

# PENNSYLVANIA STATE CONVENTION GUIDELINES

•• *Bylaws adopted on October 1, 2017*

***The purpose of the Pennsylvania State Convention is to enable members throughout the state to meet, to get to know each other; to work together to carry the A.A. message of recovery.***

## **I. The Convention**

- The convention shall be held at a suitable location in Pennsylvania accessible to members and attendees from all areas of the state.
- The convention shall be held during the month of August, whenever possible.
- The structure of the convention committee shall provide for equal participation for all members of Alcoholics Anonymous in Pennsylvania.

## **II. Structure**

- The Convention committee shall be composed of: Chairperson, Alternate Chairperson, Treasurer, Alternate Treasurer, Secretary, Alternate Secretary and standing committee chairpersons.
- The standing Committee shall be composed of Program, Registration, Entertainment, Public Information, Website, Banquet, Archives, AI-Anon and Hospitality, with additional ad hoc committees as necessary.
- Alternate chairpersons shall "move up" in the succeeding term.
- The Full Committee may designate a specific function as a responsibility of one of the officers, for a specific convention year.
- Treasury structure shall allow for single signing of checks. The Treasurer and one other full committee member shall ensure arrangement for signing of checks in all treasury matters. All matters over \$500, items outside of the committee budget or budget overages shall be reviewed and approved by the committee.
- Any positions remaining vacant shall be filled by the consensus of the convention committee.

## **III. Meetings**

- The Convention Committee shall meet prior to the convention for the purpose of planning the convention.

- Voting: Anyone holding a position for the convention is eligible to vote, however suggestions may be made by those in attendance. A committee member may be designated to vote in the absence of a standing committee chairperson.
- Positions will be filled by all in attendance at first planning meeting.
- A quorum shall require a minimum five convention committee chairpersons or appointed representatives.
- A post-convention wrap up meeting will be held at the closing of the convention for the purpose of critiquing the convention and preparing for the following year's convention.
- Committee members are expected to attend all scheduled meetings. Members shall notify the Chairperson if unable to attend and send a written report prior to the next scheduled meeting.
- If a committee member misses two(2) meetings (during the current convention year) without notifying the Chairperson and without submitting a written report, the person will no longer be considered a member of the convention committee and the position will be considered vacant.
- Convention Committee meetings will, at the discretion of the Chairperson, follow modified Robert's Rules of Order to the extent that they are not inconsistent with these guidelines and any special rules of order the convention committee may adopt.

#### **IV. Responsibilities**

All positions will be 1 year terms.

- **Chairperson** - Oversees the entire convention; Schedules and chairs convention committee meetings; Negotiates the contract with the convention site; Coordinates the activities of each committee chairpersons; Chairs the Friday evening meeting and Sunday morning meeting during the convention. Keeps the convention committee informed of the progress of all arrangements. Provides written reports at convention committee meetings and interim reports as needed.

***Suggested\* length*** of sobriety is a minimum two (2) years of continuous sobriety.

- **Alternate Chairperson** - Assists the Chairperson with planning of the convention; Arranges for taping of convention speakers; Chairs the Saturday evening meeting during the convention. Coordinates additional groups who want to participate within the theme of the convention.

***Suggested\* length*** of sobriety is a minimum two (2) years of continuous sobriety.

- **Secretary** - Keeps all written records, including minutes of convention committee meetings; Maintains lists of addresses and phone numbers of committee members; Sends out notices of convention committee meetings and other mailings to committee members. Provides written reports at convention committee meetings and interim reports as needed.

- **Alternate Secretary** – Assist secretary as needed, no report needed.

***Suggested\* length*** of sobriety is a minimum two (2) years of continuous sobriety.

- **Treasurer** - Accounts for all money, including revenues from registration and banquet tickets; Pays all expenses; prepares a budget based on expenditure estimates of standing committees, attendance projections etc. Provides Registration committee with the names of the Pre-Registrants. Provides written reports at convention committee meetings and interim reports as needed.

- **Alternate Treasurer** – Assist Treasurer as needed, no report needed

***Suggested\* length*** of sobriety is a minimum two (2) years of continuous sobriety.

- **Registration Chairperson** - Maintains records on convention pre-registrations; Provides reports of registration numbers to other committees as needed; Operates the registration desk at the convention site; Provides convention packets and name tags to registrants. Provides written reports at convention committee meetings and interim reports as needed.

