive committee, the District C-1 Convention advisor(s), and the District C- Cabinet Secretary. The committee secretary shall notify the executive committee and the District C-1 Convention advisor(s) of the date, place and time of said meetings. *That notification is to be provided one month prior to each meeting.*

### Convention Committee Treasurer

The convention committee treasurer is responsible for preparing the budget and shall assist and coordinate all committee budgets. The convention budget shall show the costs for each event. Budgets must be numbered and dated as revisions are made. A preliminary budget shall be provided for review by the Cabinet. No later than the winter Cabinet meeting held in the year in which the Convention falls, the budget must be finalized to the point where the registration fee can be quoted to the Cabinet. Immediately following Cabinet's approval of the registration fee the District C-1 Cabinet Secretary will contact the Convention Committee chairperson to inform him that the registration form may be distributed.

### Financial Report

The District C-1 Convention committee chairperson shall call the executive committee together shortly after the convention for their reports that shall include all relevant financial documents. The convention committee treasurer shall prepare and submit a full financial statement to the District C-1 Cabinet Treasurer no later than 6 months following the close of the Convention. Included with this statement are to be copies of all cancelled cheques plus original receipts and/or other supporting documents. If there is a surplus of funds after all bills have been paid, said surplus is to be so noted in their final reports. These funds shall be the property of the host club or clubs, providing their budget for the convention had been fully approved by the Cabinet and their final report has been submitted and accepted by the District C-1 cabinet. These surplus funds are not to be used to fund the host club or club's administration costs. The convention committee treasurer shall make a copy of the full report including **all** of the supporting documents. Copies of the full report shall be provided to the District C1 Convention committee chairperson, the District C1 Treasurer and the District Governor.

### Division Chairpersons

Division chairpersons are persons in charge of the major convention divisions. Each division chairperson shall keep the convention chairperson informed of the activities of these committees.

### Committee Chairpersons

Committee chairpersons are responsible for preparing committee budgets and for providing a copy of that budget to the convention committee treasurer. They are to determine the manpower and material requirements necessary to carry out the duties of the committee and to report all activities to their division chairpersons.

**NOTE: The use of Tailtwisters at the District C-1 Convention must be pre-approved by the District Cabinet.**

## GENERAL INFORMATION

### District C-1 Convention Advisor(s)

District C-1 Convention Advisor(s) are appointed by the District Governor and are to act as advisor(s) to the Convention host committee. The advisor(s) are expected to attend as many convention executive committee meetings as possible and to offer advice to that committee. The advisor is only there to assist the committee and is not responsible for any part of the Convention.

### Sergeant –at-Arms

If considered necessary, a number of Sergeant–at–Arms *may* be put in place to maintain security, proper order and decorum at the District C1 Convention. If necessary, these Lions will be appointed by the host committee and will be given their responsibilities by the host committee chairperson.

### Host Committee Expenses

The host committee shall build into the costs of their convention all promotion costs, travel costs, registration fees, additional meals and lodging for *two* of its committee members to attend the District C-1 Convention held one year prior to *their* convention.

The host committee shall build into the costs of their convention the promotions costs plus \$500 which shall be used to recognize the Lions Clubs International guest speaker at the Convention. It shall be the option of the host committee to purchase with those funds one of the following fellowships. The committee may choose a Judge Brian Stevenson Fellowship, a Bill Webber Fellowship, a Dr. Jack Dobush Fellowship, a Jack and Denise Isaman Fellowship, a Dr. Patti Hill Fellowship or a Dr. Powell S.T.A.R.S. Fellowship. The fellowship is to be ordered by the host committee and shall be on hand for presentation to the International guest at the appropriate time during the Convention."

### Schedule of Events

The printed schedule of events includes breakfasts (optional), luncheon, banquet, business sessions and other activities. The printed schedule is to show the time, date and location for these events. The District Governor and others who are to be appointed by the District Governor shall act as facilitators for each business session, as masters of ceremonies for each meal, and as MC for the Memorial Service. At the winter Cabinet meeting held in the year of the convention, the convention chairperson will be provided by the District Governor, the names, postal addresses, phone and fax numbers and e-mail addresses of all facilitators. **NOTE:** Once these names have been provided, it shall be the responsibility of the convention committee to contact each one to confirm their attendance and to finalize all arrangements each facilitator may have. The convention chairperson must ensure his committee has the information needed to assist these facilitators.

A preliminary draft of the Convention schedule is to be prepared in time for the third District C-1 Cabinet meeting held in the year of the convention. This draft shall be sent to the District Cabinet Secretary with a copy to the District Governor and is to be received no less than 30 days *before* said Cabinet meeting.

A final draft of the schedule is to be prepared in time for **final** Cabinet meeting held in the year of the District C-1 Convention. The document shall be provided to the Cabinet Secretary 30 days prior to said Cabinet meeting and shall be reviewed by the Cabinet at this meeting. Should it require changes, those changes will be made at this Cabinet meeting and the schedule approved.

