



Procedure Manual For Hosting of Annual Convention

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The Red Knights International Firefighters Motorcycle Club® Inc. International Annual Convention will be held on third (3rd) week of August unless special permission is granted by the International Executive Board. This request to change the date must be submitted 24 to 36 months in advance of the scheduled convention date. The annual Meeting of the International Executive Board (The Annual Corporation Meeting) shall be held at the Convention site as designated by the International Executive Board, commencing with the calendar year 2005, for hearing and action upon the reports of elected officers and transacting such other business as has properly come before the International Executive Board. The place and time of such meeting may, however, be fixed by consent of a majority of the International Executive Board.

The Annual Convention locations and dates shall be accepted up to five (5) years in advance. Chapters or Associations shall present their intentions to host a Convention at the Annual Meeting. After being voted on by the membership, they shall be placed on a list representing five (5) years from the date they submitted their request. Each year they shall move up one year at a time. They may withdraw their request within three (3) years, after which they are required to honor their request to host the Convention in the year they have requested. During the five- (5) year period, they will give status reports to the membership. At year two (2), they will make a full report as to the status of their Conventions plans. The reports shall be made in writing to the International Convention Liaison Person(CLP) at least thirty (30) days prior to the International Annual Meeting. The CLP will forward this report to the International Executive Board for review.

Any Chapter that has not progressed to a level that the International Executive Board feels is necessary in year three (3), will be cautioned that the Annual convention may be reassigned if progression is not in evidence. In two (2) years, if the International Executive Board does not believe that the Chapter or Association can successfully meet the requirements for the Annual Convention, it will be reassigned. At one (1) year, a final report will be made presented with the agenda and activities of the Convention to the International Executive Board. The total membership shall have details and registration available no later than November 1st of the Convention's subsequent year.

Any hosting chapter that doesn't comply with and meet the requirements of the report submissions required as outlined in the Procedures Manual for the hosting of the annual convention shall put at risk their entitlement to any or all funding from the International as per Section 10:05 of the International SOG's. The funding allowance to maintain the \$65.00 or lower registration for a convention will only be issued after the above mention reports have been filed within the stated time frame.

It is highly suggested a chapter wanting to bid on hosting the Annual Convention, attend a convention prior to submitting a bid. A representative of the chapter must attend one convention during the four year planning period.

The CLP will be the Regional Director in whose region the Annual Convention will be hosted. The CLP will report to the International Board. The will attend the first meeting that the hosting chapter/association holds and one meeting in the last year. Expenses for these meetings will be paid by the International.

In the event that a new Regional Director is elected or assigned to the Region who has not attended a meeting in year one with the hosting Chapter/Association, he/she shall attend the next

scheduled meeting. Their expenses will be paid as outlined in the SOG regarding Board expenses.

1. The CLP will explain what is required of the host chapter/association
 - Scout local accommodations close to facility to meet Internationals needs. The goal is to have the room rate at up to \$125.00 per night.
 - Have the room rates available on Monday, for the Red Knights Regalia (RKR) Board of the week of the convention. Members of the RKR Board will arrive on Monday for their Board meeting on Tuesday. The RKIFMC Executive board will arrive on Tuesday for their Board meeting on Wednesday. Contacts with the hotel to be submitted to the International Board for review by the CLP before signing.
 - Prepare a pre convention budget to keep the convention fee to \$65.00 per person which will include the convention pin, the BBQ, the Saturday night dinner, Saturday night entertainment and the farewell breakfast on Sunday morning. Any other activities would be an additional cost for those wanting to take part in the activities. The \$65.00 cap is to begin with the 2008 convention. This report to be filed two years before the year in which the convention will be held. This report to be filed with the CLP and the International Treasurer. (see attached form)
 - Have space for chapters to sell their items on Friday evening and Saturday afternoon
 - Insure locations, dates and registration costs are available by November of year prior convention is held.
 - Have system in place to collect registration fees (checks, money orders or Pay Pal account)
 - Ideas for soliciting funds for convention book and/or hospitality room (sale of sponsorship of Hospitality room)
 - Social get together (BBQ) on Thursday or Friday evening
 - Hospitality Room on Thursday and Friday
 - Activities for Friday (two options appreciated)
 - Police escort or Road Captains for all rides
 - Submit a post convention financial statement to the International (See attached form)
 - Location for Bike Show (optional)

2. The CLP will meet with the hosting chapter/association to explain the International's expectations and requirements for the Annual Business Meeting (ABM) and the Executive Board Meeting (EBM). These will include but limited to:
 - Board room for the RKR LTD Board meeting with conference table and seating for 5 on the Tuesday before the convention. Time is 8:00 am to 5:00 pm. The cost of this and all meeting rooms are to be included in the negotiations with the host hotel/convention center.

