

LA.-MISS.-W.TENN. 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 CONFERENCE

- 801.1** A mid-year conference 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** When the Kiwanis International Convention is planned for a location away from North America, the District Board may plan for a District-wide, Mid-Winter Conference, at a suitable location, convenient to the majority of the members of the District.
- 801.3** When the Kiwanis International President makes his/her official visit to the La.-Miss.-W.Tenn. District, a Mid-Winter Conference is the preferred event to host the visit, attracting a larger audience of Kiwanians than would a separate event.
- 801.4** In other years, the District Board will plan for multiple Mid-Year Conferences, one held in each of the seven Regions of the District, planned and hosted by the Trustee of the respective Region. The Mid-Year Regional Conference will serve as the Governor's Official Visit to each of the divisions within that region.

802. DISTRICT CONVENTION & MID-WINTER CONFERENCE GUIDELINES

- 802.1** See Article X and XI, District Bylaws.
- 802.2** 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. Assist the Host Committee in the preparation of 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, in cooperation with the Host Committee, 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.

- 802.3** The District Convention Committee for the year in which the Convention is held shall be responsible for all matters pertaining to the District Convention for that year. Inasmuch as the District Convention is the responsibility of the District, the District Convention Committee shall be composed of the District Governor, the District Governor-Elect, 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 District Convention Host Committee Chairman (who shall be appointed by the Governor from the host Club or Division), and such other members as may be appointed by the Chairman and approved by the Governor.
- 802.4** The Host Division may arrange for entertainment, optional tours and programs, dinners, spouses' program, and youth activities, but any and all arrangements requires committee approval.
- 802.5** The International Representative assigned to the District for the subsequent year shall be the speaker for the fellowship luncheon.
- 802.6** 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.
- 802.7** Suitable mementos should be presented to the International Representative 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.
- 802.8** Hospitality for the International Representative shall be the responsibility of the Governor-Elect.
- 802.9** 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.
- 802.10** Any and all funds received for registration fees and other miscellaneous funds received in conjunction with a District Convention, Mid-Winter Conference, 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) in part, by budgeting a five-dollar (\$5.00) per registrant fee to be paid as part of the registration fees of each meeting. Profits realized from conventions and conferences shall also be used to develop this fund. The five-dollar fee will be waived by the District Budget Committee once the surplus fund has reached the pre-determined amount.
- 802.13** Each District Convention and Mid-Winter Conference 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** An invitation by a Kiwanis Club or division for holding an annual District Convention in its city shall be extended in accordance with the District Bylaws, Article VIII, Section 2. The Kiwanis Club and Division must express a willingness to assume the operating responsibility for the Convention under the direction of a Convention Committee Chairman, designated by the Governor, in accordance with District Bylaws, Article X. Said invitation must be received in writing by the District Executive Director no later than May 1st.
- 803.2** 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 350 persons equipped with necessary audio-visual facilities for conducting meetings.
 - C.** Separate and suitable banquet facilities for seating and serving at least 350 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.

- F. Adequate space shall be provided for registration activities, for displays of the District Chairmen, 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 Upon receiving the written invitation from a club or division, the Executive Director shall advise the District Board of the locations, and shall schedule a visit to the proposed convention site. If appropriate, the Executive Director will invite a Board Member and the Lieutenant Governor of that division to look over meeting and banquet facilities, sleeping accommodations, suggested menus, and other features of the convention city.
- 804.2 The Executive Director will report back to the Board of Trustees at the next Board Meeting and advise the members of the results of the on-site investigations.
- 804.3 The Board of Trustees will determine the location of the next open convention, based upon the information presented.
- 804.4 The Board of Trustees shall attempt to confirm the dates and locations of the Annual district conventions at least three (3) years in advance.
- 804.5 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.
- 804.6 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-WINTER CONFERENCE SITE CRITERIA

- 805.1 The District Board will select a city to host the Mid-Winter Conference that is central for the majority of the membership of the District.
- 805.2 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 300 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.
- 805.3 The Mid-Winter Conference shall be held between the second week of January and the third weekend of February, and should be scheduled to avoid any national, state, or local holidays or events.

806 MID-YEAR REGIONAL CONFERENCE SITE CRITERIA

- 806.1 As a group, the District Board will determine the standard agenda to be followed for the Mid-Year Regionals each year. Select a city to host the Mid-Winter Conference that is central for the majority of the membership of the District. Based on the agenda, the Board will determine the anticipated attendance and the basic meeting space requirements for each respective conference
- 806.2 Each Trustee will attempt to schedule the Mid-Year Conference in a suitable location, conveniently located for the majority of the members of the Region.
- 806.3 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 November Board Meeting.

806.4 The Mid-Year Conferences shall be held on Saturdays in January, February, and March.

807 INTERNATIONAL PRESIDENT'S OFFICIAL VISIT TO THE DISTRICT

- 807.1** Unless scheduling prohibits it, the International President's Visit to the La.-Miss.-W.Tenn. District shall be held at the time of a Mid-Winter Conference.
- 807.2** The District 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.
- 807.3** The District 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.
- 807.4** 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.

808 CONVENTIONS AND CONFERENCES REGISTRATION FEES

- 808.1** All persons attending a District Convention or Mid-Winter Conference 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.
- 808.2** Appropriate payment must accompany the registration form.
- 808.3** Any cancellation requests must be made in writing to the District Office. Telephone requests for cancellations are not acceptable.
- 808.4** There will be a \$20.00 deduction per registration for any cancellations postmarked within four (4) weeks of the official starting date of the District meeting.
- 808.5** No refunds of any kind will be issued if the request for cancellation is postmarked within one (1) weeks of the official starting date of the District meeting.
- 808.6** All voting delegates must pay the appropriate member registration fee.
- 808.7** 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.

809 STANDING RULES FOR THE HOUSE OF DELEGATES AT CONVENTION

- Rule 1** - Only delegates may be seated in the area designated for delegates.
- Rule 2** - Only delegates with official delegate credentials may present or speak on motions and vote.
- 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.
- 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.
- 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.
- 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.
- Rule 7** - Debate shall alternate between those speaking for and those speaking against a motion.
- Rule 8** - A delegate shall not speak for or against a motion and move to close debate on the same recognition.
- Rule 9** - Debate on any proposed resolution or amendment to the Bylaws, including all amendments thereto, shall be limited to 20 minutes.
- 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.
- Rule 11** - Candidates for the office of Governor and Governor-Elect may have one nominating speech not to exceed

three minutes and a second from the platform not to exceed one minute.

Rule 12 - Nominating speeches for officers may not be waived.

Rule 13 - Any candidate who is unopposed for office may be elected by a voice vote.

Rule 14 - Any of the above rules may be suspended by a majority vote.

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 fund-raising activities, such as the Gift-Basket Raffle, purchasing raffle tickets for major donated items, etc. Financial support of the activities of the District Foundation are the only fund-raising events allowed at the official District events of The District Convention and Mid-Winter Conference
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 or Not-for-profit 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.

810.2 Prohibited Activities

1. The sale, display, or distribution of merchandise, products, goods or services other than for the District Foundation.
2. Conducting a drawing or any other contest of chance or skill that involves the exchange of money, as in the purchasing of chance or raffle ticket, other than for the District Foundation.
3. Using any sound amplification or lighting equipment or any other technique that is distracting to surrounding exhibitors.