

## GUIDELINES - SANTA CLARITA VALLEY CONVENTION STEERING COMMITTEE

(Ratified: September 7, 2003)

(Amended: July 18, 2004, October 22, 2004, November 10, 2004, February 23, 2005, October 23, 2005, September 20, 2006, October 21, 2006, October 19, 2007, December 13, 2007, October 17, 2008, September 22, 2009, December 8, 2009, May 16, 2010)

1. The Santa Clarita Valley Convention shall have a fifteen (15) member Steering Committee consisting of the current fifteen (15) living Committee Chairpersons who are able to assume the responsibilities (section 31) of their positions as follows:

1. Convention Chairperson
2. Convention Co-Chairperson
3. Treasurer
4. Recording Secretary
5. Fundraising Chairperson
6. Carry-the-Message Chairperson
7. Hospitality Chairperson
8. Speakers Chairperson
9. Marathon Meetings Chairperson
10. Registration Chairperson
11. Venue Chairperson
12. Security Chairperson
13. Entertainment Chairperson
14. Policy Chairperson (*Amended November 10, 2004*)
15. Al-Anon Chairperson (*Amended October 19, 2007*)

Any Steering Committee Chairperson, except the Al-Anon Committee Chairperson, must have a minimum of four (4) years of continuous sobriety. (*Amended July 18, 2004, Amended October 21, 2006, Amended October 19, 2007*)

2. A minimum of four (4) meetings a year shall be held by the Steering Committee. A two-thirds (2/3) vote of the Steering Committee is required in matters concerning major changes in the planning and formulating of the Convention. A quorum or two-thirds (2/3) of the total Steering Committee is required to be present in order to conduct a vote. (*Amended October 19, 2007*)
3. The Steering Committee is responsible for making certain that the current Convention Committee (consisting of ALL volunteers and attendees of the convention) operates within the Convention Guidelines as presently constituted. Any changes of these Guidelines shall first be submitted to the Steering Committee for their approval prior to being submitted to the Board of Directors for their approval to then be presented for final

approval by the assembled Group Conscience of the Convention Committee at the Annual Business Meeting. *(Amended October 21, 200, Amended October 19, 2007, Amended December 8, 2009)*

4. These Guidelines may only be amended at the Annual Business Meeting, with the only exception of the event of circumstances or issues that threaten the well-being and ability of the Steering Committee to fulfill its duties as outlined in its Mission Statement and these Guidelines. In this event, a special steering committee meeting can be called for by the standing Convention Chairperson.

a. The Steering Committee must first vote on whether or not a resolution to these issues or circumstances truly requires a change to the current Guidelines anytime before the Annual Business Meeting. This special vote to address the proposed changes to the Guidelines must be passed by two-thirds (2/3) majority or the proposed changes must be tabled until the Annual Business Meeting.

b. If the Steering Committee votes in favor of addressing these issues or circumstances then they will vote on the changes which then must be submitted to the Board of Directors for Final Approval. *(Amended October 21, 2006, October 17, 2008, September 22, 2009, December 8, 2009)*

5. Fundraisers for Convention funds run by Al-Anon/Alateen or any other groups representing the Convention must have a Treasurer Representative from the Steering Committee at the fundraiser to collect the monies from the event.  
*(Amended October 23, 2005, Amended October 21, 2006, Amended October 19, 2007)*

6. Every Convention Budget is to be approved by the current Steering Committee.

7. The general business of the Santa Clarita Valley Convention will be conducted by the current Convention Chairperson.

8. Qualifications of a Chairperson and Co-Chairperson for election and serving are: They shall have a minimum of seven (7) years of continuous sobriety; shall have served at least three (3) years on the Convention Committee (at least one of those years on the

Steering Committee as a chairperson) and reside within the geographic area of the Santa Clarita Valley at the time of election. *(Amended September 20, 2006, September 22, 2009)*

9. Succession in the event of a vacancy in the office of Chairperson: The Co-Chairperson will automatically succeed to the duties of the Chairperson.
10. The election of the Convention Co-Chairperson (and the Chairperson when required) will follow the Third Legacy Voting Procedures (below – 10.1.1.1). The Co-Chairperson and Chairperson elect shall assume his/her responsibilities at either the wrap party or at the first planning meeting of the convention, whichever occurs first.

