



**West Virginia Lions
State Convention Handbook**

(Revised: January 2011)

WEST VIRGINIA LIONS STATE CONVENTION HANDBOOK

(Revised January 2011)

This handbook has been prepared at the direction of, and adopted by, the West Virginia Council of Governors and is subject to continued approval and revision by the Council. It outlines and conveys to the State Convention Host Club (s) and its committees the Council's interpretation of the Multiple District 29 Constitution and By-Laws in regard to the operation of the State Convention.

This "Convention Handbook" is the result of the experiences of many District Governors and Convention Committees. It serves as the guideline for the planning session, which is usually held on the first weekend of each New Year. The session is a joint meeting of the Council of Governors and the Host committee. Properly used, this handbook can alleviate many problems and answer many questions, which both the Council of Governors and the Host committee may have.



ORGANIZATION

COUNCIL OF GOVERNORS-----STATE SECRETARY

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**LIAISON OFFICER
(Optional)**

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:
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HOST CLUB

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GENERAL CHAIRPERSON

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:

CONVENTION COMMITTEE

SELECTION OF A CONVENTION SITE

In accordance with Article VI of the MD Constitution, an annual convention shall be held in each year prior to the International Convention at a place selected by a previous annual convention of this Multiple District. It has been a long-standing practice to try to have multiple district convention sites set for at least four years in advance.

NOMINATIONS FOR CONVENTION SITE: The Chairperson of the Council of Governors shall receive, through his representative (i.e. Chairperson of the convention site committee), a written invitation from those cities and clubs(s) desirous of hosting the convention two years hence. These invitations shall be received by the Chairperson of the convention site committee (with a copy to the Chairperson of the Council) at least thirty days prior to the convening of the convention at which the issue will be voted upon. The invitation shall include the following information:

Name of proposed convention site: _____

Name of proposed Host Club: _____

Name of proposed convention headquarters hotel: _____

Number of rooms available at host hotel: _____

Number of rooms available at other motels (list): _____

Convention business sessions to be held at: _____

Seating capacity at business sessions: _____

Major banquet to be held at: _____

Seating capacity of banquet site: _____

Proposed dates of convention: _____ Alternate: _____

Upon receipt of a request to host the convention, the Chairperson of the convention site committee shall verify, personally or by committee, the above information and shall report such verification to the convention prior to voting.

Note: Section 8, Article VI of the MD 29 Constitution and By-Laws gives the State Council the power to change at any time, for good and sufficient reason, the place of the convention. Section 2 of Article VI charges the Council with the responsibility of selecting the site in the event that no invitation is received.

THE COUNCIL OF GOVERNORS

The Council of Governors is responsible for the success of the state convention. The Council supervises and directs all phases of the convention until the last detail, both during and after the convention is properly completed.

The Council of Governors may appoint a liaison officer to work with the host club on behalf of the council.

Upon request of the Council, the general chairperson of the convention may present himself at any early meeting of the Council to advise what is being undertaken by the host club(s) in preparing for the convention.

At a Council meeting (usually the January meeting), called for such purpose in the convention city, the general chairperson shall present to the Council a proposed budget for the convention.

This budget, presented on the standard form, which is a part of this handbook, shall be approved item by item by the Council. The host club(s) may not then change the budget total or any individual total without prior consent of the Council. Individual totals may not be manipulated to stay within the total approved budget.

The general chairperson may request the Council to review and approve changes in the budget at any subsequent meeting.

At the January meeting the Council shall fill and appoint committees, toastmasters, presiding officers, and etc. for the convention sessions. Only the Council may make these appointments. An outline of the general convention program is included in this handbook, showing the positions to be filled. Time changes may be necessary according to local conditions. Council too, however, must approve these.

The appointments to be made by Council include the following: (note that all committees are four-person committees with only one representative from each District: District Governors should be prepared to name committee members from their district during the convention planning meeting.)

