

INTERNATIONAL ASSOCIATION OF LIONS CLUBS

DISTRICT A-15 POLICY MANUAL INCLUDING CONVENTION POLICY

**[Adopted June 2015]
[Latest Revision June 2019]
[Latest Revision August 2020]
[Revised August 2021]
[Revised June 2022]
[Revised January 2023]
[Revised August 2023]
[Revised November 2023]**

Table of Contents

Dates in brackets are the dates of adoption or latest revision

1	USA/Canada Lions Leadership Forum (1996 09 11)	4
2	Learning Institute Funding Policy (2014 06)	4
3	District Cabinet – Expense Claims (1996 09 11)	4
4	Vice District Governors Expenses (1996 09 11)	4
5	District Cabinet – Meeting Meals (1996 09 11)	5
6	District Cabinet – Mileage Allowance (2023 08 27)	5
7	District Governor Ability to Commit District Resources to MD ‘A’ (1996 09 11)	5
8	District Governor – Plaque/Pin (1998 01 25)	5
9	Solicitation of Funds (1998 01 25)	5
10	District A-15 – Pins – Authority to Create (2000 01 31)	6
11	District A-15 – Pins – District Governor Allotment (2000 01 31)	6
12	Zone Advisory Meetings – Hosting Restriction (2000 01 31)	6
13	Candidates for District Office – Campaign Commencement (2000 01 31)	6
14	Zone Advisory Meetings – Meal Costs for Guests (2020 08 16)	6
15	District Officers – Meal Costs for Visits (2000 01 31)	6
16	Zone Advisory Meetings – Meal costs for District Officers (2000 01 31)	6
17	Committee Budget Requests and Reports (2002 01 28)	7
18	Costs Paid From the New Club Assessment Fund (2003 06 08)	7
19	Regalia for New Branch Clubs (2003 06 08)	8
20	Emergency Reserve Fund: Establishment, Use and Replacement (2003 06 08)	9
21	District Chairs - Honorarium	9
22	Deceased Past District Governors’ Recognition	9
23	District A-15 Pins - Contest Allotment	9
24	Adult Companion International Convention Travel Expense Fund (2010 06 13)	9
25	District A-15 Web and Domain Name Policy (2012 06 10)	10
26	DISTRICT A-15 VOLUNTEER SCREENING AND POLICE CHECK POLICY (2023 11 15)	11
26.1	PREAMBLE	11
26.2	DISTRICT PROGRAMS/PROJECTS/INITIATIVES/SCREENING	11
26.3	CONFORMITY	11
27	DISTRICT A-15 WEB AND ELECTRONIC COMMUNICATION POLICY (2014 06 23)	12
27.1	GENERAL USES	12

27.2	ACCEPTABLE USES OF THE DISTRICT A-15 WEB SITE	12
27.3	NON-ACCEPTABLE USES OF THE DISTRICT A-15 WEB SITE	13
27.4	PRIVACY STATEMENT	13
27.5	INFORMATION COLLECTED AUTOMATICALLY VIA THE INTERNET	14
27.6	NOTES ABOUT WEB USAGE IN GENERAL	14
28	DISTRICT A-15 CONVENTION POLICY MANUAL (2021 06 25 Revised)	16
28.1	CONVENTION POLICY	16
28.1.1	GENERAL POLICY	16
28.1.2	FUTURE CONVENTION ADVISORY COMMITTEE	16
	This committee shall be appointed annually by the District Governor and composed of the District Governor or designate (as Chair), a representative of each of the Host Committees for the two prior conventions, plus the current Elections and Credentials Chair as voting members. The Cabinet Secretary and Chair of the Constitution and By-Law Committee shall serve as ex-officio and non-voting members. The District Governor shall retain supervision over all policies and phases of the District A-15 Convention. The Future Convention Advisory Committee shall ensure that all activities of the convention and directives of the District Governor are carried out. Their duties shall include, but are not limited to, site inspection and monitoring; budget and program planning; development of convention program and activities; co-ordination of a final report.	16
28.1.3	HOST COMMITTEE	16
	The committee shall be appointed by the District Governor and shall be comprised of members of the Host Club(s), or by members of District A-15 where the District is hosting the convention. The District Governor shall determine the makeup of the committee through consultation with the Host Club(s) or, in the case of the District hosting the convention, the Cabinet.	16
	The Host Committee's duties shall include, but are not limited to: 1) Implementation of the Convention Policy of District A-15; (2) Implementation of approved plans and procedures; (3) Fiscal responsibility.	16
28.1.4	DISTRICT FUTURE CONVENTION ADVISORY COMMITTEE	16
27.1.4.1	Appointment	16
28.1.5	CONVENTION BID PROCESS	17
27.1.5.1	Primary Bid Requirement	17
27.1.5.2	Convention Bid	17
27.1.5.3	Bid Reviews	17
27.1.5.4	Bid Site Inspection	17
27.1.5.5	Submission	17
	Friday Electronic Voting (if used) starts at 11:00pm	18
27.1.7	AGENDA	18
28.1.8	REGISTRATION	19
27.1.9	ACCOMMODATIONS	19
27.1.9.1	Housing Procedures	19
27.1.9.2	Room Deposit	19
27.1.9.3	Cancellations	19
27.1.9.4	Complimentary Accommodations	19
27.1.10	DISTRICT CONVENTION PIN	19
27.1.11	CONVENTION MEALS	19
27.1.12	COMPLIMENTARY REGISTRATION AND FUNCTIONS	20
27.1.12.2	District Reimbursement	20
27.1.13	MEMORIAL SERVICE	20
27.1.14	BANNER PRESENTATION	21
27.1.15	FACILITIES AND PARAPHERNALIA	21