### Registration Packages

Registration packages are to be provided gratis to the International guest and his/her companion, to the District Governor and his/her companion and to any *current* Lions Clubs International officer residing in Multiple District C and his/her companion.

Hotel costs **and** registration fees for the International guest and the current International director residing in MD C and their companions are to be included in the convention budget.

One-time program participants and their companions who have been asked to be a formal part of the program are guests for that occasion and are *not* to be charged any registration fee.

### Hotel Reservations/Accommodations

The convention committee shall reserve the best hotel accommodation available for the International guest, District Governor, current and past International officers residing in District C1. **NOTE: The hotel room costs for the International guest and the current Lions Clubs International officer residing in MD C are to be *paid* by the convention committee from *its* convention budget. The convention committee must make certain these hotel rooms are paid *prior* to these individuals arriving to avoid any embarrassment to the guest or the committee.**

### Registration Refund Policy

The host convention committee may be asked for refunds. A standard refund policy is as follows:

- attempt to transfer the registration to another Lions member
- full refund if cancellation request is received by the host convention committee no later than 30 days before the convention
- refunds may be allowed within a 30 day period after the convention provided the Lion contacts the host committee and a written application is made to the District Governor and Club President.

***This policy must be printed on the registration form.***

### Registration Committee

The registration committee is responsible for preparing a registration form to be reviewed by the District C-1 Cabinet for ***its*** approval. The registration form must show that registrations by credit card or cheque will be accepted. This committee is also responsible for pre-registrations, registrations at the convention registration desk, and for keeping a record of all who have registered and attended. Registration desk opening and closing times for a convention lasting up to three days ***could*** be as follows:

- Day 1 - Noon - 10:00 p.m.
- Day 2 - 7:00 a.m. - Noon

***These times may be adjusted to suit the convention format.***

A registration fee, set by the Convention Host Committee and approved by the District C-1 Cabinet, shall be collected under procedures set by the District C-1 Cabinet from each delegate, alternate and guest attending the District C-1 Convention to defray the actual cost of hosting the Convention. ***Voting without having paid the registration fee shall not be allowed.*** The registration desk shall have blank registration forms and all registrants are to receive their identification badge and a schedule of events.

### Display Space Committee

All requests for display space must be received by the convention committee no less than thirty (30) days prior to the convention. Space will be provided on a first come, first served basis. Requests shall include whether power will be needed and if any audio/visual equipment is required. It shall be the responsibility of each display to provide extension cords, if required. ***Requests for space will not be accepted after the 30 day deadline. All sales of raffle tickets or merchandise must have written pre-approval from the District Governor.***

### Information Desk Committee

This desk should be separate from the registration desk. This desk should have local maps, information on local points of interest, taxis, buses, emergency medical services and full information on what is happening at the convention. It should also have extra copies of the schedule of events. ***It should operate the same hours as the registration desk.***

### Transportation Committee

This committee is responsible for arranging for ground transportation necessary for the convention. If registrants are to be transported to and from various convention venues, this committee will be responsible for arranging for all buses, vans, courtesy cars or other forms of transportation needed to accomplish this. This committee should submit budget estimates for transportation to each function

This committee is also responsible to all committees for moving of goods, such as decorations, chairs, refreshments or other items too large to carry in a single passenger car, van or truck.

Groups arriving by charter buses shall be responsible for their own local transportation, except for that transportation furnished by the convention for specific functions.

Announcements concerning transportation service should be made throughout the convention.

#### Printing Committee

This committee, through coordination with all other committees, will determine all printing needs and shall submit a budget. Items that may go through this committee are: committee letterhead and envelopes, registration forms, schedule of events, memorial service program, banquet programs, name tags, meal tickets, publicity materials, place cards, directional signs and other items that may be required for the convention. They may also be asked to make signs for various chairpersons such as credentials and voting, registration and information.

#### Publicity/Public Relations Committee

This committee is responsible for determining publicity requirements, for setting for preparing all media releases and for delivering them to all media. They will provide general information to the MD C office and to all the District Governors for inclusion in the respective newsletters. This information should include a registration form, schedule of events and some points of interest for visitors.

This committee is responsible for news releases prior to and during the convention with the International Officers and District Governors in attendance. The committee is also responsible for arranging for a media interview of the International guest that may take place, time permitting. The V. I. P Liaison Chairman should assist in planning this media interview and also be present during any news conference.

#### Decorations Committee

This committee will arrange to have the decorations for all official functions, business sessions and social functions while respecting the wishes of the convention hotel and/or other venues. They will be responsible for ensuring that the convention banners are mounted at the headquarters hotel. They will be responsible for working with all other

committees from the start of the convention to the finish. They will be responsible for insuring all convention banners are put up and are removed after the convention. Several banners may be stored with the District and the committee should check with the District before ordering any new ones.

