

AFG Florida South Area 10 **Convention Policy**

ELIGIBILITY

1. Eligibility to stand for Convention Chair: (*member* standing for Convention Chair must fulfill all of the following)
 - A. Any active Al-Anon member, who has served 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. Any 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. Any active Al-Anon member willing to be on the current year's Convention Committee attending Convention Committee meetings as Next Year's Convention Chair.
 - D. Any 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 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 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 again serve as Convention Chair. If so, the Area Chairperson will appoint he/she as Next Year's Convention Chair and announces appointment at the next AWSC Meeting and Assembly.

CONVENTION CHAIR RESPONSIBILITIES TO THE AREA

2. 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).
3. 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 the next year's convention.
4. The Steps, Traditions, and Concept banners, the Florida South Map, and any other banner, are to be obtained from the Area Secretary at the last Area meeting (generally the Summer AWSC Meeting) prior to the Convention. The banners are to be displayed in the general meeting room and returned to the Area Secretary no later than the next Area meeting following the Convention (generally the Fall Assembly).
5. Discuss availability of Spanish translation equipment with Area Spanish Coordinator.

HOTEL REQUIREMENTS

6. Convention Chair is responsible for finding a hotel with approximately 12 meeting rooms, banquet facilities, and a general meeting room adequate to hold 600 to 700 people.
 - A. Selects a date for the Convention. The Convention date shall not conflict with a religious holiday or the A.A. Convention. It is suggested that we maintain the date of the next to the last weekend of August for our Conventions.
 - B. Work in conjunction with the Area Chairperson to assure proposed sites are appropriate for Area 10's Convention needs. If necessary, the Area Chairperson visits proposed sites along with the Convention Chair.
 - C. Negotiate with the hotel for the room nights and functions required. It is desirable that approximately 75% of room commitments be available for double bed accommodations. Room commitment is to be 220 room nights for the weekend, not per night. If, however, the hotel requires a per night commitment, approximately 20 rooms for Thursday, 75 for Friday, and 125 for Saturday. Make sure that if more rooms are needed, the hotel can add them to the block at the same convention rate.
 - D. Negotiate Monthly Committee Meeting Room at the hotel, if desired.
 - E. When negotiating the contract, keep an eye toward hidden or extra hotel charges that can be negotiated down, such as banquet set up/break down, dance floor, stage, microphones, easels, etc.
 - F. *Convention Chair and Area Chairperson are responsible for reading hotel contract to ensure it is in accordance with our structure. Area Chairperson is to review and sign hotel contract.*

FINANCIAL DETAILS

7. Area Treasurer gives the Convention checking account to the Convention Chair no later than the Fall Assembly prior to his/her Convention.
 - A. NO new checking accounts are to be opened without approval of the Area Officers. The Convention checking account is to be passed on from year to year. The bank that holds the Convention account will have branches throughout Florida South Area 10.
 - B. In addition to the Convention Treasurer, the Convention Chair will also be a signatory on the Convention account (with only one signature required on each check). However, two (2) signatures are required for an amount over \$1,000.
 - C. 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.
 - D. Seed money of \$4,000.00 is available to Convention Chair. If next year's Convention Chair requires deposit for next year's hotel, Florida South Area 10 Treasurer will pay up to \$500 hotel deposit as advance of seed money; anything over \$500 will need approval of the Area Officers. This advance needs to be returned to Florida South Area 10 Treasurer promptly upon receipt of Convention checkbook – no later than December 31 of the year it was advanced.
8. Convention checking account is to be balanced and turned over to the Area Treasurer no later than the Fall Assembly following the Convention.
9. A final Treasurer's Report shall be provided to all Fall Assembly members.
10. Each Executive Committee Member, each Sub-Committee Chair, and the Next Year's Convention Chair is entitled to one registration, ½ hotel room (3 nights), one 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 are representing the Sub-Committee Chair at a Convention Committee Meeting.

