

REGION 5 EVENTS AGREEMENT

Amended: CDW: April 2013---CDE September 2015

Wherever used the abbreviation a.p. stands for accompanying person

1000 - Region 5 Joint Convention

The annual District Convention of Districts East and West shall be jointly held at a common venue each September, hosted alternately by each District and shall be known as the Region 5 Convention.

1001 - PURPOSE:

01. To promote fellowship and the exchange of ideas between Civitan members and clubs throughout Region 5.
02. To carry out all business of joint interest to members and clubs in each District.
03. To elect the Region's nominee for the position of International Director (when Convention held in District East).
04. Provide recognition of the work done by the International Director on behalf of Civitan throughout the Region (when convention held in District West).
05. Provide a venue for EACH DISTRICT TO INDEPENDENTLY hold their respective annual convention and to carry on ALL business of interest to members and clubs within their District.
06. To provide a venue for the Annual Meeting of the Civitan International Foundation of Canada.
07. To install the District Board of Directors etc.
08. Present District Honour Keys.
09. Recognize District Governors and their work on behalf of Civitans in Region 5.
10. Exchange Banners.
11. Proclamation for next convention.

This agreement shall be in effect provided that the annual Joint Conventions of Canadian District East and Canadian District West, known as the Region 5 Convention, be held, and shall be amended only by a submission to the Governors of both District, who will review the submission with the Governors-Elect of both Districts and the International Director at the Spring Director's Update and/or special meeting prior to the Region 5 meeting and make recommendations to be voted on by all voting delegates at the Region Meeting.

The Office of International Director is held by a duly elected active Civitan for a term as prescribed by the International By-Laws.

1002 - VOTING

1. Delegates shall be seated at the front of the meeting room with non-delegates seated

behind. A roll call by District shall be carried out by either the Credentials Chair or the District Secretary depending upon the normal operations of each District.

2. Voting to elect the International Director Designate shall be conducted by the incumbent International Director and shall be by secret ballot. All other business shall be by a show of hands.
3. Each candidate shall be afforded seven (7) minutes (including introduction) to address the delegates prior to voting at the Regional Meeting. Only certified delegates FROM BOTH DISTRICTS shall be permitted to cast their vote. The elected nominee shall be presented as the International Director-Elect for Region 5, to Civitan International for election to office in accordance with the International Constitution and By-Laws at the following International Convention.

1003 - SELECTION TO OFFICE

The selection of the candidate for International Director is conducted by mutual agreement of Canadian Districts East and West. The International Director is alternately selected from Canadian District East and Canadian District West.

Nominations for the office are to be entertained at the Fall or Winter and Spring Convention/Meeting of the NOMINATING DISTRICT during the year immediately prior to the office becoming vacant. Voting for election of the candidate shall be held at the Region 5 Convention of the same year.

1004 - REGION 5 DISTRICT CONVENTION SUBSIDY

The amount of \$2,000.00 will be budgeted annually by each District to offset the following expenses by the HOST: Music and entertainment, printing, tickets, mailing, name badges (members and guests), head table wine, flowers and miscellaneous supplies. A FULL FINANCIAL accounting and report of expenditures must be made by the HOST to each District Board of Directors within 60 days following the convention. Residual funds in excess will be divided equally and returned to each District.

1005 - HOST DISTRICT BOARD OF DIRECTORS' RESPONSIBILITIES

1. Appoint Host
2. Approve and ensure that Convention site is booked a minimum 13 months in advance of the event. Date and location must be announced at the Region 5 Convention immediately preceding the event.
3. Monitor all arrangements to ensure minimum compliance of all requirements established by District Policy and the Region 5 Agreement.

1006 - HOST CLUB'S and/or EVENTS CHAIR'S, as applicable, RESPONSIBILITIES

1. Arrange for all hotel room reservations to be made directly with the hotel by registrants. In the event of any free rooms the following protocol shall be followed: International President, International Director, Governors.
2. Arrange to have a CONVENTION REGISTRATION FORM together with COMPLETE CONVENTION DETAILS AND CANCELLATION POLICY sent to each CLUB AND DISTRICT SECRETARY by June 15th, immediately preceding the Convention.
3. Arrange printing of programs and function tickets,
4. Staff the registration area.

