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CONVENTION MANUAL

1. The Convention shall be under the control of and directed by High Twelve International. The High Twelve International Convention Committee shall serve at the pleasure of the International Governing Board. Five members shall be appointed by the Governing Board initially, and their terms of office shall be five, four, three, two, and one years, with subsequent appointments being for a term of five years each thereafter. All contracts involving Conventions of High Twelve International, Inc. must be reviewed and approved by the International General Counsel in advance. Contracts signed without prior written approval by the International General Counsel on behalf of High Twelve International, Inc. shall be deemed not to bind High Twelve International, Inc., but shall be a personal obligation of the signer of any alleged contract(s) and he shall be deemed personally liable for same. Only an executed contract(s) that is pre-approved in writing by the International General Counsel on behalf of High Twelve International, Inc. shall be enforceable against High Twelve International, Inc.

2. High Twelve International will set up an advance loan fund which will operate as a loan to the permanent International Convention Committee, not to exceed One Thousand and Five Hundred Dollars (\$1,500.00), in order that the permanent Committee may proceed immediately to secure the necessary facilities for a High Twelve International Convention. Such loaned funds shall be repaid to International before any surplus funds are disbursed. If there are any surplus funds left over from the Convention, after repayment of all Loans and Bills, these funds shall be disbursed to the International Endowment Fund.

3. The High Twelve International President is responsible for developing the agenda for the business meetings of the Convention, allotting the necessary time to conduct said Business of an International Convention. Then the International Convention Committee shall adjust the social activities around the Business Sessions as outlined by High Twelve International.

4. The Chairman of the International Convention Committee shall be elected annually by the members of the International Convention Committee and shall direct all of the activities of the Convention Committee.

The Convention Committee Chairman shall give a Report at the International Mid Year Meeting and at the International Convention Governing Board Meeting on the status of the upcoming three (3) years' Conventions, at which time he will lay out the plans, as to business and social functions of the coming Conventions, to include the financial pictures thereof. It is the duty of the Governing Board to receive the Reports from the Committee.

5. The High Twelve International Convention Committee shall recommend sites for the future Conventions, which sites are able to and have the facilities to conduct a truly International Convention and which are easily accessible via air transportation, with priority given to "commercial airport hub" communities. (See Time and Place of Convention, Article V, Section 1 of the International Constitution). The Governing Board shall have complete jurisdiction and control over the arrangements for all International Conventions, including selection of headquarters, registration, program, entertainment, order of business, decorations, and seating.

6. The Executive Committee will have time set aside to meet prior to the opening of the International Convention with the Board of Trustees of the Wolcott Foundation, at the request of the said Trustee.

7. It is suggested that the Wolcott Trustees invite a Wolcott scholar to attend the International Convention.

8. It shall be the duty of the Chairman of the Necrology Committee to see that proper recognition is given to our Deceased Brethren. The Necrology Service program and the list of names of the Deceased Brethren for use at the International Convention shall be printed by International in sufficient quantity for use at the International Convention.

SUGGESTIONS FOR GENERAL CONVENTION CHAIRMAN AND COMMITTEE

At the first meeting of the Convention Committee, the Chairman, Secretary and Treasurer should be elected from its membership. Written minutes of all meetings are required and shall be submitted to the International Secretary.

The Chairman should conduct a general discussion by the Committee of the General Plans, based on this Manual, to be formulated for the Convention, and the following matters should be decided, with the counsel of the International President:

A. The length of the Convention, in accordance with the dates set by International, the time allotted for Business Sessions and the time to be used for entertainment, sightseeing, etc.

B. Types of entertainment and programs.

The Chairman, with the help of the other Members, should appoint Sub-Committee Chairmen. The members of each Sub-Committee will be designated by each Sub-Committee Chairman with the approval of the General Chairman.

The Committee should then adjourn to the next scheduled meeting date, requesting Sub-Committees to make their studies and plans and be prepared to make Reports at the next meeting.

Committee Meetings should be held frequently and at regular intervals.