- Presiding Officer, Saturday business session
- Members of Rules Committee
- Credentials Committee (Cabinet Secretaries, name Chairperson)
- Presiding Officer, Friday night event
- Response to address of welcome
- Members of Auditing Committee
- Members of Convention Site Committee
- Members of Resolutions Committee
- Presiding officer for Saturday luncheon
- Instructors for seminars (if needed)
- Presiding officer, Saturday evening banquet
- Presiding officer, Sunday luncheon
- Presiding officer, Memorial ceremony
- Members of Elections committee
- MD Protocol Chairperson
- Parliamentarian (Chairperson of Permanent Constitution and By-Laws Committee)

Each Committee member, each officer and each chairperson shall be notified by mail of his appointment and given an opportunity to decline or to notify the Council if they cannot be in attendance at the convention.

LIAISON OFFICER
(Optional)

If appointed by the Council of Governors, the Liaison Officer shall act as liaison between the Council of Governors and the general chairperson of the host committee. He/she shall see that the directions of the Council are implemented and shall give assistance to the general chairperson as required.

Working closely with the Council of Governors, he/she will make arrangements for the proper greeting, accommodations, and well being of the visiting dignitaries, extending those courtesies generally given to same as recommended by Lions Clubs International.

He/she will assist with matters of protocol, including seating arrangements, etc.

STATE SECRETARY

The state secretary shall act as a liaison between the Council of Governors and the general chairperson of the host committee unless the Council appoints a liaison officer.

He/she shall see that the directions of the Council are implemented and shall give assistance to the general chairperson as required.

He/she shall notify those Lions appointed by Council to committee posts, instructors, presiding officers, or other appointments of the Council and shall request that such appointees notify Council if they cannot accept. He/she shall supply the liaison officer (if one is appointed) and the general chairperson with a copy of this convention handbook.

Working closely with the Council, the liaison officer, and any past or present international officers, he/she shall assist in making arrangements for the proper greeting, accommodations, and well-being of visiting dignitaries and shall assist with matters of protocol, including seating arrangements, etc.

He/she shall be a resource person for the liaison officer (if one is appointed) and for the general chairperson of the convention.

He/she shall have charge of the convention proceedings report, including the recording, publishing, and distribution of it. He/she shall notify those in regard to receiving reports for the conventions proceedings as outlined in the District Constitution and By-Laws. The cost of the report in its entirety shall be considered a convention expense and is a line item in the convention budget.

He/she will assist with the publication of the *West Virginia Lion* when so requested.

PRE-CONVENTION PLANNING
THE HOST CLUB AND OR HOST COMMITTEE

The host club(s) or the Council of Governors shall have appointed a general chairperson by July 1st of the fiscal year in which the state convention will be held.

The general chairperson should begin at once to appoint his host committees and to prepare the proposed budget for approval by the state Council of Governors. A standard form for budget and financial reports of the state convention is part of this handbook. All budgets and financial reports shall follow these forms.

The general chairperson should hold periodical meetings with his/her committee chairperson to discuss problems and the progress being made in completing arrangements. These meetings should be held apart from any regular club meetings. The host club convention committees shall report directly to the general chairperson.

The general chairperson should be in contact with the liaison officer appointed by the Council of Governors, relying upon him as a very valuable resource person.

The Council of Governors annually sets the cost of the registration and hospitality fees at a fall meeting of the Council. Input from the host committee is invited.

The host committee shall supply 30 copies of the completed proposed budget form for the January meeting of the Council of Governors. No money may be advanced to the host committee until a budget is approved.

The following host club committees are suggested:

Arrangements: Responsible for working out menus, price scales, guarantees, etc., for convention meals. Works closely with the general chairperson on budget.

Accommodations: Responsible for lodging of delegates, helping secure it. Assists in securing hospitality rooms for candidates. The Council of Governors will arbitrate any conflict in the allocation of hospitality rooms.

Registration: Responsible for registering all delegates, alternates, visitors, and guests; responsible for tallying number of delegates from each district. If a pre-registration plan is used, this committee shall be responsible unless otherwise designated.

