



JANUARY 26, 2016


HIGH TWELVE INTERNATIONAL, INC.

INTERNATIONAL CONVENTION MANUAL

ORIGINALLY REVISED/PROPOSED: JANUARY 26, 2016

2016 Mid-Year Conference, New Orleans, Louisiana

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High Twelve International Convention Manual

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Convention Manual

1. Convention Responsibility: The Convention shall be the responsibility of the International President of High Twelve International. He should begin the planning for the Convention, especially the booking of the hotel where the Convention will be held, prior to being elected International President. It is recommended that the hotel and any other necessary facilities be booked at least one year in advance of his Convention. He should appoint a Convention Chairman, otherwise he becomes the Chairman by default. The International President and the Convention Chairman should determine a "sponsor," such as the State Association or local club(s) for the Convention to assist with it. Before the contract with the hotel is signed by the International President or the Convention Chairman, it needs to be thoroughly reviewed to make certain that all aspects of the Convention which were discussed and agreed upon with the staff of the hotel are included in it. 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 contact(s) and he shall be personally liable for same. Only an executed contract(s) that is preapproved in writing by the International General Counsel on behalf of High Twelve International, Inc. shall be enforceable against High Twelve International, Inc.
2. Convention Budget: High Twelve International Budgets Five Hundred Dollars (\$500.00) each year for advancement as a loan to secure the hotel and any other necessary facilities for the Convention. Following the Convention, the loan shall be repaid to High Twelve International before the distribution of any surplus funds. If there are surplus funds left over from the Convention, after the repayment of all Loans and Bills, these funds shall be distributed equally between High Twelve International and the sponsor(s). High Twelve International and the sponsor(s) will share equally in any profits or loss resulting for the Convention.
3. Convention Chairman: The Convention Chairman will work with the International President in scheduling social activities such as tours, a cocktail party for members the evening prior to the opening of the Convention, and meals during the Convention. The Convention Chairman shall also direct all other logistics of the Convention, unless otherwise agreed upon by the International President. The International President and the Convention Chairman are the only individuals who may make changes with the hotel and/or other aspects of the Convention.
4. Convention Agenda: The International President, together with the International Secretary, shall be responsible for developing the agenda for the business meetings of the Convention. The International Secretary has agendas from past Conventions which can be referred to in developing the current agenda. The International President shall report during monthly conference calls of the Executive Committee and at the International Mid-Year Meeting on the status of the planning for his Convention.

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5. Wolcott Trustees: It is suggested that the Wolcott Trustees invite a present or past Wolcott Fellow to attend the Convention to make a presentation at the Wolcott Luncheon which will be at the expense of the Wolcott Foundation.
6. Necrology Service: It shall be the responsibility of the International Chaplain, assisted by the International Secretary, to see that proper recognition is given to our Deceased Brethren. The Necrology Service Program and the list of names of the Deceased Brethren shall be printed in sufficient quantity for distribution and use at the service.
7. Pre-Convention Executive Board Meeting: The International President shall schedule an Executive Board meeting prior to the opening of the Convention. It is recommended that it be scheduled the afternoon or evening before the Convention opens. The purpose of the meeting is to have a “walk through” of the agenda for the Convention so that all officers have knowledge of what to expect and that there will be no surprises when actually progressing through it during the Convention.

Committees and/or Other Assignments

The previous Convention manual provided for a General Convention Committee and suggested 12 Sub-Committees. Circumstances have changed over the years and with fewer attendees coming to the Conventions, the need for many of the Sub-Committees has diminished or gone away entirely. The responsibilities of most of the suggested Sub-Committees is now performed by the International President, the Convention Chairman and the International Secretary. The recommended Committees and/or other assignments are, as follows:

1. Ladies' Programs: The President and Convention Chairman may plan the programs for the Ladies or this responsibility may be assigned to a small committee. Generally, there are programs scheduled for when the men are in their meetings. Programs may be scheduled for the mornings and let the afternoon open for the Ladies to do whatever they want to do or programs and/or entertainment may be scheduled for both mornings and afternoons.
2. Transportation: Consideration must be given to this aspect of the Convention. Transportation is getting from the airport to the hotel and back and, in the event the meeting place is somewhere other than the hotel, from the hotel to the meeting place and then the return trip. Most hotels have shuttle buses which provide transportation to and from the airports but even then this information should be provided to the attendees in advance. If the hotel does not have such a service, the attendees need to be informed of their alternatives. An alternative which has not been used often is to arrange for members of local clubs to provide shuttle service. This arrangement certainly needs to be well coordinated with the incoming attendees and needs to be managed by a committee.
3. Greeters: While this benefit has not been provided in recent years, it could make for good public relations with the attendees. The International Secretary now maintains a registration list of the

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incoming attendees, including their estimated arrival time. A Committee of members could coordinate times to be in the hotel lobby to greet them when they arrive at the hotel.