27.1.16	SERVICE ACTIVITIES CENTRE AND COMMERCIAL BOOTHS	21
27.1.17	INTERNATIONAL GUEST	21
21.1.17.1	Protocol Aide.....	21
21.1.17.2	Gift	21
21.1.17.3	Duties	21
27.1.18	FLOWERS AND REFRESHMENTS.....	21
28.2	CREDENTIAL AND ELECTION POLICY	22
28.2.1	CREDENTIALS.....	22
28.2.2	ELECTIONS.....	22

1 USA/Canada Lions Leadership Forum (1996 09 11)

To encourage District Officers to attend the “USA/CANADA Lions Leadership Forum,” an amount shall be budgeted each year, to be divided among those attending District Officers, to help defray costs.

With the exception of the First Vice District Governor, each attending officer shall receive one share of the budgeted amount. The First Vice District Governor shall receive two shares of the budgeted amount. The maximum allotment for each share shall be no greater than 20% of the budgeted amount.

Payment shall be made following the completion of the respective forum and upon satisfactory evidence of attendance.

2 Learning Institute Funding Policy (2014 06)

The registration fee of District A-15 authorized attendees of the Emerging Lions Leadership Institute, the Advanced Lions Leadership Institute and other Lions Clubs International Leadership Institutes is to be reimbursed by District A-15 on an equal share basis not to exceed the total of the allocated budget amount in any give Lions fiscal year.

3 District Cabinet – Expense Claims (1996 09 11)

All Cabinet Chairs shall submit Expense Claims on the required form as provided on the District Web site, and such claims will be paid if within the respective budget approved by Cabinet, or only after approval at the next Cabinet Meeting.

4 Vice District Governors Expenses (1996 09 11)

The First and Second Vice District Governors shall be able to claim expenses, upon authorization by the District Governor, for attendance at one Region meeting in each Region of which they are not a member during the Lions’ year. Such claims shall be for any amounts over and above any reimbursement from MD ‘A’ or Lions Clubs International.

5 District Cabinet – Meeting Meals (1996 09 11)

The cost of meals for the Cabinet Secretary, Cabinet Treasurer and Cabinet Chairs attending Cabinet Meetings shall be borne by the District.

District Officers attending Cabinet Meetings shall be required to pay meal costs up to the level of reimbursement received from MD 'A' or International.

6 District Cabinet – Mileage Allowance (2023 08 27)

1. District A15 will pay mileage to and from cabinet meetings to those cabinet positions that are not paid by MDA rules of audit and to those Lions required to facilitate the cabinet meeting as determined annually by the District Governor. Payment would be according to district rules of audit.
2. Rules of audit covering travel reimbursement used by M.D. 'A', as amended from time to time, shall be those used by A-15.

7 District Governor Ability to Commit District Resources to MD 'A' (1996 09 11)

The Governor of District A-15 is directed to notify MD 'A' that the Governor is not able to participate on behalf of the District in any program that has financial obligations unless the District has been notified 60 days prior to the adoption of such a scheme or project by the Council of Governors.

No District funds for any such program can be expended without prior approval of the voting Cabinet.

Following proper notification, the Governor will poll the Cabinet in an appropriate manner and receive direction for action on the matter. Approval can be attained via mail or telephone canvass but must be verified at the next regular District Cabinet Meeting.

8 District Governor – Plaque/Pin (1998 01 25)

At the conclusion of the year of service, the District Governor is to be recognized by the presentation of a suitably engraved plaque. Such plaque is to be presented as part of the closing ceremonies of the Convention at which the Governor presides. The District Governor shall also receive a Past District Governor's lapel pin to be presented at the installation of the new Cabinet.

9 Solicitation of Funds (1998 01 25)

A Lions Club (or sponsored Lioness/Leos club) [the subject club] are expected to provide a Letter of Information to all Clubs [object clubs] that may be impacted when the subject club will be entering in the area of the object club(s) for the purpose of fund raising or to provide a public uncompensated

service. Said Letter of Information shall include, but not be limited to, an outline of date(s), location(s) and type(s) of fund raising or service to be conducted.

10 District A-15 – Pins – Authority to Create (2000 01 31)

There shall be struck annually a District Pin. This pin shall follow the style determined by the District A-15 cabinet and would normally take the form of a series, bearing in mind possible District realignment, with the LIONS A-15 and WE SERVE series providing a guide for format.

11 District A-15 – Pins – District Governor Allotment (2000 01 31)

The District Governor is to be provided with 100 pins of the annual District A-15 pin for exclusive use.

12 Zone Advisory Meetings – Hosting Restriction (2000 01 31)

While a Club may be invited to host a Zone Advisory Meeting, that meeting shall be chaired entirely by the Zone Chairman and no part shall be set over to conduct Club business in any form.

13 Candidates for District Office – Campaign Commencement (2000 01 31)

Formal campaigning for election by a candidate for the position of Zone Chairman or Region Chairman shall not commence until January 1 and by a candidate for the position of First and Second Vice District Governors or District Governor until November 1 of the Lions year in which the candidate is campaigning.

14 Zone Advisory Meetings – Meal Costs for Guests (2020 08 16)

Invited guest speakers to a District Governor Advisory Committee (Zone) Meeting shall have their meal costs paid for by the District. District Officers or District Committee Chairs attending such meetings of their own volition and/or requesting an opportunity to speak shall not be considered invitees.