Enough computers, etc., and personnel should be available to handle peaks of registration. (Friday evening, Saturday morning, and Sunday morning)

Following close of registration Sunday morning, the delegates should be tabulated for the information as stated above.

A cashier near the registration desk should handle Sale of registration fee.

Sufficient signs are necessary at the hotels and convention center advising the location of the registration desk.

Decorations: Responsible for the display of proper Lions emblems, bunting, placards, etc., using the material on hand in the State Secretary's office and purchasing additional if approved and included in the convention budget. Decorations should be on display at the Headquarters Hotel, the Convention Hall, and any other meeting places of the convention.

Printing: Responsible for obtaining prices and having printed Memorial Ceremony programs, the convention program, and any other printed matter necessary for the operation of the convention. (Printing of the WV Lion is NOT included).

Transportation: Responsible for obtaining prices and supplying transportation for carrying of delegates to and from convention sessions where this is necessary.

Entertainment: Responsible for obtaining prices and contracting for professional entertainment for the Friday and or Saturday night sessions.

Finance and Budget: Responsible for working out convention budget, disbursing funds in line with items approved by the State Council, and preparing of financial statements and reports.

Favors and Gifts: Responsible for obtaining novelties, etc., from local manufacturers and businesses for give-away to delegates.

Hospitality: Responsible for arranging a suitable room for a reception for visiting dignitaries, to include District Governors, present and Past International Officers, Past District Governors, and Secretary, along with their spouses. In the past several years it has been customary for the inclusion of all delegates to attend said reception. The reception is usually held immediately prior to the evening banquet when the dignitary speaks. The West Virginia Past District Governors Association shall pay reasonable expenses for the reception subject to an approved maximum.

Publicity: Responsible for advance publicity in local news media, (setting up press conferences for speakers if so desired and approved) and post-convention news releases dealing with attendance and officers elected.

Chaplain: Responsible for having ministers at all business sessions and dinner meetings to give an invocation.

Memorial Ceremony: Work with presiding officer appointed by Council. This committee is responsible for arranging a place for the ceremony, having flowers for deceased Lions (white carnations), lapel flowers for Council member (optional), arranging for soloist and accompanist and gives information for printing of the Memorial Program to the printing committee. Cost of the ceremony is to be included in the convention budget.

Sergeant-at-Arms: Appointed by the host committee chairperson in consultation with the Council of Governors at the January planning meeting. The chairperson of the host committee will assign responsibility of the Sergeant.

THE WEST VIRGINIA LION

This is an annual publication whose primary objective is to promote attendance at the state and international conventions and provide details of the agenda and any amendments to the constitutions and by-laws of either the Multiple District or the West Virginia Lions Sight Conservation Foundation, Inc. to be voted upon at said state convention.

The cost of publishing and mailing this magazine is to be included as a line item in the convention budget.

The convention chairperson shall appoint the Lion(s) to be in charge of publishing and mailing this magazine and shall establish the date by which it must be mailed to all Lions in MD 29. The editor shall establish a deadline for receipt of copy to be published. This deadline, along with a mailing address for forwarding copy, must be reported at the January meeting. (State Secretary will instruct Lions International as to when mailing labels and or disc is needed for those sending out the *West Virginia Lion*).

DUTIES OF APPOINTED FOUR-PERSON STATE CONVENTION COMMITTEES

Resolutions: All resolutions must be presented to the Resolutions committee, in writing, before presentation to the convention. The committee selects those resolutions, which it deems should be presented along with a recommendation for adoption.

It is also the duty of the committee to draft certain resolutions dealing with acts of kindness, cooperation, etc., by civic officials, hotels, etc., along with resolutions which note outstanding accomplishments of Lions and Lion leaders, and expressions by the convention of gratitude, sympathy, etc.

The Chairperson of this committee shall make this report at an hour scheduled on the convention program.

Written copies of the report are to be handed to the State Secretary for inclusion in the convention proceedings.

Rules: The committee outlines the Rules of Procedure, which shall govern the convention. These rules must be approved by the convention at the opening session. This report deals with the order of business, presentation of resolutions, speakers, and voting, plus of course, parliamentary authority.

