

## Missouri State Convention Guidelines

The purpose of the Missouri State AA Convention shall be to join the Eastern and Western Area of Missouri in unity and provide a useful opportunity to share the AA experience in a broader way.

The convention committee shall follow the AA Guidelines (Conferences and Conventions) in all areas not specified in the Missouri State Convention Guidelines.

### **Section One:** The State Convention

- A.** The State Convention will be held during the month of July, whenever possible.
- B.** The convention will be held at a site approved by the majority of the convention committee.
- C.** The program for the convention will be developed by the program committee and presented to the committee for consideration. As the committee is responsible for the convention, it is customary for the committee to be kept informed during all phases of the program development.
- D.** The convention committee shall make an earnest effort to cooperate with Alanon and Alateen without affiliation with them as outlined in the AA Guidelines.
- E.** All responsibilities and funds shall be shared equally between the Eastern and Western Area of Missouri.
- F.** Proceeds from the previous year's convention shall be held in reserve, after each convention, to finance the next convention. The reserve of \$5,000 was initially provided by the Eastern and Western Areas. Any excess of the established reserve is to be divided in half and offered as a contribution to each area.
  - 1.** The approval of both Eastern and Western Area Assembly will be required to increase or decrease the reserve amount.
  - 2.** If it is determined to discontinue the remaining funds will be equally divided between the Eastern and Western Areas.

3. If either area should decide to withdraw their support of the convention, they shall forfeit their portion of funds to the remaining area.

4. Any deficiency shall be made up equally by the Eastern and Western Areas.

**G.** The amount of registration to be charged for each convention will be determined by the treasurer for the approval by the committee. The treasurer shall document all costs of the convention and establish a record of costs for the use of future treasurers to establish a break-even figure for the convention.

## **Section Two:** The Committee

**A.** The convention committee shall be composed of twelve (12) members; six (6) members from each area of the state. Five (5) elected members and the area chairman or alternate chairman, as determined by the area. The area chairman or the alternate area chairman will be ex-officio, non-voting members of the committee. Guests should be encouraged to attend all meetings. Guest opinions will be heard, when recognized by the area chairman, but they shall have no voting privilege. All officers and chairmen of the committee will be elected from, and by the active committee members.

**B.** The officers and chairmen elected shall be chairman, co-chairman, secretary, treasurer, program chairman, registration chairman, and display and literature chairman.

1. Customarily the chairperson and co-chairperson rotates between the Eastern and Western Areas. The spirit of rotation has also been considered in choosing the program chairperson.

**C.** Each member is expected to attend all scheduled meetings of the committee. In the event that a member must be absent from a meeting, the member should:

1. Notify the chairman or co-chairman in writing.
  2. Send a written report to be presented at the meeting covering the member's area of responsibility.
- D.** If a member misses two (2) meetings (starting at the end of the previous year's convention through the upcoming convention) without giving written notification, or other appropriate notification, the person will no longer be considered a member of the committee and the appropriate area will be asked to replace that member.

### **Section Three:**

**A.** Chairman (assisted by co-chairman) runs the entire convention: serves as the primary contact with the facility, carefully reviews all proposed contracts and catering orders/ proposals while allowing the committee to decide upon contract approval, coordinates the work of subcommittee chairperson, keeps informed on the progress of all the arrangements, calls committee meetings when they are needed, preparing an agenda for each committee meeting with the secretary.

1. In order to control excessive cost for refreshments (id coffee, tea, etc) provided for a fee by the facility, it has customarily been the sole responsibility of the chairman or other responsible committee member to request replenishments. The facility must be made aware of this condition prior to the event if it is the desire of the committee.

**B.** Co-Chairperson coordinates all extra meetings during the convention, i.e. Alkathons, workshops, service videos, etc; arranges for entertainment, assists chairperson in reviewing proposed contracts; maintains and revises as necessary the state convention guidelines with approval of the committee. Co-Chairperson creates program of events.

**C.** Secretary keeps all written records, including minutes of the committee meetings, also sends out motives of the committee meetings and other mailings to committee members; sends invitations and maintains records of previous conventions (general attendance, banquets sold, etc.) for future planning; prepares agenda of committee meetings with chairman; sends copies of past years minutes to new members.

Secretary is also to get together people to serve on the serenity patrol at the convention.

1. The serenity patrol has customarily been used to greet at meetings, check registration badges at main events, help clean, and assist in the functioning of the convention in all areas as directed by the secretary and committee.