15 District Officers – Meal Costs for Visits (2000 01 31)

The District Governor, First and Second Vice District Governors, Region Chairmen and Zone Chairmen shall be hosted by the Club and have meals paid for when making official visits to “their” Clubs, or, in the case of the Vice District Governor, when acting for the District Governor.

16 Zone Advisory Meetings – Meal costs for District Officers (2000 01 31)

The District Governor, First and Second Vice District Governors, Region Chairmen and Zone Chairmen shall have meals paid for when attending Zone Advisory Meetings in their areas of responsibility.

17 Committee Budget Requests and Reports (2002 01 28)

1. At the 1st District meeting of the Lions Year, (usually during August), all Appointed Cabinet Committee Chairs, excepting those committees as provided for under separate policy, will present a Plan of Operation and a proposed Budget which is to include a plan to raise all funds needed for that Lion's year and which seeks approval by voting Cabinet before implementing either.
2. The Youth Exchange Chair and the Youth Camp Chair shall submit budgets for approval for their respective portfolios four weeks prior to the Fall Cabinet meeting.
3. The Convention Host Committee Chair shall submit a budget for approval four weeks prior to the Fall Cabinet meeting.
4. Four (4) weeks prior to the final cabinet meeting of the Lion's year (usually during June) every Chair or similar functionary appointed to District Cabinet shall submit an itemized income and expense account detailing all monies received and expended during the year.
5. No Cabinet Committee, Cabinet Committee Chair or other functionary may, without special permission of Cabinet, expend funds in excess of monies raised during any Lions' year or any Lions' project undertaken by that specific Committee, chair or functionary.
6. All District Funds, administrative or held in Trust, are to be the responsibility of the District Treasurer. Such Funds are to be placed in a District Bank Account or other depository. All such funds must be fully accounted for at each and every District Cabinet Meeting.
7. No District Chair or other functionary, without special permission of voting Cabinet, shall establish a bank account or hold donated or otherwise raised monies.
8. In each Lion's year, the District Governor, Cabinet Secretary and Cabinet Treasurer shall be the signing authorities on all accounts. In the case where any two signatories are in the same household and/or are a close relative, then the Governor will assign, subject to Cabinet approval, another member as signing authority for that year. In each and every case two of the three must sign any check or similar financial instrument.
9. The Voting Cabinet may, at its discretion, authorize the establishment of Bank Accounts for portfolios where such would enhance operation. In such case, the Portfolio Chair shall be added as a signing officer on the designated account, with any two of the four signatories required to sign. Additional requirements for Bank Account Operation shall be addressed through Standing Policy.
10. Any appointed District Cabinet Chair or functionary who does not abide by the above Policy and Procedure may be immediately removed by the District Governor from office and the District Treasurer instructed to conduct an immediate audit of all monies raised or expended by said official.

18 Costs Paid From the New Club Assessment Fund (2003 06 08)

Organizational costs relative to the formation of new Lions, Lioness, LEO or Branch Clubs to include, but not limited to, room rental and light refreshments in an amount not to exceed \$250 shall be reimbursable through the New Club Assessment fund.

Regalia costs covered by the Fund shall include Lions Felt Banner, Large Gong and Gavel, Fine Bank, International Flag Set, Base and Engraved Plate, two Aluminum Flag Poles, Stand and Emblem Tops, Canadian Flag Set, Lions Clubs Flag Set, Club Member Printed Badges, Framing and Calligraphy for Club Charter and New Member Certificates.

Where an article of regalia is donated by a Club or individual, payment of the value of the article, as determined by the Cabinet Treasurer (or Secretary-Treasurer) shall be made to the newly chartered Lions Club.

19 Regalia for New Branch Clubs (2003 06 08)

Newly formed Branch Clubs shall, at the time of formation, be provided with a Lions Felt Banner plus Aluminum Flag Pole and Stand with the cost charged to the New Club Assessment Fund.

20 Emergency Reserve Fund: Establishment, Use and Replacement (2003 06 08)

An Emergency Reserve Fund shall be established as determined from time to time by Cabinet being approximately 150% of the approved Budget Expenses for the current fiscal year. Expenditures may be made from the Fund strictly to pay current expenses necessary to meet the minimal operating requirements of the District, which cannot be met out of current income.

The Fund shall be maintained or adjusted upward or downward at each fiscal year end to reflect a level of 150% of the approved Budget Expense for the current fiscal year. In the event the Fund falls below the 150% level, the District Cabinet shall enact appropriate action to restore a 150% level.

21 District Chairs - Honorarium

An annual gratuitous payment shall be established during the annual budget preparation process for each Cabinet Chairperson. Such payment is to be made at the final Cabinet Meeting of the respective fiscal year. The purpose of this payment is to defray costs incurred by Cabinet Chairpersons which, traditionally, have been absorbed by the Chairpersons. Should anticipated expenses exceed the "gratuitous payment" established in the prior fiscal year, the Cabinet Chairperson may submit a formal budget request for consideration.

22 Deceased Past District Governors' Recognition

At the time of passing of a Past District Governor of this District, or a Past District Governor relocated to and active in this District, or upon learning of the demise of a non-resident Past District Governor of this District, the sitting District Governor may authorize the immediate donation of \$100.00 as a memorial to a charity of Lions' activity of his or her choice.