1007 - CANCELLATION POLICY- Convention Registration Fee

As prior knowledge of the number of delegates attending is required in order to reserve adequate sized meeting rooms, prepare materials and make catering arrangements and/or commitments the following Convention Cancellation Policy is in effect.

1. Cancellation due to a bona fide emergency (death, serious illness and/or emergency) shall be honoured regardless of the date and a full refund provided.
2. No-shows who pre-register but fail to claim their registration packet will receive no refund as the "Host" will be required to pay for all meals/functions ordered for them.
3. No shows who pre-register but failed to pay the registration fee and claim their registration packet will be invoiced by the Host as they are required to pay for meals/functions ordered on their behalf.
4. Hotel/Motel cancellations are subject to the cancellation policy of the hotel/motel. Any fees billed to the "Host" will be invoiced to the individual member responsible for the reservation.

ANY APPEALS MUST BE ADDRESSED THROUGH THE DISTRICT GOVERNOR TO THE HOST DISTRICT BOARD OF DIRECTORS and be addressed by them as an agenda item at the meeting immediately following receipt of the appeal.

1008 - FUNCTION ACCOMMODATIONS

Hotel Rooms- (accommodate 400-500 multiple occupancy) or to accommodate current trends for attendance at Region Convention

1008-1 Host must arrange to collect tickets as required.

1008-2 Friday Evening- Host Registration Area and Tables

1. 2 District Credentials Registration tables in Host Registration Area will be staffed by District Credentials Committees
2. Civitan International Foundation of Canada Display and Registration table. (Host Registration Area)
3. Host Fellowship function as registration dictates
4. Host Hospitality Room

1008-3 Saturday Morning-Registration, Credentials and Foundation-Registration area open

1. Continental breakfast set up outside meeting rooms-all registrants
2. Foundation Meeting- All Foundation Members and Civitans
3. Joint Meeting (International Director) - All Civitans
4. District East Convention Meeting
5. District West Convention Meeting

1008-4 Saturday Afternoon

1. Host Hospitality Room

1008-5 Saturday Evening

1. Receiving line
2. Banquet and Dance Function
3. Host Hospitality Room

NOTE: Prior to finalizing function venues:

The International Director and each District Governor must be contacted by the Host to ensure that meeting accommodations are adequate and determine any special need or requirements. The International Foundation of Canada will be allocated appropriate meeting facilities.

1009 - CONVENTION ACTIVITIES

1009-1 Friday

1. Registration open from 4:00 p.m.-9:00 p.m. Host will provide name tags for all attendees and provide all First-Timers with a unique identification to ensure they are easily recognized and can be made welcome by all Civitans. Host Club members shall also be similarly identified.
2. Certification and identification of all Club and District Civitan Delegates is the responsibility of each District Credentials Committee appointed by the Governor. Ribbons or other means of identification will be provided at the Credentials desk and is not handled by host registration.
3. Region Fellowship Function designed to promote interaction between Civitans in each District (includes entertainment and late evening meal)

1009-2 HOST HOSPITALITY SUITE

1. Hours of operation shall be set by host but must close during official functions

1009-3 – SATURDAY MORNING

1. Registration shall be open from 7:00 a.m. until 8:45 a.m. (Including Credentials and Foundation)
2. Continental breakfast 7:00 a.m. - 9:00 a.m. (set outside meeting venues)
3. Foundation Annual Meeting - 7:30 a.m. - 8:30 a.m. (Registration from 7:00 a.m. until 7:30)
4. Region Meeting 8:45 a.m. - 9:45 a.m. (International Director)
5. District Conventions 10:00 a.m. - Program. District Governor

Note: The length of each District Convention is at the sole discretion of the respective Governor and Board of Directors. As program content may vary no joint Districts' lunch function is included in order that the business of each District can be concluded without time constraint.

ALL DISTRICT AWARDS, PRESENTATIONS AND OFFICER INSTALLATIONS MUST BE INCLUDED AS PART OF THE INDIVIDUAL DISTRICT CONVENTION WITH THE EXCEPTION OF THE FOLLOWING WHICH WILL BE INCLUDED AS PART OF THE BANQUET PROGRAM.