- Board room for the EBM with conference table and seating for 12 on the Wednesday before the convention. Time is 8:00 am to 5:00 pm. The cost of this and all meeting rooms are to be included in the negotiations with the host hotel/convention center.
 - This room shall be available during the convention for the use of the Executive Board.
 - Coffee and water in room for the EBM
 - Room(s) for information/breakout sessions on Friday morning, 8:00 am to 11:00 am. (3 hours)
 - A large room for questions/answers from the membership (if needed) on Friday evening.
 - Large meeting room for ABM on Saturday morning, 8:00 am to Noon
 - No other activities are to be planned during the time of the ABM
 - All Country Flags and the Red Knight Flag are to be displayed. (The flags will be furnished by the International).
 - National Anthems to be furnished by the International.
 - Amplifier and mikes for speakers, one on the floor and one on the podium
 - Conference table with seating for 12 at the front of the room with water and glasses
 - The ABM is open to all Red Knights members at no cost to attend
3. During the Saturday night events, the International will need:
- 30 to 45 minutes for awards, swearing in of new officers and announcements.
 - An amplifier for the podium
 - The National flags and the Red Knight flag will be displayed
 - The National anthem of all countries represented will be played
 - There is to be Reserved tables for the each Executive Board member and their guests
 - The National Flags of members attending the Convention shall be on flag stands on the stage or in front of the room behind the podium. All the other National flags of Countries that have Chapters of the Red Knights shall be present on display somewhere in the room; also, any Chapter in attendance may also display their own banner or flag.
5. The International will provide:
- The Insurance for the convention
 - International Convention Booklet
 - National Flags and banners
 - National Anthems
 - Budget preparation assistance
 - Advertising via mail/e-mail and the web site
 - Fire Bell

6. The suggested time for the Sunday morning farewell breakfast should be from 6:00 am to 10:00 am.
7. The CLP will obtain memorandum of agreement signed by hosting chapter/association.
8. The CLP will maintain contact in order to keep the Executive board informed. The CLP will report to the Board at each Board meeting on the progress
9. Working with the host chapter/association, the CLP will prepare a termination (critique) report for the Board. This report will include the total finances of the convention. This report is to be filed with the International Treasurer thirty days after the convention.
10. The International Treasurer will forward to the hosting chapter fund after January 15th of the year of that convention as determined by the formula passed at the August 2007 convention

The funding will be based on \$1.00 per member in good standing as of December 31st of the prior year in which the convention will be held.

The funding will be applied only to reduce the cost of convention registration to the membership as reported to International in the hosting chapters report submitted two years before the convention date.

Registration cost shall only reflect the cost of the Annual awards meal, one B.B.Q, the farewell Breakfast, and one convention pin. All other costs shall be optional to the attendee.

11. On the registration form there will be a block for the authorized voting delegate to check. When the authorized delegate comes to register at the convention, he will be directed to an area where he will sign in and receive his wrist band identifying him as the authorized voting delegate for his chapter. Ballot boxes will be stationed in the room where the voting will take place. Ballots will be given out when a vote is called for.
12. The hosting Chapter or Association, by August 16th of the year prior to hosting the convention shall submit the following information to the web liaison so that it can be placed on the web site no later than September 1st of the year before the convention date:
 - Dates
 - Registration form
 - Name and rates of the hotel
 - Schedule of planned activities
 - Any other activities that the members would be charge for

GUIDELINES FOR THE PROGRAM AT THE RED KNIGHTS INTERNATIONAL CONVENTION ANNUAL BANQUET AND INSTALLATION OF INTERNATIONAL OFFICERS.