#### Companion Program Committee

All companions may attend the full convention activities but must register in order to do so. The information desk will have listings of what is available in the community as far as shopping places, taxi service, etc. for those who do not wish to participate in the convention's full schedule of events. If there is to be a companion program, this committee shall arrange the activities and submit a budget. *Whether or not to have a companion program is left to the discretion of the host committee.*

#### Attendance Prizes /Gifts Committee

This committee is responsible for getting items for attendance prizes, selecting and purchasing appropriate gifts for the International guests and purchasing welcoming graces such as fruit baskets for the dignitaries. This committee shall submit a budget for the following:

- Attendance Prizes: These prizes should be ones of *quality*, not quantity. It is preferable to have these prizes donated, whenever possible.
- Gifts for International guests: The gifts for the International guests should be easy to transport in their luggage and should reflect the area, whenever possible. The main gift should be a fellowship as noted under Host Committee Expenses under General Information in this Handbook.
- Welcoming graces: A welcome, such as a fruit basket, is to be placed in the rooms of the International guest speaker, the MD C Council Chairperson, the District Governor and any *current* officer of Lions Clubs International residing in MD C. A recent local newspaper could be placed in their rooms, as well.

#### Social Activities Committee

This committee is responsible for booking locations for planned recreational activities. They are to ensure that firm written commitments are made at the various locations and that there is adequate room for the function being held. A social is normally held the first evening of the convention and most conveniently at the headquarters hotel. This should be an informal and fun-filled event. Prizes could be given for various reasons and the Tail Twisters could be used to keep the action lively and informal and cooperation with the Entertainment and Music committee is advised.

### Audio/Visual Committee

This committee is responsible for reviewing all sound systems at each venue of the convention. A member of this committee must be available at each function where a sound system is being used. Each system is to be tested within the hour prior to and again five minutes prior to the start of the function. For business sessions there should be one or two microphones on the floor or hand held mikes so that delegates may speak without having to walk up to the main podium. If hand-held mikes are going to be used, members of this committee should be available to take the mikes to where they are needed.

### Music/Entertainment Committee

This committee shall arrange for music and/or entertainment at the various functions, where required. They will coordinate with the chairperson of the following committees:

1. Opening - Flag Ceremony
2. Friday night - Social
3. District Governors' Banquet
4. Celebration of Life Service - *if music will be required*

**NOTE:** If national anthems are to be led by a song leader this should be done without accompaniment. If the anthems are to be played there should be no song leader. This committee shall submit an outline of proposed plans and submit a budget.

### Flag Ceremony Committee

This committee is responsible for seeing the all flags to be posted are in good repair. The Canadian flag is always posted last at the District C-1 Convention. It is not a requirement that a description of each flag to be posted be given when each flag is presented but that is at the discretion of the host committee to do or not to do. In the Appendices of this document is a written descriptive of the flags that are posted at the District C-1 Convention

If there is a flag of the state of the International guest, that flag should be carried in and posted along with the other flags. The Lions Clubs International flag is also to be posted with the other flags.

### Business Sessions Committee

The format and content of the business sessions is a responsibility of the District Governor and must be approved by him/her. Each session will be facilitated by Lions who will be appointed by the District Governor. These names will be given to the convention committee chairperson as soon as the appointments have been made. This Business Session committee shall coordinate the following:

- Sound systems
- Podium with light
- Decorations for meeting rooms and head tables.

- Gong and gavel
- Ice water and glasses for head table
- Seating to meet head table requirements
- Plug in for recorders, where necessary
- Flags - Canadian and United States as well as a flag of the International guest (if other than Canada or U.S.A.)
- Microphones for those speaking from the floor
- Song Leader (one, if required)
- Chaplain (one)
- Local, Provincial and Federal dignitaries for the opening ceremonies
- Designate the areas where people are allowed to smoke
- Other equipment as required
- Work with the facilitators of each Business Session and see that they start on time. The Business Session committee must ensure that everything is ready ahead of time. They must:
  - Determine meeting rooms needs, sizes, seating, times
  - Prepare and place signs to identify each session.
  - Submit a budget

### Celebration of Life Committee

This committee is responsible for arranging an appropriate service and for the printing of the program. Then District Governor along with his/her spouse shall facilitate this service. The District Governor is responsible for reading the names of the deceased members. The names of the deceased members will be provided to this committee for printing in the Celebration of Life program. This committee shall:

- Arrange for an appropriate facility
- Arrange for a lit podium, decorations as needed, table and chairs for those involved in the service, gong and gavel, water and glasses, flags, music (if required)
- Arrange for a chaplain and request that the service be non-denominational out of respect to all faiths
- Arrange for reserved seating for the dignitaries and the families of those being memorialized. VIPs and family members should be ushered to their reserved seats prior to the service starting.
- Print the program and arrange to have them distributed to all attendees.
- Arrange for transportation to and from the service, if required
- Submit a budget

### Credentials and Voting Committee

This committee is responsible for arranging for the facilities for certifying and voting and for providing the required number of ballot boxes. A suitable area with enough room to operate and one that is easily accessible to the delegates must be provided. This committee shall arrange for:

- suitable location for certifying and voting
- arrange for several tables where delegates may mark their ballots. There are to be pens on these tables.
- arrange for ballot boxes and tables on which to place the ballot boxes
- arrange for other Lions to assist with these functions, if necessary.