23 District A-15 Pins - Contest Allotment

The District Treasurer shall be provided with 10 pins of the annual District A-15 pin for use in the District Contests such as First Timers Contest at the Convention or as may be determined from time to time by Cabinet.

24 Adult Companion International Convention Travel Expense Fund (2010 06 13)

The District shall establish a fund to be called the Adult Companion International Convention Travel Expense Fund. The fund shall be used to cover the costs (based upon the District Reimbursement provisions of the District A-15 Convention Policy) of the Adult Companion of the District Governor-Elect travelling to the International Convention at which he/she is installed as Governor.

The District A-15 Treasurer, in the District budget, shall provide for an assessment to be levied on every member of District A-15, in conjunction with the annual dues assessment, with such funds being designated to the fund. Receipts for expenses (or other forms of proof of expenses satisfactory to the District Treasurer) must be submitted on standard District Claim forms to the District Treasurer for reimbursement.

The amount of reimbursement allowed shall be the difference between the amount of the total claimed expenses having already been reimbursed by either MD 'A' and/or Lions International and the amount available in the fund as of the start of the fiscal year for that Governor whose Adult Companion is making the claim.

25 District A-15 Web and Domain Name Policy (2012 06 10)

The District A-15 Domain Name, the website to which it directs and the e-mail addresses which are associated with it are an integral part of the District identity and have the potential to directly affect the District's reputation. In order to protect these critical electronic resources the following procedures shall be put in place and maintained at all times:

- 1) The domain name "a15lions.org" must be registered in the name of "Lions International District A-15" as a non-profit organization.
- 2) The domain will be carefully preserved by ensuring the registration is never allowed to lapse and all notices of invoices due against the Domain Name registration, and the Web server, must be delivered to the official e-mail address of the District Treasurer, (ct@a15lions.org) In order to accomplish this the "billing Contact" in the registration record for the Domain and the Web site will be the current District Treasurer. Multi-year Domain registration is recommended. The District Treasurer shall pay the invoices for the Domain registration and Web site service in a timely manner.
- 3) All current passwords for managing the Domain, the Domain Name Servers and the Web site will be held in escrow by the District Secretary and the District Treasurer. The Lion responsible for the Domain and the Web site (Technology Chair or other appointee) shall periodically change these access credentials (username and password) and will immediately update the District officers with any changes made.

26 DISTRICT A-15 VOLUNTEER SCREENING AND POLICE CHECK POLICY (2023 11 15)

26.1 PREAMBLE.

It is clearly the intent of this policy to cover Vulnerable Sector checks required only for activities under the direct jurisdiction, conduct and supervision of the District and instituted for those Lions directly appointed by the District as Chairpersons, Sub-Chairpersons and/or coordinators.

26.2 DISTRICT PROGRAMS/PROJECTS/INITIATIVES/SCREENING.

It is the responsibility of the District Youth Exchange Chairperson to ensure that the District coordinators and volunteers working at the District level with direct dealing with youth be appropriately evaluated, which shall include a police volunteer screening process. Lions Club members who wish to be involved in the district as a host family, or by volunteering their time and services to youth activities, or in any other capacity involving direct access to youth, will be required to have a Vulnerable Sector check as described in this policy.”

26.3 CONFORMITY.

It follows that District Chairpersons, Sub-Chairpersons and/or coordinators must then conform and perform in line with Province of Ontario’s “Police Record Checks Reform Act (<https://www.ontario.ca/laws/statute/15p30>)”. Detailed definitions and requirements included therein will best serve to be our guide.

27 DISTRICT A-15 WEB AND ELECTRONIC COMMUNICATION POLICY (2014 06 23)

This document is intended to serve as a guideline to the use of the District A-15 controlled Worldwide Web (“Web”) sites and electronic communications means such as e-mail, electronic mailing lists, electronic bulletin boards and chat rooms.

The mission of all electronic communication at A-15 is to help inform the Lions family about Lionism in general and to help in the two-way communication between Lions and Lions Clubs of District A-15.

27.1 GENERAL USES

The following general areas of use are expected of District A-15 web and electronic communication resources:

1. Promotion of Lions and Lions activities within the boundaries of District A-15;
2. Provision of information about the officers and committees of District A-15;
3. Access to administrative forms and information for District Clubs and Lions officers;
4. Electronic mail facilities for use by the Cabinet and Administration of District A-15

27.2 ACCEPTABLE USES OF THE DISTRICT A-15 WEB SITE

Above all, acceptable use requires users to be ethical and respectful of the rights of others and of the diversity of the Lions community. The following general principals should be kept in mind by all users:

1. **Authorized Access**
Acceptable use standards require everyone to take prudent and reasonable steps to prevent unauthorized access. Where access authorization is implemented, it relies on user identification and password for users. The user ID forms the basis for mechanisms that are designed to establish ownership and responsibility for responsible use of some District A-15 Web resources. Acceptable use respects these identification and security mechanisms.
2. **Web Site Content**
Materials on this Web site were produced and/or compiled by District A-15 for the purpose of providing Lions and visitors with direct access to information about the Cabinet, Committees and programs, and Clubs of District A-15.
Although care has been taken in preparing the information contained in this Web site, mistakes do happen and District A-15 does not and cannot guarantee its accuracy.
3. **Privacy and Respect**
Acceptable use requires that all users refrain from any illegal and improper intrusions into the accounts of others and/or into any private areas of the web site.
Acceptable use of web resources requires that all users refrain from acts that waste resources and prevent others from having broad access to District A-15 resources.
4. **Respect for Intellectual Property**
Acceptable use requires that all users recognize and honor the intellectual property rights of others. Ask for permission before copying something created or produced by someone else.