Third Legacy Voting Procedures are in effect for the election of Co-Chairperson and Chairperson elect by substantial unanimity (2/3) and all other Officers by simple majority. All nominees must be present at the time of election.

- (a) For Co-Chairperson and Chairperson elect:
- (b) Written ballots are cast. The vote is counted by the current Recording Secretary. The first candidate to receive 2/3 of the vote is elected.
- (c) After the second ballot (assuming no candidate receives the necessary 2/3 on the first ballot), any candidates with less than 1/5 of the total vote will be withdrawn automatically, except that the two top candidates must remain. (In case there are ties for second place, the top candidate and the tied second-place candidates remain.)
- (d) After the third ballot, candidates with less than 1/3 of the total vote will be withdrawn automatically, except that the top two candidates must remain. (In case there are ties for second place, the top candidate and the tied second-place candidates remain.)
- (e) After the fourth ballot, if no candidate has 2/3 of the total vote, the current Chairperson asks for a motion, second and majority of hands on conducting a fifth and final ballot. (If this motion is defeated, balloting is over and we go the "hat" immediately. In case there are ties for second place, the top candidate and the tied second-place candidates remain. If not, the candidate with the smallest total is dropped. If the motion carries, a fifth and final ballot is conducted.)
- (f) If no election occurs by this time, the current Chairperson announces the choice will be made by lot (from the hat).
  1. Lots are drawn by the current Recording Secretary, and the first one "out of the hat" becomes the elected.

11. Once the new convention Co-Chairperson is elected, minutes of the elections and position changes will be submitted to the bank management for their records and both signatures on the primary account will be changed as soon as practicable.

*(Amended February 23, 2005)*

12. The Convention Chairperson of the previous year will fill the position of Policy Chairperson for one year after which he or she may again serve on the Steering Committee if elected

on the Steering Committee for any position other than Convention Chairperson or Convention Co-Chairperson. *(Amended November 10, 2004)*

13. In the event of an absence of any of the Chairpersons at a steering committee meeting, that person's Co-Chair shall be recognized as able to vote on any issue in their absence. *(Amended February 23, 2005)*

14. When any of the Chairpersons of the Steering Committee (with the exception of the Convention Chairperson and the Al-Anon Chairperson) is elected, it is recognized that that individual's ability to also choose a suitable Co-Chairperson is inherently acceptable, thereby if any Chairperson (with the exception of the Convention Chairperson and the Al-Anon Chairperson) vacates his/her position, the Co-Chairperson will assume all the duties until the end of the year without vote, but must be voted in for the following year, assuming the Co-Chairperson meets the Steering Committee Member requirements outlined in section #1. *(Amended February 23, 2005, Amended October 19, 2007)*

a. Newly Elected Chairpersons will officially take office at either the wrap party or first planning meeting of the convention, whichever occurs first.

*(Amended October 21, 2006)*

15. No Chairperson shall hold the same steering committee position for longer than two consecutive terms. When a term has run out, the position will be open for re-election at the wrap party. *(Amended February 23, 2005, September 22, 2009)*

16. All Steering Committee Members are required to attend all steering committee meetings unless excused by notifying the standing Convention Chairperson or Co-Chairperson prior to the meeting. If a steering committee member misses two steering committee meetings unexcused per year, then that individual will be removed from the Steering Committee and the position will be opened for re-election at the next Open Planning Meeting. *(Amended October 22, 2004)*

17. Minutes of the meetings will be published within one week and agenda within one week prior to the meeting with Chairperson to have discretion to add items to New Business.

Any member of AA or Al-Anon Family Groups can request that the Chairperson place an item on the agenda. *(Amended October 23, 2005, September 22, 2009)*