The General Chairman should confer with his Sub-Committee Chairmen at least monthly and more frequently as required to see that they are progressing with their plans.

Where hotels require guarantees for meals, the General Chairman should be given the authority to make the final arrangements only after approval of the International General Counsel. Failure to obtain advanced written approval of the International General Counsel shall result in the personal liability of the person signing such contract(s).

Each Meeting should not be adjourned until the date and time for the next meeting has been scheduled and announced and included in the minutes.

At the second Meeting of Convention Committee, after Reports from the Sub-Committees have been received, a tentative program should be formulated and submitted to the Board of Governors for approval.

Advance information notice should be mailed by the Convention Committee to the International Secretary as soon as possible, giving the place (hotel or hotels), dates, meals, and the cost of registration, as well as information as to best travel routes for automobiles, trains, air routes, etc. This advance information is to be available for timely publication of the High Twelvian and at the Convention.

Permanent programs should not be completed or printed until the program has been totally approved by the International Governing Board, no later than International Mid Year Meeting preceding the Convention.

Information necessary to complete the Hotel Reservation Cards should be obtained from the hotel being used for the Convention and made available for timely publication.

If Badges with inserts are being used, it is suggested that the Registration Committee have the inserts for the badges prepared for all registrations received to save time and congestion at the registration desk. All inserts should be completely legible, contain name of the State of membership and also showing if an International, State or Club Officer.

SUGGESTED SUB-COMMITTEES

The following is a list of Sub-Committees with recommended duties of each:

1 **RECEPTION COMMITTEE:** This Committee is charged with the duty of Meeting Delegates, helping them become acquainted with others attending the Convention (it may consist of both women and men). Best results are had when Members and wives who have attended previous Conventions are appointed to this Committee.

2. **ENTERTAINMENT COMMITTEE:** This Committee should be composed of Members who are familiar or experienced in planning programs and entertainment for various functions, banquets, etc. to obtain suitable entertainment for a particular function. They should also be ready with suggestions to aid in planning the entertainment needed for any special function. This Committee may provide a song leader and music for the Convention.

3. **PUBLICITY COMMITTEE:** This Committee has the duty of promoting the attendance at the Convention, keeping the Convention before the members of all Clubs. Usually men experienced in newspaper work are chosen. They should also be capable of submitting articles for "*THE HIGH TWELVIAN*" to stimulate attendance and should procure advertisements from all sources for the Convention Program Book.

4. **PROGRAM-BADGES-PRINTING COMMITTEE:** This Committee is charged with the duty of investigating and obtaining prices and samples of badges, programs, registration tickets, etc. and to arrange for the printing and ordering of what is needed after final approval and acceptance by the General Committee. The Committee should also co-ordinate the various printing requirements of the other Committees who are planning special functions. Badges should be made so as not to injure the ladies dresses. The printing on the badges should be as large as possible in order to be easily read. Distinctive identification should be placed or attached to

International Officer's badges. All Badges should show the name of the State of Membership and whether a State or Club Officer.

5. **REGISTRATION COMMITTEE:** This Committee should receive registrations, provide for arrangements for attendees, meal planning, and to carry out duties of registration of attendees at the Convention. Obtain advance information on the number of members to attend, accommodate advance registrations, arrange a room for registering delegates, and have someone reasonably available to give competent information and assistance to the visitors at an information desk, not only as to the Convention, but also local information.

6. **TRANSPORTATION COMMITTEE:** This Committee should work with other Committees for special functions, sightseeing tours (on air conditioned buses), etc., and be ready with suggestions and assistance in obtaining suitable transportation. It should also obtain information and advise delegates of the best air, trains, buses, etc. when called upon to do so. This Committee should provide delegates driving to the Convention with best routes to the Convention hotel and parking space information, including location and costs.

7. **MEALS COMMITTEE:** This Committee shall be in charge of arrangements for the Wolcott Luncheon, Grand Master's Luncheon, and the President's Banquet, etc. They shall obtain information as to rooms available; seating capacity, menus and prices of meals; and other details of meals for the Convention Program. Also, they should arrange for the decorations, seating at speaker's table and all other details. It is recommended that introductions be held to a minimum.

