

FLORIDA SOUTH (AREA 10)

AL-ANON CONVENTION POLICY

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

ELIGIBILITY

1. Eligibility to stand for Convention Chair: (*member* standing for Convention Chair must fulfill all of 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 member 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 again serve 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.

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.

Traditional – “Al-Anon Convention Policy”

Policy & Procedure Committee Approved at 2022 Fall Assembly Meeting – Motion # 6
 Created 01/25/22 AWSC Approved 07/30/22 Assembly Approved 10/22/22 WSO Approved N/A

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4. The Steps, Traditions, and Concept banners, and the Florida South Map, 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).

HOTEL INFORMATION – Please see “Al-Anon Convention – Hotel Information” sheet and Convention Guidelines for Executive Committee.

FINANCIAL DETAILS

5. Area Treasurer gives the Convention checking account to the Convention Chair no later than the Fall Assembly prior to the 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 and the Convention Chair, the Area Treasurer and Area Chairperson, will also be a signatory on the Convention account. Only one (1) signature is 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 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.
6. All Convention financial records (Convention checkbook, Bank Statements, Treasurer Reports, Reimbursement Forms with receipts, Contracts, etc.) are to be turned over to the Area Treasurer no later than the Fall Assembly following the Convention.
 - A. Convention checking account is to be reconciled to the bank statement and any outstanding check information is to be given to the Area Treasurer.
 - B. 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.
7. A final Treasurer’s Report shall be provided to all Fall Assembly members, which includes all income and monetary donations received and all expenses incurred.

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8. Each 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 are representing the Sub-Committee Chair at a Convention Committee Meeting.

EXECUTIVE COMMITTEE

9. The Convention Chair has the responsibility of selecting officers for the Executive Committee.
10. The Executive Committee consists of the Convention Chair, Co-Chair, Secretary, Treasurer, and Speaker/Advisor.
11. 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.
12. The Convention Chair asks, or assigns, each District a Sub-Committee no later than the Fall Assembly prior to the Convention.
13. The Executive Committee has the responsibility to attend all Convention Committee Meetings.
14. Convention Chair is responsible for reviewing and signing all vendor contracts on behalf of the Al-Anon Convention.

SUB-COMMITTEES

Eligibility: In order to serve as a Sub-Committee Chair, a member must have attended a previous Florida South (Area 10) Al-Anon Convention.

The Sub-Committees for the Convention are:

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| A. Boutique | E. Information & Security | I. Program - Al-Anon |
| B. Decorations | F. Printing and Publicity | J. Program - Alateen |
| C. Entertainment | G. Raffle | K. Program - Spanish |
| D. Hospitality | H. Registration | L. Program - A.A. |

15. Each Sub-Committee Chair and/or Co-Chair has the responsibility to attend all Convention Committee Meetings, or sends a representative, or the District Representative attends the Meeting on behalf of their District.
16. Each Sub-Committee Chair is given the Al-Anon Convention Policy, a Wrap-Up Report (if available) and Convention Guidelines for all positions.
17. All Sub-Committee contracts must be reviewed and signed by the Convention Chair only.

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18. Convention Chair is to ensure all Sub-Committees adhere to the Al-Anon Traditions, as referenced by the Al-Anon/Alateen Service Manual.

19. 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.

21. The District LDC is autonomous. They are not a Sub-Committee and are not required to attend Convention Committee Meetings. The Convention Chair will provide Al-Anon Convention Guideline for District LDC.

22. 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.

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

25. 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.

27. There are “No Refunds” on Registrations, Banquet Tickets, etc.; however, members will be reimbursed in the event the Convention is cancelled. Member(s) have the option of selling/transferring their tickets on their own.

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28. Florida South Area 10 Conventions may accept credit and debit cards for Registration and Boutique.
29. Archives display (provided by the Area Archives Coordinator) shall be made available at the Convention. Location will be provided by the Convention Chair.
30. AMIAS Training (coordinated by the Area Alateen Coordinator) shall be made available at the Convention. Hours of operation will be coordinated between Convention Chair and Area Alateen Coordinator. Location will be provided by the Convention Chair.
31. 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.
 - A. 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.
 - B. 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.

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