4. Hospitality Room: It is very important to plan for the hospitality room. The location of it should be decided by the International President and the Convention Chairman when making the arrangements for the hotel. They must make sure that it has a refrigerator and a sink. It is recommended that the other aspects of it be handled by a committee. Consideration must be given to the food and beverages for it, tables and chairs, and providing for social activities, such as games and cards.
5. Caucus Group: Consideration must be given to having Caucus Group sessions to interview the candidates. While it may not seem necessary to have these sessions if there are no contested offices, it has been recommended that they still be held in order to interview the officers as to their plans for the office to which they will advance. It is not recommended to have one large session for the interviewing of the candidates. Generally, there should be four rooms available for interviewing the incoming President, First Vice President, Second Vice President and Third Vice President. The Committee needs to give thought to the proper allocation of the members available to interview the candidates among the rooms. A written procedure addressing Caucus Groups is available from the International Secretary.
6. Credentials: This responsibility is so important that a procedure has also been written for it. Because of the different credentials involved, the procedure needs to be followed closely. It is recommended that someone very familiar with it be the chairman of the committee to oversee the process and there be two members to do the processing of the credentials. There is also a written procedure for the "Elections of Officers." All credential documents are provided by the International Secretary.

General Considerations

1. Convention Duration: Consideration should be given to the length of the Convention, the time allocated for the business sessions and the time for entertainment and/or sightseeing.
2. Convention Information: Information on the Convention should be provided to the International Secretary for publication as soon as possible after the last Convention giving the dates of the Convention, the location, the name of the hotel and such other information as it becomes available.
3. Beverage Service: It is recommended that the coffee which is made available during the meetings be placed in the meetings rooms and not in a public area. There should also be a limit established on the number of refills which can take place each day.
4. Ladies Program: The Ladies programs should be arranged as soon as possible in order to avoid a potential problem in scheduling them at the last minute.
5. Meeting Space Considerations: There are a number of items which must be considered in the setup of the main meeting, such as:
 - a. Chairs: Chairs have to be properly arranged in the room. Depending on the size of the room, will the sitting be theater style or classroom style.
 - b. Head Table: There must be a head table with ample sitting space for the International Officer and a lectern or podium.

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- c. High Twelve Furniture: A gavel, bell, pens and pads of paper should be there.
 - d. Flags & Banners: A United States flag and the High Twelve International flag should be in their proper positions. State Association flags may also be displayed.
 - e. Projection Display Screen: A screen for viewing of reports, etc. and the cost of its rental.
 - f. Audio: A microphone for the head table and the cost of the rental of it.
6. Executive Board Meeting: A meeting room should be available for the Executive Committee for its meeting prior to the opening of the Convention. If the International President has a suite for his stay at the hotel, there may be a table and chairs in it which can be used for the meeting. The International President should check with the Chairman of the Wolcott Trustees to learn his plans for meetings of the Wolcott Trustees and the general membership meeting of the foundation. The need for a meeting room(s) and when it is needed by them.
 7. Convention Attire: It is suggested that appropriate clothing for men and women attending the Convention be advertised in advance, considering location and average temperatures. Formal and informal attire for the Banquets and the Wolcott Luncheon should also be publicized in advance.
 8. Post-Convention Meeting: An Executive Board Organizational Meeting is highly recommended so that the newly elected International President schedule a Post-Convention Meeting of the Governing Board. The purpose of this meeting is to review his plans for the coming year, setting per-capita, insurance bonding changes, making committee assignments, banking signature cards changes if needed.

Amendments to Convention Manual

1. The Convention Manual is intended only as a guide for the International President, Convention Chairman, International Secretary and Committee Chairmen in planning a Convention. It should be viewed as a moving document which should be amended with changing times and/or as additional ideas come to mind.
2. Proposed Amendments: Changes to the Manual may be made by a member of a Local Club, a State Association, the Executive Committee or the Governing Board.
3. Procedure for Amendments: Proposed changes shall be in writing to the International Secretary in adequate time to enable him to submit the amendment(s) to the Executive Committee for review and approval prior to taking the amendment(s) to the Mid-Year Meeting for approval to be forwarded to the Governing Board for final approval at the Annual Convention.
4. Voting Procedure: A simple majority of the votes cast, given a quorum of the Governing Board being present, shall be necessary for adoption.
5. Effective Date: Amendment(s) to the Manual shall be effective upon adoption by the Governing Board, unless otherwise provided by the wording of the amendment(s) or the motion for adoption.

END OF DOCUMENT