1. District presentations to: out-going Governors and International Director.
2. Installation of District Board of Directors and Lt. Governors.
3. District Honour Key(s)
4. District Civitan of the Year

1009-4 SATURDAY EVENING

Pre-Banquet Region Reception Line shall take place from 5:45 p.m. until 6:15 p.m. to provide a welcoming committee. This line shall include the International President, if in attendance, the Junior International President, if in attendance, the International Director, the International Director-Elect, District Governors and Governors-Elect. Invited dignitaries shall be included as deemed fitting. In all cases the accompanying person (a.p.) shall also be included.

Timing: Banquet- 6:30 - 9:00 p.m.
Dance- 9:00 p.m. - 12:00 midnight
Hospitality Suite - 12:15 a.m. - the discretion of the host club

Region Function - Must be organized and timed to encourage participation of all convention registrants. ALL DISTRICT OFFICERS should be in attendance to promote fellowship during this event.

Appropriate attire should be worn at the closing banquet.

1009-5 BANQUET FUNCTION

1. Formal Head Table
2. Head table floral arrangement
3. Head table guests to be marched in. HOST TO ARRANGE FOR BAGPIPE OR OTHER SUITABLE MUSIC
4. Wine service for head table throughout meal
5. Reserved seating for District Officers, special guests and any individuals taking part in the program (to be determined from each District Governor)
6. MAXIMUM meal and program NOT TO EXCEED 2 ½ HOURS IN LENGTH

1009-6 MEAL

It is recommended that the Saturday banquet meal be a sit down dinner. It is imperative that the Hotel Caterers are aware of time constraints and that the components of the meal chosen are such that the meal is served and tables cleared within 1 hour. For example an appetizer that is pre-set before the function starts saves time as opposed to one such as soup or salad that must be served after seating. A dessert tray does the same at the end of the meal versus ice cream, etc. that must be individually served. One service of tea, coffee and a carafe left on the table is preferable to continuous service that delays and/or disrupts the start of the program.

1009-7 HEAD TABLE

The following dignitaries and a.p. will comprise the head table:

1. International Presidents, if in attendance
2. International Director
3. International Director-Elect (every odd numbered year)
4. Incumbent District Governors from Canadian District East and West
5. Incumbent District Governors-Elect from Canadian District East and West
6. Host Club President
7. Master of Ceremonies

Optional: - On occasion an official civic representative may be in attendance to take part in the program and may be seated at the head table.

1009-8 PODIUM AND MICROPHONES

Podiums and microphones are required to be set up at each end of the head table (if possible) in order for easy access by all program participants. This will save program time, while introductions, etc., are being done at one microphone the next person can be quietly moved to the other and move right into their part of the program without experiencing interruptions and delays caused by getting by getting to and from a single podium.

1009-9 HEAD TABLE SEATING

Centre to	Incumbent International Director & a.p.
Immediate Right	Incumbent Governor of Canadian District East and a.p. Incumbent Governor of Canadian District West and a.p. Host Club President and a.p.
Immediate Left-	a.p. and International Director-Elect (every odd numbered year) a.p. and Incumbent Governor-Elect of Canadian District West a.p. and Incumbent Governor-Elect of Canadian District East a.p. and Master of Ceremonies

NOTE: If the International Presidents are in attendance add additional seating in the centre as required. If the Host City official is in attendance add required seating next to the Host Club President and a.p. The Host Club or District Events Chair will advise.

1009-10 RESERVED SEATING

Strategically placed reserved table seating is to be provided in close proximity to podiums for all active program participants not included in the head table seating. The Host Club or District Events Chair will advise these individuals of their seating designation prior to the banquet. These will include:

- International Director-Elect Designate (every even numbered year)
- Incoming District Officers and a.p.
- Incumbent District Officers and a.p.
- Junior Governors
- Special Convention Guests
- Individuals and a.p. involved in exchange of District or Regional Banners or gift presentations.

1009-11 CIVITAN GUESTS FROM OUTSIDE OF CANADA

FLAGS: Every effort must be made by the Host Club or District Events Chair to obtain and display the flag of the country of our guests together with the Canadian flag.

1009-12 TOAST

The only toast offered shall be to “**Civitans of the World**”.

