

Tennessee Area 52

CONVENTION GUIDELINES AND PROCEDURES

Adopted Fall 2016

Convention Content and Structure

1. The incoming Delegate will choose an Area Convention Coordinator who will serve three years and share Experience, Strength and Hope with the chairpersons of the three hosting Conventions of that three year term.
2. Each Convention host zone (East, Middle and West) has autonomy to choose the Convention's location within their physical boundary.
3. The Convention Committee has autonomy within the spiritual guidelines of the program to choose the structure of its Convention programs, its subcommittees and those who serve on the subcommittees, within the framework of the Area Convention Planning Timeline and the Area Convention Committee Service Position Descriptions. Convention program should not include the use of non-Al-Anon activities; i.e. treatment center or professional in nature.
4. Experience has shown that the program adheres to the established tradition of: Speakers (AA, Al-Anon, Alateen) in combination with workshops/seminars; Conference approved films/videos; formal/ informal sharing sessions; early-bird meetings; welcome get-togethers; hospitality rooms. Any other films/videos should be used outside any meeting or workshop times.

Convention Bank Accounts

1. The Area will have two (2) Convention checking accounts, using the Area EIN. One will be used for Conventions that are held in the even years, and the other one will be used for Conventions that are held in the odd years.
2. The Area will provide seed money of not less than \$5,000 in the respective Convention checking account to each Convention Committee, to be used for Convention expenses.
3. The Area Treasurer, and respective Convention Chairperson and Convention Treasurer will be authorized signers on the Convention checking accounts.
4. The Convention Chairperson and Convention Treasurer will have access to the appropriate Convention checking account as soon as possible after the Area Treasurer has an opportunity to reconcile the account, and, in any event, no later than the Spring AWSC meeting the year prior to their Convention year.
5. All payments over \$500 will require two signatures.
6. All funds for Convention are to be deposited in the appropriate Convention checking account.
7. The Area Convention Coordinator will present a financial report at each AWSC and Assembly meeting.
8. After all deposits and expense payments have been made, and a final report has been prepared, all funds in excess of the seed money amount of (\$5,000) will be

given to the Area Treasurer before or during the Assembly following the Convention.

9. All Convention checking accounts will be reviewed annually by a qualified Area AI-Anon member.

Convention Committee Trusted Servants

1. Area Convention Coordinator attends Area meetings, has voice and vote at AWSC and voice only at Assembly (unless Coordinator is also a GR).
2. Convention Committee Trusted Servants may consist of: Convention Chairperson, Co-Chairperson, Treasurer, Secretary, and may include, but are not limited to, the following subcommittee Chairpersons: Site, Program, Registration, Publicity, Hospitality, Literature, Decorations, Alateen, AA Liaison, Entertainment, Welcome and Voice. The Area Convention Coordinator serves as an adviser to each Convention Committee. Members of AI-Anon who are also members of AA may serve in all positions except Area Convention Coordinator.

Funding and Fundraising

1. Contributions from Area groups are requested but are not required.
2. Area Convention seed money is a minimum of \$5,000. The seed money may be increased due to economic conditions. Any increase will be approved at Assembly by vote.
3. In the event a Convention host zone requires funds prior to the scheduled distribution, the Area Convention Coordinator can request those funds from the Area. Any early distribution will be approved at Assembly by vote. Convention fundraising and publicity at AWSC and Assemblies is limited to the current host Committee.
4. Group contributions, AI-Anon related items, and items donated by AI-Anon members and labeled with district number, are encouraged to raise money for Convention expenses. These items may be sold at Area, District, AIS and Group events held for fundraising and at the Convention. Passing the basket for contributions at the Convention is discouraged unless the potential for a net loss is high.
5. Convention Committee may accept discounts or services that are routinely available to other non-profit organizations. In keeping with Tradition 7, no contributions of money, goods or services from outside the AI-Anon membership can be accepted.

Area's Financial Responsibilities

1. A Convention is self-supporting and the Area is responsible for debts if funds fail to cover expenses.
2. The Area Treasurer will reimburse the Area Convention Coordinator according to Area financial guidelines for travel expenses incurred to attend AWSC, Assembly, and Area Convention.

Convention Committee's Financial and Other Responsibilities

1. Al-Anon and AA speakers will be provided coach airfare or mileage reimbursement per IRS "volunteer" guideline for transportation expenses to and from Convention.
2. Alateen speaker and one responsible adult will be provided coach airfare or mileage reimbursement per IRS "volunteer" guideline for one vehicle for transportation expenses to and from Convention.
3. Food expenses for each speaker will be provided as follows: \$100 total, plus banquet ticket or \$125 if no banquet. The same guidelines will be followed for the adult accompanying an Alateen speaker.
4. Lodging will be provided for all speakers; the Alateen speaker and accompanying responsible adult will share one room.
5. Registration fee will be waived for all speakers and the adult accompanying the Alateen.
6. Meeting rooms will be provided for Alateen and AA at Convention.
7. Anyone attending the Convention or any part of the Convention will pay the full registration fee to the TN Al-Anon/Alateen Convention, including all Convention Planning Committee members; there will be no refunds.
8. Two sleeping rooms will be provided by TN Area Convention budget for use by TN Area Convention Committee.
9. Convention Treasurer will reimburse Convention Committee members for approved convention related expenses. Reimbursement will require submission of a Convention Expense Reimbursement Form with the appropriate receipts. No reimbursements will be made without receipts.

Reporting and Documentation

1. The Convention Treasurer will provide a monthly Treasurer's Report to the Convention Chairperson, the Area Treasurer and the Area Convention Coordinator. The monthly Treasurer's Report should include, but is not limited to, the amount of income received since the last report, with a breakdown of registration fees, group donations, fundraising, and other income. The monthly Treasurer's Report should also include an accounting of the expenses since the last report, including the date, the payee, the amount and the purpose of the expenditure. The monthly Treasurer's Report should include the current balance in the Area Convention checking account.
2. The Area Convention Coordinator will provide periodic reports to AWSC and Assembly, including the progress for all Convention sub-committees, any special needs of the Convention Committee, and a Treasurer's Report.
3. Each Convention Chairperson will prepare a final printed report, including a final report from each sub-committee sharing what they did, what worked well and what didn't; a Convention attendance report; copies of all planning meeting minutes; and the treasurer's final financial report as a means of documenting the

event. By the next Assembly following the Convention, all reports are placed in a binder and passed to the next Convention Chairperson for reference, and a copy will be given to the Area Archivist. The Convention Chairperson will provide electronic copies of the final report to the Area Convention Coordinator, to be posted to the AWSC e-tree, and to the Area Archivist to be maintained with the Area records.

4. Convention Attendance Report:
 - a. Will include the number of AI-Anon, Alateen and AA attendees, including the number of out-of-state attendees
 - b. The mailing addresses and/or e-mail addresses of out-of-state attendees to be provided to the next Convention Committee as requested, with the attendee's permission

Group Contact Information

Mailing labels and e-mail addresses for all Group Representatives are to be provided by the Area Group Records Coordinator to the Convention Committee, if requested.

Convention Registration Forms

Convention Registration Forms will include (a) the Alateen permission form and (b) check box for tracking the permission of out-of-state attendees for receiving a flyer for the next Convention and will be placed on the Area Website.