



**LIONS OF OKLAHOMA
MULTIPLE DISTRICT 3**

**STATE CONVENTION
PLANNING COMMITTEE**

POLICY MANUAL

Updated & Printed January 9, 2010

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STATE CONVENTION PLANNING COMMITTEE
POLICY MANUAL

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

I. STRUCTURE

- A. The Chairperson of the SCPC, who shall also serve as the Convention Chairperson, will be elected by the Committee's voting members, or alternatively, the Committee may elect a Lion with exceptional skills and experience, who is not an appointee or elected member of the SCPC. If the Committee cannot decide upon a Chairperson, then the Council Chairperson may appoint one. The SCPC Chairperson will continue in office until a new chairperson is elected or appointed. The Council of Governors can replace any Chairperson.
- B. A Vice-Chairperson shall be elected by the SCPC whose primary duty is to assist the Chairperson for the upcoming convention and to do future planning for the following convention. The Vice Chairperson will be the liaison with the Host Committee of the succeeding convention and assist in preparation for that convention. The Vice Chairperson shall participate in the visit to the host site and may become Chairperson the following year.
- C. A Secretary shall be elected by the SCPC whose responsibility will be to take minutes of all meetings, and perform such other duties as the SCPC or Chairperson may require.

- D. The SCPC shall be made up of two Lions from each Sub-District, elected at the district convention alternately for a two-year term. If any elected member is unable or unwilling to participate in the activities of the SCPC, or has two consecutive unexcused absences at SCPC meetings, the Governor will replace that member and notify the Chairperson the name of the newly appointed member. In addition to the sub-district elected members, the following will also be voting members: The SCPC Chairperson, the SCPC Vice Chairperson, the State Council Chairperson, the State Secretary, the State Treasurer, the Immediate Past SCPC Chairperson and the sitting International Director. If there is not a sitting International Director, a Past International Director who shall be appointed by the Council of Governors will serve. The ID or the PID member shall remain on the committee until a new one is appointed. The Host Committee Chairperson shall be an ex-officio member.
- E. The Host Committee Chairperson shall serve as Liaison to the SCPC. He/She will keep the SCPC informed of Host Committee meetings and plans.

II. MEETING SCHEDULE

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

III. PROTOCOL

- A. If two guest speakers are used at the State Convention, the representative of Lions International will be given the opportunity to speak at any (or all) of the functions during the Convention and will primarily address Lions and their spouses. The other speaker may be invited from outside the formal ranks of Lionism and should be a known personality speaking on a current topic of public interest.

- B. All scheduled meetings shall start promptly at the appointed hours, with no delay for a late speaker or anyone else.

IV. AREAS OF RESPONSIBILITY

A. Financial/Budget:

The Budget Committee shall include the following SCPC members: Convention Chairperson, Immediate Past Chairperson, Vice Chairperson, State Secretary, State Treasurer, International Director/Past International Director and other members of the Committee as deemed necessary by the Chairperson.

As set out in the Lions of Oklahoma Council Policy, Article 11 Section 12 updated April 2009; the disbursement of funds from the State Convention Fund (See Lions of Oklahoma Constitution Article VII Section 3(g)) may be expended only upon the recommendation of the SCPC and the approval of the seated Council of Governors. The funds may be used as follows:

- (a) sponsor the convention
- (b) reduction of costs of Lions in attendance
- (c) fund educational, leadership, motivational programs, and convention activities
- (d) subsidize the youth speech contests and support youth outreach activities.

B. Site Visitation:

The Site Visitation Committee will be composed of the SCPC Chairperson, Immediate Past Committee Chairperson, Vice Chairperson, State Secretary, and another member of the committee appointed by the Chairperson.

C. Outside Guest Speakers:

- 1. The sitting or immediate Past International Director will procure the International speaker for the State Convention as early as possible. If he/she is not available, then the second Past International Director will perform these duties. The Director will confer with the State Council and the State

Convention Planning Committee concerning the State Convention speaker. It is essential that the speaker be procured as soon as possible.

2. Any other outside speakers will be procured by the SCPC Chairperson (or their designee) based upon recommended speakers from the State Council or other interested Lions. These speakers must be acceptable to and selected by the SCPC with approval from the Council.

D. Main Seminar and Special Interest Sessions Presenters:

1. SCPC will develop seminars and special interest sessions, which will enhance the Lionistic programs, motivate and entertain Lions, Lioness, Leos and guests.

E. Masters of Ceremony:

1. SCPC shall choose experienced and proficient persons to serve in this capacity (preferably Lions) but shall have the option of using notable personalities on occasion. The Council Chairperson will be given the option of presiding at the Saturday night banquet. Additionally, it shall be the duty of the SCPC to designate the presiding officers for the luncheons, dinners, forums and other convention activities.

F. Printing and Miscellaneous:

1. The State Secretary, as a seated member of the SCPC, will be responsible for the following:

| | |
|--------------------|---------|
| Registration Forms | Badges |
| Meal Tickets | Signage |
| Official Program | |

G. Promotion and Public Relations:

1. This Committee shall consist of SCPC Chairperson, SCPC Vice Chairperson and State Secretary. This Committee shall be responsible for all aspects of promoting the convention.