5. E-Mail Addresses and Mailing List facilities
E-mail is used in maintaining convenient communication with Cabinet, Committees, Lions Clubs, and Lions in general.
Acceptable use requires that anyone entrusted with a District e-mail account use it for Lions business only, and guard its access credentials with care.
6. Electronic "Bulletin Board", or "Forum", Facilities
These communication tools are for both private use by committees and officers of District A-15, as well as for public use by Lions in information dissemination and discussion. Nothing that could be considered against the principles and ethics of Lions should be posted on the site. Care should be taken to ensure topics are posted in the correct areas. General topics should be put into general areas, and topics of specific interest to Lions activities and committees into the areas set apart for them.
7. Possible expansion in future may include the real-time collection of data on-line, such as Club and Committee reports and collection of statistics.

27.3 NON-ACCEPTABLE USES OF THE DISTRICT A-15 WEB SITE

All District A-15 web resources and facilities shall be used solely for Lions membership, promotion, communication or administrative purposes. Any unauthorized, illegitimate or illegal use of District A-15 web resources is a violation this policy. Uses of District A-15 web facilities for purposes other than those specified above are not legitimate. In addition, illegitimate use includes:

- Use for any illegal or immoral purpose;
- Any use that creates a hazardous or dangerous condition posing a threat to persons or property.
- Use that infringes on the rights or freedoms of members of the Lions community or which disrupts or obstructs the goals of Lions International District A-15;
- Any unauthorized donation of web space;
- Publishing without permission copyrighted text, photos, graphic images, or sound recordings;
- Violation of existing laws regarding copyright, trademarks and intellectual property.

**The term "Users" may refer to both those creating content for the web site or electronic mail, and those accessing services provided by the web site.

27.4 PRIVACY STATEMENT

District A-15 is committed to respecting the privacy of visitors to its web site. This section summarizes the privacy policy and practices.

District A-15 does not automatically gather any personal information, such as name, phone number or e-mail address unless it is provided voluntarily, through contacting District A-15 via e-mail, or through an online form used to gain access to Bulletin Boards or Chat facilities.

Any personal information provided is used strictly for responding to questions or for managing the Bulletin Board or Chat facility. Any collected information can be edited or deleted by the user entering it. E-mail addresses and other information collected in the operation of Bulletin Boards and Chat facilities are never shared with anyone else. If e-mail addresses or other information are collected for District A-15 administrative use, that will be so specified.

27.5 INFORMATION COLLECTED AUTOMATICALLY VIA THE INTERNET

The service provider for District A-15 logs http requests to the server on behalf of District A-15 only, and not for any other purpose. These logs capture computer information and navigation data, and are used to generate statistical reports.

Information, such as domain name or IP address, may identify a user browsing the District A-15 site, depending on the naming standards followed by Internet service provider. If this is of concern, the provider may be questioned about their policies and practices in disclosing personal information.

While District A-15 will make no attempt to link information captured to the identity of individuals, logs do identify the following:

1. The Internet domain and IP address from which the web site is accessed;
2. The type of browser and operating system used to access the District A-15 site;
3. The date and time of access;
4. The pages visited; and
5. If you link to the District A-15 web site from another site, the address of that web site.

This information is used to generate statistics about the number of visitors to the District A-15 site, the traffic patterns and the types of technology that visitors use. Information about specific individuals and their visits is not tracked.

27.6 NOTES ABOUT WEB USAGE IN GENERAL

Use of E-Mail and Other Electronic Communication Facilities

E-mail systems are a non-confidential medium, and as such, the District A-15 web e-mail and other electronic communication systems should not be used to convey confidential or sensitive information, unless encryption is used. Accordingly, when making the decision to send or store electronic messages, you should consider the impact on yourself and Lions if the message is ultimately disclosed or released to others.

Web Publishing and Web Site Pages

District A-15 Cabinet recognizes the value and potential of publishing on the Internet (usually Web pages) and encourages Lions to publish electronic information. Any Committee or Activity of District A-15 may publish web pages in support of their mission. District A-15 has established policy guidelines regarding the use of the District A-15 web facilities. The objectives of this Policy are to:

- encourage the full and free exchange and expression of ideas and ways to make Lions successful;
- maintain and enhance the reputation of Lions;

- promote the ideals and goals of Lions to the public at large;
- promote the public good;
- enhance opportunities for cooperation and productive interaction with Lions Districts and Lions Clubs elsewhere in Canada and the World;
- ensure that the web site and resources of District A-15 are protected.

The following are recommended web site design guidelines:

- Include a link at a standard location on all pages to allow the viewer to return to the web site master page.
- Consult html style guides that are readily available throughout the web.
- Maintain a coherent look throughout all pages of the site

Copyright Law and WWW Materials

Copyright laws apply to electronic publishing as well as print publishing. Users of District A-15 web facilities may not place any materials owned by others (i.e. copyrighted works) on Web pages or in any form of electronic communication without the express permission of the copyright owner. All published material should include the name of the user, the date, the word "copyright" and the copyright symbol (c) on the material.