Rules must be submitted to the State Secretary in timely manner that they are included in the convention printed program and they must then be adopted as a first order of business of the convention.

Rules should include, "Hospitality Rooms **MUST** be closed during all business sessions and banquets of the convention".

Credentials Committee: This committee is composed of the Cabinet Secretary Treasurers. It is their duty to compile and report to the convention at the scheduled hour on the program the following:

- a. Total number of delegates registered and certified.
- b. Total number of alternates registered and certified
- c. Total number of delegates registered and certified from each district
- d. Total number of alternates registered and certified from each district

Elections Committee: This committee is in complete charge of the balloting at the convention, counting the votes and announcing to the convention the results of the voting.

This committee shall prepare the ballots and conduct the elections for District Governors, Vice District Governors, Sight Foundation Trustees, and any other officers to be elected. They will conduct the balloting on agenda items, which cannot be resolved by voice vote.

The committee shall see that ballots are counted in secret, out of view of the delegates, and that the results of elections, as well as the distribution of the vote, be kept secret until officially announced at the Sunday luncheon.

Constitution and By-Laws Committee: This permanent committee is to report to the convention those changes which they feel necessary, or which they have been directed by council to present.

The chairperson, in presenting these proposed amendments shall not assume the authority of the presiding officer in any manner. However, the chairperson serves as Parliamentarian of the convention.

Nominations for Convention Site Committee: The chairperson of this committee shall receive the invitations from clubs wishing to host the state convention. These invitations must be in the hands of the chairperson 30 days prior to the convening of the convention where they will be voted. The chairperson shall obtain the necessary information from the club wishing to host the convention, personally verifying the given information. He/she may, however, have the State Secretary investigate and verify the information. The State Secretary may, in turn, enlist the help of a Past District Governor in the proposed area. The Chairperson of this committee shall then present to the convention, at the appointed hour on the Program Schedule, those cities qualified and requesting the convention in four years hence.

The chairperson of this committee, in making his report, shall at no time assume the authority of the presiding officer and shall not entertain motions or conduct voting.

Auditing Committee: This committee shall, at the direction of the Council of Governors, examine the records of the State Council Secretary-Treasurer and certify to the convention the proper receipt and application of Multiple District funds.

International Convention Committee: As the Multiple District Constitution and By-laws sets up the West Virginia Past District Governors Association as the International convention committee, the Chairperson is appointed by it. He shall make a report to the convention at the appointed hour on the program schedule, reporting plans relative to West Virginia Lions' participation in the International Convention.

WEST VIRGINIA LIONS STATE CONVENTION

Standard Form Budget

For

(City)

(Year)

Estimated receipts:

From State Convention Tax	_____ @ _____	\$ _____
From Pre-Registration	_____ @ _____	\$ _____
From Regular Registration	_____ @ _____	\$ _____
From Sunday Registration	_____ @ _____	\$ _____
Other, (List)	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____

TOTAL FUNDS AVAILABLE

\$ _____

Proposed Expenditures

Registrations expenses, including cards, badges Typist, etc.	\$ _____
Decorations, including flowers, pictures, Placards, etc.	\$ _____
Entertainment, including Friday or Saturday Night, Saturday breakfast, Saturday luncheon And Memorial Ceremony	\$ _____
Favors	\$ _____
Printing, including registration tickets, delegate cards, Memorial program, convention program, etc. (WV Lion not included)	\$ _____
Orchestras, if not included as entertainment	\$ _____
Gift for International Officer	\$ _____
Convention Proceedings Report	\$ _____
Transportation	\$ _____
WV Lions Magazine, including postage & handling	\$ _____
Meals	
Friday banquet	_____ @ _____ \$ _____
Saturday breakfast	_____ @ _____ \$ _____
Saturday luncheon	_____ @ _____ \$ _____
Saturday banquet	_____ @ _____ \$ _____
Sunday lunch	_____ @ _____ \$ _____
Total for Meals	\$ _____
Other (list)	_____ \$ _____
	_____ \$ _____
Contingency	\$ _____