In addition to the above, the following should apply to the **PRESIDENT'S BANQUET:**

Programs and Menus should be printed for this special function. This Committee, in conjunction with the incoming President, shall have charge of all arrangements for the banquet, program and entertainment. The program should include the following:

- A. A capable Toastmaster;
- B. Introduction of Officers and others seated at the Head Table;
- C. Presentations by the Retiring President of the "HIGH TWELVIAN OF THE YEAR" and "INTERNATIONAL FOUNDERS' AWARD";
- D. Remarks of Retiring President;
- E. Installation of Officers;
- F. Presentations; and
- G. Remarks by the incoming President.

NOTE: Special care must be taken to see that the banquet procedure does not drag. In order that proper places are reserved for the people at the Head table, prepare a chart of seating arrangements for the Head table, including their ladies. Special tables shall be provided at which Special Dignitaries, the International Appointed Officers, Past International Presidents, and Wolcott Trustees, and their ladies may be seated near the front of the room.

8. **FUN AND FELLOWSHIP NIGHT COMMITTEE:** It is suggested that there be a party or meeting where the Members and Delegates may meet and get acquainted with the others attending the Convention, and this Committee should arrange for the room, suitable entertainment and other necessary details. The Local Club Members should attend this function and act as a group to make the guests welcome.

9. **SIGHT-SEEING COMMITTEE:** This Committee, which may be composed of both women and men, should investigate and secure information about places of interest in and about the Convention City where the Delegates and wives may go in groups. Cooperation with the Transportation Committee in obtaining the proper air-conditioned transportation for these trips will be necessary. Trips for the ladies only are to be planned when the men are engaged in Business Sessions.

10. **LADIES COMMITTEE:** This Committee should take charge of any breakfasts, luncheons, or other special functions planned for the visiting ladies. The Chairman of this Committee should be carefully selected and should be one capable of presiding at all functions of the ladies. The other Committees, such as Transportation, Entertainment, etc. should cooperate with this Committee and be ready to aid them in their plans.

11. **FINANCE COMMITTEE:** The General Committee Chairman should head this Committee composed of the Secretary, the Treasurer and the Chairmen of all other Committees. The Committee should compile the cost of the Convention and recommend to the General Committee the Registration Fee for the Convention, which should be reasonable. It is required that this Committee should be guided by the program of International, as mentioned above. This Committee should prepare a Budget and have Adequate Budget Control, with Final Audit submitted to the International Secretary within *three months* after the closing date of the Convention.

12. **POST CONVENTION COMMITTEE:** This Committee shall review the feasibility of Post Convention activities. This shall include answers to such question as what, when, how, for whom (adults and/or children), and how much. Like other activities, the proposed activities must be thoroughly discussed with the Convention Committee, presented to the International Governing Board, and approved by the incoming and outgoing Presidents prior to publication.

It must be thoroughly understood that Post Convention activities are a part of the Convention. Nothing shall inure to the benefit of the Post Convention Committee, or any International Officer, directly or indirectly, from any source whatsoever, by reason of the contact, contracts or arrangements made necessary because of, or by reason of, said Post Convention activities.

CONVENTION HALL:

Have chairs properly arranged.

Have a head table with lectern for International Officers.

Provide gavel, bell and other paraphernalia.

Have U. S. Flag and optionally banner(s) as needed.

Have such other requirements as indicated.

Have public address system with at least two microphones, one of which is located at the podium and the other being capable of movement in the hall for use on the floor.

BOARD AND COMMITTEE ROOMS:

Have necessary rooms, with adequate tables and chairs for all Board, Committee and Wolcott Trustee Meetings.

INTERNATIONAL SECRETARY:

The Committee should communicate with the International Secretary in regards to his needs for equipment (typewriters, tape recorders, typist, etc.) to fulfill his duties outlined in the International By-Laws.