The following items are required on the Web site:

- The name and e-mail address of the page maintainer must appear on the master, or initial, page.
- Page creators and maintainers should assume that materials (including pictures) found on the Worldwide Web are copyrighted unless a disclaimer or waiver is expressly stated. If a page creator wishes to display a copyrighted picture that is already on the Web, the page creator may create a remote link to the material.
- Special care should be taken in the use of Lions copyrighted logos. Unless otherwise stated, these are restricted to use within official Lions web sites. Under no circumstances should such materials be redistributed.
- Do not place any pictures or videos of people on Web pages without the permission of the subjects in the picture or video. Use without permission may be a violation of or invasion of a right to privacy.
- Under no circumstances should District A-15 web facilities be used to communicate information that is of an abusive, obscene, hostile, harassing, or discriminatory nature.

28 DISTRICT A-15 CONVENTION POLICY MANUAL (2021 06 25 Revised)

28.1 CONVENTION POLICY

28.1.1 GENERAL POLICY

This policy operates under the following assumptions:

- i. That the District Governor is responsible for the District A-15 Convention
- ii. That the District A-15 Cabinet approves the District Governor's plans and proposals
- iii. That the Future Convention Advisory Committee works with the District Governor to plan Convention Activities
- iv. That the Host Committee implements approved Convention plans and procedures
- v. That the District A-15 Convention shall be held no less than thirty (30) days prior to the date set for the Multiple District 'A' Convention. (Constitution Article VI)

28.1.2 FUTURE CONVENTION ADVISORY COMMITTEE

This committee shall be appointed annually by the District Governor and composed of the District Governor or designate (as Chair), a representative of each of the Host Committees for the two prior conventions, plus the current Elections and Credentials Chair as voting members. The Cabinet Secretary and Chair of the Constitution and By-Law Committee shall serve as ex-officio and non-voting members. The District Governor shall retain supervision over all policies and phases of the District A-15 Convention. The Future Convention Advisory Committee shall ensure that all activities of the convention and directives of the District Governor are carried out. Their duties shall include, but are not limited to, site inspection and monitoring; budget and program planning; development of convention program and activities; co-ordination of a final report.

28.1.3 HOST COMMITTEE

The committee shall be appointed by the District Governor and shall be comprised of members of the Host Club(s), or by members of District A-15 where the District is hosting the convention. The District Governor shall determine the makeup of the committee through consultation with the Host Club(s) or, in the case of the District hosting the convention, the Cabinet.

The Host Committee's duties shall include, but are not limited to:

- 1) Implementation of the Convention Policy of District A-15;
- (2) Implementation of approved plans and procedures;
- (3) Fiscal responsibility.

28.1.4 DISTRICT FUTURE CONVENTION ADVISORY COMMITTEE

27.1.4.1 Appointment

The District Future Convention Advisory committee shall be appointed by the District Governor and be Ratified by the District Cabinet of the day.

27.1.4.2 Role

The Future Convention Advisory Committee will work with the Future Convention Host Committee to prepare bids, convention budgets and convention plans. This committee will regularly report to cabinet about the status of such budgets and plans plus identify any problems that the Committee has not been able to solve.

28.1.5 CONVENTION BID PROCESS

27.1.5.1 Primary Bid Requirement

No club’s bid to host the District A-15 Convention will be considered without a letter of endorsement in support of that bid from the Board of Directors of the Lions Club(s).

The Bid shall include the proposed date, location and hotel site. Hotel particulars shall include the current rack rate; number of rooms available (i.e.: bedrooms; hospitality; facilities available for meetings and other Convention related events. Suggestions for tie-in events should also be provided.

The location and suitability of the rooms / areas allocated for Hospitality must consider the impact that any such activity will have on any and all non-participating patrons of the hotel and therefore full disclosure of these plans must also be provided.

27.1.5.2 Convention Bid

Any Club(s) wishing to bid for the District A-15 Convention must file such, in writing, with the District Cabinet. Reference should be made to Item 1 above with respect to items to be included in the bid.

All bidding Clubs shall be given equal opportunity for presentation and consideration of bids at the District A-15 Convention, held 2 years in advance of the Convention being bid.

27.1.5.3 Bid Reviews

All bids submitted for Convention sites shall be reviewed by the Future Convention Advisory Committee to assure that all items thereof are consistent with District Policy. If it is determined that any bid is not in form sufficient for consideration, the bidding Lions Club shall be given a further two weeks to correct discrepancies.

27.1.5.4 Bid Site Inspection

The District Future Convention Advisory Committee may make a complete inspection of the facilities of the sites under consideration. A written report of findings (if any) shall be presented at the Mid-Winter Cabinet Meeting.

27.1.5.5 Submission

Once reviewed and deemed acceptable, the bid(s) will be presented to Cabinet for their consideration.

27.1.6 STANDARD SCHEDULE OF EVENTS

The District A-15 Convention shall ordinarily consist of the following schedule of events subject however to change upon recommendation of the Governor and approval of the District Cabinet.

