

202E

DISTRICT CONVENTION GUIDE

Revised August 2024



Reviewed and Amended in 2023 (PDG Paul B. O'Connor MBE mil)

Reviewed and Amended in 2024 (PCC Helen Williams)

Incl Convention Chair comments.

202E DISTRICT CONVENTION GUIDE

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202E DISTRICT CONVENTION

PLANNING

INTRODUCTION

Congratulations!!!! Your club has won the Convention bid to organise the 202E District Convention for the **District Governor of the day** and at this point in time you will have two years to plan your convention.

The District Governor for your Convention will be the 1st Vice District Governor. You will be required to organise the Convention for their year as District Governor. The content of the convention is generally governed by the District Governor but the Convention Chair and their committee will implement the District Governors wishes and get on with the day to day content of the Convention.

Remember that it is the District Governor's convention hosted by the convention committee. The Convention is a District Project and is not the responsibility of the District Governor to carry any financial burden. It is the District's Convention not an individual's responsibility.

This booklet is **compiled as a guide** to the general running of your convention, and you should try to **bring your own individuality and flare to the occasion.**

It should be read in conjunction with the 202 MD Constitution Article V and VI District Conventions, and all the bylaws associated with Lions Clubs International, that have been ratified with the 202 E Sub District.

There are, of course, areas such as the **Official Opening** and the **Business Session** that are organised to the **District Governor's wishes**, otherwise your talents can be put on show for the rest.

The District Cabinet advances a Grant to seed fund the Convention Committee. Conventions are expected to run at breakeven or at a small profit that goes back into the District Convention Fund.

The District Governor is authorised to incur such expenses and make such charges as are necessary for the administration and running of the District Convention. (202E Constitution, By Law Article VI, Section 3)

A district convention tax should form part of the District levies paid by all clubs in the District. This levy will be struck by Cabinet from time to time and will, but not limited to, defray the expenses of running the Business Session (in effect the AGM of the District) and Guests' costs.

Good luck. This is your show piece - your talents are on show for the District Governor and the District of 202E



PLANNING

Planning your convention will usually take the following three stages:

Stage One; (At the time of winning your bid)

Form a pilot committee of, say, six from your club and/or other clubs if it is going to be a combined effort. (You do not need to involve the whole club until at least one year later)

Elect a Convention Chairman, his/her position statement and outline duties to cabinet are listed in the Cabinet Manual and a copy as Annex B to this guide.

Select and book a main venue

Select and book auxiliary venues (if required)

Select Chairperson or Clubs for each section of Convention, such as:

- ◆ Registrations
- ◆ PR and Advertising
- ◆ DG Function or Cocktail Party (Liaise with DG)
- ◆ Opening Ceremony
- ◆ Business Session
- ◆ Partners' Programme
- ◆ Saturday night social
- ◆ Rededication service
- ◆ Sunday lunch

If you select another Lions club to organise a function, give them a written analysis of your expectations and budget, and also have their chairman attend regular meetings.

A written brief should be prepared for the chairman of each function outlining their duties and what is expected of them.

Start a draft budget immediately, putting in approximate figures to arrive at an early estimate and upgrade regularly. This Budget to be presented to Cabinet no later than the July meeting.

Obtain catering estimates and meal descriptions in writing, and make a booking as soon as possible.

Select a theme for your convention.

Arrange photographer (could be a suitably experienced Lion/s) so that photos can be uploaded to District facebook page. Attendees can then download for free.

Begin work on sourcing sponsorship in terms of cash donations, discounted goods and services, raffle prizes as this will influence costs of registrations and help keep costs to a reasonable level for attendees.

STAGE TWO

- A Allocate tasks to subgroups / outside Clubs, reporting to committee chair.
- B Allot jobs to members within the committee's brief.
- C In consultation with the District Governor finalise pin design and obtain prices. (Note: As the traditional pins are now quite expensive and there is limited demand, since March 2023, an advertorial magnet has been used as an alternative keepsake – at a convention cost).
- D Firm up your catering contracts.
- E Firm up your band / musician contracts.
- F Firm up your transport contracts.
- G Prepare convention advertisement for New Zealand Lion and the Directory. It should be remembered that the Directory is printed early in the new Lions year so advert must be ready to be submitted by the end of June the year before Convention, usually held in March the following year. It should also appear in the District Bulletins, and the Lions Internet sites.
- H Firm up your convention bag needs and contents. You may need to seek sponsors products.
- I Prepare a presentation for District Convention in March of the preceding year promoting your Convention.

- J You will require members (1 member per flag) to participate in the regression of the flags segment of the Rededication and Remembrance service on Sunday when the flags are handed over to the next convention committee.
- K A more detailed Task List is included in the appendix. Amend this list as needed for your own requirements.