**D.** Treasurer is responsible for all money, including revenues from registration and banquet; pays all bills, advises the chairman and committee on cash supply and income flow as well as rate of expenditures; determines the amount of registration to be charged from past records; prepares a written report after each convention; disburses excess funds over and above the reserve specified equally between each area. The treasurer shall open and maintain a non-interest-bearing checking account. The account should have two authorized signatures, the treasurer's and the chairman's but only one signature is required on a check.

#### **Section Four: Committee Chairman**

**A.** Program Chairman selects speakers; arranges speaker's transportation, arranges for rooms for speakers; arranges for flowers or fruit basket for speaker's room; makes sure the hotel allows speakers to meals, follow guidelines on speakers on attachment A.

**B.** Registration Chairman receives registration slips from the treasurer; prepares name tags, banquet tickets, etc. for pre-registrations; prepares a pre-registration package for

speakers including a ribbon badge for speakers and host and committee badges as needed; organizes committee to man registration and pre-registration desks for one (1) to two (2) hour time periods throughout the convention.

**C. Public Information Chairman** follow AA guidelines; arranges for the design and production of flyers, keeping accurate records of number of flyers, pre-printed name tags, programs printed, and any other pertinent information for future conventions; information supplied to Box 459 and Grapevine publications by three months prior to the convention. The PI Chair at the convention would assist the Hospitality chair as called upon.

**D. Co-Hospitality Chairmen.** Serve as convention hosts; arrange for food and beverages to be served in the hospitality rooms; obtain volunteers to work in the hospitality room for two (2) hour shifts throughout the convention. Members of the committee should wear special identification badges and be available to answer questions and provide assistance to conventioners. One chairman comes from the Eastern Area and one from the Western Area. Co-hospitality Chair, prior to convention would assist the PI Chair as called upon”.

**E. Display and Literature Chairman.** Responsible for displays and posters and for having AA literature for all. Responsible for the AA banner, Twelve Steps and Twelve Traditions and any other permanent displays the convention may acquire. Also responsible to have the speaker podium, the anonymity statement, the preamble, How it Works, the Traditions, and a hard cover big book.

**Attachment A: Speakers**

**A.** The program committee shall select the speakers for each convention. It has been a custom that the Saturday Morning speaker be selected to speak on service within the fellowship; often having direct experience at the level of delegate, trustee, or employee of the general service office.

**B.** The program chairman, when contacting the speakers, shall:

1. Specify to the speakers exactly what expenses will be paid by the convention, which are travel expenses, room, meals and registration. If spouse or 1 guest accompanies speaker, the convention will pay for registration and banquet.
2. Follow up periodically with the speakers throughout the year prior to the convention as a courtesy and be available to assist if needed.
3. Notify the speaker when they are on the program and the theme of the convention.
4. Ask if the speaker is willing to be on a panel or lead a workshop.
5. Notify the speaker of what conditions they will speak under, i.e., podium, state, sound system, etc.
6. Find out how the speaker wants to appear on the flyers.
7. Arrange for transportation for the speakers if desired, including the selection of a host to provide transportation and assistance to and from the port of arrival and assist speakers in selecting an appropriate airport.
8. Inform the speaker the name of their host who will pick them up at the airport, etc.
9. Arrange for rooms, including flowers or fruit basket, and for the speakers to charge meals.
10. Arrange for meeting chairpersons, and readers for steps, traditions, etc.

**C.** Send all speakers a confirmation letter immediately upon acceptance. Also send all speakers a letter of appreciation as soon as possible after the convention.

**Attachment B: Reimbursement Guidelines**

1. All 12 committee members receive mileage to and from meetings at 25 cents per mile (includes ex-officio)
2. All 10 elected members would be reimbursed for phone calls made while performing their work.
3. All 10 elected members would be reimbursed for registration, banquet and room for two nights.
4. No overnight room reimbursement when committee meetings are centrally located.
5. All committee members are urged to claim all expenditures, and to hold down costs as much as possible.

**Attachment C:**

1. Section one, paragraph F was amended to read Eastern and Western Areas shall provide \$2,500 each as a fund for financing the convention.

**NOTE:**

In July of 1993 the committee voted to establish a prudent reserve of \$5,000.

In February of 1998 the committee voted to change the mileage to and from meeting to 14 cents per mile.

Revised 7/30/2009 Mileage changed to \$0.25/mile

Amendment ref – Attachment B.1.

1. All 12 committee members receive mileage to and from meetings at 25 cents per mile (includes ex-officio)

Amendment as of 03/02/08

Section C at bottom “The PI Chair at the convention would assist the Hospitality chair as called upon. . .”

The following adjustment was made “Section D, number 4 at bottom Co-hospitality Chair, prior to convention would assist the PI Chair as called upon”.

Amendment as of 07/30/09

The following adjustment was made to Section 1.B “Co-Chairperson creates program of events.”