18. The Chairperson of the Long Timers Meeting must have 20 years of Sobriety, and all participants a minimum of 30. *(Amended October 21, 2006)*
  19. The Chairperson of the Young Peoples Meeting must have gotten sober before reaching Age 25.
  20. The Speaker for the Young Peoples Meeting must have gotten sober before age 25 and have 10 years of sobriety.
  21. The location of the Convention shall be held within the geographic area of the Santa Clarita Valley.
  22. Distribution of Funds: The Contingency Fund (\$20,000.00) and Seed Money Fund (\$7,500.00) are automatically passed on to the next convention. Any surplus available up to \$5,000.00 after the convention has paid its obligations shall be distributed as follows:
    - First:** Al-Anon Family Group shall share in the \$5,000.00 based on the actual percentage of all Al-Anon Family Group registrations compared to the number of total registrations for the convention, (Pre-Registrations and On-Site Registrations.)
    - Second:** The remaining balance of the \$5,000.00 shall be distributed 10% to District 7; 10% to Area 93 Committee; 10% to SCV Hospitals and Institutions; 20% to G.S.O. New York; 50% to SCV Central Office of A.A. Funds in excess of \$5,000.00 shall be deposited into the Contingency Fund.  
*(Amended October 21, 2006, October 19, 2007, December 13, 2007, October 17, 2008)*
- a. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on: by an organization exempt from Federal income tax under section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law). *(Amended May 16, 2010)*
  - b. **Conflict of Interest Policy:** NO voting member of the Steering Committees or Board of Directors shall profit personally or professionally in any way as a result from their participation on these committees. This includes (but is not limited to) regular cash income, preferential services provided by vendors, and/or any favorable services rendered by the committee themselves. No voting members of these committees shall receive free rooms, meals, commemoratives or otherwise be reimbursed for these items by the SCV Convention of AA, Inc. ANY member of the Steering Committee or Board of Directors must disclose any interests that could give rise to conflicts as required and specified by United States Internal Revenue Law governing non-profit corporations. *(Amended May 16, 2010)*
  - c. **Whistleblower Policy:** Any and all volunteers on the Convention Committee are encouraged to come forward with credible information of illegal practices or

violations of these adopted policies. Any person reporting such violations can do so anonymously and the SCV Convention of AA, Inc insures that the identity of the person reporting the violation will be protected and kept confidential avoiding any retaliation. Suspected violations should be reported directly to the Convention Chairperson as soon as possible without restriction. If the Convention Chairperson is considered suspect of any violation then it may be reported to any member of the Steering Committee that the person reporting feels safe doing so with to be addressed by the Steering Committee as soon as possible. *(Amended May 16, 2010)*

- d. **Written Document Retention and Destruction Policy:** the Steering Committee will house and maintain copies of all records of minutes, agendas, treasury reports and any other significant documents within the corporate records. At a minimum, the SCV Convention must keep books and records relevant to its tax-exemption and its filing with the IRS. The safe keeping of these documents shall be monitored under the shared supervision of the Secretary and the Treasurer respectively. *(Amended May 16, 2010)*
- e. Upon the winding up and dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to a nonprofit fund, foundation or corporation which is operated exclusively for charitable, educational purposes and which has established its tax exempt status under section 501 (c) (3) of the Internal Revenue Code. If the organizations in section 22 qualify under section 501 (c) (3) of the Internal Revenue Code, it is hereby directed that the remaining assets be distributed under section 22 above. *(Amended October 21, 2006, May 16, 2010)*

22. Contingency Fund: The Contingency Fund is to be used only in the event that there is a disaster or situation which prevents the Convention from taking place. If this should occur, all advance monies received shall be returned except for the Pre-Registration Funds which would be non-refundable. It is agreed that the Contingency Fund shall be placed in a separate account to be controlled by the Steering Committee with the Current Chairperson and Co-Chairperson and Recording Secretary (ad hoc). The Funds are to be deposited in a FDIC insured account. *(Amended October 17, 2008)*

23. The Annual Business Meeting conducted at the Convention is for the following purposes:
- a. The review of the prior year's Minutes and financial reports;
  - b. The election of the next year's Co-Chairperson who automatically becomes Chairperson the following year;
  - c. Proposed Guideline changes to be voted on;