***Note: All ballots are to be prepared and provided to the committee by the District C-1 Cabinet Secretary***

### Meals Committee

This committee shall work with all other committees to ensure that table placements are suitable for easy access and egress. They are to ensure that adequate staff is provided to serve the meals if it is a served meal. The caterer is to be given a copy of the meal agenda so they know when the meals are to start. Meals are to be established at a cost per plate. This committee is to ensure that all meal arrangements and the associated costs are provided to them in writing and that the arrangements to include a specific % over/under policy. This committee shall:

- Obtain menu for all functions
- Work with hotel/facility management to ensure suitable facilities and prompt service
- Have provisions for special meals (i.e. diabetic, vegetarian, etc.)
- Obtain cost per plate, including all taxes and gratuities
- Submit a budget

This committee is responsible for the various meals and must work closely with the registration committee to determine the number of attendees. Some separate meal tickets may be available and these will have been noted on the registration form. It is important that the meal facilities accommodate the expected attendance without undue crowding.

At some meals certain people *may* be honored. Therefore, it is necessary that this committee coordinate with the Master of Ceremonies for each meal. They will be advised as to who those Masters of Ceremonies will be.

Whenever there is a head table, those at the head table should be served first. If there is no head table, the table at which the Master of Ceremonies is seated should be served first.

All meals are to start and end on time. Dishes are not to be removed during speaker presentations.

### Breakfasts

Breakfasts *may* be held but are *not* required. *If* there is to be a breakfast, dignitaries of the convention will normally attend and protocol should be maintained even though the breakfasts may be informal.

### Luncheons

Luncheons will be held that *may* honor certain individuals. This may vary from year to year. The District Governor will appoint someone to MC the luncheon.

### Friday Dinner

It has been the custom in the past for a dinner to be held with the International guest and the members of the district cabinet and their spouses are asked if they wish to attend this dinner **NOTE: This dinner is not an official part of the Convention and is not to be a cost to the Convention.** At times there is a light lunch available to the Convention attendees at the Convention facility during the evening fellowship time and entertainment that may have been arranged for by the host committee.

### District Governor's Banquet

The 1<sup>st</sup> Vice District Governor is the MC for this banquet and will let the convention committee chairperson know how many people there will be at the head table and what other nearby reserved seating will be required.

A no-host refreshment time precedes this banquet. The meals committee must ensure the hotel and/or caterer has the banquet room and the bar(s) ready so all guests can enter the room to enjoy their beverages while seated at their tables. The host committee should have several Lions at the doors to take the meal tickets, where necessary.

Ten minutes before the banquet is to start the MC will announce that the bar is to be closed and all guests be asked to take their seats. A few minutes prior to the banquet the individuals who will be sitting at the head table will be gathered into an area near to the banquet room in order to make for an orderly march to the head table. *This is the responsibility of the MC or his/her designate to organize.*

Once everyone is seated, the head table will be marched in. It is the responsibility of the host committee to decide by which means this will be done but having the head table led in by a piper is the custom at district conventions. It is the responsibility of the host convention committee to find a piper. A dram of whiskey (or a non-alcohol beverage...two glasses...no ice) are to be poured to be drunk by the piper and the MC as soon as the head table guests are standing behind their chairs.

The bar is to remain closed until the conclusion of the formal program. One exception to this may be to allow for the purchase of *bottles* of wine during the meal. The bar may re-open after the formal program is concluded.

Protocol will be observed at this banquet. The MC will see to this but the convention committee can do its part by seeing that the decorations, flags, gong, gavel and microphone are in place and that the programs are on the tables. A small glass of clear fruit juice is to be placed at each place setting for the toasts. Place cards are to be prepared for the head table and for any other reserved seatings.

### V. I. P. Liaison

The V. I. P. Liaison must be knowledgeable on all protocol procedures. This person will have the responsibility of working with all committee chairpersons to assure that the proper

protocol is followed at all times during the convention. The committee should check the LCI website for the list called the Order of Precedence to assist with this duty.

### V. I. P. Publicity and Media

The V. I. P. Liaison shall contact the Publicity chairperson and arrange for an interview at a time suitable to the International guest. The International guest must be given sufficient time to prepare for this interview. After the convention, the V. I. P. Liaison will ensure that copies of local media coverage are sent to the International guest. The V.I.P Liaison also has the responsibility to review the most current edition of the following reference materials available from the MD C office or from Lions Clubs International.

- Protocol and the International visit
- Lions Protocol, Multiple District C

### International Guest Host Couple

This host couple should be well-experienced Lions as they will have the responsibility of being hosts for the International guests. In a diplomatic manner, the host couple is to see that the needs of the International guests are met. This may include a tour of the local area and points of interest. A prior review of the International guest's background information that the host committee chairperson will have been sent from LCI will assist in determining the interests of the guest couple.