1. A Master of Ceremonies (MC) shall be chosen prior to the Banquet. He/She can be an International Officer, the host of the Convention or a person chosen by the host committee. It should be a person who is familiar with the Officers, Members and this guideline.
2. Ten minutes before the Annual Dinner, the old and new International Officers with their spouses/partner should line up with the Executive Board outside the banquet room. The outgoing International Officers and their spouses/partners will line up with the Executive Board and will be presented to the audience, acknowledged for their service then take their seats.

The current International Board, with the President in front, Vice President next, Secretary next, Treasurer next and so on. If there is a musical group, they shall precede the Officers forming a procession. At a given signal, the procession shall enter the Banquet Room and the Officers and spouses/partner shall line up in front of the stage or podium. All the people should be asked to stand. The Officers and spouses/partner will be introduced and the spouses/partners will be seated.
3. The MC will welcome everyone to the Red Knights Annual Banquet. The National Anthems of the countries which members are in attendance shall be played while everyone is asked to stand, followed by an opening prayer by the Chaplain.
5. The International Officers will be sworn in (all International Officers are to be sworn in every year). A Past International President or Chaplain may be asked to perform the duties of swearing in the Officers. The incoming International President may want to speak to the audience at this time.
6. Everyone is asked to be seated. Short comments are welcomed. Any special Guests will be introduced and welcomed. Political guests may speak for several minutes.
7. Dinner will be served
8. Sometime after the serving of desert, the MC should introduce the bag piper if still in attendance. The host Chairperson is to be introduced along with the introduction of the members of the hosting convention committee with thanks.
9. The Memorial Service should be conducted by a Chaplain provided by the hosting Chapter or Association. First, the Memorial Table should be explained. Then, the names of all the members that have passed away the previous year shall be read with the ringing of a fire bell following each name read. The names of members who have passed away will be read. When all names are read, the Chaplain shall read the Fallen Firefighter's Prayer followed by a long moment of silence. (A lone bagpipe may be played in the background very softly for effect.)
10. Special Honors, Life Members Awards, Perry Carter Award and any other special award is to be presented. It is the duty of the Region 1 Director to see that the Perry Carter Award be presented to the

person receiving it. The Senior International Officer shall present the Life Member award. The awards shall be in frames and any additional gifts shall be wrapped.

10. Membership individual awards shall be presented by the host Chairperson or any member appointed. (Suggested awards are Largest Chapter at the Convention, Oldest Rider, Male-Female, longest distance, etc). Bike Show Awards (suggested awards are Most Chrome, Best Cruiser, Best Dresser, Best Paint job, best Chopper, etc.) can be presented at the same time. These will be sponsored and supplied by the Host.
11. After which the DJ or live music will commence. During intermissions of music, the MC may announce the winner of the 50/50, hold a live auction and make other announcements.

MEMORIAL TABLE

Small Table

White table cloth

1 plate

Fork, knife and spoon

Salt and pepper shakers

1 glass (turned over)

1 helmet

Large slice of lemon on the plate

1 red rose (if desired to signify the blood that has been shed)

1 chair leaned forward

OPTIONAL: An invitation lying on the table

We want everyone to know that this table represents all the fallen firefighters that cannot enjoy these events.

The plate represents that they will have no more meals with us.

The salt and pepper are the spices of life that they put into their own lives.

The line chair represents them not being here.

The lemon represents the bitterness of them not being here.

OPTIONAL: The rose is for the blood given up for us.

The invitation is for fallen to be invited.

THIS IS FOLLOW BY THE FALLEN FIREFIGHTERS PRAYER (Also a lone bagpipe in the background playing softly)

THE FALLEN FIREFIGHTERS PRAYER.

*Brother, when you weep for me
Remember that is was meant to be
Lay me down and when you leave
Remember I'll be at your sleeve*

*In every dark and choking hall
I'll be there as you slowly crawl
On every roof in driving snow
I'll hold your coat, and you will know*

*The house from which I now respond
Is overstaffed with heroes gone
Men who answered one last bell
Did the job and did it well*

*As firefighters we understand
That death's card dealt in our hand
A card we hope we never play
But one we hold there anyway*

*The card is something that we ignore
As we crawl across a weaken floor
For we know that we're the prayer
For someone that might be there*

*So remember as you wipe your tears
The joy I knew throughout the years
As I did the job that I loved to do
I pray that thought will see you though*



Red Knights Annual Business Meeting and Convention Host Application

We, the Red Knights Chapter/Association _____, hereby apply to host the International Convention for the year 20__.

