

## **STATE COUNCIL MEETING HOST COMMITTEE**

### **PURPOSE:**

The purpose of this policy is to set forth the duties and responsibilities of a State Council Meeting Host Committee.

### **GENERAL:**

1. The Host District shall appoint the State Council Host Committee and Chairperson three years prior to hosting a State Council Meeting. The Host Committee Chairperson must be approved by the Council of Governors.
2. The four State Council Meetings should be scheduled (if possible) for the first weekends of August, November and February and the final meeting in May, prior to the opening session of the State Convention.
  - a. The first State Council Meeting shall be conducted in the State office in Harrisburg or a facility proposed by the State Administrator.
  - b. The second State Council Meeting shall be conducted at Grantville, PA through October, 2017. The Central Region districts will provide hospitality for Friday evenings. This shall be conducted on a rotation basis by the districts.
  - c. The third State Council Meeting shall rotate between the West and East Regions and will be hosted by a district on a rotation basis. The hosting District will provide hospitality for Friday evenings.
  - d. The fourth State Council Meeting shall be conducted at the site of the State Convention prior to the convening of the convention.
3. Effective July 1, 2018, the four State Council Meetings should be scheduled (if possible) for the first weekends of August, November, February, and the final meeting in May, prior to the opening session of the State Convention.
  - a. The first State Council Meeting shall be conducted in the Harrisburg area at a facility proposed by the State Administrator.
  - b. The second State Council Meeting shall rotate between the districts of the East and West Regions. The hosting district will provide hospitality for Friday evenings.
  - c. The third State Council Meeting shall rotate between the districts of the Central Region. The hosting district will provide hospitality for Friday evenings.
  - d. The fourth State Council Meeting shall be conducted at the site of the State Convention prior to the convening of the convention.
4. The Host Committee shall select the hotel/motel and meet with the hotel management and the State Administrator to negotiate the terms for the meeting

such as:

- a. Cost of guest rooms and the Saturday Night Banquet
- b. Ample number of meeting rooms
- c. Provision for Saturday Night Banquet
- d. Availability of audio/visual equipment, easel, etc.
- e. Room for State Merchandise Supply Store
- f. Follow 'set-up requirement' outline provided by the State Office.

The Host Committee is not permitted to contract with any outside organization or company to negotiate for a State Council Meeting.

After the Host Chairperson and the State Administrator have negotiated the room rates with the hotel/motel, the Host Committee is not permitted to increase the rate to defray the cost of the State Council Meeting.

5. All contracts must be submitted to the State Administrator for review by the State Council Attorney in accordance with Policy 108.

If the Host District is providing hospitality or entertainment with funds provided by the district, this contract shall be signed by the District Governor of the Host District

6. All information and correspondence shall be submitted to the State Office two months prior to the State Council meeting to allow for ample time for mailing of the notices, reservations and agendas.
7. The Host Chairperson shall send the Protocol Chairperson and the State Administrator a copy of all the programs to be used at all meal functions at the State Council Meeting two weeks prior to the event. The program shall then be reviewed and approved by the Protocol Chairperson and the State Administrator before printing.

When reviewing the program and seating at the head table it must be explained to the Host Chairperson for the State Council meeting that he/she only calls the meeting to order and introduces the Council Chairperson and is not seated at the head table or does not appear in the program.

8. A sub district hospitality night hosted by the sub-district shall be funded with funds raised by the sub-district.
9. When the MD 14 International Director, Past International President or any other specified speaker is invited to speak at a State Council Meeting, the Multiple District is responsible for his/her expenses. These expenses are as follows:

Lodging: Guest speaker, MD 14 International Director and Past International President – these rooms shall be the complimentary rooms. If there are not enough complimentary rooms available, the Multiple District shall be responsible for the guest speaker and Past International President (if in attendance)

Meals: Guest speaker, International Director and Past International President (if in attendance) shall be paid for by Multiple District 14.

If a Multiple District 14 Past International Director is the Keynote speaker for the State Council Meeting, the Lodging and Meals shall be paid for by the Multiple District.

Mileage: The Multiple District will pay for mileage for the guest speaker and the MD 14 International Director or Past International Director only if he/she is not reimbursed by Lions Clubs International.