H. Audio and Visual:

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

I. Fund Raising Exhibitors:

1. Designated SCPC members shall be responsible for special tables/booths for the various Lion related entities and commercial exhibitors, if space allows. All exhibitors shall be approved by the SCPC. In the event the SCPC is charged for the use of exhibitor tables that expense will not be passed on to not-for-profit Lion exhibitors (i.e., OLEB, OLSF, OLBR, LWSB, etc.) At the discretion of the SCPC For-Profit organizations may be charged a fee for the tables they utilize.

J. Facility and Meals:

1. The Vice-Chairperson of the SCPC shall be the Chairperson of the Facilities and Meals Committee, which shall oversee the planning and implementation of all aspects of facilities, including hotels, banquets, seminars, and general set up. The SCPC Chairperson and Host Committee Chairperson will serve on the Facilities and Meals Committee.

2. Any bids submitted to the State Council or the SCPC for the state convention should include lodging, programs and meals all in one facility (one building or complex).

V. HOST COMMITTEE

A. Host Committee Chairperson:

1. Shall be appointed by the SCPC with the recommendation from the District Cabinet where the convention is being held.

B. Host Committee Responsibilities:

1. The Host Committee may be an individual club, located in the area where the convention is being held, or a combination of a number of clubs. Alternatively, the SCPC may bid for and host a state convention
2. To serve as a liaison committee to the SCPC providing manpower and assistance in carrying out planned functions.
3. Serve as host to the convention attendees, providing welcoming committees, assisting with hotel, transportation and entertainment information.
4. Provide ushers, sergeant-at-arms and guides for all meals, meetings and entertainment sessions.
5. May be asked to assist in obtaining special functions such as entertainment, food, gifts, hospitality room, and sight seeing for attendees and guests.
6. May perform other duties as requested by the SCPC.

VI: REFUND POLICY:

- 1. No registration fees are to be refunded**
- 2. No meal refunds will be considered after the deadline date designated on the registration form.**
- 3. No refunds will be issued until all expenses have been paid and the final accounting is completed.**

EXHIBIT A
AGENDA FOR FIRST MEETING OF YEAR

1. The first meeting of the year will be called by the Council Chairperson as soon as is practical following the end of the current year convention, but no later than the first council meeting of the new Lions year. The Immediate Past Committee Chairperson will chair the meeting until the replacement Chairperson has been elected by the Committee, who will at that time take charge of the meeting of the SCPC.
2. The Purpose of the Committee will be read aloud to all in attendance and discussed.
3. Chairperson announces the members of the voting body of the Committee:
 - Elected Committee Chairperson (votes only to break a tie)
 - State Council Chairperson
 - State Secretary
 - State Treasurer
 - Immediate Past SCPC Chairperson
 - Council Appointed Sitting or Past International Director
 - The two elected members for each of the five sub-districts
 - No other attendees have voting privileges.
 - Host Committee Chairperson (when elected) will serve as an ex-officio member of the Committee.
4. Election of Committee Officers:
 - Chairperson – elected from and by members of the Committee, or alternatively, a Lion with exceptional skills and experience but who is not an appointed or elected member of the Committee. If the Committee members cannot decide upon a Chairperson, the Council Chairperson may appoint one.
 - Vice Chairperson – elected from and by members of the Committee who is willing to serve and to accept the responsibility involved in that position.
 - Secretary – may be any member of the Committee willing to take and distribute minutes of all meetings.

5. Old Business

- General overview of immediate past convention
- Review of the final convention budget
- Review of evaluation sheets
- Hotel room count
- Approval of the Minutes of the last SCPC meeting
- Comments by those attending

6. New Business

- Forms to be distributed by State Secretary to all committee members:
 - updated SCPC manual,
 - Current state directory,
 - pages from State Council Policy pertaining to SCPC,
 - page from Strategic Plan pertaining to SCPC,
 - immediate past convention program,
 - final budgets from previous two conventions, etc.
- Confirm date for current year state convention and international guest
- Assign members to committees (and outline duties for each). The SCPC Manual may have further information regarding the makeup of the various committees.
 - Financial/Budget
 - Site Visitation
 - International Speaker/s
 - Outside Speaker/s
 - Printing/Miscellaneous
 - Promotion and Public Relations
 - Audio & Visual
 - Fund Raising Exhibitors
 - Facility & Meals
 - Determine special interest liaison with Pin Traders, Boneyard (PDGs), etc.