- d. Any other business brought before the Business Meeting which pertains to the Convention. *(Amended October 21, 2006)*
- e. Any attendee at the Annual Business Meeting shall have a vote. *(Amended October 19, 2007)*
24. The Annual Business Meeting referred to in paragraph 24 above shall be conducted at the discretion of the Steering Committee. *(Amended October 23, 2005)*
25. The First Open Planning Meeting shall be conducted in January (the first month of the calendar year of the non-profit corporation). The purpose of this meeting will be to fill any open positions in the steering committee (by simple majority vote of the remaining steering committee members). *(Amended February 23, 2005)*
26. In addition to these Guidelines it is suggested that the following be used:
- SCV AA CONVENTION SERVICE MANUAL *(Amended October 21, 2006)*  
 AA GUIDELINES FOR CONFERENCES, CONVENTIONS, and ROUNDUPS  
 THE TWELVE TRADITIONS  
 THE TWELVE CONCEPTS
27. Upon completion of the Financial Statement following the current year's Convention, a copy of such Statement is to appear in the local Central Office Newsletter.
28. Except as otherwise provided, the Convention Business Meeting shall be conducted in accordance with ROBERT'S RULES OF ORDER.
29. Dress Code – Committee Chairs are responsible for informing and policing volunteers and their committee members of dress code requirements.
30. There will be no refunds. All registration forms and flyers must state that there will be no refunds. *(Amended October 17, 2008)*
31. **Steering Committee Job Descriptions** *(Amended October 21, 2006)*
- Santa Clarita Valley Convention of AA Mission statement:  
 "To manage and organize an annual event to be known as **The Santa Clarita Valley Convention of Alcoholics Anonymous**. A safe and fun venue will be developed wherein all the Alcoholic Anonymous groups and individual members within the Santa Clarita Valley and surrounding areas will be invited to join for fellowship and a structured celebration of their sobriety. Following tenets of Unity, Service and Recovery, we will strive to prepare and preserve this atmosphere. *(Amended October 19, 2007)*

ALL Steering Committee members primary goal is to do everything practicably within their power to help fulfill the goals of the Mission Statement. This includes occasionally helping other steering committee members with their duties if they need it.

#### **Convention Chairperson**

Oversees the entire convention; coordinates the work of subcommittee chairpersons; keeps informed on the progress of all the arrangements; has no direct voting power on the Steering Committee unless situation calls for a tie-breaking decision; shall have a minimum of seven (7) years of continuous sobriety; shall have served at least three (3) years on the Convention Committee and reside within the geographic area of the Santa Clarita Valley at the time of election.

#### **Convention Co-Chairperson**

Assists the Chairperson in all his duties; accepts the full duties of the Chair in the absence of the Chair; assumes the position of Chairperson the year following his or her term as Co-Chairperson; shall have a minimum of seven (7) years of continuous sobriety; shall have served at least three (3) years on the Convention Committee and reside within the geographic area of the Santa Clarita Valley at the time of election.

#### **Recording Secretary**

Secretary keeps all written records, including minutes of the committee meetings; also sends out notices of committee meetings and other mailings to committee members. Makes agendas one week prior to each meeting and sends to all committee members and the webmaster to post. Records minutes of each meeting and sends to all committee members and the webmaster to post within one week of the meeting. Formulates and updates committee rosters.

#### **Treasurer**

Treasurer is responsible for all money, including revenues from registrations, banquet tickets and fundraising; pays all bills using a check request or purchase order system; advises the chairperson on cash supply and income flow as well as rate of expenditures. Any candidate for treasurer should have four (4) or more year's sobriety, computer experience, and some solid business experience. Each check requires two signatures of the Chairperson and Co-Chairperson. A complete report from the treasurer will be prepared on a monthly basis. The Steering committees have the freedom to audit the accounts of the Santa Clarita Valley Convention of AA, Inc. at anytime as a further safeguard for convention funds.

#### **Registration Chairperson**

Registration Chairperson supervises the printing and distribution of all tickets, giving special attention to the task of bringing in the collections; all funds collected will be deposited by the Treasurer and be reported with the Treasurer's monthly report; will track the number of attendees of the convention and events from the beginning of pre-registration to the end of the convention. A direct mailing will be made to all the attendees of the previous year to encourage pre-registrations

#### **Carry-the-Message Chairperson**

Carry-the-Message Chairperson has the sensitive task of encouraging a large attendance without abandoning A.A.'s principle of "attraction rather than promotion." Publicity efforts can be kept within the dignity and spirit of A.A. through the following means:

- a. Preparation and distribution of material about the program, speakers, and time and location of the convention (perhaps including map of area, if necessary). The convention publicity material should also be sent to the press, radio, and TV outlets in the immediate area, (The Public Information Workbook, available from G.S.O., gives useful advice on approaching the media.)
- b. Regular flyers about the convention will be mailed as often as possible to all groups in the SCV and surrounding areas, with the first mailing beginning about six months before the convention date.
- c. Dates and location of the convention, with a mailing address for information or registration, should be sent (three months in advance) to the A.A. Grapevine and to Box 4-5-9, to be published in their calendars. The GV lists only area, regional, state, or provincial events of more than one day's duration; send notices to Box 1980, New York, NY 10163. For Box 4-5-9, send notices to Box 459, Grand Central Station, New York, NY 10163.