1009-13 PROGRAM FUNCTION CONSIDERATIONS AND REQUIREMENTS

SPEECHES- No address or speech is to be included in the banquet program. The exception to this would be a pre-arranged address as agreed upon by both districts.

INSTALLATION OF OFFICERS - Space is required to assemble District officers from both Districts for installation.

DISTRICT HONOUR KEYS - The International Director (a 4 minute maximum summary highlighting the recipients accomplishments will be read. A 1 minute response is permitted by the recipient).

DISTRICT CIVITAN OF THE YEAR AWARDS

District Governors PRESENTATIONS

International Director to Governors

Region-to International Director

International President (if applicable)

Districts to outgoing Governors

Presenters’ remarks must be limited to 2 minutes. Acceptance remarks are limited to 1 minute.

REMARKS FROM THE HEAD TABLE

The Incumbent International Director and District Governors should be given the opportunity to speak but remarks must be limited to a maximum of **4 minutes for the Director and 2 minutes each for the Governors.**

DISTRICT AWARDS- NO DISTRICT AWARDS OR RECOGNITION OTHER THAN THOSE LISTED ABOVE WILL BE PERMITTED AT THE BANQUET.

1009-14 SATURDAY EVENING DANCE

Arrangements for the music and prizes are the responsibility of the Host Club.

1009-15 FUND RAISING

There shall be no charge for any aspect of Host Club hospitality.

To defray cost of host hospitality, fundraising for the duration of the Region 5 Convention is limited to the Host Club. Fund raising may be conducted by the Host Club at the member's discretion at any time and place that will not interfere with formal meetings or banquet function prior to the Saturday dance.

Exceptions:

Civitan International Foundation of Canada offering of memberships, pins and Foundation crested paraphernalia at its display booth or at its annual general meeting.

Sale of merchandise authorized by a district Board of Directors to take place at their District Convention. Such sale is confined to the designated Convention Meeting room.

Junior Civitans may fundraise at the Region 5 Convention except during the closing banquet.

1009-16 MISCELLANEOUS CONSIDERATIONS

BOAT RACES: - If being run they held must be held on Friday evening and have prior approval of the Hotel.

HOST WELCOME PACKET: - At the discretion of the Host.

Special Programs- Host Clubs may wish to make programs available for children or non-Civitans. Any cost associated with such programs must be borne by either the Host Club or the individual participants.

Convention Financing: Each District provides a matching subsidy to the Host Club to offset common general expenses as outlined in "District Convention Subsidy".

Convention Registration must be set at an amount that will cover ALL specified functions. (Friday night meal, Saturday Continental breakfast, coffee breaks, and Saturday banquet, including all taxes and gratuities.)

1010 - CLUB BUILDERS RECOGNITION

The International Director should invite Club Builders to wear their appropriate jackets and have a standing recognition of them from the head table during the International Director's Meeting.

1011 - PRESENTATION OF CLUB GIFTS TO INTERNATIONAL PRESIDENT

Note: If the International President is in attendance many clubs seek an opportunity to make individual presentations. This activity must take place at the International Director's Meeting. When this is scheduled the host must advise all clubs throughout the region to avoid any

embarrassment to a club which may have wished to participate had it known of the opportunity.

2000 – HONORARY CANADIAN

A framed scroll, a Canadian Flag and a Team Canada hockey sweater with the year on it may be presented at the International Convention to a NON-CANADIAN for outstanding assistance and support of Canadian Civitans.

Nominations for Honourary Canadian may be made by any Civitan Club or Member in GOOD STANDING. Applications must be made in writing and received by the District Governor prior to March 15th. Only nominations received in accordance with the provisions of this policy will be eligible for consideration by the committee.

The individual will be chosen from the nominations received by the committee consisting of the International Director, and the Governor and Governor-Elect from each Canadian District at the Region 5 International Director's Update.

Should the Committee feel there is not a suitable candidate there will not be a Honorary Canadian named in that Civitan Year.

All costs of this award will be equally divided between the Canadian Districts.

3000 - CANADIAN PARTY AT THE INTERNATIONAL CONVENTION

A committee consisting of the International Director, the two District Governors and Governors-Elect, shall arrange the Canadian Party at the International Convention each year. Costs to be borne by the districts of Region 5 equally.

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