###### POLICY AND PROCEDURE

**for**

**CONVENTION**

1. The Jr. Past President of the State Council represents the State Council as Convention Advisor involving the workings of a State Convention. It is therefore necessary that both the State President and the Jr. Past President are fully informed with all aspects of the State Convention.
2. Convention Hostesses will follow the procedures as contained in Bylaw Article XII Meetings Section 1 and refer to this Policy and Procedure for planning and carrying out State Convention.
3. Convention Hostesses may borrow funds from the Oregon State Council Treasury, funds permitting. This must be requested in writing before December 1st of the year prior to Convention. The amount of the loan is to be paid back to the State Treasury by the Convention Hostesses on or before June 1st of that year.
4. The Convention registration is established at seven dollars ($7.00) per member plus the cost of medium priced meals plus gratuity. One ($1.00) dollar per member may be added for a speaker fee. An additional amount per member will be added to registration if a “set-up fee” is charged.
5. The deadline for pre-registration is three (3) weeks before Convention. If this deadline is not met, the member pays an additional ten dollars ($10.00); men will pay an additional five dollars ($5.00)
6. Refunds will be the registration fee minus ten dollars ($10.00) Convention operating costs plus one dollar ($1.00) speaker fee if such fee is added to registration fee. **The request for a refund must be** **in writing and received by the Convention Hostesses by the time the facility requires a firm meal count for the function(s). This date deadline shall be published on the registration form.**
7. It is the responsibility of the Convention Chairman, as instructed by the State President, to assure registration and lodging for the following: State President, IC Representative(s) and Headquarters Representative (if one is attending).
8. Any profit or loss is the responsibility of the hostess District/Chapters.
9. Only gifts from the Convention Hostesses to the State President, the IC Representative and the Headquarters Representative; from the State Council to the State President and from the Gavels to the newly installed Jr. Past President are in order. All requests for any “special” presentations must have the approval of the Jr. Past President or the State President.
10. Candidates for State office may be published as part of a Convention function at the discretion of the Second Vice President and must be confined to the designated area of said function. Publicity may be by spoken or written means, or both, and may include one written page and one favor. Buttons, ribbons or similar items may be worn by members supporting candidates at all Convention functions prior to installation of new officers. Candidates and their supporters will be responsible for the removal of any debris left in the area following the Convention function.
11. Chapters shall be honored at Convention every fifth (5th) anniversary year beginning with their twenty-fifth (25th) anniversary, during the year in which the anniversary occurs.
12. A complete State Convention financial statement will be published prior to the Fall Leadership Meeting in The Oregon Grapevine. A final Convention report shall be forwarded by June 10 to the State President, the Jr. Past President and the incoming State Convention Chairman.