#### **Entertainment Chairperson**

Entertainment Chairperson will arrange for the convention entertainment as well as all fundraisers; will hire the band and other performers (or arrange for taped or recorded music). The Entertainment Chairperson will be responsible for the taping of speakers at the convention and all special events. *(Amended September 22, 2009)*

#### **Special Events Chairperson**

Fundraising Chairperson is responsible for the raising of any and all moneys outside of direct convention revenue (i.e., registration, per-registration, banquet, dance, and 7<sup>th</sup> tradition contributions). All funds collected will be deposited by the Treasurer and be reported with the Treasurer's monthly report. *(Amended September 22, 2009)*

#### **Speakers Chairperson**

Speakers Chairperson is responsible for booking the following year's convention speakers, sending invites to speakers and panels of meetings where these individuals will be participating; will coordinate with the Venue Chairperson to insure that proper care is provided to Convention Speakers which will include all travel and boarding expenses. Speakers also provide speaker for fund-raising events as needed. They will also provide hosts (hostess) for speakers.

#### **Venue Chairperson**

Venue Chairperson is the liaison between the venue (convention or fundraising facility and hotel) and the steering committee; negotiates contract for housing package; insures all deposits and payments are made as contracted; insures that SCV Convention of AA, Inc. will always be welcomed for future conventions.

#### **Security Chairperson**

Security Chairperson is responsible for the personal safety of every attendee and guest of the convention (including fundraisers) by insuring the safe conduct of every single person involved; will work closely with the Venue Chairperson to insure that convention facilities or any vendor's property are never threatened wherein the SCV Convention AA, Inc. could be found liable; will secure the attendance of Annual Convention Meeting. Members of the Security Committee will wear special identification badges and will be available to provide assistance to conventioners

**Marathon Meetings Chairperson**

Marathon Meetings Chairperson will coordinate with all groups, panel members, or leaders to insure a smooth running set of marathon meetings; will insure that access and schedules to all meeting are readily available to all attendees. A direct mailing will be made to all the meetings and groups that filled marathon meeting slots of the previous year to encourage early sign-ups.

**Hospitality Chairperson**

Hospitality Chairperson will serve as convention host, organizing a committee that will greet out-of-town guests, arrange transportation for them when necessary, and see to any other needs they might have while attending the convention. Members of the hospitality committee wear special identification badges and are available to answer questions and provide assistance to conventioners.

**Policy Chairperson**

Position is always assumed by the past year's Convention Chairperson. Policy Chairperson serves in an advisory capacity for the Steering Committee. The primary duties are to insure that the Guidelines of the Convention are always followed as well as the Twelve Traditions of Alcoholics Anonymous during all business meetings, planning meetings, and events in order to protect the future interests of SCV Convention of AA, Inc. and the directive of its Mission Statement. The Policy Chair is steward of the "SCV of AA Service Manual." Policy Chairperson is the liaison between the Steering Committee and the Board of Directors. Policy chair may also mediate any disputes between Convention Committee and Chairperson. Policy Chair will coordinate with the book keeper and treasurer to ensure that a raffle permit and the appropriate recording are complete. *(Amended October 21, 2006, September 22, 2009)*

**AI-Anon Chairperson**

To ensure that AI-Anon/Alateen committee abides by the SCV Convention Guidelines; To ensure continued support of AI-Anon/Alateen of the SCVAA Convention while ensuring the autonomy of AI-Anon/Alateen and the Steering Committee; To act as liaison between AI-Anon/Alateen and the Steering Committee; To continuously audit job duties and functions and modify as needed; To ensure continued representation of AI-Anon/Alateen participants. *(Amended October 19, 2007)*