STANDARD SCHEDULE FOR THREE DAY CONVENTION

Friday	Registration & Credentials (credentials only if in person voting occurring) Governor’s V.I.P. Reception for International Guest Opening Ceremony: Adoption of Convention Rules & Agenda, Initial Reports of the Election and Credentials Committees Recognition of Candidates for Office Nominations, seconding & Speeches (if required) – limited to 5 minutes each Hospitality and Electioneering Voting (if electronic) starts at 11:00pm
--------	--

Saturday	<p>Annual Meeting of Honorary Committee</p> <p>Registration and Credentials (credentials only if in person voting occurring)</p> <p>Cabinet Meeting</p> <p>Recognition of Candidates for Office – no speeches required</p> <p>Luncheon</p> <p>Open Forum with International Guest (optional)</p> <p>Leadership and Membership Training Sessions (optional)</p> <p>Other related Lions Activities</p> <p>Governor’s Reception and Ball</p> <p>International Awards Presentation</p>
Sunday	<p>Registration and Credentials (if in person voting is being used)</p> <p>Voting</p> <p>Memorial Ceremony (non-denominational)</p> <p>Cabinet Meeting continuation</p> <p>Recognition of Cabinet (New and Continuing)</p> <p>Closing Ceremonies</p>

STANDARD SCHEDULE FOR TWO DAY CONVENTION

Friday	<p>Electronic Voting (if used) starts at 11:00pm</p> <p>Hotel rooms available for early attendees</p>
Saturday	<p>Honorary Committee meeting with International Guest</p> <p>Cabinet Meeting</p> <p>Registration and Credentials (credentials only if in person voting occurring)</p> <p>Governor’s VIP receptions for International Guest</p> <p>Opening Ceremony:</p> <p style="padding-left: 40px;">Adoption of Convention Rules and Agenda</p> <p style="padding-left: 40px;">Initial Reports of the Election and Credentials Committees</p> <p>Recognition of Candidates for Office</p> <p style="padding-left: 40px;">Nominations, seconding and speeches (if required) limited to 5 minutes each</p> <p>Hospitality and Electioneering</p>
Sunday	<p>Electronic Voting (if used) ends at 9:00am</p> <p>Cabinet Meeting</p> <p>Memorial Service</p> <p>Conclusion of Cabinet Meeting</p> <p>Luncheon with International Guest</p> <p>Closing Ceremonies</p>

27.1.7 AGENDA

An agenda for the entire convention shall be prepared by the Host Committee in co-operation with the Future Convention Advisory Committee and approved by the District A-15 Cabinet. Once approved, a copy of the agenda will become part of each delegate's welcome package, either separately, or as part of the official convention program.

28.1.8 REGISTRATION

- i. All registrations must be individual files by Name, Address, Club on an official Convention Registration form designated by District A-15.
- ii. The Convention Budget and Registration Fees shall be prepared by the Host Committee and be approved by the District Cabinet at the second District Cabinet meeting in the Fall.
- iii. All Lions and guests must register and pay the appropriate Registration fee.
- iv. Pre-registration is requested to allow the Host Committee to prepare badges, assign rooms, plan meals etc. in advance.
- v. Cancellations – refunds will be made for the Registration Fee only for extenuating circumstances.

27.1.9 ACCOMMODATIONS

27.1.9.1 Housing Procedures

All hotel room reservation requests may be processed through the Host Committee or the Hotel as decided upon by the Convention Committee in consultation with the Hotel.

27.1.9.2 Room Deposit

Where rooms are to be processed by the Host Committee, a room deposit shall be included with the registration fee. The room deposit shall cover the posted cost of the room for the days required. Delegates not requiring a room for the Convention must indicate this on the registration form.

27.1.9.3 Cancellations

A full refund of room deposit shall be made when room cancellation occurs 45 days prior, or as determined in consultation with the Hotel, to the Convention start. A \$10.00 fee will be levied and deducted from the refund.

27.1.9.4 Complimentary Accommodations

The Host Committee shall provide a complimentary room or suite, if available, for the District Governor, the Protocol Aide and the International Guest. The room of the Protocol Aide shall be located in proximity to that of the International Guest.

27.1.10 DISTRICT CONVENTION PIN

It shall be at the discretion of the District Governor to determine if a District Convention Pin shall be made and sold. If a pin is to be made:

- i. The Host Committee is responsible for striking a District Convention Pin.
- ii. The District Convention Pin shall bear the emblem of Lions Clubs International and the identity of District A-15.

27.1.11 CONVENTION MEALS

The registration form shall include a complete list of meal prices. All attendees shall also indicate the meals they require and pay the appropriate price. Provision for special meal requirements is to be provided.

27.1.12 COMPLIMENTARY REGISTRATION AND FUNCTIONS

27.1.12.1 Requirements

The Host Committee is required to provide complimentary registration costs and function costs for the District Governor, International Guest, Protocol Aide, District Cabinet Secretary, and District Cabinet Treasurer and their spouses. Costs, in whole or in part, shall be reimbursed by the District as per the following conditions:

27.1.12.2 District Reimbursement

Not later than 45 days prior to the commencement of the convention the Cabinet Treasurer shall issue a payment to the Host Committee, based on estimates by the Host Committee provided to the Cabinet Treasurer and approved by the District Governor, to reimburse the Host Committee for the following expenses:

- i. International Guest and companion: Registration (2); Pin (if applicable) (2); Accommodations (2 nights) (if applicable), Meals *,
- ii. District Gift (including costs of shipment and other delivery costs); ground transportation to and from an International Airport within a 200km radius of the Convention.
- iii. District Governor and companion: Registration (2); Pin (if applicable) (2), Accommodations (2 nights) (if applicable), Meals*;
- iv. Protocol Aide and companion: Registration (2); Pin (if applicable) (2); Accommodations (2 nights) (if applicable), Meals*;
- v. District Cabinet Secretary and companion and District Cabinet Treasurer and companion: Registration (2); Meals*.