DO NOT COPY

WHO DOES WHAT and WHO Pays

FRIDAY NIGHT;

Officials seating order	District Governor
Flowers / Gifts	Convention cost at the DG's choice
Dress of Officials	District Governor's choice (Usually Formal Suit and Tie Ladies suitable formality)
Flags (see flag custodian)	Convention cost (Generally, not charged)
DG's District Guest Function (if held)	Convention cost
Group assisting with Flag ceremony donation	Convention cost
Kapa Haka group (if attending) donation	Convention Cost

- **REGISTRATIONS**

Visiting District Governors and Partners costs	50% of convention
Council Chairman and Partner	Convention cost
International Guest or Representative and Partner	Convention cost

- **ACCOMMODATION**

• **Accommodation provided may have a restaurant attached to it or provisions are made to dine with Guests at local restaurants, and breakfast is provided in rooms.**

International Guest or representative & partner	Convention cost
Council Chairman & Partner	Convention cost
Visiting District Governors & partners	Own cost
Our District Governor & partner	Convention cost
Guest speaker (District Governor's approval)	Convention cost
Keynote speaker (District Governor's approval)	Convention cost

- **MEAL COSTS**

Mayor and / or Mayoress	Convention cost
Guest speaker	Convention cost
Council Chair & partner breakfasts at motel.	Convention cost
Invited VIP guests, e.g. PIP, ID, CC, PID & partners	Convention cost (See Board Policy Manual Chapter XX1)

Rededication Sunday Lunch	
Deceased Family Members	Club cost to Convention

- **TRANSPORT**

Transport for visiting DG's
 Transport partners of visiting DG's
 Council Chair. & partner – air/travel expenses
 International Guest or Representative & partner

Committee (Changed
 Cab Mtg of Nov 22)

Convention cost
 Convention cost
 Convention cost
 Convention cost for
 Registration and
 internal road
 transport.
 LCI pays for
 International Air travel
 to NZ only

BUSINESS SESSION

Venue hire
 Technical Support Audio Visual

Convention cost
 Convention cost –
 needs to be very
 reliable & with a
 technician.

Ballot papers
 Delegate papers
 Delegate register
 Delegate numbers
 Pins*

Convention cost
 Convention cost
 Convention cost
 Supplied by Cabinet
 Convention cost but
 members purchase in
 registration fee

(*Traditionally pins were designed by Committee to DG's approval and
 extras sold at convention. 60 extra pins were ordered with at least 10 pins
 sent to LMLCCT and 50 were for DG elect to take to International
 Convention)

***Costs for pins is now prohibitive and have in 2023 & 2024 been
 replaced with an advertorial magnet as a suitable alternative.***

Convention handbook
 Security & car parking

Convention cost
 Member volunteers

- **PARTNERS PROGRAMME**

(partners pay costs in their registration and partners programme costings)

Venues
 Buses / Mini vans
 Our District Governor's Partner
 Other District Governors' Partners

Convention cost
 Convention cost
 Convention cost
 Included in Registration
 cost, *.

International Guests' Partner

Convention cost

(*Visiting DG's and partners basically pay 50% of Registration costs for
 themselves and their partner) They pay their accommodation.

- **SATURDAY SOCIAL**

Venue	Convention cost
All operating costs	Convention cost
Our District Governor & Partner	Convention cost
Visiting District Governors	Covered in Registration
Visiting District Governors partners	Covered in Registration
Council chairman & partner	Convention cost
International Guest or Rep. & partner	Convention cost

(Visiting DG's basically pay 50% of Registration for themselves and their partner)

- **REDEDICATION/REMEMBRANCE SERVICE**

Venue	Convention cost
All operating costs	Convention cost
Our District Governor & partner	Convention cost
Visiting District Governors	Covered in Registration
Visiting DG's Partners	Covered in Registration
Council Chairman & partner	Convention cost
International Guest or Rep. & partner	Convention cost
Deceased Members Family attending lunch	Club Cost

(Visiting DG's basically pay 50% of Registration for themselves and their partner)

(Club pays for lunch for family of Deceased member) *Passed at Cabinet meeting November 2022*

Gift to families of deceased	Convention cost
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DUTIES

ALL COMMITTEES SHOULD BE GIVEN A BRIEF AS TO WHAT THEIR DUTIES ARE AND WHAT IS EXPECTED OF THEM

Remember!!! Some Committees go over their Budgets monthly, others just go over them.

TREASURER

1. Set budget and submit to cabinet for approval (by July prior or earlier).
2. Anticipated registrations numbers, (previous conventions attendance will guide you).
3. Establish how attendees to each function of convention can be monitored. E.g have different colour code on name tags for each paid function.
4. Control all monies and bank regularly.
5. Liaise with accommodation providers as to who is paying their own accommodation and what committee will be responsible for.
6. Check with last Convention committee chairman for pluses and minuses.
7. Obtain the final profit and loss account from the previous convention - this will be of immense help.
8. Have the convention accounts reviewed and sent to the District Treasurer before the May cabinet meeting.

BUDGET

- Prepare a budget for all sections of Convention
 - (a) Registrations
 - (b) District Governors' Guest Function (if having one)
Suggest committee set a limit for this function
 - (c) Opening Ceremony
 - (d) Breakfast – if having one
 - (e) Business Session
 - (f) Partners' Programme
 - (g) Saturday Social
 - (h) Rededication/Remembrance Service
 - (i) Farewell Lunch
- Allow for accommodation for Official Party / Guests. DG approval and or choice, book well in advance before other District members.
- Opening ceremony guest speaker's and partner's accommodation and meals (if required).

