

LAMISSTENN KIWANIS POLICIES SECTION 800: DISTRICT CONVENTIONS & CONFERENCES

800 DISTRICT CONVENTIONS

- 800.1** The District Convention shall be held annually to provide fellowship, motivation, inspiration, administrative methods, and Kiwanis knowledge and objectives for club members and leaders, with special emphasis on club presidents-designate and secretaries-designate to better prepare them to fulfill the duties and responsibilities of the offices they are to assume.
- 800.2** The preferred time frame of the District Convention shall be the first weekend in August. The District Convention should not be less than two (2) days or more than three (3) days in duration. The Executive Director should inform Kiwanis International of the dates and location of the upcoming annual district conventions, to be provided to the International President-Elect by December 15.
- 800.3** A District Convention must be held within the boundaries of the Louisiana-Mississippi-West Tennessee District, unless prior approval has been secured from the International Board.
- 800.4** The Governor has the responsibility to plan and develop the convention program. The Governor-Elect has the responsibility for any education of incoming club officers and lieutenant governors and for the forums and educational sessions. The program should include noteworthy and/or inspirational speakers that will encourage additional attendance. Adequate time should be provided for forums and educational sessions that focus on the day-to-day responsibilities of club, division, and district officers.
- 800.5** Special efforts should be made to encourage representation by all clubs, especially the incoming club officers and all members of new clubs. The convention should be held in a city that is convenient to club members. Costs should be reasonable so persons are not discouraged to attend for financial reasons.
- 800.6** When space permits, exhibits of club projects should be encouraged, especially worthwhile projects that other clubs can adopt.

801 DISTRICT MID-YEAR EDUCATION CONFERENCE

- 801.1** A Mid-Year Education Conference(s) should be held annually to further the programs of Kiwanis through fellowship, inspiration, and forums which provide an opportunity for discussion among club members and officers relating to club services and administration.
- 801.2** For Mid-Year Regional Education Conferences, one will be held in each of the seven regions of the District, planned by the Trustee of the respective region. The Governor-Elect will determine whether a Mid-Year Education Conference or Mid-Year Regional Education Conferences will be held.
- 801.3** The Mid-Year Regional Conference will serve as the Governor's Official Visit to each of the divisions within that region. If one Mid-Year Conference is held, the Governor's Official Visit will be scheduled as convenient by the Governor.

802. DISTRICT CONVENTION & MID-YEAR EDUCATION CONFERENCE(S) GUIDELINES

- 802.1** The District Executive Director shall be the Convention Manager. As such, he/she shall:
- A.** Assist the Governor in the preparation of the Convention Program, including the selection of speakers.
 - B.** Develop the Convention Budget, to be presented to the District Board for approval no later

- than at the Spring Board Meeting prior to the District Convention.
- C. Review, sign, or approve all contracts and agreements with hotels, convention facilities and purveyors of services for all conventions and conferences.
 - D. Develop the system for handling registration, hotel reservations, and the collections of fees and charges.
 - E. Make the payments from Convention Funds for all services rendered and all approved invoices.
- 802.2** The Convention Committee shall be responsible for all matters pertaining to the Convention for that year. Inasmuch as the Convention is the responsibility of the District, the Convention Committee shall be composed of the District Governor, the District Governor-Elect, the District Vice Governor, the District Executive Director (Convention Manager), the District Administrative Assistant (Registration Manager), the Trustee for the Region, the Lieutenant Governor(s) of the Host Division, the Convention Committee Chair (who shall be appointed by the Governor from the host Club or Division), and such other members as may be appointed by the Chair and approved by the Governor.
- 802.3** The Convention Committee may arrange for entertainment, optional tours and programs, dinners, spouses' program, and youth activities, but any and all arrangements requires Executive Director approval.
- 802.4** The International Board Counselor assigned to the District for the subsequent year shall be the speaker for the fellowship luncheon.
- 802.5** The District Executive Director shall file a financial report of the Convention no later than 45 days after the Convention or September 30, whichever occurs first.
- 802.6** Suitable mementos should be presented to the International Board Counselor and the District Governor, purchased from funds allocated from registration fees. Dollar amounts for the mementos should be based on prior convention budgets and local options.
- 802.7** Hospitality for the senior International Board Counselor shall be the responsibility of the Convention and coordinated by the Governor-Elect.
- 802.8** Lists of Delegates, Alternates and Delegates-At-Large shall not be available to any group or individuals before or during the Convention for any purposes other than required by the Bylaws or as necessary for conducting a District Convention.
- 802.9** The Convention may provide complimentary registrations and rooms for the Governor and spouse, Governor- Elect and spouse, Vice Governor and spouse, Immediate Past Governor and spouse, Executive Director, Administrative Assistant, Key Club Governor, Key Club Administrator, Circle K Governor, Kiwanis International President and spouse, Kiwanis International Board Counselor and spouse, and Kiwanis International Staff who are invited session presenters. Registration may be provided to the Convention Committee Chair. Others may be added to this list as approved by the Kiwanis Board of Trustees.
- 802.10** Any and all funds received for registration fees and other miscellaneous funds received in conjunction with a District Convention, Mid-Year Education Conference(s), or a District function at an International Convention, shall be deposited in the Kiwanis Convention & Conference Fund. If expenses exceed the income, it shall be the responsibility of the District to pay the difference, out of the surplus funds of the District designated for Conventions & Conferences.
- 802.11** The District Board of Trustees shall establish and maintain a Convention and Conference Surplus Fund of fifteen thousand dollars (\$15,000.00) annually. Profits realized from conventions and conferences shall also be used to develop this fund.
- 802.12** District Convention, and Mid-Year Education Conference(s) shall be self-sustaining; the expenditures included in the budget shall not exceed the registration fees, meal costs and other income. Other meetings may or may not be self-sustaining but financially should be within the amounts budgeted by the District.

