

INTERNATIONAL CONVENTION COMMITTEE

PURPOSE

To coordinate activities pertaining to the International Convention that affect the Lions of Pennsylvania.

GENERAL

1. The International Convention Committee (ICC) shall consist of three members who serve a three-year term and are selected from each of the constituted regions within Multiple District 14 on a rotating basis. Nominations take place at the 1st Council of Governors Meeting. If the assigned region does not have a candidate, the position will be open to any qualified Lion within MD14 after 30 days.
 - a. The most senior member shall act as the Chairperson.
 - b. Members of the MD-14 International Family shall serve as advisors to the committee and notified of all meetings.
2. Qualifications
 - a. Lion serving on the committee shall have attended at least one International Convention and have attended State Conventions and District Conventions.
 - b. Chairperson shall be able to attend all State Council Meetings during their third year.
3. When a Chairperson resigns or refuses to execute the duties of the committee after serving on the committee for two years, the Vice Chairperson shall become the acting Chairperson and the District Governors from the region in which the Lion has resigned may recommend another qualified Lion to serve on the committee. If a non-Chairperson committee member resigns or refuses to execute the duties of the committee, the District Governors of his/her region may recommend another qualified Lion to serve on the committee for the unexpired term. If the District Governors are unable to appoint a qualified Lion, the vacancy will be opened at the state level.
4. The committee members' duties and responsibilities, while serving on the committee, are outlined as follows:
 - a. If Pennsylvania is running a candidate for International Director, all committee members may attend the International Convention no matter where it is being held.
 - b. If Pennsylvania is not running a candidate for International Director, and the International Convention is held within Constitutional Areas I or II the Committee

Chairperson and the Vice-Chairperson shall attend the International Convention. If the International Convention is held outside of Constitutional Areas I or II, no committee member shall attend.

- c. The first-year member of the committee shall act as the committee secretary and assist the other committee members in their duties and responsibilities.
- d. The second-year member of the committee is the Vice Chairperson.
- e. The third-year member of the committee is the Chairperson.
- f. The committee members shall work on the Pennsylvania Breakfast, International Parade, Pennsylvania Hospitality Night, Convention Plenary Sessions, man the information table at the Pennsylvania Headquarters hotel and other duties as may be needed, all in coordination with the State Administrator.
- g. The committee members shall also work with the campaign committee if Pennsylvania has an International candidate.
- h. Encourage as many Lions as possible to present at the International Convention Plenary sessions to demonstrate MD-14 strength and support of a Pennsylvania candidate and encourage voting by the delegates.
- i. Recruit Lions, especially current District Governors attending the convention, to assist the Chairperson and the State Administrator as needed. Per Policy 102: Council of Governors, General 8.b.: "Each District Governor attending the convention shall participate in the convention by serving with the International Convention Committee, or anywhere services are needed, to qualify for reimbursement from the District Governors' International Convention Fund." They shall attend all plenary sessions and other sessions as appropriate."
- j. Encourage having a marching band either from the city where the convention is held or the Pennsylvania All State Band. Get parade route, staging area and times.

And

If Pennsylvania is running a candidate for International Director, make sure there are flags, banners, hats, etc. for the marchers. Pick up armbands from Parade headquarters upon arrival. The committee shall arrange for Lions to carry the American Flag, Pennsylvania State Flag, and Lions Flag and have two Lions act as end guards, also two Lions to carry the MD-14 Pennsylvania Lions Banner. Meet with the All-State Band Director to review the band's itinerary.

- k. Arrange for the sale of State Pins at the Council Meetings (preferably at the State Convention Information table.)
- l. The Chairperson or their designee shall promote attendance of the International Convention by holding information sessions at the fourth State Council Meeting and State Convention weekend.
- m. The Chairperson shall be responsible for all other details of the convention as outlined in the policy and shall coordinate with the other committee members, State Administrator and State Council Chairperson on their specific duties.

5. The Chairperson shall prepare a complete budget for the committee. Each member shall submit an individual budget to the Chairperson (if the committee member does not submit an individual budget, he/she shall not be reimbursed). This shall include the State Convention and any other miscellaneous expense. Whenever possible, the committee will reduce meeting expenses by utilizing e-mail, teleconferencing or virtual means. The budget shall be submitted to the Finance Committee prior to November 30 for the next Lions year.

6. The State Administrator shall:
 - a. Meet with hotel manager of the Pennsylvania Headquarters Hotel and arrange for an information table in the lobby with a bulletin board for day-to-day information for the delegates.
 - b. Negotiate for the location, time and seating for 200 persons minimum for the Pennsylvania Breakfast. Establish a price for the breakfast and have tickets printed for the meal.
 - c. Negotiate for the Hospitality Room at the Pennsylvania Headquarters Hotel. The time and date shall be determined after Lions Clubs International events are known. Establish food and beverage prices suitable for Pennsylvania's position in Lionism and enough to accommodate 500 guests and enough space for the All State Band to perform. Arrange for printing of the invitations to be distributed by the District Governors Elect and the International Family.
 - d. Send in Parade Entry Form to International as soon as it is received. Arrange for the transportation and/or shipping of the poles, flags and banners to the International Convention.
 - e. When Pennsylvania has a candidate for an International office, arrange for a state office/campaign room in which the International Convention Committee and the candidate's campaign committee can conduct the campaign.

Any contract for the above events shall be reviewed according to Policy 108: State Contracts and Purchases and approved by the Council of Governors.
 - f. Coordinate with the band by registering them for the parade and providing for any assistance the band needs.
 - g. Share the above details with the member of the committee.

7. State Pin: All Pennsylvania pin designs shall be submitted one-year prior to the International Convention for which the design is to be considered to the State Administrator. All designs are then forwarded to the Pin Traders Club of Pennsylvania for review of the convention theme.
 - a. The procedure for approving the Pennsylvania State trading pin is as follows:
 - i. Present the pin design to the Council of Governors at the first State Council Meeting for their approval.

- ii. If the Council of Governors approves the design three bids shall be obtained from approved Lions Clubs International manufacturers. The bid shall include a price per pin and the quantity of pins approved by the Council of Governors.
- iii. At the second or third State Council Meeting, the State Council shall review the bids and approve the trading pin, the quantity of pins to be ordered and the price the MD-14 Merchandise Store shall charge per pin.

b. Revenue from the sale of the State pin for the International Convention shall be included as a line item of the ICC budget.

8. Reporting - The Chairperson shall:

- a. Submit a written report for the first State Council meeting summarizing the recently completed International Convention.
- b. Report details and updates at the second, third and fourth State Council meetings of the Lions year.
- c. Submit an article for publication in the January/February/March edition of The PRIDE.
- d. Shall report to the Council of Governors any District of Lions Club conducting a charter tour via air travel or bus to the International Convention. The tour shall follow procedures as outlined in Policy 206B: International Convention Group Reservations/Registrations.

9. Reimbursement

- a. Only the Chairperson (or designee), will be reimbursed for attendance at State Council Meetings and the State Convention and only if they are providing reports to the Council of Governors. Reimbursement shall follow Rules of Audit.
- b. Committee members attending the International Convention, per section 4.a., are entitled to reimbursement up to 5 days/5 nights lodging, travel, per diem, and early registration fees payable from the International Convention Fund.