

LOUISIANA STATE CONVENTION GUIDELINES

(Upon approval by the 2010 Area Assembly)

Last Updated: August 2010

Table of Contents

| | |
|---|-------------------------|
| <u>Purpose of Guidelines and Louisiana State Convention</u> | <u>pg. 3</u> |
| <u>Area 27 Responsibilities</u> | <u>pg. 4</u> |
| <u>Site Selection Procedures and Bid Requirements</u> | <u>pg. 5</u> |
| <u>State Convention Chairperson Selection, Officers, and Committee</u> | <u>pg. 6</u> |
| <u>State Convention Committee Procedure</u> | <u>pgs. 7- 8</u> |
| <u>Planning, Voting, Reporting</u> | <u>pg. 7</u> |
| <u>Themes, Al-Anon Relationship, Financial</u> | <u>pg. 8</u> |
| <u>Louisiana State Convention Committee Responsibilities:</u> | |
| <u>Chair and Co-Chair</u> | <u>pg. 9</u> |
| <u>Secretary and Treasurer</u> | <u>pg. 10</u> |
| <u>Voice, Principles Guardian, Registration</u> | <u>pg. 11</u> |
| <u>Hospitality, Speaker Host, Program, Mailing</u> | <u>pg. 12</u> |
| <u>Security, Special Needs, Website, Al-Anon</u> | <u>pg. 13</u> |

PURPOSE OF GUIDELINES:

Each year the Louisiana Area Assembly (Area 27) hosts a State Convention. These guidelines have been developed to assist the Area and the State Convention Committee to understand their responsibilities as they pertain to the State Convention, to assist in reaching an informed group conscience, and to establish continuity and clarity in the undertaking of the State Convention.

These guidelines are compiled from the shared experience of AA members as a document for reference purposes. In order to keep this document timely and therefore useful as a reference source, subsequent amendments should be submitted to the Area Assembly for approval, and be provided in appendices to this document with exact wording and date of adoption.

PURPOSE OF STATE CONVENTION:

It is the desire and conscience of Area 27 to host and financially support an annual weekend-long gathering traditionally held in June or July, at a designated, rotating location within the State of Louisiana in which the members, groups, and districts within Louisiana, and the fellowship as a whole, might come together in unity to share their experience, strength, and hope with each other; carry the AA message; and inform members of our three legacies of recovery, unity, and service as outlined in our Twelve Steps, Traditions, and Concepts, and throughout our AA literature. The location of the Convention rotates every two years, and is voted on by the Louisiana Area Assembly held in November of even-numbered years.

AREA 27 RESPONSIBILITIES

Area Committee:

- Encourage cities/districts throughout the state to place bids to host the State Convention
- Inform and provide guidance to potential bid committees of the bid process
- Receive and consider all bids and select a host city in November in even-numbered years
- Receive financial information and reports from the State Convention Committee at each quarterly Area Assembly

Delegate:

- Give a brief report during the Convention

Area Chairperson:

- Facilitate selection of host city at November Assembly in even-numbered years
- Appoints a State Convention Chair by the end of even-numbered years
- Review and approve the budget and any major contracts entered into by the State Convention
- Designates a time and place for the State Convention Committee to meet during each quarterly Area Assembly
- In the case of no bids, call an emergency meeting of Officers and Area Committee members to decide the fate of the State Convention

Area Officers and Committee Chairs:

- Expected, encouraged, and budget to attend the entire State Convention. May be asked to participate/facilitate Convention workshops
- Standing Area Service Committee Chairpersons shall provide their committee's displays (if any) for the entirety of the Convention
- Provide guidance to the host committee

Area Archives Committee:

- Maintain the experience and material of past State Conventions through the Area Archives

Financial:

- Any loss incurred by the State Convention shall be made up by the Area Treasury
- Disposition of any surplus money from the Convention will be recommended by the Area Budget and Finance Committee and voted on by the Area Assembly
- Provide reimbursement to the State Convention Chairperson to attend each quarterly Area Assembly as necessary, and as voted by the Assembly
- Area 27 Treasurer shall advance the State Convention Committee a sum of \$5,000.00 for preliminary expenses, which is repaid to the Area Treasury after the close of the Convention and no later than the close of the August Assembly

SITE SELECTION PROCEDURE:

The selection of the site for the Louisiana State Convention will be carried out following the bid session during the November Area Assembly of even-numbered years. The successful bid shall be selected with a 2/3 majority vote. Each member of the Area Assembly and each bidding committee representative shall have a vote and voice in the selection of the site.