803. CONVENTION SITE CRITERIA

- 803.1** The following criteria must be met for an invitation to be considered by the District Board of Trustees:
- A.** At least 150 suitable hotel rooms within a minimum number of properties.
 - B.** An auditorium with seating for at least 300 persons equipped with necessary audio-visual facilities for conducting meetings.
 - C.** Separate and suitable banquet facilities for seating and serving at least 300 persons and providing the essential audio-visual equipment, to allow for meal functions to be held immediately following business meetings on Saturday evening and Sunday morning.
 - D.** An adequate number of breakout rooms available for workshops, forums, and smaller committee meetings.
 - E.** Suitable facilities for serving luncheons for other occasions, including the spouses' functions, if supported by the Convention Committee.
 - F.** Adequate space shall be provided for registration activities, for displays of the District Chairs, for displays for the candidates for Governor-Elect, and future convention sites.
 - G.** A definite written agreement shall be concluded with the hotels and motels on the number of complimentary sleeping and meeting rooms allocated in relation to total number of rooms sold.
 - H.** Rates for convention housing shall be negotiated in advance with all hotels and motels offering their facilities and services.

804 SELECTION OF FUTURE CONVENTION SITES

- 804.1** Working with the District Board, the Executive Director will present locations that meet the criteria above for preliminary approval. With Board approval, the Executive Director will invite a Board Member and the Lieutenant Governor of that division and local club(s) representative to visit the meeting and banquet facilities, sleeping accommodations, suggested menus, and other features of the convention city. The Executive Director will then present the findings to the Board for final approval. The Executive Director will then reach out to local and/or surrounding clubs to secure their support in coordination and planning of the future District Convention.
- 804.2** The Board of Trustees shall attempt to confirm the dates and locations of the annual district conventions at least three (3) years in advance.
- 804.3** Funding to defray the necessary and reasonable expenses for the Executive Director to conduct the Convention Site Reviews shall be funded from the Convention and Conference Fund.
- 804.4** The District Board will regularly update and maintain Policy 803 concerning Convention Site Criteria, based upon the actual usage of rooms at prior convention.

805 MID-YEAR EDUCATION CONFERENCE(S) SITE CRITERIA

- 805.1** For the Mid-Year Education Conference, the District Board will select a city to host the Mid-Year Education Conference that is central for the majority of the membership of the District.
- A.** The Executive Director will research a hotel and/or facility that will closely meet the following criteria and report the results of the search to the District Board of Trustees:
 - a.** At least 100 suitable hotel rooms within a minimum number of properties.
 - b.** An auditorium with seating and banquet facilities for at least 250 persons equipped with necessary audio-visual facilities for conducting meetings.
 - c.** An adequate number of breakout rooms available for workshops, forums, and smaller committee meetings.
 - d.** Adequate space shall be provided for registration activities and displays.
 - e.** A definite written agreement shall be concluded with the hotels and motels on the number of complimentary sleeping and meeting rooms allocated in relation to total number of rooms sold.

- f. Rates for convention housing shall be negotiated in advance with all hotels and motels offering their facilities and services.
 - B. The Mid-Year Education Conference(s) shall be held between the second week of January and end of March, and should be scheduled to avoid any national, state, or local holidays or events.
- 805.2** For the Mid-Year Education Regional Conferences, each Trustee will attempt to schedule their Mid-Year Education Regional Conference in a suitable location, conveniently located for the majority of the members of the Region.
- A. Each Trustee will inform the Executive Director of the selected location, address of the facility, and estimated cost of rent, janitorial services, and food and beverages for the conference no later than the August Board Meeting.
 - B. The Mid-Year Education Regional Conferences shall be held on Saturdays in January, February, and March.
 - C. As a group, the Education Committee, with District Board approval, will determine the standard agenda to be followed for the Mid-Year Education Regional Conferences each year. Based on the agenda, the Education Committee will determine the anticipated attendance and the basic meeting space requirements for each respective conference.