- Local dignitaries' and partners' meal cost.
- Convention handbook cost.
- Business venue hire.
- To staff all entrances at each function to ascertain correct attendances.
- Negotiate with caterers for all meals.

REGISTRATIONS

- Prepare draft budget or if one has been prepared, check it at regular intervals.
- Prepare registration forms - this should be an editable PDF which can be filled in online.
- The registration form can be designed to separate out dietary advice, Delegates, Guests and other Lions, Leos and non-Lions and Partners.
- The program should be able to breakdown who is attending each event. (Seek advice from District web administrator)
- Registrations should be recorded on a spreadsheet that links to printing of name tags and mail merge for newsletters. (See District web administrator for guidance)
- Use the District social media page and District Bulletin to advertise the convention. (lions202e.facebook@gmail.com 202e.editor@lionsclubs.org.nz) Send out information via email newsletters. Check with DG and take care regarding:
 - a) Lions and their partners
 - b) Leos (General rule - only pay for food, not full registration. If they attend Saturday night function, they pay for that).
- Receive and analyse registrations as they come in.
- Check registration forms with bank statements to ensure they match.
- All registrations must be paid in full and an email confirming receipt sent to the registrant.
- Any registrations received and not paid in full are to be returned immediately.
- Make sure the Leos attending receive a convention bag.

- Have records on hand to check on forgotten tickets / or coded name tags if used.

CONVENTION BAGS

It is becoming more difficult to obtain sponsorship from local organisations and from feedback, asking for smaller amounts of donations or goods in kind may be considered. A plain brown paper bag with string handles (size to fit A5 convention book) has been found to be acceptable (source e.g. Temu)

- Some ideas for items for bags
Pad, pen, aspro sample packs, perfume sample packs, soap, sweets, lion mints, local information / map
Check with Lions Mints team as they will provide one tube per attendee at no cost. Pre-order before convention date.
- Arrange to have them packed when ready.

CONVENTION PINS (optional – see note below)

- The traditional convention pin is a lasting record of your efforts in organising a convention with a difference. It should contain the Lions' logo as part of the design.

This cost is included in registration as one pin per registration – extras are sold

PINS SHOULD INCLUDE THE FOLLOWING

- Your convention logo
- Convention location eg Hokitika
- Year
- New Zealand District – 202E
- Lions' logo
- If possible, District Governor's convention slogan



2024 Convention Chairperson comments:

- The cost of these pins, from a licenced provider, is unsustainable.

- There is also limited demand for these pins (NZ pin trader and the International pin trading club is to close).
- An advertorial fridge magnet was used in 2023 and 2024 as an acceptable alternative.

CONVENTION FUNDING: District Contribution

INTRODUCTION

Financial support is available to the Convention Committee from the District Cabinet. The primary purpose of the financial support is to run the Annual General meeting of the District. The rest of the funding has to come from the registration fees that are charged to convention attendees and / or sponsorship.

Article VI of the District Constitution talks about the District Convention Levy on Clubs, which is incorporated for all intent in the District Levies on clubs. But it is important to note Section 2 of the Article VI which states. This amount is calculated on a per member basis. Seek advice from District Treasurer.

*Section 2. **SURPLUS FUNDS.** All surplus monies collected by the Organising Committee of the District Convention shall be handed to the District Governor to be held in a District Convention Reserve Fund which shall be available from year to year at the discretion of the incumbent District Governor only for District Convention expenses*

CONVENTION LEVIES

District will make the following financial assistance available to the convention committee.

➤ **Advance on Convention Levies**

In recognition that convention committees require funds to operate, prior to the registration fees becoming available, District cabinet will make available an advance. (The full grant is set by Cabinet at (\$3) per member). This advance will be paid in two instalments – some at the beginning of the Lions year. The Convention committee is required to make application for the advance through the Convention Chairman or via letter to the Cabinet Secretary. Contact the District Treasurer for details. (*Grant figure set July 20 2024 cabinet meeting*)

Convention committees need to recognise that the Cabinet meetings of **May and July** should be the target for special application requests, and presentation of the draft budget.

➤ **Business Session**

District Cabinet will budget for and make available to the Convention Organising committee a per capita grant of (\$3). per member to be determined by the Cabinet as mentioned above, at the May Cabinet

meeting when the Budget for the year is prepared by the Treasurer and incoming DG's team, for presentation in July. It is used to defray the costs primarily for, **but not limited to**, the District Business Session (AGM). The AGM provides Morning Tea and Lunch and those members attending should register for and be charged for meals being provided. Nothing is free.

The convention committee will be paid an advance, as soon as practicable after the July Cabinet Meeting. The numbers the convention levy will be based on will be the District Membership as at the 1st of July each year. Contact the District Treasurer for details of this advance.

The convention committee shall be required to account to the District Cabinet for the costs of running the convention and present a reviewed copy of the balance sheet and an Income and Expenditure account within 60 days (the May cabinet meeting) after the close of the convention. (By Law Article VI Section 4, 202E District Constitution dated 2016, available at Annex A).

Any residual surplus from the total convention operation shall be passed back to Cabinet. Any surplus funds are deposited in the District Convention Reserve Fund account.

In the event of the Convention making a loss Cabinet will consider a reasonable submission as to why a loss was made, and will underwrite any reasonable expenses from the Convention Reserve Fund account.

