



DEPARTMENT OF GEORGIA POLICY NATIONAL CONVENTION

Reviewing Body: Finance & Risk & Compliance Committees

Reviewed Date: 10-21-2023

Adopted By: Department Executive Committee

Adopted Date: 10-27-2023

Purpose

The purpose of this policy is to:

1. Provide a full understanding of the ALA National Convention Attendance Policy for the Department of Georgia delegation to the ALA National Convention.
2. Define the Department of Georgia delegation registration fees and process.
3. Clarify roles and responsibilities for the Department of Georgia delegation to the ALA National Convention.
4. Outline the compensation protocols for the Department of Georgia delegation to the ALA National Convention.

Policy Definitions

Attendance: Delegates that are considered “in full attendance” must be in their designated seats for the duration of the meetings scheduled by National ,the installation ceremony is optional. These dates and times are subject to change depending upon the ALA National Convention schedule and will be updated by the Department Secretary/Treasurer to reflect any changes.

Compensation: The Department of Georgia budgets for providing funds to offset the expenses of the volunteer leaders elected to represent the Department of Georgia as Delegates to the ALA National Convention who complete the attendance requirements.

Delegation: The Delegation to the ALA National Convention from the Department of Georgia includes the immediate Past Department President, the incoming Department President, elected Delegates, elected Alternate Delegates, the appointed Page, the Department Secretary/Treasurer, and any guests so wishing to attend. Members of the National Executive Committee (NEC) shall be delegates-at-large to the National Convention, with vote(s) to be exercised with their Departments. The annual selection of individuals to these Delegate and Alternate Delegate voting roles is specified in the Department Constitution, Article VIII National Convention.

Delegation Chairperson: The Department President, having completed the term of office on June 30 or thereabouts, of the convention year, is the “Past Department President” and serves as the Delegation Chairperson. This officer is the spokesperson for the Department while at the convention.

Elections: The individuals elected at the District level as Delegates and Alternate Delegates or as prescribed by District governing documents to be placed on the ballot at the Department Convention, for final election to join the delegation to the ALA National Convention shall be committed to attend the ALA National Convention if elected and be positioned to take the necessary time and provide the necessary self-funding to cover the majority of convention attendance expenses including travel, lodging, parking, meals, and any other incidental expenses associated with attending the convention. Election is a commitment to attend both as a Delegate or Alternate Delegate.

Appointment: The Delegation Chairperson appoints the Page. The Page is a non-voting member of the Delegation. Should the Page be appointed from the elected pool of Delegates or Alternates, at the

Delegation Chairperson's discretion the Page may serve both as Page and Delegate (or Alternate). If as Delegate, the Page shall be a voting-member of the Delegation.

Policy:

1. **Registration and Fees:** The Department Secretary/Treasurer will register and submit payment for all members of the delegation and guests – individuals do not pay and register on their own. The Department budgets and pays the ALA National Convention Registration fee for all members of the delegation. Guests from the Department of Georgia must submit the registration fee to the Department for processing by the date required by the Department Secretary/Treasurer. All members of the delegation and guests shall:
 - a. Notify the Department Secretary/Treasurer by July 15th of the intent (commitment) to attend the ALA National Convention.
 - b. Make travel arrangements inclusive of transportation and hotel reservations. The latter is outlined by The American Legion.
 - c. Provide intent and payment (all members of the delegation and guests) for Banquet and Luncheon registration to the Department Secretary/Treasurer by July 15th or before the due date established by the Department Secretary/Treasurer.
2. **Attendance:** As outlined in the definition section, attendance at the designated meetings is a critical component of representing the Department of Georgia as a member of the delegation. Compensation of Delegates/Page is based on attendance; there is no deviation from the outline herein.
3. **Duties:** All members of the delegation are expected to perform their respective duties and take direction from the Delegation Chairperson or Department Secretary/Treasurer in the absence of the Delegation Chairperson.
 - a. **All members** of the delegation shall:
 - i. Meet the attendance requirements per the attendance definition.
 - ii. Participate in the Pre-Convention Committee meetings as established and conducted by the National ALA, usually leveraging the Zoom platform of video conferencing **as assigned by the Department Secretary**. Department elected officers and committee chairpersons may also be assigned to attend pre-convention meetings. **Only the Department Secretary**, in collaboration with the Delegation Chairperson, is authorized to designate the official representative from the Department of Georgia to the Pre-Convention Committee meetings.
 - iii. Submit expense report and receipts to the Finance Committee for any expenses incurred that were agreed to and approved in advance.
 - iv. Sit in the designated seat/seating area.
 - v. abide by the National dress code for the convention.
 - b. The **Page** shall:
 - i. Attend the required Page pre-convention meeting on site.
 - ii. Pick up mail and distribute to the recipients of the Georgia Delegation at the convention each morning, unless otherwise advised differently by the Delegation Chairperson.
 - iii. Meet the attendance requirements per the attendance definition.
 - iv. Wear attire as prescribed by the National ALA.
 - v. Conduct rollcall to confirm all delegates and alternates are present at each meeting. Collaborate recording of this with the Department Secretary/Treasurer.
 - vi. As needed, escort delegates, alternates, and guests to their proper seating area.
 - vii. Sit in the designated seat.
 - c. The **Department Secretary/Treasurer** shall:
 - i. Certify and register the delegates, alternates, and guests to the National Convention.