Upon arrival at the hotel, the guests should be allowed some private time in their room, if at all possible. The host couple should ensure the guests have been made fully aware of the schedule of events. A Schedule of Events should have been sent to the guest prior to them coming to the convention. Even if that has been done, one or two of the Schedule of Events should be placed in their hotel room. The host couple will ensure the welcoming basket is in their room. A local newspaper will be appreciated by the guests. The host couple is responsible to escort the guests to and from all functions, unless otherwise arranged. The host couple should provide the guests with *their* hotel room number, their home and cell phone numbers, where possible.

**DISTRICT C1  
CONVENTION  
HANDBOOK  
APPENDICES**

## Lions Protocol

### Contents

1. Define Levels of Visitors at the Convention
  2. Information Communication to Visitors
  3. Arrival, Departure, Entertainment of Visiting Dignitaries
  4. Flags - Positioning
  5. District Governors' Banquet
  6. Other
- 

#### 1. Define Level of Visitors at Convention

- (a.) Review the levels of all dignitaries who may attend and be prepared to react in a dignified manner
- (b.) Appoint a Past District Governor to the convention committee who has the responsibility to ensure that all visiting Lions dignitaries are recognized as is set out through Lions protocol.
- (c.) Visiting dignitaries who will not take part in the program may require only to be made aware of the fact they are *not* on the program
- (d.) Lions Past District Governors and International Officers who are present may not want any special treatment. However, it should be ensured that they are recognized at some point during the convention.
- (e.) Political dignitaries should be given consideration as to the position they occupy in the political spectrum whether they are municipal, provincial/state or federal politicians. Depending on the International presence of Lionism, the recognition of the politician may vary. In one case, local protocol may dictate that one level of government dignitary be recognized ahead of another. In another case, the opposite may be the correct protocol. In the event that a particular level of government is sponsoring any part of the convention, that level of government should be recognized first.

## 2. Communication of Convention Information

- (a.) Brief all visiting dignitaries on the background of the geographical area and its highlights. In the case of non-Lions dignitaries and/or visitors, provide them with a brief background on Lions and our service work. Do not assume that everyone knows about Lions.
- (b.) Prior to his coming to your convention, provide the keynote speaker with background to the convention, convention committee members and delegates. If possible, prepare a package showing an overall map of the District and the Convention area, together with specific highlights. This information will assist the keynote speaker in individualizing his address. Names of the current District Governors and their spouses should be included in this information.

## 3. Arrival, Entertainment and Departure of Visiting Dignitaries

- (a.) Visiting Lions dignitaries - It is in good order to obtain personal information on a visiting Lions dignitary which provides their likes and dislikes. The idea is to extend hospitality and make the visitors feel at home while they are relaxing upon arrival. Provide a least one copy of the local newspaper in their room. Ensure that their accommodations are ready and arrangements for payment have been made to avoid embarrassment when the guest checks out.
- (b.) Non-Lions dignitaries - Make sure rooms are comfortable and suited to the likes of the individual
- (c.) When the convention is over, a letter should be sent to visiting dignitaries thanking them for coming. The letter should note some of the highlights of the individual's speech. In the case of a Lions Clubs International dignitary, copies of this letter should be sent to the host District Governor and head of protocol at Lions Clubs International.

## 4. Flag Etiquette

In District C-1, the Canadian flag is always considered prominent (honored). The Canadian flag is placed facing the audience's left and the USA flag is placed facing the audience's right. When flags are being carried in, the Canadian flag is always brought in last.

## 5. District Governors' Banquet

The Master of Ceremonies for this banquet is the 1<sup>st</sup> Vice District Governor and he/she is responsible for this banquet and must ensure that the following is done:

- An agenda and timetable must be prepared and closely followed. The banquet must start and end on time. The MC should avoid making remarks or telling stories about anyone at the head table. Place cards should be on the head table and wine and juice for the toasts is to have been poured.

- All references are made as the MC faces the audience. The guest speaker is seated at the immediate right of the podium (facing the audience).
- The Grand March – The MC or designate is to ensure everyone who is to be at the head table is ready to march in. The MC will arrange to have the Grand March announcement made and for the audience to stand. The MC comes in with the head table guests. The head table guests will have place cards at their seats with their names and titles on these cards.
- The MC will call the banquet to order and announce any items to be covered while the audience remains standing; for example, the anthems, the invocation and toasts.
- Dinner - head table to be served or go through the buffet line first and if there is no head table, the MC table will be served or go through the buffet line first.
- Introduction of head table - MC to announce to hold all applause until all head table guests been introduced. Using correct titles and avoiding abbreviations, the MC starts at his far left and proceeds until he has introduced himself. Then he begins at his far right and ends up by introducing the guest speaker last. The entire head table should remain standing until all are introduced. Audience may now applaud.
- The MC is to ensure the bars are closed and caterers do not remove dishes during the formal program. He will ask the Convention Committee Chairperson to see that the staff is informed.
- Presentations - The MC must organize the presentations. He must be prepared for surprises but maintain control.