➤ **District Governor, Visiting District Governors & International Dignitaries**

➤ **District Governor and Partner**

The Convention needs to carry the actual registration fees incurred by our District Governor and Partner.

Visiting District Governors and International Dignitaries.

Council Chair and Partner - All costs paid by Convention Committee including meals. ie Breakfast at the motel

Visiting District Governors pay only 50% of the registration fee for them and their partner. Accommodation and breakfasts at their expense

Visiting LCI VIP's e.g. PIP, ID, and PID or Senior Lion representing LCI - Convention cost - including meals, accommodation and internal travel from airport to the District. International travel to NZ is paid for by LCI.

Transport for VIP's, visiting District Governors and partners and guest speakers should be provided and this is a convention cost.

➤ **GST Registration**

It is recommended the Convention committee is registered for GST or uses the GST registration of the Host Club if available.

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CONVENTION HANDBOOK.

The Convention Handbook is an important and necessary item of your convention planning, The convention booklet must be distributed to Clubs online at least 7 days prior to the convention. This is essential if the District Accounts have not been circulated to clubs the 7 Days prior to convention.

Reports and Messages from the following including a photograph on each page.

- Mayor / Mayoress
- International Director
- Council Chairman (if present)
- District Governor
- Convention Chairman
- Club President – if convention is a single club project
- Convention Programme
- Opening Ceremony
- Business Session
- Annual District Accounts, - Incl 202e Charitable Trust.
- Remits
- Remembrance & Rededication Service
- The following reports;
 - Immediate Past District Governor
 - 1st Vice District Governor
 - 2nd Vice District Governor
 - Global Leadership Team Coordinator
 - Global Membership Team Coordinator
 - Global Service Team Coordinator
 - Global Extension Team Coordinator
 - District Marcom
 - Lions Clubs International Foundation Coordinator

- Lloyd Morgan Lions Clubs Charitable Trust Trustee (LMLCCT)
 - Lions Clubs Skin Cancer Screening Service Trustee (LCCT)
 - Youth Activities Coordinator
 - Leos Coordinator
 - Camp Quality
 - Alert Chairperson / District Safety Officer
-
- Acknowledgements – sponsors and support from other clubs and committee chairmen

 - Emergencies Directory (phone no. and address)
 - Ambulance, Accident & Emergency Clinic
 - Police
 - Chemist
 - Taxi

The handbook should be made of a size (preferably A5) with draft items submitted digitally on A4 using Arial font, size 14. (check with District Administrator – Brian Cameron)



FRIDAY NIGHT PROGRAMME

Check list (Prior to Convention weekend)

1. Take a preliminary guess at attendance.
2. Prepare a separate budget for this section of the convention.
3. Prepare a detailed Run sheet for the event – see appendix.
4. Have all VIP arrive by the Transport provided.
5. Prior to night discuss with DG anticipated numbers to his VIP get together.
6. Arrange venue for DG function.
7. Check sound system for evening. (money spent on professional technicians well worth it) This was well managed by District web administrator in 2024 at no cost.
8. Name plates put on VIP seating.
9. Arrange Guest speaker (approved by District Governor).
10. Arrange greeters.
11. Assistants to help with supper if required.
12. The District Governor chooses a suitable Lion to conduct a dignified flag ceremony (alternative timing is Saturday morning).
13. The Convention Committee confirms the flags required for Flag Ceremony.

Introduction

The District Governor should have input into the content of the Opening Ceremony and the formalities of the evening. Any Guest Speaker should be interesting, motivational and informative.

District Governor's Pre-Friday night function (if held separately)

The District Governor may hold a function for their Guests prior to the opening ceremony. This is a Convention Cost. The numbers are usually limited to their International Guests, Guest speaker, Mayor, and their senior and selected lions who have been invited to attend.

All VIP guests are to be detailed of an escort officer to look after the provision of drinks and food and to ensure they move around and meet the district selected Lions.

The reason for this function is to provide those taking part in the opening ceremony a chance to be fed something due to the early start requirements, and their involvement in organising and planning.

It is strongly recommended that the District Governor is made aware of the budget for this event.

Prior to the arrival of the Official Party

All members of the district should be seated awaiting the announcement by the Convention Chair to stand for the entrance of the official party led in by their District Governor and partner.

Parade of VIPs and District Governors

The VIPs and District Governors come in after the District Governor and Partner in their Order of Precedence.

Order of Precedence (At a District convention)

Non Lion dignitaries should be given precedence in accordance with local protocol keeping in mind if the non Lion is the Principal speaker then they should be seated directly to the right of the District Governor. If the Mayor is also present and is opening the convention they will sit on the left of the DG.