- ii. Assign delegates or alternates to each pre-convention committee meeting. **Only the Department Secretary**, in collaboration with the Delegation Chairperson, is authorized to designate the official representative from the Department of Georgia to the Pre-Convention Committee meetings.
 - iii. Assign delegates or alternates to attend on-site pre-convention meetings.
 - iv. Pick up registration packets from the National Convention staff upon arriving on site by the time prescribed by the National organization.
 - v. Prepare Convention Packets for pick-up by delegation members and guests for the scheduled distribution times.
 - vi. Schedule location for distribution of Convention Packets to delegation members and guests to include 8–11 am and 1–5 pm on Friday or on Saturday at a designated time and place. Any pick-up times on Thursday and Friday evenings shall be scheduled in advance and agreed to by the Department Secretary/Treasurer. These packets may include banquet and luncheon tickets for which the Department Secretary/Treasurer shall obtain signatures of receipt by delegation members and guests to whom tickets are distributed.
 - vii. Meet the attendance requirements per the attendance definition.
 - viii. Certify delegate attendance in collaboration with the Page at each meeting and maintain attendance records.
 - ix. Verify with the Delegation Chairperson proper distribution of compensation checks at the close of the Wednesday session – this is a coordinated effort.
 - x. Submit expense report and receipts to the Finance Committee for any expenses incurred that were agreed to and approved in advance and for the compensation as called for herein.
 - xi. Perform other dues as may arise in collaboration with the Delegation Chairperson.
 - xii. Collect, distribute, and return the voting devices for each meeting
 - xiii. Sit in the designated seat.
- d. The **Delegation Chairperson** shall:
- i. Be responsible in collaboration with the Department Secretary/Treasurer for distributing delegate and guest packets on Saturday until all registration packets have been issued.
 - ii. Serve as the leader of the delegation and spokesperson for the Department while at convention.
 - iii. Meet the attendance requirements per the attendance definition.
 - iv. Determine which alternates move into delegate seats should a delegate be absent or must leave. These should be assigned in the order of majority of the vote at the ALA Department of Georgia Convention.
 - v. Ensure all members of the delegation and guests feel welcome and are made aware of all social events and included in all Department of Georgia activities.
 - vi. Collaborate with the Secretary/Treasurer and has final say on banquet and luncheon seating to ensure an inclusive environment at both events.
 - vii. Submit expense report and receipts to the Finance Committee for any expenses incurred that were agreed to and approved in advance and for the compensation as called for herein.
 - viii. Perform other dues as may arise in collaboration with the Secretary/Treasurer.
- e. The **Incoming President** (taking office on or about July 1) shall:
- i. Meet the attendance requirements per the attendance definition.
 - ii. Support the Delegation Chairperson as requested.
 - iii. Submit expense report and receipts to the Finance Committee for any expenses incurred that were agreed to and approved in advance, if any, and for the compensation as called for herein.

4. **Compensation:** The Department of Georgia budgets to compensate the Delegates to offset the significant personal expenses of attending the ALA National Convention.
 - a. The Department Secretary/Treasurer, the Delegation Chairperson, and the Incoming Department President will each receive \$600 upon submittal of required receipts and provided all dues and attendance requirements were met.
 - b. The Page will be compensated \$275 for fulfillment of their duties if all attendance requirements are met. If all attendance requirements were not met, the Page will only be compensated for the meetings attended based on the schedule below:
 - i. Day 1- \$50.00
 - ii. Day 2- \$75.00
 - iii. Day 3- \$75.00
 - iv. Day 4- \$75.00.
 - c. The elected delegates (or alternates if moved to the delegate seat) will be compensated \$275 if all attendance requirements are met. If all attendance requirements were not met, elected delegates (or alternates if moved to the delegate seat) will be only compensated for the meetings attended based on the schedule below:
 - i. Day 1- \$50.00
 - ii. Day 2- \$75.00
 - iii. Day 3- \$75.00
 - iv. Day 4- \$75.00
 - d. The Department annually budgets for and pays the convention registration fees for all Delegates, the Page, and Alternate Delegates.
 - e. The Department annually budgets for and pays the convention registration fee for the NEC and the NEC receives compensation from National for lodging, travel insurance, and States dinner tickets. The Department therefore shall not provide reimbursement to the NEC for any other expenses. In the event the Delegation Chairperson or an elected delegate is also the NEC member from Georgia, the Delegation Chairperson or an elected delegate will forego any compensation from the Department.
 - f. In the event a Delegate is slated to also serve as Page, the person will be compensated for one position or the other, not both.
 - g. In the event any member of the delegation shares transportation or lodging expenses with another member of the delegation, all expenses for all parties must be documented and appropriately reported to be considered for compensation for the individual's portion.
 - h. Decisions related to compensation by the Delegation Chairperson in collaboration with the Department Secretary/Treasurer are final.

Date Revised (or established)	Description of Revision	Adopted By:
10-27-2023	Established	Department Executive Committee
10-24-2023 proposed	Add clarifying statements specific to compensation and serving in dual roles and sharing of expenses. Other minor corrections.	Department Executive Committee