CLOTHES:

Appropriate clothing should be suggested and publicized in advance for men and women attending the Convention, considering temperature and location.

Suggested formal or informal attire for President's Banquet or other functions; Head table dress, customarily is prescribed by the President.

GENERAL:

It is suggested that each part of the Convention, such as Business Sessions, meals, trips, etc., be assigned to a particular group or Club and an itemization of place, date, time, equipment requirements (such as chairs, tables, microphones, lecterns, supplies, etc.) should be prepared in advance. It should be in such detail that the Chairman of the responsible group or Club can assign specific duties to specific persons.

CAUTION:

This Manual, as previously stated, is intended only to be a guide to assist the Convention Committee in planning International Conventions and to insure that certain matters are included.

The dates, times to be allotted for Convention Business and Procedures should be obtained from the International President. The Governing Board must approve the final program before its printing.

If any Member of High Twelve can present any suggestions for the improvement of this Manual or the presentation of an International Convention, such suggestions are always welcome.

PROCEDURE FOR CHANGES

1. WHO MAY PROPOSE:

Changes to this Manual Section may be proposed by a Local Club, a State Association or by the Governing Board.

2. PROCEDURE:

Proposed Changes shall be submitted in writing to the International Secretary in adequate time to enable him to notify all Members of the Governing Board, by mail, prior to the Meeting of the Board.

3. VOTING PROCEDURE:

A simple majority of all votes cast, a Quorum of the Governing Board being present, shall be necessary for adoption.

4. WHEN EFFECTIVE:

A Change to this Section shall be effective immediately upon its adoption by the Governing Board, unless otherwise provided by the wording of the Change or the Motion for adoption.

**"TYPICAL BUSINESS AGENDA"
(ANNUAL CONVENTION)**

	Duration	Persons
THURSDAY		
Afternoon		
Pre-Convention Executive Committee Meeting (3-5)	2 hours	20
FRIDAY		
Morning		
Long Range Planning Committee (9-12)	3 hours	10
State President's Round Table (9-12)	3 hours	30
Retention & Expansion Committee (9-12)	3 hours	10
Youth Committee (9-12)	3 hours	10
Bulletin & Public Relations Committee (9-12)	3 hours	10
Endowment Trustees' Meeting (9-12)	3 hours	10
Wolcott Trustees' Meeting (9-12)	3 hours	15
Lunch		
Grand Master's Luncheon (12-2)	2 hours	150
Afternoon		
Pre-Convention Governing Board Meeting (2-4)	2 hours	20
SATURDAY		
Morning		
Necrology (May be combined with Church Services) (8-9)	1 hours	200
Convention General Business Opening Session (9-12)	3 hours	150

Wolcott Trustee's Meeting (9-12)	3 hours	15
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Lunch

Wolcott Luncheon (12-2)	2 hours	150
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Afternoon

Convention General Business Session (Reconvenes) (2-5)	3 hours	150
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Wolcott Trustee's Meeting (2-5)	3 hours	15
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Evening

Caucus Meetings (TBA)	2 hours	20 each
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SUNDAY

Morning

Past International Presidents' Roundtable and Jurisprudence Committee Breakfast Meetings (7-8)	1 hours	30
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Church Services (Optional and/or with Necrology) (8-9)	1 hours	200
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Convention General Business Session (Reconvenes) (9-12)	3 hours	200
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Lunch

On Your Own (12-1)	1 hours	
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Afternoon

Post-Convention Governing Board Meeting (1-3)	2 hours	100
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Evening

Cocktail Party (Optional) (6-7)	1 hours	200
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Installation Banquet (7-10)	3 hours	200
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NOTE: Times other than the above are available to the International Convention Committee.

Due to the fact that many times the Members and their families use the International Convention as a part of their vacation, entertainment should be provided for all, and detailed planning thereof should be made well in advance. Contracts with Hotels should include 5-7 days in advance and/or post Convention at Convention rates.

It is hoped that the suggestions and plans set forth in this Manual will help assist the Convention Committee to arrange a successful Convention.