The District Governor will lead the VIP's in, in the following order (if present)

1. International President - Including PIP
2. International Director
3. Board Appointees
4. LCIF Board of Trustees
5. Past International Directors
6. Constitutional Leaders GAT
7. Council Chair
8. District Governor - incl District 1st and 2nd VDG have precedence over visiting DG's
9. International Administrative Officers
10. Immediate Past Council Chair
11. Past Council Chairs
12. MD Appointees
13. Immediate Past District Governors (in alphabetical order of Surname)
14. MD Secretary
15. District Secretary
16. District Treasurer
17. District GAT team, LCIF and Other NZ Trusts Chairs
18. Regional Chairs
19. Zone Chairs
20. Cabinet Officers
21. Club Presidents
22. Club Secretaries
23. Club Treasurers

This procession to the VIP seating can be announced as they approach their seating. (Only 1-9 above, if present, would take part in this VIP entry formation at convention level)

The official party is assembled in an adjacent room and placed in their order of precedence, readied for their entrance procession into the hall.

Opening Ceremony

The Convention Chair will make a short introduction and cover the Health and Safety requirements.

Sequence of Events suggested

1. Arrival of DG and the VIP Party.
2. National Anthem (this may be left until the flag ceremony).
3. Official Opening by the Mayor or Principal Guest.
4. Thank you for the address by the Mayor /or Principal Guest.
5. Official Welcome to members by the sponsoring Club President / or Zone Chair.
6. If Official Party seated on the stage, then at this time they move to their named seating on the floor (suggested they do not sit on the stage since 2023).
7. Introduction of Guest Speaker.
8. Guest Speaker speaks.
9. Thank you to Guest Speaker by DG or nominated person.
10. District Governor then makes their presentation of flowers or gift as necessary.
11. District Governor introduces the Lion who will conduct the Flag Ceremony.

Convention Chair comments: In 2024 a more informal evening was enjoyed by all with no separate DG guest function but a light finger food provided for all rather than a supper. Budget available for a guest function helped subsidise the cost of light finger food provided for all attendees.



FLAG CEREMONY

Traditionally this has been held on the Friday evening. In 2024 the flag ceremony was held on the Saturday morning.

Check list

1. Check with the DG's nominated person that they have all the flags and flag holders required (prior to Convention weekend).
2. Assist with personnel required to perform duties required during the ceremony.
3. If a Cadet unit, Scout Unit or Leo Club is being used for the Flag Ceremony, the appointee makes contact prior to the event and ensures they are briefed properly and know and rehearse their role prior to the ceremony.
4. That an appropriate donation is made to the group supporting the ceremony.

4. Contact the next DGE to ensure they have sufficient people for the regression of flags at the Sunday Rededication service.

5. The following flags must be included:
- a. Lions International
 - b. United Nations
 - c. Flag of the current World President
 - d. Flag of any attending International Guest
 - e. Flag of New Zealand

Other flags used are at the discretion of the District Governor and the Lion conducting the ceremony.

DO NOT COPY



BUSINESS SESSION

Make a preliminary guess at attendance.

BRIEF

To organise the business session and venue of convention with the approval of the District Governor. Ensure the current Standing Orders at Annex C are printed in the Convention booklet.

DUTIES TO INCLUDE

- 1) The District Governor arranges the business session programme in conjunction with the Cabinet Secretary and Legal Advisor.
- 2) If the DG has a Liaison Officer or mentor advisor, then they are to ensure that they supply sufficient information for the run sheet that enables the DG to cover all points of protocol and proper conduct that ensure the smooth running of the business session. The written script (Run Sheet) should be a joint effort by all involved with the Convention chair providing the final draft for use by the DG and the technical support team.
- 3) Committee to prepare draft budget for this section of the convention or if one has been prepared it should be updated at each meeting.
- 4) Provide roving microphones, have a good reliable sound system, power point equipment etc. Check all is working on morning of business session. It works best if power points are collated prior to session and stored in order of use.
- 5) Liaise with the legal advisor of the date by which club delegates must register by. Check also that all clubs are eligible to vote and have paid all their dues. Clubs need to be financial at least 15 days prior to the convention. Liaise with District Secretary
- 6) Provide Delegate papers. Liaise with District Secretary
- 7) Provide voting papers for District Governor, Vice District Governors, LMLCCT Trustee, Fifth Trustee for District Charitable Trust and NZ Cancer Trust Trustee elections. Liaise with District Secretary

- 8) Provide ballot boxes (To be in place prior to voting). District has these.
- 9) Arrange for displays; such as District Youth programmes, LCIF, HU4K, Cancer Trust and Leos.
- 10) Arrange keynote speaker – with District Governor’s approval.
- 11) Provide timing lights and check they are working. Liaise with assets Custodian.
- 12) Arrange morning tea and lunch - with fast service. Liaise with caterer.
- 13) Arrange transport and escort officers for District Governor’s visitors to and from venue if necessary.

EARLY RISERS BREAKFAST (Optional)

(If any, but has been done in the past)

Take a preliminary guess at attendance.



BRIEF

To conduct the early risers breakfast in the theme of the convention and within budget.

DUTIES TO INCLUDE

- 1) Dress to be in keeping with convention theme.
- 2) Need to have a fun generating MC.
- 3) Name could be changed in keeping with convention.
- 4) Prepare draft budget or if one has been prepared, check it out and update at each meeting.
- 5) You must keep within the final budget.
- 6) Arrange transport for District Governor’s visitors and escorts to and from venue –if necessary.



PARTNERS PROGRAMME

BRIEF

To entertain Lions partners from the conclusion of the “formal” part of the opening business session (AGM) until approximately the conclusion of the formal business of the session. The partners usually attend the first part of the formal part of the AGM and leave after morning tea.

