

Wisconsin FFA Alumni Association, Inc.

Convention Policy

PURPOSE:

An annual Wisconsin FFA Alumni convention shall be held for the purpose of electing officers, adopting resolutions, conducting business. It will also serve as an opportunity to provide educational and social activities to the members. The convention is a major fundraiser for the Wisconsin FFA Alumni.

The convention shall be hosted by various Wisconsin FFA Alumni sections on a rotational basis in the month of February.

Sections 1, 2, 3, and 7

Sections 4 and 5

Sections 6 and 10

Sections 8 and 9

A. STATEWIDE CONVENTION COMMITTEE:

Purpose of this ongoing committee:

- Responsible for implementation of the convention policy with each local executive committee.
- Serves as a resource to each local executive committee.
- Reviews all proposals and contractual agreements pertaining to the location of the convention.
- Reports any disputes to the Wisconsin FFA Alumni State Council for any action that may be deemed necessary.

The statewide convention committee will consist of:

- A current or former state FFA Alumni Council executive committee member(s) (Chairs)
- The state appointed treasurer
- Two members of past local executive committees

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- No more than two at large members
- The Wisconsin FFA Alumni Executive Director

All members of this committee must be in good Association membership standing and are expected to meet at least three times per year. All members must have regular Internet and e-mail access.

B. LOCAL CONVENTION COMMITTEE:

Approximately two years before the convention a local convention committee shall be formed; consisting of a chairperson(s), secretary and other local affiliate member representatives within the hosting sections. The current sectional representatives will also serve as members. Statewide convention committee members may attend meetings. It is a must that the local committee have regular Internet and e-mail access.

The state appointed convention treasurer will be bonded by the Wisconsin FFA Alumni Association's bonding policy. All records may be subject to audit/review at any time, as requested by the local executive committee, statewide convention committee and/or state council executive committee.

The local convention committee, working with the treasurer and the Wisconsin FFA Alumni executive director, will submit a final report that will detail attendance, income and expenses, sponsors, etc., and recommendations for future conventions. All reports will be submitted to the Wisconsin FFA Alumni Association as soon as possible or no later than 60 days following the close of the convention.

C. GUIDELINES CHOSING PROPERTY TO HOST:

The Wisconsin FFA Alumni Council will provide a list of preferred properties in the state. The local convention committee may suggest a property from outside the preferred list however; all properties considered will need to meet a list of space requirements needed to host the convention. When this review has been completed by the local convention committee they will submit their top 1 or 2 choice to the statewide convention committee. The Wisconsin FFA Alumni executive director will contact the

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proposed locations for proposals and act as the negotiator with the hotel properties. Once the proposals have been received the two committees will review and discuss proposals to make final decision for the convention location. To remove financial risk from local convention committee the Wisconsin FFA Alumni executive director will be responsible to sign all contracts with the chosen property. Throughout this entire process every effort within reason will be made to meet the needs and requests of the local convention committee.

D.COSTS:

Efforts are to be made to keep costs low to encourage attendance. Sponsorships are to be sought for financing of facilities, program speakers, workshops, refreshments, and entertainment speakers to keep costs down to cover non-recoverable costs in case of severe weather. There will be no refunds for pre-registrants that are no-shows.

E. USE OF PROFITS:

All funds, after convention debts are paid, will be turned over to the Wisconsin FFA Alumni. To prevent financial losses in a convention, all committee meeting minutes and financial reports should be sent to the statewide convention committee chairperson, who will then share with the Wisconsin FFA Alumni Council members.

F. CONVENTION RESPONSIBILITY GUIDELINES:

State Council

1. Responsible for the Friday State FFA Alumni Council meeting materials.
2. Responsible for business meetings and general membership sessions content, awards and sectionals' meetings content.
3. Has final approval for all workshops that will be held during the scheduled convention.

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4. Responsible for providing a convention photographer.
5. Wisconsin FFA Alumni executive director is responsible for hotel arrangements for all invited guests; however the expense is covered by convention funding.
6. Will provide the event program editor.

Sections Hosting the Convention

1. Responsible for convention theme development and promotion, registrations, program development/publishing, and general organizational details for running the convention.
2. Coordinate workshops/tours and presenters needs, including setup, materials, fees, etc., during the convention.
3. Responsible for auction(s).
4. Responsible for the Friday night social event.
5. Have the option of putting on Friday dinner and/or social hour on Saturday and/or a breakfast on Sunday morning.
6. Responsible for communicating planning efforts with the state convention committee chairperson.
7. Responsible for the Saturday evening entertainment
8. Responsible for all decorations.
9. Responsible for providing a media room.

G. CONVENTION GUIDELINES FOR FINANCIAL RESPONSIBILITIES:

State Council

1. Responsible for any state business handouts.
2. Responsible for accepting registration process

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Sections Hosting the Convention

1. Responsible for choosing a chairperson, establishing local executive convention committee and recommending a convention location.
2. Responsible for signing the Convention Policy with the Wisconsin FFA Alumni Council. This must be provided prior to receiving access to any of the seed funds.
3. Responsible for paying for any invited special guests' convention expenses.
4. Responsible for all financial costs of Wisconsin FFA Alumni awards to be presented during the convention.
5. Responsible for paying for workshop presenters' expenses.
6. Responsible for paying for rooms, registrations and convention scheduled meals for the State FFA Officer team, State FFA executive director and State FFA Advisor, and other special invited guests. Coordinate these needs with the Wisconsin Association of FFA executive director and Wisconsin FFA Alumni executive director.

SEVERE WEATHER POLICY:

The severe weather actions will take effect when any convention committee has an attendance of 50% or less of pre-registers due to severe weather conditions.

In the case of severe weather the convention committee will use convention funds to pay for *any and all outstanding expenses*.

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We have read and understand our responsibilities as outlined in the Convention Policy. We will follow the policy and work with the parties involved to provide the best opportunities for our members at the Wisconsin FFA Alumni Association, Inc. Annual State Convention. I/We understand that as members of the local convention committee and statewide convention committee we are acting on behalf of the Wisconsin FFA Alumni Association, Inc. and will do our best to represent our Association ethically, honestly and with integrity.

(Local Convention Committee Chairperson)

(Date)

(Local Convention Committee Chairperson)

(Date)

(State Convention Committee Treasurer)

(Date)

(Statewide Convention Committee Chairperson)

(Date)

(Local Convention Committee Secretary)

(Date)

(Wisconsin FFA Alumni Executive Director)

(Date)

(Presiding Executive Committee Member)

(Date)