AL-ANON CONVENTION POLICY

"This Policy requires adherence to state and local laws and the Area 10 Alateen Safety and Behavioral Requirements Policy."

The intent of this policy is to define the eligibility and process for selection of the Convention Chair position, define responsibilities and authority, and clarify processes which are not addressed in the Convention Executive Committee Guidelines or the Convention Sub-Committee Guidelines.

Conventions are linked to Al-Anon Family Groups Florida South (Area 10), Inc., a Florida Not-For-Profit Corporation with legal responsibilities. The Convention Chairperson ensures adherence to the principles of the program and is financially accountable to Al-Anon Family Groups Florida South (Area 10), Inc. The Convention Chairperson must follow State and Federal laws.

1. ELIGIBILITY

Eligibility to stand for Convention Chair: (*member* standing for Convention Chair must fulfill all the following*:*

A. Active Al-Anon member, who has served a full term on a previous Convention Committee as an Executive Committee member, i.e., Co-Chair, Secretary, Treasurer or Speaker/Advisor OR as a Convention Sub-Committee Chair, i.e., Decorations, Hospitality, etc.

B. Active Al-Anon member, who is not an A.A. member and who has not previously been a Convention Chair, unless applicable under Section 1.D.

C. Active Al-Anon members willing to stand for Convention Chair must attend current year's Convention Committee Meetings as Next Year's Convention Chair.

D. Active Al-Anon member willing to stand for Convention Chair must be present and ratified at the Fall Assembly. If more than one eligible member stands, then a closed ballot election takes place. The member who receives simple majority vote (50% + 1) will be ratified.

- If no eligible member stands, the Area Chairperson will ask past Convention Chairs, who are present at the Fall Assembly, if any are willing to serve again as Convention Chair. If more than one of the past Convention Chairs stands, then a closed ballot election takes place. The member who receives simple majority vote (50% + 1) will be ratified.

- If none present are willing, the Area Chairperson will ask past Convention Chairs, who are not present at the Fall Assembly, if any are willing to serve again as Convention Chair. If so, the Area Chairperson will appoint the Next Year's Convention Chair and announces the appointment at the next AWSC Meeting and Assembly.

NOTE: Detailed information regarding responsibilities of the Convention Chair, Convention Executive Committee, and Sub-Committees is provided in the Convention Executive Committee Guidelines document and the Convention Sub-Committee Guidelines document. Information specific to each position and role are in those documents.

2. CONVENTION CHAIR RESPONSIBILITIES TO THE AREA

A. The Convention Chair is a non-voting member of the Florida South Panel for one full year beginning with the Fall Assembly prior to the year of the Convention and ending with the Fall Assembly following the Convention. The Convention Chair attends the AWSC meetings (2) and Assemblies (3) and presents an oral and written report. Allowed expenses to be paid by the Area (see Area Reimbursement Procedures).

B. The Convention Chair, with the Convention Executive Committee, selects the convention theme.

C. The location and theme of the Convention is announced at the end of the current year's Convention or no later than the Fall Assembly. At the end of the current year's Convention, early registrations may be taken for next year's Convention.

D. While the Convention Chair negotiates the hotel and vendor contracts, only the Florida South (Area 10), Inc President can sign contracts and guarantees or incur liabilities or other obligations on behalf of the corporation.

3. FINANCIAL DETAILS

A. All monies collected for Convention early registration will be held until the checking account is turned over to the new Convention Treasurer. An announcement to this effect is to be made at the current year's Convention Closing, advising members that any checks written for early registration may not be deposited until two (2) weeks after the Fall Assembly.

B. Seed money of $4,000 is available for the Convention. If next year's Convention requires deposit for next year's hotel, Area Treasurer will pay up to $500 hotel deposit in advance of seed money; anything over $500 will need approval of the Area Officers. This advance needs to be returned to Area Treasurer promptly upon receipt of Convention checkbook – no later than December 31 of the year it was advanced.

C. If the checking account has a lesser amount than the seed money, the Area Treasurer will deposit money into Convention checking account from AFG FLS Area 10 operating checking account so that the new Convention Treasurer starts with correct seed money.

D. Each Convention Executive Committee Member, each Sub-Committee Chair, and Next Year's Convention Chair is entitled to one (1) registration, ½ hotel room (3 nights), one (1) banquet ticket, and gas & tolls to all Convention Committee meetings.

Note: Sub-Committee Co-Chairs, or a representative for the Sub-Committee, are only reimbursed for gas & tolls if they represent the Sub-Committee Chair at a Convention Committee Meeting.

4. EXECUTIVE COMMITTEE

A. The Convention Chair has the responsibility of selecting officers for the Convention Executive Committee.

B. The Convention Executive Committee consists of the Convention Chair, Co-Chair, Secretary, Treasurer, and Speaker/Advisor.

C. The Convention Chair asks, or assigns, each District a Sub-Committee no later than the Fall Assembly prior to the Convention.

5. VOTING

A. Each member of the Convention Executive Committee has one vote; however, when voting at the monthly Convention Committee Meetings, the Convention Chair does not vote unless there is a tie.

B. Each Sub-Committee has one vote at the Convention Committee meetings. Either the Sub-Committee Chair, Sub-Committee Co-Chair, or member/DR representing that Sub-Committee at the Convention Meeting will vote.

C. Next Year's Convention Chair does not have a vote at the Convention Committee Meetings.

6. OTHER

A. Monthly Convention Meetings of the full Committee are held the third Saturday of each month, from January – July, unless there is a conflict with a holiday.

B. The Convention Chair has the option to remove a member of the Executive Committee, or a Sub-Committee Chair, if they miss two (2) consecutive meetings.

C. There are "No Refunds" on Registrations, Banquet Tickets, etc.; however, members will be reimbursed in the event the Convention is cancelled. Members have the option of selling/transferring their tickets on their own.

D. Florida South Area 10 Conventions may accept credit and debit cards for Registration and Boutique.

E. Archives display (provided by the Area Archives Coordinator) shall be made available at the Convention. Location will be provided by the Convention Chair.

F. AMIAS Information Sessions are not required but are recommended. Information Sessions are coordinated by the Area Alateen Coordinator. Hours of operation will be coordinated between

Convention Chair and Area Alateen Coordinator. Location will be provided by the Convention Chair.

G. Conference Approved Literature (CAL) shall be made available at the Convention. Hours of operation will be coordinated between Convention Chair and District LDC. Location will be provided by the Convention Chair.

- At the Winter AWSC Meeting, the Convention Chair will ask each District DR/AISL if their District LDC is interested in providing and selling CAL at the Al-Anon Convention. The names of interested District LDCs will be pulled from a hat. Note: Literature income and expenses will be handled solely by the District LDC. Literature money will not be co-mingled with Convention money.

- If there are no District LDCs interested in selling CAL at the Convention, then there will be a Literature display only (provided by the Area Literature Coordinator). Location will be provided by the Convention Chair.