TOTAL PROPOSED EXPENDITURES

\$ _____

THE CONVENTION PROGRAM

The MD 29, West Virginia Lions State Convention is normally scheduled for a Friday, Saturday, and Sunday, the latter part of April or the first part of May. In recent years, the program consists of a Friday night banquet honoring the Past District Governors of the State; Saturday morning training sessions; a Saturday luncheon at which Cabinet Officers are recognized; a business session on Saturday afternoon; a Saturday night banquet with an International Officer as the principle speaker; District meetings and elections of District officers on Sunday morning; a Memorial Ceremony following the District breakfasts on Sunday morning; and, a final luncheon at Sunday noon. Of late, the Friday evening banquet has become more of a gathering rather than a banquet. The Saturday afternoon business session has been moved to the Saturday morning hours and the Saturday afternoon time has been used for other activities. The planning of the convention program rests with the Council of Governors and may change from year to year.

Depending on the availability of the International Officer, the agendas for Friday and Saturday evening may be reversed.

The second special meeting of the Council of Governors usually takes place on Friday morning. A Friday noon luncheon of the Past District Governors Association is normally held. An afternoon session of the WV Lions Sight Conservation Foundation is usually held around 2:00 p.m.

FRIDAY EVENING

_____PM	Call to order
_____	Pledge of Allegiance
_____	Invocation
_____	Dinner
_____PM	Welcome
_____PM	Response to Welcome
_____PM	Introduction of International Officers, District Governors and guests (Protocol usually established at this event and not used for the remainder of convention)
_____PM	Introduction of Honored Past District Governors
_____PM	Presentation of Dudley L. Simms Award
_____PM	Entertainment
_____PM	Dance (optional)
_____PM	Hospitality rooms open

SATURDAY MORNING

(Registration 9:00 a.m. to 5:00 p.m.)

_____AM	Key Members breakfast, President of PDG Association presiding (Optional)
_____AM	Invocation
_____AM	Recognition of Key Members, International Extension Awards, Melvin Jones Fellows & Leonard Jarrett Fellows
_____AM	Entertainment
_____AM	Seminars or Business session (Council Chairperson conducts the business session) During business session, Report of Rules Committee and other MD Chairpersons report
_____AM	Adjournment

SATURDAY AFTERNOON

- ___PM Cabinet Recognition luncheon
- ___PM Call to order
- ___PM Luncheon
- ___PM Introduction of Cabinet officers by each District Governor
- ___PM Entertainment
- ___PM Adjournment
- ___PM Business session or seminars begins
- ___PM If business session, Report of Rules Committee
- ___PM If business session, Reports of MD Chairperson

SATURDAY EVENING

- ___PM Reception for International speaker
- ___PM Banquet
- ___PM Call to Order
- ___PM Invocation
- ___PM Introduction of Speaker
- ___PM Keynote Speaker
- ___PM Response to Speaker (Optional)
- ___PM Announcements & adjournment
- ___PM Entertainment or Hospitality rooms open

SUNDAY

- ___AM District Breakfasts
- ___AM Memorial Ceremony
- ___PM Lunch
- ___PM Reports of Election Committees and acceptance speeches
- ___PM Adjournment
- ___PM Council of Governors meeting
- ___PM WV Sight Conservation Foundation meeting

MULTIPLE DISTRICT CONVENTION COMMITTEE APPOINTMENTS

Year

RULES COMMITTEE

L _____

I _____

O _____

N _____

RESOLUTIONS COMMITTEE

L _____

I _____

O _____

N _____

CREDENTIALS COMMITTEE

L _____

I _____

O _____

N _____

ELECTIONS COMMITTEE

L _____

I _____

O _____

N _____

DISTRICT AUDITING COMMITTEE

L _____

I _____

O _____

N _____

PARLIAMENTARIAN: _____

CONVENTION SONG LEADER (Optional): _____

SERGEANT AT ARMS: _____