City and State/Province Location Proposed _____

Do you have a prospective hotel capable of 100+ rooms? Yes____ NO____

Average Hotel Rates (based on 100 rooms) \$_____ per night.

Does your site have multiple meeting rooms for the following amounts;

15 people YES____ how many? ____ NO____

50 people YES____ how many? ____ NO____

100 people YES____ how many? ____ NO____

300 people YES____ NO____

How many miles to the nearest major airport? _____

Will transportation to and from the airport be provided? YES____

NO____

Are all facilities under the same roof? (Meeting rooms, Banquet Hall, Hotel rooms)

YES____ NO____ if not, how far apart _____

How many members in your chapter/association? _____

How many will be on convention committee? _____

If the membership accepts this application, we agree to abide and follow the convention host manual and work with the International Board to ensure a successful event.

Please deliver/mail application to

Chapter President/Delegate

your Regional Director

CONVENTION CHECK LIST

ITEM	DATE DUE	DATE COMPLETED
Application to Host Convention	five years before date to host	
Can withdraw/ Status report	three years before convention (last time to withdraw)	
First Planning Meeting	during year which bid was awarded	
Signed Contract with Hotel	minimum of 2 years before convention	
Signed Contract for Food	minimum of 2 years before convention	
Signed Contract/license with City (permits, police escort, etc)	minimum of 2 years before convention	
Pre Convention Budget	March 1st 2 years before convention	
System to collect registration fees		
BBQ/Cook out set		
Actives Set		
Saturday night entertainment set		
Registration fee set		
Full Status Report	2 years (August) before convention	
Final report with the agenda and activities	August before convention	
Committee meeting with CLP	January 15th of year convention is to be held	
Registration form on web page And available to members	November of year before convention	
Funding from International	January of year of convention	
Submit a termination (critique) report with a financial statement	Thirty (30) days after convention	

Convention Preparation Progress Report

By hosting Chapter/Association to The International Executive Board



A Chapter/Association wishing to host the Annual International Convention shall follow the following and complete the steps and reports attached as a requirement to be a Hosting Chapter.

They shall apply and present their intentions to host a convention at the Annual Business meeting of the corporation, which is held in the third week of August each year unless otherwise posted by special permission of the International Board.

The Annual Convention locations and dates shall be accepted up to five years in advance. The Chapter or Association wishing to host an Annual Convention once their application has been received and voted upon by the membership shall have the Date and Location of the convention they are hosting recorded with the International Secretary, Once recorded it then becomes the responsibility of that Chapter or Association to meet certain guidelines and report conditions as set out by the International: They are as follows and are also outlined in the **CONVENTION PROCEDURES MANUAL** which will be issued to the convention committee upon their successful bid to host a convention.

- ***ALL REPORTS ARE DUE 30 DAYS BEFORE THE ANNUAL CONVENTION AND ARE TO BE SENT TO THE CLP (Convention Liaison person)***

FIVE YEARS PRIOR TO CONVENTION

Chapter or Association Number _____

Date Approved by the Membership _____

Dated Assigned _____

Location of proposed Convention

City _____

State/Province _____

FOUR YEARS PRIOR to CONVENTION

Date of Convention _____

Location of Convention _____

Regional Director acting as Convention Liaison person (CLP) _____

Convention Committee Members:

Chairman Name & Chapter _____

Vice-Chairman Name & Chapter _____

Recording Secretary of Committee Name & Chapter _____

Committee Member Name & Chapter _____

Committee Member Name & Chapter _____

Committee Member Name & Chapter _____

Any basic or preliminary plans that the committee has for the convention.

THREE YEARS PRIOR TO CONVENTION

- *This is the last opportunity for a Chapter/Association to withdraw their application to host a convention or to request to change the date. In the event that the chapter or Association has not progressed to a necessary level of development in year three it will be cautioned that the annual Convention may be reassigned if progress is not in evidence.*

List of possible Convention hotels and locations.

