

**VII. Reports:** will be made to the COG at the first meeting following the general planning meeting of the committee; a final written report of the convention proceedings and accounting of the funds will be submitted to the Council Chairperson for filing at the MD office.

General Policy Statements: (Added and dated as adopted by the COG)

1. Adopted by the COG, March 20, 1982
2. Updated by the 1992-1993 COG
3. Revised by the COG, October 17, 1993
4. Revised by the Policy Manual Committee, March 9, 1997
5. Revised by the COG, March 10, 2001
6. Revised by the COG, May 17, 2001
7. Revision In progress... by the Policy Manual Committee, 02/06/05
8. Revision approved and adopted at COG meeting, May 19, 2005
9. Update submitted by Conv. Op. Comm. August 3, 2006
10. Adopted by the COG, March 23, 2007

- e. Treasurer
  - f. Other committee members as needed, up to the quota, and appointed by the Chairperson.
2. Officers:
- a. The General Chairperson of the Committee will be appointed by the Council of Governors (COG) three years in advance of the planned convention, that person having served as Vice Chairperson the year prior to the appointment.
  - b. It is anticipated that the positions of General Chairperson, Secretary and Treasurer will serve multiple years to provide continuity. It is anticipated that some members will be retained for multiple years and others changed to bring new leadership.
  - c. An **Executive Committee** will consist of the General Chairperson, Vice Chairperson, Secretary, Treasurer, Immediate Past Chairperson and Host Committee Chairperson.
- B. Host Committee:**
- 1. A Chairperson will be selected by the Operating Committee Chairperson from the membership of a club in the Convention city.
  - 2. Responsibilities:
    - a. To serve as liaison to the Operating Committee, providing manpower and assistance in carrying out plans and functions.
    - b. To serve as hosts to Convention attendees providing welcoming committees, assisting with hotels, transportation and other information.
    - c. To provide ushers, sergeants-at-arms and guides for all meetings, meals and other sessions.
    - d. At their own expense may plan special functions such as entertainment, food, gifts, sightseeing or other special events if approved by the Operating Committee.
    - e. Others that may be assigned by the Operating Committee.
- C. Site Selection and Inspection Committee:** will be selected from members, including the Vice Chairperson of the Operating Committee, and is responsible for making the selection of a convention site each year, such that a site has been determined 5 years ahead.

**V. Fiscal Responsibilities:**

- A. The COG will annually allocate to the Operating Committee, funds from the MD Convention Fund to cover administrative costs of the committee as well as funds for conduct of the convention.
- B. The Convention Fund will maintain a reserve of not less than \$15,000 to cover a potential loss by any convention.

**VI. Meetings:** The Operating Committee will follow the MD Convention Procedure Manual in establishing planning meetings. Once the initial planning meeting is held, the Executive Committee will conduct all subsequent meetings with all others being invited to attend as needed.

**Lions Clubs International – Multiple District 36  
Policy Manual  
Chapter 5**

**I. Name: Multiple District (MD) 36 Convention Operating Committee**

**II. Purpose:** To provide the highest quality MD 36 Conventions. The committee will serve as the policy making body.

**III. Specific Responsibilities:**

- A. This committee is responsible for planning, decision-making and implementation of all MD policies and procedures for operation of MD conventions.
- B. To develop and maintain a MD 36 Convention procedures handbook.  
**NOTE: A copy will be ready for PMC for inclusion by May 19, 2007)**
- C. To establish:
  - 1. Meeting sites for conventions 5 years in advance.
  - 2. Policy in the following subcommittee areas, but not to exclude others as required:
    - a. Agenda of activities
    - b. Budget
    - c. Administration
    - d. Non-Lion speakers and entertainment
    - e. Printing
    - f. Publicity/promotion
    - g. Memorial service to deceased Lion members (which is now a Past District Governors Association responsibility.)
    - h. Registration, including refunds
    - i. Seminars
    - j. Protocol
    - k. Exhibitors and displays
    - l. Housing for attendees, including RV sites
    - m. Special transportation/special needs (e.g. hearing and vision)
- D. To assist and work with the Host Committee to implement the above aspects of conventions.

**IV. Committee Makeup:**

**A. Operating Committee Membership:**

- 1. There shall be no more than 12 members plus the Host Committee Chairperson on the Operating Committee. The committee will consist of:
  - a. Chairperson
  - b. Vice Chairperson
  - c. Immediate Past General Chairperson
  - d. Secretary