## 6. Other

For the Saturday Awards Presentations luncheon...if held... the committee should see to the following set-up requirements:

- Head table with place cards for the District Governor and companion, International guest and companion and others who the District Governor may wish to have seated at the head table.
- Reserved tables close to the head table for all visiting District Governors and their companions (with place cards)
- reserved seating for a Chaplain and companion (near the head table/tables and with place cards)
- podium with light and microphone (checked)
- gong and gavel in place
- decorations in place and all flags still in place

**Meal Agenda Worksheet**  
(Suggested format, only)

Starting time: \_\_\_\_\_ Ending time: \_\_\_\_\_

Call to Order by Presiding Lion: \_\_\_\_\_

State what Lions and/or organizations are being honored at this meal:

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

National Anthems: Canada and USA

Invocation by: \_\_\_\_\_

Meal

Recognition of those being honored

Introduction of Guest Speaker, if one is scheduled: \_\_\_\_\_

Guest speaker's address

Thank you and gift presentation to the speaker (if one is to be given)

Announcements

Tailtwister draws

Adjournment

## SUGGESTED SCHEDULE OF EVENTS

(Times may be adjusted to suit the event)

### Friday

**4:00 – 7 p.m. – Registration and Certification OPEN**

PLACE: \_\_\_\_\_

**7:30 p.m. – Social**

Theme: \_\_\_\_\_

No host bar

Tail Twister activities

Silent Auction

Tailtwisters

### Saturday

**7:30 a.m. Registration and Certification**

**8:30 a.m. – Call to Order:** Presiding: Convention Chair Lion \_\_\_\_\_ Presiding

Flag Ceremony by \_\_\_\_\_

Official Greeting from:

Federal Representative: \_\_\_\_\_

Provincial Representative: \_\_\_\_\_

Municipal Representative: \_\_\_\_\_

Host Club President: \_\_\_\_\_

Others: \_\_\_\_\_

Tailtwister Activities

**9:00 a.m. - FIRST SESSION** \_\_\_\_\_, Presiding

Introductions

Approval of Rules of the Convention (including Tail twisting) \_\_\_\_\_

Nominations for those to be elected at the Convention \_\_\_\_\_

Bids for next Conventions \_\_\_\_\_

Convention Registration preliminary report \_\_\_\_\_

Presentations: \_\_\_\_\_

**9:45 a.m. SECOND SESSION-** \_\_\_\_\_ Presiding

Project presentations \_\_\_\_\_

**10:30 a.m Voting and Coffee Break**

**11:15 a.m. - Celebration of Life** \_\_\_\_\_ Presiding

**NOON – Lunch** \_\_\_\_\_ Presiding

Luncheon Speaker \_\_\_\_\_

District Awards presentations – District Awards Chairperson presiding

Tailtwister activities

1:15 pm. – **THIRD SESSION** - \_\_\_\_\_ Presiding  
Presentations \_\_\_\_\_

2:00 p.m. Coffee Break

2:15 p.m. Motivational speaker \_\_\_\_\_ Presiding

3:15 p.m. **FOURTH SESSION** – Q& A session with International guest

3:45 p.m. **Closing session** \_\_\_\_\_ District Governor presiding  
Results of the voting  
Tail Twister report  
Convention report

**District Governor’s Banquet**

6:00 p.m. – Cocktails

6:55 p.m. – Grand March

7:00 p.m. - Banquet

Guest Speaker’s address to the convention attendees

Other awards or presentations.

## Check List for District C-1 Conventions

This checklist is provided to ensure the smooth running of the District C-1 Convention. Whenever a host committee has any questions to which they are unable to find an answer, they are to contact the District Governor.

**Registration form:** Has been prepared by the committee and approved by the District C-1 Cabinet.  
**NOTE: Registration forms may not be distributed until the Cabinet gives its approval.**

**Approval given on:** \_\_\_\_\_

**Publicity/Public Relations:** Registration forms sent to the District Governors and to the Multiple District C Secretary Treasurer for placement in the respective newsletters and on respective websites. All posters welcoming Lions to the Convention ordered and received. The local press contacted.

**Done:** \_\_\_\_\_

**Host Couple for the International guest:** These people are appointed and know what is expected of them.

**Done:** \_\_\_\_\_

**Hotel Reservations/Accommodation:** Rooms that have been reserved by the host committee for the International guest and the District Governor prepaid by the committee and checked to see they are suitable. All rooms set aside for other VIPs and checked.

**Done:** \_\_\_\_\_

**Welcoming graces for the International guests, District Governor, and any current officer or officers of Lions Clubs International residing in MDC.**

These are in the hotel rooms of these guests *prior* to their arrival.

**Done:** \_\_\_\_\_

**Registrations Packages:** Registration packages either delivered personally or placed in the hotel rooms/suites of all those noted in the handbook under Registration Packages. These packages contain the schedule of events, name tags, meal tickets and any other items that might be needed by these registrants.

**Done:** \_\_\_\_\_

**Registration and Information tables:** Placed in areas with lots of space.

**Done:** \_\_\_\_\_

**Printing:** All items requiring printing have been done. These include all the items as noted in the handbook under Printing Committee.

