

Convention Guidelines

1. All conventions to follow Traditions and Guidelines from New York.
2. Only Conference approved literature and Grapevine materials are to be displayed and sold.
3. Chairperson to choose a recording service with approval of the Convention Committee. Recording at the Convention – first name and last initial only. Consent to be recorded for each speaker at the Convention will be verified by the Program Chairperson.
4. P.I.C. to handle all media coverage.
5. Maximum two names to be submitted from all groups in District 16 with a suggested minimum of two years sobriety to serve a two-year term on the Convention Committee.
6. Slate of Convention Committee to be presented by the December meeting.
7. Length of consecutive time to serve on the Convention committee is two years with the exception of persons elected as (a) Alt Chairperson, who will be allowed to serve three years, and (b) the Chairperson, who will be allowed to serve four years.
8. All committee members to have a working knowledge of the Traditions.
9. Once a member has served as a Chairperson, he/she cannot chair the Convention in the future.
10. Chairperson and Alt. Chairperson will be elected by present Convention Committee for the following year's Convention and presented to the District Committee for approval.
11. In covering Convention expenses, all cheques are to be made out to the vendor.
12. All cheques will be signed by the Treasurer plus one of the following: the Convention Chair or the Alternate Convention Chair.
13. Chairperson and/or Alt. Chairperson is responsible for submitting monthly reports at the GSR meetings including a detailed treasurer's financial report.
14. Previous Chairpersons to act as advisors to present Convention Committee.
15. Al-Anon and Al-Ateen Chairpersons are to be asked to participate with voting privileges. They are not given the privilege of voting for the next Chairperson or Alt. Chairperson.

- 16.** Any future change in locale for the Convention is to be brought to the District Committee as a “Notice of Motion” for the groups to discuss.
- 17.** Convention start-up is \$1000. (One thousand dollars).
- 18.** Convention is to be held the third weekend of July. Chairperson is responsible to ensure the facility is booked for the following year.
- 19.** Convention Chairperson is to invite the Delegate to participate in the Convention. The Convention Committee is responsible for the Delegate’s Convention expenses.
- 20.** All Convention Committee Members, including Al-Anon, Al-Ateen, and Sub Committee volunteers must pay full registration.
- 21.** District 16 Convention Committee is allowed to keep surplus funds generated by the Convention up to a Reserve of \$3000 excluding any money given to the Convention Committee’s hospitality Chairperson donated by groups, which is kept separate from convention funds.
- 22.** Hospitality Chairperson is to submit a final financial report after the Convention.
- 23.** The money collected for hospitality should all be spent on hospitality expenses. The Groups’ intend that all the money donated be spent in this manner. In the event that there is a small amount unspent, this may be carried over to the following year.
- 24.** The hospitality committee will submit a monthly accounting of monies received to the Convention Chairperson. That report will be submitted at the District meeting by the Convention Chairperson.