



## 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 held on Saturday, Monday, Tuesday, and Wednesday with the exception of the installation ceremony on Wednesday, which is optional. These dates and times are subject to change depending upon the ALA National Convention schedule and will be updated 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 as well as the Department Secretary/Treasurer as the official delegation 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 Department President, incoming President, elected Delegates, elected Alternate Delegates, Page, the Department Secretary/Treasurer, and any guests so wishing to attend. The selection of individuals to these roles annually is specified in the Department Constitution, Article VII National Convention and Standing Rule 20.

**Delegation Chairperson:** The Department President, having completed the term of office on June 30 or thereabout, 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 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 expense associated with attending the convention. Election is a commitment to attend both as a Delegate or Alternate Delegate.

**Appointment:** The incoming President (who took office on or about July ` ) appoints the Page and is part 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 August 1 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 before the due date as 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 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 leader of the delegation, the Department President (outgoing).
  - a. **All members** of the delegation shall:
    - i. Meet the attendance requirement noted above.
    - 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.
    - iii. Attend all scheduled convention meetings on Saturday, Monday, Tuesday, and Wednesday with the installation as optional.
    - iv. Submit expense report and receipts to the Finance Committee for any expenses incurred that were agreed to and approved in advance.
  - b. The **Page** shall:
    - i. Attend the required Page pre-convention meeting on site.
    - ii. Pick up mail and distribute to the convention floor each morning, unless otherwise advised differently by the Department President.
    - iii. Attend all scheduled convention meetings on Saturday, Monday, Tuesday, and Wednesday with the installation as optional.
    - 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.
  - 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.

- 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.
  - v. Prepare for pick-up by delegation members and guests of their packets for the scheduled distribution times.
  - vi. Schedule location for distribution of packets to delegation members and guests to include 8 – 11am and 1-5 pm on Friday. These packets may include banquet and luncheon tickets – obtain signatures of receipt by delegation members and guests to whom tickets are distributed.
  - vii. Attend all scheduled convention meetings.
  - viii. Certify delegate attendance in collaboration with the Page at each meeting and maintain attendance records.
  - ix. Verify with the Chair of the Delegation proper distribution of compensation checks – 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 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. Attend all scheduled meetings.
  - iv. Determines 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. Ensures 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. Collaborates 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. Attend all scheduled meetings.
  - 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 Department Secretary/Treasurer and those elected members of the delegation 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 dues.
- c. The elected delegates (or alternates) will be compensated \$275 if all attendance requirements are met. If all attendance requirements were not met, elected delegates (or alternates) 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 decision of the Delegation Chairperson in collaboration with the Department Secretary/Treasurer is final.

Date Revised (or established)	Description of Revision	Adopted By:
10-27-2023	Established	Department Executive Committee