BID REQUIREMENTS:

Below is a list of questions and statements that should be addressed by a committee when proposing a bid. It is suggested that the bid committee have the support and approval of the membership in their district(s) prior to proposal.

In the event that no city presents a bid, an emergency meeting of the Area 27 Officers shall be called without delay. All Area Committee members will be invited to participate in order to find a suitable site for the Convention, or determine if the Convention should be suspended.

1. What is the proposed host city? Where is the city within the state? What is the driving distance and time from various cities within the state?
2. Describe the need for the local AA area to be the next host city of the State Convention. When was the last time this locale hosted the State Convention?
3. Is the host city proposing a 3-day or 4-day convention? What are the proposed dates?
4. Each bidding city must have written proposals from at least two appropriate facilities (hotel, convention centers, gymnasiums, etc.) so sized to accommodate the entire convention.
5. Proposal from the facility must include:
 - a. Cost of meeting rooms (how many persons can the meeting rooms hold?)
 - b. Cost of coffee (investigate to see if we can provide our own coffee)
 - c. Cost of food (investigate to see if we can provide our own hospitality food)
 - d. Cost of parking for attendees (if applicable)
 - e. Any complimentary rooms the hotel may provide
 - f. Cost of actual hotel room rates for persons attending
 - g. Identify any room blocks required by the hotel
 - h. Identify any cutoff dates for hotel room pre-registrations
6. Proposed cost for pre-registration and registration to the convention
7. Identify any AA conventions/roundups/workshops that will be held in the host city within a sixty day period before and a thirty day period after the proposed convention dates

STATE CONVENTION CHAIR SELECTION:

Once a host city has been selected, a State Convention Chair from within that city's general area shall be appointed by the Area 27 Chairperson, and approved by the Area Assembly. Traditionally, the bid committee representative of the selected host city is appointed as State Convention Chairperson. It is recommended that this person have four years or more sobriety, and two years or more experience of service within Louisiana Area 27. The term as State Convention Chairperson may be appointed for one or both years that the State Convention is held within a city, and the chairperson may be removed by decision of the Area 27 Chairperson.

STATE CONVENTION/HOST COMMITTEE OFFICERS AND CHAIRPERSONS:

The Louisiana State Convention Committee shall consist only of members of Alcoholics Anonymous (exception if Al-Anon Chair is appointed) who shall be appointed by the State Convention Chairperson for a designated term of one or two years, and shall consist of:

- Co-Chairperson
- Secretary
- Treasurer
- Advisory member(s) – past State Convention chairpersons

These officers shall then select and/or elect the following sub-committee chairpersons or create sub-committees as deemed necessary:

- Voice of the Convention
- Principles Guardian
- Registration Chair
- Hospitality/Coffee Chair
- Speaker/Host Chair
- Program/Entertainment Chair
- Flyer/Mailing Chair
- Security Chair
- Special Needs/Scholarship Chair
- Convention Website Chair
- Al-Anon Chair

STATE CONVENTION COMMITTEE PROCEDURE

Planning:

- The Louisiana State Convention, being an AA event, should always adhere to the principles of Alcoholics Anonymous as outlined in the 12 Traditions and Concepts. The Convention Committee members are advised to, in addition to these written guidelines, also refer to the GSO Publication entitled *AA Guidelines - Conferences, Conventions and Roundups* as a constant reference.
- It is recommended that the Host Committee hold regular planning meetings to conduct business of the State Convention between Area Assemblies at a time and place designated by the Convention Chairperson. Any member of AA may attend and participate in the meeting.

Voting:

- It is recommended that only those who are officers or sub-committee chairpersons have a vote in Convention Committee meetings, and they shall not take action individually without consulting the Committee for approval.
- A quorum shall consist of 2/3 of the Committee members at any of the Convention meetings; motions and resolutions shall require a 2/3 majority vote; members proposing agenda items for a meeting should distribute copies of those proposals 7 days prior to the meeting for evaluation by other Committee members

Reporting:

- The State Convention Chairperson should report to the Area 27 Chairperson on the budget and any major contracts entered into by the Committee.
- The State Convention Chairperson is reimbursed for a hotel room and the Committee is provided a meeting room at the hotel site of the Area Assembly in which to work. They will report to and inform the Area Assembly of the current planning and financial standing of the Convention. The Chairperson or other designated liaison shall hold a committee meeting and give report during a time designated by the Area Committee at each quarterly Assembly. The final financial report of the current convention and reimbursement of \$5,000.00 shall be given no later than the close of the August Assembly.