**Done:** \_\_\_\_\_

**Decorations:** All decorations have been arranged for, placed where needed and arrangements made to remove them after the convention closes.

**Done:** \_\_\_\_\_

**Displays:** Are in an area that can be viewed without crowding

**Done:** \_\_\_\_\_

**Attendance Prizes/Gifts:** All items have been obtained and provided to the appropriate persons for presentation.

**Done:** \_\_\_\_\_

**Possible dinner with International guest on Friday night:** The host committee chairman has checked with the District Governor and asked if this is to happen. The Convention Committee is prepared to make a *recommendation* for a dinner location and to make the reservations, if required.

**NOTE: This dinner is not a cost to nor a responsibility of the Convention Committee.**

**Done:** \_\_\_\_\_

**Friday evening Social:** The Tailtwisters know their responsibilities and have the necessary tickets, buckets, etc. with which to work. All entertainment has been confirmed with the Music/Entertainment committee. All other arrangements for this function have been completed.

**Done:** \_\_\_\_\_

**Opening Ceremonies:** The host committee chairperson has ensured all items required for the ceremony are in place and will check with the District Governor prior to the official opening to be sure all is ready.

**Saturday Luncheon:** The following are in place:

- Head table seating – if there is to *be* a head table...if not, several tables to have reserved signage in place.
- Reserved seating for any visiting MDC District Governors and their companions, if present
- Reserved seating for MDC Council Chairperson and companion, if present
- Podium with working microphone and light

**Done:** \_\_\_\_\_

**Audio/Visual equipment:** Microphones, viewing screens, computers, and all other items are available and working.

**Done:** \_\_\_\_\_

**Music/Entertainment:** The music for the Flag Ceremony, the entertainment for the Friday evening event, any music for the Celebration of Life, and a piper for the District Governors' Banquet have been arranged for and confirmed.

**Done:** \_\_\_\_\_

**Flag Ceremony:** All flags have been checked and arrangements made to carry in the flags of Provinces of Alberta and British Columbia, the Northwest Territories, the countries of USA, Canada and Lions Clubs International. *This should be practiced.* These flags are to be posted in a prominent location. If the flag of the home state or country of the LCI guest has been provided or arranged for, that should be carried in and posted with the other flags. It's not required to read the history of the flags but it adds to the ceremony. **NOTE: The description of the history is included under the handbook's Appendices.**

**Done:** \_\_\_\_\_

The following items are in place *prior to the start* of the Opening Ceremonies:

- Head table seating for at least eight people....with water poured
- Table podium or free standing podium with working mike and light
- Gong and gavel
- LCI Flag set- *if one is going to be used*
- Chaplain has reserved seating if one is present
- There may be other dignitaries who will require seating at the head table such as those who will address the attendees...for example...local, provincial, federal politicians who may have been invited to do so.

**Business Sessions:** The committee will have received from the District Governor the names of all those Lions who will facilitate each session. The committee has the following items in place prior to the opening of each business session.

- Head table, seating for eight
- Ice water with glasses
- Gong and gavel
- Podium with working microphone and light
- Flags in place
- Floor microphones (if possible)

**Done:** \_\_\_\_\_

**Celebration of Life Service:** the following should be in place prior to the start of the service:

- All items to be used during the naming of each deceased member
- Free standing podium with a working microphone and light
- Programs placed on each chair
- Reserved seating for the District Governor, International guest, 1<sup>st</sup> Vice District Governors, the chaplain and their respective companions.
- Reserved seating for any family members of those being remembered
- Ushers to escort family members to their seats

**Done:** \_\_\_\_\_

**District Governor's Banquet:** The District Governor and 1<sup>st</sup> Vice District Governor (who will be the MC for this banquet) will ensure the names of those to be seated at the head table are provided to the Convention Committee chairperson and it will be the Convention Committee chairperson's responsibility to provide that information to the necessary Convention committees to ensure everything is ready for the banquet. The Convention Committee Chairperson is responsible for seeing that the following are in place prior to the start of the banquet:

- Pre-planned area to line up those who will be seated at the head table - for the march-in
- Printed place cards for each person at the head table
- Pre-poured wine or juice at head tables
- Pre-poured juice at all other tables
- Program at each setting
- Gong and gavel on head table
- Podium with working microphone and light
- Required reserved seating
- Flags in place
- Anthems leader and chaplain seated near to the head table

- Meal ticket takers at the door. *These people should be at the door immediately prior to the cocktail hour.*
- Bar serving area(s) with bartenders
- Small dram of whiskey or juice pre-poured for the MC and the piper – ***no ice in the glasses.***

**Done:** \_\_\_\_\_

**DISTRICT C-1 CONVENTION**

**BID FORM**

*This form is to be submitted no less than two annual conventions in advance of the Convention for which the bid is being submitted. Please print.*

Date of Bid Submission: \_\_\_\_\_

Bid for Year: \_\_\_\_\_

Location: \_\_\_\_\_

Bidding Club(s): *If this bid is being jointly made by more than one Lions club, please list all those clubs as bidding clubs.*