DUTIES

- 1) If possible, work in the convention theme.
- 2) Entertain all partners both male and female.
- 3) Arrange for say 3 local destinations starting approx. 10.30 am until approx. 3.00pm. Bear in mind DG may want the partners back earlier for a reason.
- 4) Lunch of a reasonable standard will be required for partners, drivers, and guides.
- 5) Prepare a draft budget or if one has been prepared, check it out and update at each meeting keeping within the master budget planned.
- 6) The partner’s tour is a cost to them at the time of registration.
- 7) Arrange suitable transport such as mini vans.



**THIS IS A FUN NIGHT
WITH A GREAT MASTER
OF CEREMONIES**

SATURDAY NIGHT SOCIAL

Take a reasonable guess at attendance.

BRIEF

To organise the Saturday night function in the theme of the Convention.

DUTIES TO INCLUDE

- 1) Prepare a draft budget or if one has been prepared, check it out and update keeping within the master budget produced by the Treasurer.
- 2) Name of evening in keeping with convention theme.
- 3) Venue layout.
- 4) Entrances should be restricted to one to enable checking tags of those who have paid to attend.
- 5) Meals to be negotiated with caterer.
- 6) Try to have drinks at a reasonable price.
- 7) Venue decoration.
- 8) Ensure there are ample tables and chairs – and that extras are available.
- 9) Reserved tables for District Governor, International Guests, Council Chairperson, visiting District Governors and Partners.
- 10) Band / musicians hired – suitable for occasion/theme.
- 11) Arrange transport to and from venue for visiting International Guests, Council Chairperson, visiting District Governors and Partners.
- 12) Provide details in newsletters of local taxi / uber services.

NOTE: It is very important that appropriate and adequate food is supplied, throughout the convention, for attendees with special dietary requirements who register and identify their specific needs. Good management is required to ensure delivery to the intended recipients. Discuss with caterers.

Memorial Service



REMEMBRANCE / REDEDICATION SERVICE

Take a preliminary guess at attendance.

BRIEF

Organise Remembrance and Rededication Service with District Governor. Recent feedback has been that the Service should be of a non - religious type of service being acceptable to all faiths and creed.

DUTIES TO INCLUDE

- 1) Prepare draft budget or if one prepared, check it out, update and check with master budget by the treasurer.
- 2) Select suitable venue.
- 3) Remembrance service can be conducted by suitable Lion or celebrant with the District Governor's approval.
- 4) Clubs that have had members throughout the Lions year up to the end of January die, a valedictory speech, no greater than 50 – 80 words in length, and a photo sent for a power point presentation, to reach the District Secretary no later than 15th February prior to a March Convention.
- 5) Organise flag placement and regression of flags.
- 6) Contact the club or zone organising the next convention to receive the flags.
- 7) Organise piano, organ or music as required.
- 8) Organise a minister, celebrant or suitable Lion to officiate, discuss with District Governor.
- 9) Organise rededication speaker with the approval of the District Governor (this could be LCI guest, ID, Council Chair or PCC).
- 10) Organise ushers to conduct a collection during the service (the funds are placed in the District Trust Account for the member welfare account).
- 11) Organise order of service sheets.

- 12) Organise remembrance service with District Governor's approval.
- 13) Arrange cross or suitable symbol for theme for remembrance service
Note: Clauses (3) & (4) above, (Creativity is encouraged here).
- 14) Traditionally a plant or small gift has been given to the family of the deceased.
- 15) Arrange 3 eternity candles to be available to be lit (Lions/Leos and Partners of 202E) Lions/Leos and Partners of MD202, Lions/Leos and Partners of the world).

Annex A to
Convention Guide
Dated2024

By Law in 202e District Constitution
ARTICLE V
District Convention

Section 1. HOSTING

- (a) A Convention Business Session shall be held annually by each District and the District Governor shall manage and have control over all phases of such part of a Convention.
- (b) If any Lions Club or Clubs shall desire to be the host of the District Convention, the form of application and the procedure to be followed in investigation of applications and in the presentations of the same to Convention as well as the action to be taken in the event that no applications are received or if so received are unacceptable, shall be determined at the Convention of each District or District.

Section 2. ORGANISING COMMITTEE

- (a) The District Governor may appoint a member of a Lions Club to be the Chairman of the District Convention.
- (b) The District Governor shall appoint the Convention Organising Committee.

Section 3. CONVENTION BUSINESS

- (a) All remits, recommendations and other business for discussion at a District Convention shall be received from the Lions Clubs within the District holding the Convention by that District's Cabinet Secretary at least 60 days prior to the opening of the District.
- (b) Adequate details of matters received as aforesaid shall be sent to the Lions Clubs within the District not less than thirty (30) days before the opening of the District Convention.
- (c) The District Cabinet may prior to any District Convention accept for consideration further business (not being amendments to the constitution) provided twenty (20) hours' notice of such business is received by the Cabinet Secretary prior to the opening of the principle business session and subject to the passing of that business session of a resolution agreeing to such business being discussed. Such business shall be discussed after consideration of all other matters on the order paper.