STATE CONVENTION COMMITTEE PROCEDURE

Themes:

- It is recommended the State Convention theme be selected from any AA literature to eliminate any potential controversy.

Al-Anon/Alateen Relationship:

- Al-Anon and/or Alateen shall be invited to participate, in cooperation, but not affiliation, in the Convention, and all expenses covered by the Convention treasury
- The Al-Anon/Alateen programs are to be the responsibility of either the State Convention Committee, or assigned to an Al-Anon Sub-Committee Chairperson, (who shall be the only non-AA member to sit on the State Convention Committee if appointed,) and may not conflict with any other Convention speaker meetings
- Keep within the Traditions of AA, and refer to the GSO Publication entitled *AA Guidelines – Relationship Between AA and Al-Anon* as a reference

Financial:

- The State Convention Committee shall honor our 7th Tradition in all of its practices.
- It is recommended that income should be recorded as to one's affiliation (AA, Alanon, Alateen) for financial history, responsibility, and accountability.
- It is recommended that there be two signatures for all banking, traditionally the Chairperson and Treasurer. Others may be added to facilitate good management without endangering funds.
- The Louisiana State Convention Committee may or may not review and reimburse a Committee member who, without prior authorization of the Committee, incurs unauthorized expenses in the performance of their position.

Video/Recording/Anonymity:

- Videoing of any kind shall be prohibited, including CCTV and live streaming video that might be broadcast in a public area, unless approved, in writing, by the Area Chair prior to the convention.
- Anonymity of members, present or not, shall be guarded with great care in all activities of the State Convention.

LOUISIANA STATE CONVENTION COMMITTEE RESPONSIBILITIES:

These job descriptions are just an overview of suggestions used by past committees. The responsibilities and positions may be changed as deemed necessary by the State Convention Committee.

CHAIRPERSON:

Before Convention

- Chair and prepare agenda for all Convention planning meetings; experience has shown monthly meetings are helpful
- Maintain a working relationship between Host Committee and the Area Assembly to ensure that the best interests are being served
- Be a signatory on all facility contracts and bank accounts
- Work jointly with Convention Treasurer to maintain a working list of all financial obligations, and ensure all are being met
- Work closely with Area 27 Chairperson and Officers to keep the Assembly informed
- Attend, chair committee meeting, and report to the Area Assembly
- Oversee and delegate Convention planning, and support all members in the completion of their duties
- Work with the facility management on all matters concerning the Convention and insure that costs of services are agreed upon

During Convention

- Attend the State Convention from start to finish
- Assure Traditions are followed throughout the Convention

After Convention

- Prepare and give final financial report by the close of the August Assembly
- Rotate as Advisory Member of the succeeding State Convention Committee
- Share records and information with new State Convention Chair, and Area Archives

CO-CHAIR:

- Assist Convention Chair in all matters relating to the Convention
- In the case of absence of Convention Chairperson, assume the honor and responsibility of Chair
- Will be considered for Chair of the next Convention
- Required to attend Convention from start to finish

SECRETARY:

- Keep minutes of all State Convention Committee meetings, furnish minutes of the Convention Committee meetings to all Committee members within 14 days of the meetings
- Act as custodian of the Convention banner and be responsible for its storage between Conventions
- Be responsible for the revision and printing of all Committee documents and literature including these guidelines, and make these freely available to any AA member
- Review guidelines for needed updates at the close of the Convention's second year, report needed changes to the Convention Committee to be proposed to Area Assembly
- Notify all Committee members of all planning meetings
- Maintain the Post Office box and email address for all correspondence, answer all correspondences, or direct it to the appropriate Committee member promptly, and furnish copies of all correspondence to Committee members at meetings

TREASURER:

- Keep detailed financial records of all Convention business, and make the current year's financial records, bank statements, account ledgers, check books and correspondence available at State Convention meetings
- Establish a bank account under the Louisiana State Convention name, being mindful not to use the name Alcoholics Anonymous on any transactions
- Give financial reports at State Convention meetings summarizing all income and expenditures
- Provide a detailed transactions report and balance sheet of the Convention's accounts to each member of the State Convention Committee after the Convention
- Be a signatory on all Convention bank accounts
- Work closely with the Area Treasurer to insure the proper maintenance of financial records
- Immediately inform the State Convention Committee and Area Treasurer of any inconsistency in the accounts or records
- Pay all legitimate expenses
- Supply the Convention Registration Chairperson with adequate amounts of change to be used at the registration table; pick up excess money from the Registration Chair, to be immediately deposited, or kept in a safety deposit box within the Convention site