EXECUTIVE COMMITTEE

11. The Convention Chair has the responsibility of selecting his/her officers for his/her Executive Committee.
12. The Executive Committee consists of the Convention Chair, Co-Chair, Secretary, Treasurer, and Speaker/Advisor.
13. The Convention Chair meets with Executive Committee and
 - A. Selects a theme for the Convention.
 - B. Approves a preliminary budget prepared by Convention Treasurer, which is subject to full committee approval at the first Convention Committee Meeting.
14. The Convention Chair decides how to ask for (or assign) District participation with the Sub-Committees. The District responsibilities for the Convention (i.e. Sub-Committee Chairs) shall be assigned by the Convention Chair no later than the Fall Assembly prior to the Convention.
15. The Executive Committee has the responsibility to attend all Convention Committee Meetings.
16. Convention Chair is responsible for reviewing and signing all vendor contracts on behalf of the AI-Anon Convention.

SUB-COMMITTEES

17. The Sub-Committees for the Convention are:

A. Boutique	G. Program - AI-Anon
B. Decorations	H. Program - Alateen
C. Entertainment	I. Program - Spanish
D. Hospitality	J. Program - A.A.
E. Information & Security	K. Raffle
F. Printing and Publicity	L. Registration
18. Each Sub-Committee Chair and/or Co-Chair has the responsibility to attend all Convention Committee Meetings or send a representative.
19. Each Sub-Committee Chair is given a guideline of what his/her responsibilities will be. They are also given the AFG Florida South Area 10 Convention Policy.
20. Sub-Committee Chairs/Co-Chairs are not authorized to sign any contracts on behalf of the AI-Anon Convention. All contracts must be reviewed and signed by the Convention Chair.
21. Convention Chair is to ensure all Sub-Committees adhere to the AI-Anon Traditions, as referenced by the AI-Anon/Alateen Service Manual.

- A. The items for sale in the Boutique shall relate in some way to our spiritual principles without endorsing other recovery programs.
 - B. No religious or holiday items will be sold.
 - C. Only Al-Anon Conference Approved Literature will be in the Raffle.
 - D. Distribution and sale of raffle tickets should be limited to Al-Anon meetings and events. (Note: Credit/debit cards cannot be accepted for raffle tickets.)
 - E. Only convention-related Information will be available at the Information & Security Area.
22. The A.A. program is autonomous. They arrange their own workshops in cooperation with the Al-Anon program. The A.A. Sub-Committee Chair selects the A.A. speaker. A.A. Speaker travel arrangements are coordinated by the Speaker/Advisor. A.A. literature may only be sold by the A.A. members in the designated A.A. area.
23. The Al-Anon Program workshop topics for the Convention are available for DRs by the Spring Assembly prior to the Convention. This is coordinated by the Convention Chair.

VOTING

24. Each member of the 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.
25. Each Sub-Committee has one vote at the Convention Committee meetings. Either the Sub-Committee Chair, Sub-Committee Co-Chair, or member representing that Sub-Committee at the Convention Meeting will vote.
26. Next Year's Convention Chair does not have a vote at the Convention Committee Meetings.

OTHER

27. 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.
28. 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.
29. There are “No Refunds” on Registrations, Banquet Tickets, etc.
30. Florida South Area 10 Conventions may accept credit and debit cards.
31. Convention only accepts designated registrations.
32. A location for an Archives display (which is provided by the Florida South Area 10 Archives Coordinator) shall be made available at the Convention. (Location and hours of operation will be provided by the Convention Chair.)

33. A location for AMIAS Training (which is coordinated by the Florida South Area 10 Alateen Coordinator) shall be made available at the Convention (per a motion from a Task Force in Panel 52).
34. A location for Conference Approved Literature (CAL) shall be made available at the Convention.

At the Winter AWSC Meeting, the Convention Chair will ask each District DR/AISL if their District LDC is eligible and interested in providing and selling CAL at the AI-Anon Convention. The names of eligible and interested District LDCs will be pulled from a hat.

(Note: Only District LDCs that collect and pay sales tax to the state of Florida are eligible.)

Literature income and expenses will be handled solely by the District LDC. Literature money will not be co-mingled with Convention money.

(Note: Hours of Operation will be coordinated between Convention Chair and District LDC.)

If there are no eligible District LDCs interested, then the Area Literature Coordinator will provide a literature display only – no literature will be sold.