

## STATE CONVENTION FORMS, MATERIALS AND REPORTS

### PURPOSE:

This Policy outlines all the items, which are issued and produced by the State Office or the Host District Committee for the State Convention. This policy also identifies which State Committees, Host District Convention Committee Chairpersons, Coordinators and State Projects who report at the fourth State Council meeting and/or to the delegates at the State Convention.

### GENERAL:

1. The State Office and the Host District Committee produce the official registration form and all other convention materials deemed necessary for the convention packet. All materials shall be printed and mailed to the Past District Governors, Lions, Lioness Lions and Leo Clubs. The State Administrator shall review and approve all materials for the convention packets.

The packets shall include, but is not limited to the following:

- a. Registration Form
  - b. Tour information
  - c. Program Booklet advertising forms and patrons
  - d. All seminar and sign-up sheet for each seminar, if appropriate
  - e. District hospitality information
2. The registration packets shall be filled and mailed by bulk mail through a mailing service contracted by the State Office:
  - a. State Office will provide the mailing service with all the materials required for the registration packets.
  - b. Mailings to the Past District Governors shall be by November 15.
  - c. Mailings to Lions, Lioness Lions and Leo Clubs shall be by January 15.
3. State Office maintains a file of all the convention registration materials, meal programs and tickets for the meals and any other material required for all the events of the convention. The State Administrator shall review and approve all the materials. The State Office does all the official printing for the state convention.

**Exceptions:** The Host District Committee shall print the Official Program Booklets, Necrology booklets, schedule of events pamphlets and meal tickets. The printing shall be approved by the State Administrator four weeks prior to State Convention.

4. The Host District Committee determines the cost of the advertising and patrons for the convention program booklet. The Host District Committee shall obtain bids for the printing of the Official Program and Necrology Booklets. The State Administrator and the MD-14 Legal Counsel shall approve the bid submitted by the Host District Committee.
5. The Host District Necrology Committee receives the names of the deceased Lion and Lioness Lions members from the State Office as provided by LCI. Members of the seated Council of Governors shall provide the deceased Lions and Lioness Lions names.
6. The State Administrator shall present all the seminars and presenters to the Council of Governors at the second State Council meeting. The presenters' materials shall be submitted to the State Office by March 15, if the material is to be printed by the State Office.

#### **Committees and Coordinators Reporting At State Convention**

- a. Administrative Committees of the Convention: Rules, Registration, Credentials, Necrology, Resolutions, Nominations, Elections and Constitution and ByLaws/Policy.
- b. Multiple District 14 State Projects: PA Sight Conservation and Eye Research Foundation, PA Lions Hearing Research Foundations, Lions of PA Foundation, PA Lions Beacon Lodge Camp, Leader Dogs School for the Blind, Childhood Cancer and Lions KidSight USA.
- c. Seminar Committee: MD-14 Administrator and MD-14 Global Action Team (GLT, GMT, GST).

#### **State Council Meeting:**

Any coordinator or committee chairperson may request to be placed on the agenda for the final Council of Governors meeting. The committee chairpersons or coordinators shall contact the Council Chairperson and the State Administrator and request to be placed on the agenda three weeks prior to the Council meeting. Also, the Council of Governors may request a committee chairperson or coordinator to make a report to the Council of Governors at the meeting.