***Suggested\* length*** of sobriety is a minimum two (2) years of continuous sobriety.

- **Program Chairperson** - Develops the program of meetings, panels and workshops for the convention in line with the convention theme; Ensures meetings formats are available for meetings, panels and workshops. Prepares the written program for the convention; Selects the speakers for the Friday and Saturday night meetings; Selects chairpersons for other meetings, panels and workshops. Must follow up with the speakers with confirmation letters and information packet. Provides written reports at convention committee meetings and interim reports as needed.

***Suggested\* length*** of sobriety is a minimum two (2) years of continuous sobriety.

- **Public Information Chairperson** - Prepares and distributes material about the program, location and time of the convention; Develops fliers for distribution to membership at area meetings, workshops, mini-assemblies, etc.; Notifies Box 459, A.A. Grapevine and Intergroup/Central offices; Responsible for having A.A. approved literature for sale available at the convention. Provides written reports at convention committee meetings and interim reports as needed.

***Suggested\* length*** of sobriety is a minimum two (2) years of continuous sobriety.

- **Utilities Chairperson** - Serves as liaison between the convention committee, and hotel staff designated to the convention. Coordinates the set up and tear down of signage for each event, assists in attaining any additional items needed by the

committee members. Works directly through the Chair and Co-chair. Provides written reports at convention committee meetings and interim reports as needed.

***Suggested\* length*** of sobriety is a minimum two (2) years of continuous sobriety.

- **Entertainment Chairperson** - Develops a program of A.A. related entertainment for the convention. Provides written reports at convention committee meetings and interim reports as needed.

***Suggested\* length*** of sobriety is a minimum two (2) years of continuous sobriety.

- **Hospitality Chairperson** - Coordinates the operation of the hospitality or social room; Arranges for food and beverages to be served in the hospitality room; Schedules volunteers of local members and attendees to perform as hosts and maintain the hospitality room; Arranges for greeters duration the convention. Provides written reports at convention committee meetings and interim reports as needed.

***Suggested\* length*** of sobriety is a minimum two (2) years of continuous sobriety.

- **Banquet Chairperson** - Coordinates with utilities to ensure banners are hung in main speaker area. Also coordinates removal of all items after convention has commenced. Works with Registration Chair and Treasurer Chair the attain names for banquets and is responsible for check in at all banquet events. Coordinates the Flowers for the podium and any decoration needed for the stage. Provides written reports at convention committee meetings and interim reports as needed.

***Suggested\* length*** of sobriety is a minimum two (2) years of continuous sobriety.

- **Historian/Archives** - Maintains and displays history of the convention at the convention site, records and other artifacts of the Pennsylvania State Convention; Responsible for maintaining the history of the convention; Keeps file of minutes of convention committee and area planning committee meetings. Provides written reports at convention committee meetings and interim reports as needed.

***Suggested\* length*** of sobriety is a minimum two (2) years of continuous sobriety.

- **Website Chairperson** - Responsible for maintaining the Convention. Provides written reports at convention committee meetings and interim reports as needed.

***Suggested\* length*** of sobriety is a minimum two (2) years of continuous sobriety.

- **Ad-Hoc Chairperson** - Responsible for specific purpose as determined by the convention committee. Provides written reports at convention committee meetings and interim reports as needed.

***Suggested\* length*** of sobriety is a minimum two (2) years of continuous sobriety.

- **Area 59 & 60 Liaisons** - The liaisons are communications conduits for the respective areas only, and coordinate all efforts through the Program and Public Information chairs.

**Definition of Suggested\*** - to propose somebody or something as a possible choice, plan, or course of action for somebody else to consider (Encarta Dictionary)

The Pennsylvania State Convention guidelines are compiled from the shared experience of A.A. members throughout the state and reflect guidance given through the Twelve Traditions and the Twelve Concepts for World Service.

**Amended: October 14, 1017 (II Structure - Treasury Structure, III Meetings - Positions filled., IV Responsibilities - All length of sobriety., Added Banquet Chairperson )**

**Unanimously adopted .....**