List number of rooms available and any other facilities that may be of benefit or interest to the convention.

Preliminary outline of Activities Planned _____

Preliminary Budget outline for registration, hotel accommodations and Activities _____

TWO YEAR PRIOR TO CONVENTION

- *Must be filed with the CLP at least thirty (30) days prior to that year's Annual convention.*
- *If the International Executive board doesn't believe that the Chapter or Association can successfully meet the requirements for the Annual Convention at this point it will be reassigned*

The Convention Procedure Manual will be distributed with all current revisions and will have listed all the approved convention registration caps and hotel registration cost recommendations that are applicable to your convention.

Convention registration cost and Break down of what is provided for the registration fee.

Convention Hotel choice and contract signing date for success hotel chosen.

Cost of Hotel accommodations broken down by the type of room

Standard room_____

Deluxe_____

Suite_____

List of activities planned and the related costs of each:

ONE YEAR PRIOR TO CONVENTION

Current report on status of all contracts for hotel, catering, and activities with a full break down of cost and funding.

There shall be a meeting of the convention committee in the month of January of the year the convention will be held. This meeting will be to review all factors listed in the convention Procedures manual, with a full report on each item documented. This report will be filed with the Convention Liaison Person (CLP) prior to the application for convention funding available from International.

The committee will be able to apply for convention funding from the International after January 15th of the convention year.

Available funding will only be provided once all reports and documentation that is listed in the Convention Procedures manual has been submitted to the CLP. Once met funds will be released based on the formula that there will be one dollar provided to the convention committee for every member of the Red Knights Organization that is in good standing as of December 31st of the prior year. This money will be used exclusively for the purpose of keeping registration cost to the members at or below the recommended amount listed in the Convention Procedures manual.

Post Convention Reports

The convention committee shall within 30 days of the conclusion of the convention submit a detailed report of all actives held, detailing how many members participated in each activity, along with a full financial report showing all income, the source of that income, the cost of each and every aspect of the convention, copies of all paid bills, and a total of profit or loss of the convention.

The enclosed format is to be use for this report

	POST CONVENTION	FINANICAL REPORT			
date	HOTEL ROOMS:				
	Standard Room				
	Deluxe Room				
	Meeting Rooms				
	INCOME:	Number	Item Cost	Selling Price	Profit

	Registration Fee (per person)				
	BBQ Event (per person)				
	Friday Actives (extra cost)				
	Conference Tee Shirts				
	Conference Golf Shirts				
	Sales of Extra Banquet tickets				
	Donations				
	Advertising sales (pamphlet)				
	Other Fund raising				
	International Conference Funds				
	Sale of ads for convention book				
	Total Income from all sources				
	Expenses				
	WEDNESDAY:				
	Meeting Room RKMC Board				
	Coffee etc				
	Other				
	Subtotal Board Meeting expenses				
	THURSDAY :				
	BBQ				
	Gratuities				
	Police escort (if needed)				
	Hospitality Room Supplies				
	<u>Sub total Thursday expenses</u>				
	FRIDAY:				
	Actives :				
	Hospitality Room Supplies				
	Police Escort				
	<u>Sub total Friday expenses</u>				

	SATURDAY:				
	Meeting Room				
	Meeting Lunch				
	Show & Shine trophies				
	Hospitality Room Supplies				
	Dinner for registered delegates				
	Dinner for invited Guests				
	Giveaway Dinners				
	Entertainment				
	Honor Guard				
	Table favors (decorations)				
	Travel trophies				
	<u>Sub total Saturday expenses</u>				
	SUNDAY:				
	Sunday Breakfast				
	<u>Sub total Sunday expenses</u>				
	EVENT EXPENSES:				
	Deposit on Hotel rooms				
	Convention Book, cost of printing				
	Conference Golf Shirts				
	Conference Tee Shirts				
	Conference Patches				
	Event Pins				
	Pre event misc costs				
	Wrist Bands				
	Police escorts				
	Printing				
	Mailing				
	Other				
	Other				
	<u>Sub total Event Expense</u>				
	Total Income				
	Total Expenses				
	<u>Surplus - Shortfall</u>				