7. Open Forum

8. Set next meeting time and place.

9. Adjourn

STATE CONVENTION PLANNING COMMITTEE
MEETING-OCTOBER 24 2009
WEST SIDE TOWN HALL – LIONESSE ROOM

Chairperson Lion Colleen Michael called the meeting to order at 7:45 a.m. in the Lioness room at Westside Town Hall. Those present were: Chairperson Lion Colleen, Lion Marge Schonborg, PCC Linda Hughes, PID George Hazelbaker, Lion Dee Carson, Lion Linda Webb, Lion Carl Breazeale, Lion Larry Johnson, CC Charles Michael, PCC Virginia Rodriguez, PID Pat Shurley, PDG Carobelle Carson. Governors present were DG Eldon Hugaboom, DG Gene Redford, and DG Lora Blanton. Excused members were: PDG Travis Cummins, PDG Larry Bailey. Absent members were: PDG Russell Wright. A quorum was established.

Lion Breazeale moved to amend the minutes of August 31 to read \$20.00 for the Banquet instead of \$17.00. CC Charles seconded and the motion passed by majority vote.

The registration form was handed out and will be available. It will be placed in the November *Oklahoma Lion*.

PDG Carobelle Carson presented recommendations for a refund policy to be placed into the SCPC Manual. These were discussed. PID Pat Shurley moved with a second by Lion Breazeale to accept the following and add it to the SCPC Policy Manual for Governor approval.

1. No registration fees are to be refunded.
2. No meal refunds will be considered after the deadline date designated on the registration form.
3. No refunds issued until all expenses have been paid and the final accounting completed..

The motion passed by majority vote.

The following reports were given from the August 31 meeting: PCC Virginia has contacted Lion Jeanette King and she will be glad to have an educational program on Donor Education and Awareness. It was decided to have her do a 45 min program and to put this program on Saturday morning. Lion Linda Webb moved with a second by Lion Dee to contact Lion Bryan Larison for a program with OLBR bringing some of the residents of OLBR, for Saturday morning. Motion passed by majority vote. PCC Virginia also reported that the musical group from the Chickasha Lions Club is willing to perform. It was decided to ask them to perform on Friday evening.

Lion Linda Webb reported that the Redhawks do have a game on Thursday April 15. She is working with them to hold a Lions night. She is also asking for discount tickets (\$1.00 off) and free tickets for the boys and house parents of OLBR. She will contact the Trolley for the possible of them transporting the Lions to the ballpark. Lion Linda also reported that she will contact LCI for a power point present on Web site which was decided would be presented on Friday.

PCC Virginia presented an e-mail from PDG Larry Bailey as follows:

Virginia, I have talked with Ann Guevara about Silver Strings. This is a music group from the three Putnam City High Schools. You can check them out on the Putnam City West High School Silver Springs

website. The group numbers 80 but can be adapted down to whatever size we need. They could bring 15-20 for our Saturday banquet if we have 70-100 lions there. She charges \$500. They would play up to an hour if we want. They are available for 4/17/10 at this time. I have heard them twice and they are excellent. I think we could find some clubs that would go in together to fund this if we decide to get them. She recommends a contract just to help her remember and so she knows what we want. They have several performances a year. There would not be a charge if something happened and we didn't need them. Please pass this on to the committee for me as my report. I can contact Ann with any questions. Thanks. Larry

After discussion PID Pat moved with a second by PID George to have PDG Larry contact Ann and work up a contract. This passed by majority vote.

Lion Breazeale reported that the UCO group has an event scheduled as the same time as our convention and that group was not hopeful.

In other reports: First Timers: Second Vice District Governor Arlene Shore reported that she would do as she did last year and will adapt to this year. She requested that more 1st timer ribbons needed to be ordered. PDG Carobelle will get those ordered. 2nd VDG Shore would like 30 minutes on the convention program to meet with the 1st timers along with PIP Moore. It was discussed that some of the old state pins could be made into sets and given to the 1st timers. 2nd VDG Shore also stated she would have a "Special Lion" as she did last year.

Decorations for the convention were discussed. Lion Dee Carson chairperson: It was decided that Friday evening theme would be Mexican Fiesta with decorating to fit that theme. Saturday noon will be western and Saturday evening LCI theme. The Past District Governors will be responsible for their own decorations.

The "End of The Trail" that is in the State Office will be used for PIP Moore's gift. It was decided that a made in Oklahoma basket would be provided for PIP Moore's wife Rita. PID Shurley and PCC Rodriguez will be responsible for this preparing this.

A discussion was held as to when PIP Moore should speak. PDG Carobelle moved with a second from Lion Linda Webb to have him give a short overview or update on LCI at noon on Saturday and more in depth motivational speech Saturday evening banquet. The motion passed by majority vote.

PID Shurley volunteered to prepare the goodie basket for the Moore hotel room.

PCC Virginia was asked to prepare letters of invitation to Leader dog, LWSB, Hearing Dog and Quest for short programs.

Discussion was held as to the possible of going to the "Oklahoma League of the Blind" for a visitation on Friday afternoon. PID Pat will contact them as to this possibility. The possibility of obtaining the trolley for transportation was discussed.

Discussion was held on the time keeper lights that were used last year. PDG Carobelle will ask the PDG (Boneyard) for the possibility of them purchasing these to be kept at the state office.

With no other business, the meeting adjourned at 8:47 a.m.

Respectively Submitted:
PCC Virginia
Secretary to SCPC 2009