(d) A District Convention at which nominations for District Governors are to be received and an election conducted if necessary, shall be held prior to the Multiple District Convention

Section 4. **DELEGATES, VOTING QUALIFICATIONS AND PROCEDURES AND QUORUMS.** All provisions relating to delegates, voting qualifications, quorums and voting procedures are defined in Appendix A (Standing Orders) of this Constitution. **See Annex C to this guide,**

DO NOT COPY

By Law in 202E District Constitution

ARTICLE VI
CONVENTION FUND

Section 1. **CONVENTION FUND LEVY.** In lieu of or in addition to a district convention registration fee, an annual district convention levy may be levied upon each member of each club in the district and shall be collected and paid in advance by each club, except newly chartered and reorganised clubs, in two (2) semi - annual payments as follows: 50% per club member on September tenth of each year to cover the semi-annual period July 1 to December 31; and 50% per club member on March tenth of each year to cover the semi-annual period January 1 to June 30, with billings of said levy to be based upon the roster of each club as of the first days of July and January, respectively. Any club which is chartered or reorganised in a current fiscal year shall collect and pay said convention levy for said fiscal year on a pro-rata basis from the first day of the second month following the date of its organisation. This levy shall be collected from the clubs by, and be remitted to, the cabinet secretary or cabinet treasurer (or secretary-treasurer, who shall deposit the monies so collected in a special account in a bank or other depository chosen by the District Governor. The levy so collected shall be used exclusively for defraying expenses of district conventions and shall be expended only by district cheques drawn and signed by the cabinet treasurer and countersigned by the District Governor.

Section 2. **SURPLUS FUNDS.** All surplus monies collected by the Organising Committee of the District Convention shall be handed to the District Governor to be held in a District Convention Reserve Fund which shall be available from year to year at the discretion of the incumbent District Governor only for District Convention expenses

Section 3. **DISTRICT CONVENTION FINANCE.** The District Convention Organising Committee, subject to directions from the District Governor, shall be authorised to incur such expenses and make such charges as are necessary for the administration and running of the District Convention.

Section 4. **ACCOUNTING.** The Organising Committee of the District Convention shall submit to the District Governor financial accounts for the District convention transactions it has managed not later than sixty (60) days after the close of such District Convention and the District Governor shall incorporate those financial accounts in the District annual financial report to be audited by an auditor duly qualified according to the requirements of the Institute of Chartered Accountants of New Zealand who shall not be a member of the Host Club or Convention Organising Committee or reviewed.

202e District Constitution
ARTICLE VII
District Convention

Section 1. **TIME AND PLACE.** An annual convention of the district shall be held in each year to conclude no less than thirty (30) days prior to the convening of the international convention at a place selected by the delegates of a previous annual convention of the district and at a date and time fixed by the District Governor. A meeting of the registered delegates of the district in attendance at the annual convention of the multiple district of which this district shall be a part may constitute the annual convention of the district.

Section 2. **CLUB DELEGATE FORMULA.** Each chartered club in good standing in Lions Clubs International and its district (single or sub- and multiple) shall be entitled in each annual convention of its district (single or sub- and multiple) to one (1) delegate and one (1) alternate for each ten (10) members, who have been enrolled for at least one year and a day in the club or major fraction thereof, of said club as shown by the records of the international office on the first day of the month last preceding that month during which the convention is held. The major fraction referred to in this section shall be five (5) or more members. Each certified delegate present in person shall be entitled to cast one (1) vote only for each office to be filled by, and one (1) vote only on each question submitted to, the respective convention. Unless otherwise specified herein, the affirmative vote of a majority of the delegates voting on any question shall be the act of the convention. All eligible delegates must be members in good standing of a club in good standing in this district. Delinquent dues may be paid and good standing acquired at any time prior to the close of credential certification, as such closing time shall be established by the rules of the respective convention.

Section 3. **QUORUM.** The attendance in person of a majority of the delegates registered at a convention shall constitute a quorum at any session of the convention.

Section 4. **SPECIAL CONVENTION.** A Special Convention of the clubs of the District may be called by a two-thirds vote of the District Cabinet at such time and place as they shall determine; provided that such Special Convention shall conclude no less than 30 days prior to the convening date of the International Convention and that such Special Convention shall not be convened for the election of the District Governor, first vice District Governor or second vice District Governor.

Written notice of the Special Convention setting forth the time, place and purpose thereof, shall be provided to each club in the District by the District Cabinet Secretary, no less than 30 days prior to the convening date of the Special Convention.

CONVENTION CHAIRPERSON - Cabinet Support

The Position:

The Convention Chairman will be the link between their Convention Committee and the District Cabinet as the District heads toward its annual convention. The key to a successful convention is that good communication between the Cabinet and Convention Committee is maintained.

Areas of Responsibility:

- Establish at an early date a budget for ultimate approval by Cabinet.
- Communicate regularly with the District Governor over all matters, particularly as the convention date draws near. Ensure detailed run sheets are available for DG, technicians and MC (if used).
- Utilise your committee team i.e. delegate responsibilities.
- Keep both District Governor and Cabinet fully informed so there are no 'surprises'.
- Utilise the Cabinet team to promote the convention between 1st July and the close off date for registrations.
- Involve Cabinet portfolio Chairperson, under guidance from the District Governor, in as many aspects of the convention as possible.
- Following completion of the convention undertake a statement of account for presentation to Cabinet within 90 days of the closing of the convention (15 June).
- Report either in person or in writing to the first two Cabinet meetings of the Lions' year.