VOICE:

- Makes announcements, welcomes attendees, introduces the meeting chair
- Sees to it that a Big Book, meeting format, Anonymity Statement, water pitcher, glasses, etc. are available at every meeting at the podium

PRINCIPLES GUARDIAN:

- A member who has a working knowledge of our principles as outlined in our 12 Traditions and Concepts, and/or can research this information to help the Committee make informed decisions in regards to practicing the principles in all its affairs

REGISTRATION CHAIRPERSON:

- Maintain an accurate count and cross check the Treasurer's records in a timely manner and report to the Convention Committee during each meeting
- Obtain registration forms, badges, ribbons, etc. needed for name tags for attendees, guests, and Committee
- Arrange and coordinate volunteers to man the Registration table during hours determined by Convention Committee; volunteers will process forms, receive monies, and keep count of all Convention registrants
- Coordinate with the Treasurer for transfer of funds to and from the Registration table
- Pre-registration badges shall be clearly marked and available near the Registration table
- Maintain scholarships, and help honor the 7th Tradition
- Experience has shown that the Registration Chair, though not required to man the registration tables at all times, should be available at regular intervals at the tables to handle above responsibilities and any problems that arise
- Final report and all unused materials to be submitted to Convention Chair, with a copy of the final report to Convention Treasurer
- The updated registration list (preferably electronic format) will be given to the incoming Convention Chair

HOSPITALITY/COFFEE CHAIRPERSON:

- Acquire coffee and related supplies, donations, and volunteers for the hospitality room
- Coordinate with hotel and Convention Chair the do's and don'ts; maintain count of beverages acquired through hotel for historical and financial records
- Final report to be submitted to Chair; financial report submitted to Treasurer

SPEAKER/HOST CHAIRPERSON:

- Recruit volunteers to "host" each speaker, that will also chairs and introduces the speaker at the meeting
- Secure responsible volunteers with vehicles to transport speakers from and to the airport, with easy identification of and by the speaker upon arrival
- Ensure adequate accommodations and coordinate off-site ventures
- Procure gift for each speaker and/or provide a gift basket in their room
- Ensure the comfort and needs of speakers are met

PROGRAM/ENTERTAINMENT CHAIRPERSON:

- Assists the Convention Chair with speaker selections and programming suggestions, and ensures time and space for Area 27 displays and /or workshops
- Help select other volunteers for speaker selection; obtain tapes from sources, review these tapes, and help select speakers
- Provide activities for fellowship after meetings during Convention (dance, ice cream socials, or other entertainment) and procure necessary supplies and volunteers
- Submit final report and financials to be submitted to Chair and Treasurer

FLYER/MAILING CHAIRPERSON:

- Obtain lists for mailing are obtained from State Convention Secretary or Registration Chair
- Responsible for design, printing, and distribution of all fliers and all materials for the Convention, which includes, but is not limited to: programs, registrations, etc.
- Responsible for design, printing, and displaying the Convention banner if necessary
- Recruit volunteers to process mailings at times to be determined by Committee
- Submit final report and financials to Chair and Treasurer

SECURITY CHAIRPERSON:

- Responsible to make participation in the Convention a safe and enjoyable experience for all by securing volunteers, equipment, supplies, etc. needed
- Coordinate with Committee as to their needs for secured rooms, on-site deposit boxes with keys, escort for funds and/or special needs registrants
- Submit final report and financials to Chair and Treasurer

SPECIAL NEEDS/SCHOLARSHIP CHAIRPERSON:

- Considerations are for financial and physical handicaps
- Coordinate and obtain ASL (American Sign Language) personnel through professional agencies when needed
- Scholarships arranged with advanced pre-registration, or made available on-site in consideration of one's ability to contribute and participate
- Submit final report and financials to Chair and Treasurer

CONVENTION WEBSITE CHAIRPERSON:

- Maintains and updates information on Convention website
- Works closely with the Area 27 Website Chair, and follows any Area Website guidelines, as well as refer to the GSO Publication entitled *AA Guidelines – Internet* as a reference
- Submit final report and financials to the Chair and Treasurer

AL-ANON CHAIRPERSON:

- Coordinates with the Convention Committee to plan the Al-Anon/Alateen programs to take place during the Convention, but not in conflict with any other speaker meeting, and reports any needs of space, time, and finances
- Expenses to be approved and covered by State Convention Committee
- Submit final report and financials to Chair and Treasurer