806 INTERNATIONAL PRESIDENT'S OFFICIAL VISIT TO THE DISTRICT

- 806.1** Unless scheduling prohibits it, the International President's Visit to the LaMissTenn District shall be held at District Convention.
- 806.2** The Executive Director, working in consultation with the Governor, shall make plans and arrangements for the official visit of the International President's Visit to the District.
- 806.3** The Governor, assisted by a host Lieutenant Governor and others who may be appointed, shall be responsible for the hospitality for the International President's Official Visit to the District, except as otherwise stated in these Policies.
- 806.4** A sum of not less than \$100.00 or more than \$250.00 shall be allocated from the fee charged for the meeting and/or from the District Treasury to purchase a suitable memento to be given to the International President on the occasion of the Official Visit to the District.

807 CONVENTIONS AND CONFERENCES REGISTRATION FEES

- 807.1** All persons attending a District Convention, or Mid-Year Education Conference(s) must be properly registered to attend the meeting, paying the approved registration fee for the meeting and for any additional meal costs (if separate from the registration fee) as approved and published by the District Board. All members of Kiwanis clubs will be required to register at the established member fee. Only those persons not holding membership in a Kiwanis club may register at the spouse/guest fee, if applicable.
- 807.2** Appropriate payment must accompany the registration form. Online registration form is acceptable.
- 807.3** Any cancellation requests must be made in writing to the District Office. Telephone requests for cancellations are not acceptable.
- 807.4** There will be a fee per registration for any cancellations received in writing by the District Office. The amount will be determined by the Executive Director.
- 808.5** No refunds of any kind will be issued after the close of registration as determined by the Executive Director.
- 808.6** All voting delegates must pay the appropriate member registration fee, unless their registration fee has been waived by the District Board.
- 807.7** No spouse, partner, or guest of any Kiwanian may attend any session, forum, or other activities at the Kiwanis District Convention unless such person has paid the appropriate registration fee.

808 RESPONSIBILITY FOR DISTRICT-SPONSORED ATTENDANCE

- 808.1** When the LaMissTenn District covers event expenses like food, lodging, registration, etc. for District officers, Lt. Governors, and others, confirmed volunteers are expected to attend. Confirmed volunteers must provide at least 72 hours of notice prior to event if they are unable to attend or if their attendance commitment changes. Failure to attend without required notice will result in the volunteer being responsible for any direct costs incurred by the District, unless an emergency exception is granted at the discretion of the Executive Director.

809 STANDING RULES FOR THE HOUSE OF DELEGATES AT CONVENTION

- 809.1 Rule 1** - Only delegates may be seated in the area designated for delegates.
- 809.2 Rule 2** - Only delegates with official delegate credentials may present or speak on motions and vote.
- 809.3 Rule 3** - No delegate may speak more than 3 minutes at a time unless allowed to do so by a majority vote of the delegates.
- 809.4 Rule 4** - No delegate may address the assembly a second time on the same question until all delegates who desire to speak on the topic have spoken.
- 809.5 Rule 5** - Any main motion or amendment shall be written, signed by the maker and seconder, and presented to the Executive Director before it is moved.
- 809.6 Rule 6** - The maker of a motion shall be entitled to speak first in support of such motion or may immediately yield the floor to another delegate.
- 809.7 Rule 7** - Debate shall alternate between those speaking for and those speaking against a motion.
- 809.8 Rule 8** - A delegate shall not speak for or against a motion and move to close debate on the same recognition.
- 809.9 Rule 9** - Debate on any proposed resolution or amendment to the Bylaws, including all amendments thereto, shall be limited to 20 minutes.
- 809.10 Rule 10** - A motion to move the previous question will not be in order until 15 minutes of debate has taken place or all microphones are clear.
- 809.11 Rule 11** - Candidates for the office of Governor, Governor-Elect, and Vice Governor may have one nominating speech not to exceed three minutes and a second from the platform not to exceed one minute.
- 809.12 Rule 12** - Nominating speeches for officers may not be waived.
- 809.13 Rule 13** - Any candidate who is unopposed for office may be elected by a voice vote.
- 809.14 Rule 14** - Any of the above rules may be suspended by a majority vote.
- 809.15 Rule 15** - *Roberts Rules of Order Newly Revised* shall be the parliamentary authority for all matters of procedure not specifically covered by the Constitution and Bylaws of Kiwanis International, the Bylaws of the Louisiana-Mississippi-West Tennessee District, and these standing rules.

810 EXHIBITS

810.1 Permitted Activities

1. District Foundation fundraising activities, such as the Gift Basket Raffle, purchasing raffle tickets for major donated items, etc., and financial support of the activities of the Kiwanis Children's Fund
2. The distribution and display of Kiwanis-related literature from within the assigned booth space
3. The distribution and display of information from an outside nonprofit organization, seeking support from Kiwanis clubs to further develop its goals and objectives
4. The distribution and display of local materials and literature, promoting tourist information,

- restaurants, and other points of interest
5. The utilization of audio/visual equipment, so long as the volume does not disturb surrounding exhibitors
 6. The sale, display, or distribution of merchandise, products, goods or services other than for the District Foundation with prior approval of the Kiwanis District Board