RULES OF PROCEDURE

These Rules of Procedure are guidelines and may be amended by the district cabinet and adopted by the delegates of the convention.

DISTRICT 202 .. STANDING ORDERS

Following the closure of registration and accreditation of delegates, a motion shall be put that the following Standing Orders rule the procedures of this convention.

1. Quorum:

1.1 A majority of the Certified Delegates registered for this Convention shall constitute aquorum.

2. Speaking Rights

2.1 All discussion must be addressed to the Chairman and must be confined to the questions before the meeting.

2.2 The Chairman shall have sole discretion in selecting speakers, in deciding the number of speakers to any remit, any amendment or any other matter, and in termination of discussion whenever he/she considers it appropriate. On the Chairman standing, any speaker shall yield to the Chair immediately.

2.3 A person wishing to speak to a motion, or an amendment, shall stand and remain standing until recognised by the Chairman and shall wait, **then state their name and club before speaking further.**

2.4 Any person at Convention can speak to any matters before Convention but only if recognised by the Chairman.

3. Speakers to Remits and other motions:

3.1 The Mover (or the delegate authorised to speak as the mover} of a remit must speak first and will firstly read it and then will formally move the motion. The Mover may then speak for no longer than 5 minutes provided however that the Convention may grant the speaker an extension of time for no longer than 3 minutes. Because any business needs to be introduced as per Article V, Section 3 of the District Constitution and By-Laws a Seconder for the Motion is not required.

- 3.2 Any other Speaker shall be permitted to speak for no longer than 3 minutes provided however that the Convention may grant the speaker an extension of time for no longer than 3 minutes.
- 3.3 Any Speaker shall confine him or herself strictly to the subject matter of the remit or shall be ruled out of order by the Chairman.
- 3.4 Except by way of explanation, or by way of query, or by answering a question directly put, (and in each case with the permission of the Chairman) no person other than the mover of the motion shall speak more than once to any motion.

4. Right of Reply:

- 4.1 Before the main motion is amended. If the Mover of the main motion speaks in the debate on an amendment then this is taken as the Mover's Right of Reply and, as such, may cover any aspect raised in the debate. If no amendment has been accepted the Right of Reply should be claimed at the end of the debate and will be restricted to the matters raised during the debate and shall not include new material.
- 4.2 The Mover of an amendment does not have a Right of Reply.

5. Withdrawal of a Remit or other motion:

- 5.1 Any Motion, including a Remit, once formally moved and seconded, shall not be withdrawn except by a motion to do so and approved by a *majority* vote of the Convention. If the Proposer of a Remit is not present when it is due to be moved, the Chairman may:
 - 5.1.1 Allow another Lion from the Multiple District to move.
 - 5.1.2 Accept a motion to defer consideration of the Remit.
 - 5.1.3 Allow the Remit to lapse.

6. Amendments:

- 6.1 Introduction - The Mover of an Amendment will be invited to read the proposed amendment to the meeting and provide the secretary with a clearly written copy.
- 6.2 Acceptance - The Chairman will decide if the amendment is acceptable in accordance with the Constitution and By Laws relating to form and content.
- 6.3 Motion - If the proposed amendment is deemed to be acceptable the Chairman will invite the Mover to formally move the amendment.
- 6.4 Secunder - The Chairman will ask for a Secunder for the amendment.
- 6.5 Speaking Times - All speakers to an amendment will be restricted to a maximum of 3 minutes.

6.6 Speaking Order - The Mover of the amendment will speak first immediately followed by the Secunder (The Secunder cannot reserve his/her right to speak). Any subsequent speakers to the amendment must restrict themselves to the subject matter of the amendment only. ..

6.7 There is no Right of Reply to an amendment.

6.8 The Chairman will decide when a vote will be taken to an amendment. If an amendment is passed, then the motion as amended shall become the motion before the Convention.

6.9 Any amendment requires a simple majority of votes to pass and then becomes part of the amended motion.

7. Voting

7.1 Only Registered Delegates may vote.

7.2 Provided a quorum required by Clause 1 is satisfied, the voting result will be determined by the required percentage of those voting in accordance with the Constitution and By-Laws.

7.3 Voting in the first instance will be by a show of voting sticks. If the Chairman decides, he/she can call for a ballot by way of a count of voting sticks.

7.4 The Chairman may vote as a certified delegate of his/her club but shall not have a casting vote.

7.5 In the event that the result of a vote is a draw the status-quo will prevail. Note: This clause does not apply in the case of voting on an election where special rules exist.

8. Points of Order:

8.1 Points of order may be raised by any Lion of this District and shall be immediately ruled on by the Chairman whose ruling shall be final.

9. General:

9.1 The Chairman may accept from any Lion from this District, present at the meeting, any other matter that the Chairman deems appropriate and not to be substantial in form or content.

9.2 Except as otherwise provided in the Association's Constitution and By-laws, or these Standing Orders, the Chairman's ruling shall govern all questions of order and procedure.