Reimbursement shall be the lesser of either the total of the actual costs or the amount collected from the Convention Levy for the year in which the Convention was held. Should these expenses exceed the amount of the Convention Levy the Host Committee may apply to Cabinet, upon presentation of its final financial report, to be reimbursed for the balance of its costs for the above-named expenses. Should the expenses ultimately be determined to be less than the sum provided by the District Cabinet Treasurer, the Host Committee shall refund the excess to the District at the time of presentation of its final financial report.

*The District Governor, in consultation with the Host Committee shall determine how many nights of accommodation costs and/or meal costs shall be included in the Host Committee budget.

In addition, at the conclusion of the Convention, the District will provide registration costs to the Convention Host Committee for members of the District Cabinet and the District Cabinet Chair Persons that have attended the Convention (June 2022).

27.1.13 MEMORIAL SERVICE

A solemn non-denominational Memorial Service shall be held. This shall be officiated over and is the responsibility of the Memoriam Chairperson appointed by the District Governor at the Mid-Winter Cabinet Meeting.

27.1.14 BANNER PRESENTATION

The Club Banners of the members of the A-15 Lions family shall be presented and, where possible, be displayed at each Convention.

27.1.15 FACILITIES AND PARAPHERNALIA

The Host Committee is required to provide the facilities including adequate amplification, podium, flag stands and any other equipment necessary for the operating of the Convention sessions. The Host Committee is responsible for the care and storage of all necessary flags and other paraphernalia.

27.1.16 SERVICE ACTIVITIES CENTRE AND COMMERCIAL BOOTHS

The Host Committee shall provide space for District Committee Chairpersons to display their specialty of interest without charge. Other commercial booths shall be charged a rental fee to be determined by the Convention Host Committee based upon Hotel restrictions regarding available space and associated costs. First consideration will be given to space for the District Chairpersons.

27.1.17 INTERNATIONAL GUEST

21.1.17.1 Protocol Aide

The District Governor is responsible for appointing a Protocol Aide upon assumption of office. The appointee is to be made known to the District A-15 Cabinet at the first Cabinet Meeting.

- i. The Protocol Aide shall arrange an entourage of Current and/or Past Officers to meet the guest at and return to the airport.
- ii. The Protocol Aide is responsible for the activity, comfort and safety of the International Guest.

21.1.17.2 Gift

The cost of the gift for the International Guest shall be the responsibility of the District to be paid from the Convention Fund Levy, to include the cost of shipping.

21.1.17.3 Duties

The International Guest is expected to, as a minimum, perform the following duties:

- i. Bring greetings at the Opening Ceremony
- ii. Address the Past District Governors' Annual Meeting
- iii. Update the Cabinet about International Activities
- iv. May hold an Open Forum with the Members
- v. Make a major presentation at the Governor's Banquet
- vi. Address the assembled delegates about important issues within Lionism

27.1.18 FLOWERS AND REFRESHMENTS

The Host Committee is responsible for the following:

- i. Table flowers and/or candles at all functions including the Memorial Service.
- ii. Head Table wine (when appropriate)
- iii. Decorations/refreshments for the District Governor's reception prior to the Governor's Ball (if the Schedule of events includes same)

28.2 CREDENTIAL AND ELECTION POLICY

28.2.1 CREDENTIALS

- i. Thirty days prior to the commencement of the annual District A-15 Convention, the District Secretary shall send to the Secretary of each Club the number of Delegate and Alternate Credential Certificates corresponding to the number of eligible votes allowed for each club. Credential Certificates are to be sent to each past and present International Officer with a right to vote.
- ii. To be certified, a (D)elega**t**e, (A)lterna**t**e or At-(L)arge, the member must be registered at the Convention. A valid Credential Certificate, properly completed and signed, together with a valid signed Membership Card must be presented at the Credentials Desk. There shall be no exception to the requirement for production of a valid membership card.
- iii. A Delegate, Alternate or At-Large designation is to be attached to the Lion's Convention Registration Badge.
- iv. Each delegate and alternate will be duly recorded by Club roster and past/present International Officers lists. This list shall become part of the Credentials Committee's records.
- v. The Credentials Desk will be open during hours that the Convention Registration Desk is open, with such hours to be advised as part of the Credentials Committee Report.
- vi. The Credentials Desk will close one half hour before the conclusion of voting and will not reopen should subsequent balloting be required.

28.2.2 ELECTIONS

- i. The Chair of the Elections Committee shall, as part of the Opening Ceremonies to the District Convention, indicate how many Clubs and/or past or present International Officers are eligible to vote.
- ii. Voting will be held for a two-hour period between 7:30 AM and 9:30 AM on the final day of the Convention.
- iii. Voting shall be by secret written ballot in an area duly designated by the Host Committee and set up by the Elections Committee.
- iv. To secure ballot(s), delegates or alternates must report to the appropriate voting area and identify themselves to the Returning Officer by way of a Delegate, Alternate or At-Large designation attached to the Lion's Convention Registration Badge.
- v. Alternates shall be permitted to vote when, 10 (ten) minutes before the close of voting, a delegate from that Lions Club has failed to claim voting privileges.
- vi. Apart from voting delegates, the only persons permitted in the voting area shall be the appointed members of the Elections Committee and the Lion Scrutineers representing the candidates (one per candidate),
- vii. Anyone waiting in line to vote when the time for voting is expiring shall be allowed to vote.
- viii. Each candidate for District Governor and Vice District Governor as well as any other elected office shall be entitled to have a Lion act as a scrutineer during the counting of ballots. Lions acting as scrutineers will remain sequestered until the results of the election are announced to the Convention.
- ix. The decision of the chair of the Elections Committee shall be final.