\_\_\_\_\_  
\_\_\_\_\_

Convention Headquarters: \_\_\_\_\_

Convention Committee Chairperson: \_\_\_\_\_

*(Note: all correspondence will be sent to the Chairperson)*

Chairperson's mailing address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

E.mail: \_\_\_\_\_

Number of full service Hotel Rooms: \_\_\_\_\_ Motel Rooms: \_\_\_\_\_ Campsites: \_\_\_\_\_

1. Location and seating capacity for the following activities

<b>Activity</b>	<b>Capacity</b>	<b>Location</b>
Opening Ceremonies	( )	_____
Friday evening social	( )	_____
Business sessions	( )	_____
Breakfast	( )	_____
Luncheon	( )	_____
District Governors' Banquet	( )	_____

2. Provide information on what makes your area attractive as Convention site. Note items of interest in and around your community.

3. Organizational support has been obtained from:

Other Lions clubs: \_\_\_\_\_

Other clubs: \_\_\_\_\_

Levels of Government: \_\_\_\_\_

Chamber of Commerce \_\_\_\_\_

Travel and/or Convention Bureau: \_\_\_\_\_

Other: \_\_\_\_\_

4. Convention experience of Chairperson and others:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Bid submitted by:

Host club(s) \_\_\_\_\_

\_\_\_\_\_

Committee Chairperson's signature: \_\_\_\_\_

Date: \_\_\_\_\_

6. Attach copy of minutes of club meeting at which a motion was passed authorizing this bid.

**Send this bid form to:**

**District C-1 Cabinet Secretary**

**&**

**District C-1 District Governor**

## **DISTRICT C-1 FLAG CEREMONY**

### **ALBERTA**

The flag is based upon Alberta's shield and consists of the coat of arms of the Province on a royal ultramarine background representing the blue prairie skies. The upper portion of the shield displays the Cross of St. George. The lower part of the shield gives a picture of the nature of the land in the Province – mountains, foothills, prairie, and grain fields. In 1984, blue and gold/deep yellow were adopted as the official provincial colors. Although first used in 1967 the flag was proclaimed into force on June 1, 1968 following an act of the Provincial Legislature.

### **BRITISH COLUMBIA**

The flag was adopted by the Order of the Lieutenant Governor in Council on June 27, 1960. The Union Jack, with an antique golden crown in the center occupying the upper third of the shield, symbolizes the Province's origin as a British colony. The bottom of the shield features a golden half sun, superimposed upon three wavy blue stars cast horizontally on white. The blue stars represent the Pacific Ocean and the sun signifies British Columbia's location as the most westerly Province in Canada.

### **NORTHWEST TERRITORIES**

The flag was adopted by Ordinance of the Territorial Council assented to January 1, 1969. The blue panels at either end of the flag represent the lakes and waters of the Territories. Blue and white on the shield represent the Northwest Passage through the polar ice pack. Green on the lower half symbolizes the southern forest area and the upper red section represents the tundra of the north. The gold ingots and the white fox tell of the north's wealth in minerals and furs. The winning design by Robert Bessant of Margaret, Manitoba was selected from thousands of entries received.

## **LIONS CLUBS INTERNATIONAL**

The logo on the flag is symbolic of individual Lions and his or her dedicated efforts as the foundation of our organization. The “L” is surrounded by the words “Lions Clubs International” which symbolizes the combined efforts of Lions throughout the world. It represents a lion facing the past with pride and the future with confidence, looking in all directions to render service. The colors purple and gold were selected in 1917 when the association was organized...purple to stand for loyalty to friends and one’s self and for integrity of mind and heart. Gold to symbolize sincerity of purpose, liberty in judgment, purity in life, and generosity in mind, heart, and purpose toward humanity. The flag was approved April 12, 1920.

## **UNITED STATES OF AMERICA**

The flag of the United States of America is the third oldest of the National Standards of the world, older than the Union Jack of Great Britain or the Tricolor of France. The flag was first authorized by the US Congress on June 14, 1777. The flag is often referred to as “Old Glory”. The red is for valor, zeal, and fervency; the white for hope, purity, cleanliness of life and rectitude of conduct; the blue for reverence to God, loyalty, sincerity, justice and truth. The stars symbolize dominion and sovereignty, as well as aspirations. The fifty stars represent the fifty states and the thirteen stripes, seven red and six white, represent the original thirteen states.

## **CANADA**

In 1868, the maple leaf received official sanction when Queen Victoria of Great Britain approved its use on the Coat of Arms for the Provinces of Ontario and Quebec. In 1921, Canada’s approved Coat of Arms included three maple leaves. Since then the maple leaf has been internationally recognized as the symbol of Canada. The search for a national flag commenced just after the Second World War. Over 1,500 designs were considered and, after a long debate, the flag was proclaimed on February 15, 1965 and raised over Parliament Hill in Ottawa, the capital city of Canada. Red and white are the official colors of Canada and the flag has a stylized eleven point red maple leaf at its center.