



**WISCONSIN FFA ALUMNI ASSN., INC.
CONVENTION POLICY**

(Revised November 2008 – State Council meeting)



Wisconsin FFA Alumni Association, Inc. may be referred to as Wisconsin FFA Alumni in this document.
Wisconsin FFA Alumni Association, Inc. State Council may be referred to as State Council.

A state convention shall be held the second week of February for the purpose of electing officers, adopting resolutions, conducting business, communicating with members and providing for educational and social activities. In the event that a convention site cannot be booked for the second weekend of February, that weekend of convention can be changed with approval by the Wisconsin FFA Alumni Assn., Inc. State Council.

A. HOST SECTIONS:

The convention shall be held on a rotational basis in the following order:

- Sections 6 and 10 – 2009
- Sections 8 and 9 – 2010
- Sections 1,2,3, and 7 – 2011
- Sections 4 and 5 – 2012
- Sections 6 and 10 – 2013
- Sections 8 and 9 – 2014
- Sections 1,2,3, and 7 – 2015
- Sections 4 and 5 – 2016

The selection of the convention site shall be made by the host sections; following a review of recommended proposals and contracts with the Statewide Convention Committee. Final approval will be required by the State Council. The hosting convention committee will notify the WI FFA Alumni Executive Director before the binding contract is signed by the convention chairperson(s) and the WI FFA Alumni Executive Director. Copies of all documents pertaining to the contract will be made for all parties involved.

B. HOSTING CONVENTION COMMITTEE:

A convention committee shall be formed, consisting of local individual(s) within the hosting sections acting as chairperson(s), local affiliate member representatives, and the State Council Representative. The current sectional representative will serve as an ex-officio member of the hosting convention committee. The Executive Committee will consist of the chairperson(s), secretary, treasurer, and the WI FFA Alumni Executive Committee member who will preside at that convention. The Convention Executive Committee members must be approved by the Wisconsin FFA Alumni Executive Committee. This committee shall plan all of the activities of the convention except for the business session and award sessions, which shall be planned jointly with the State Council. More specific responsibilities are outlined below.

The sections hosting the convention will have their own treasury account, separate from the State Council. The convention treasurer will be bonded by the Wisconsin FFA Alumni Association’s bonding policy and all records could be subject to audit at any time, as requested by the Statewide Convention Committee and/or State Council Executive Committee. The convention secretary must have Internet access.

The hosting convention committee shall identify location of convention, its facilities, costs, and a tentative budget. This report will be presented to the State Council at the convention a minimum of one year prior to convention year by the hosting committee chairperson(s). (Example: 2004 Convention presented at the 2003 Convention Council meeting.)

The hosting convention committee is responsible for providing written reports, minutes and other information. These reports will need to be provided in a timely manner, as requested by the Statewide Convention Committee and/or the WI FFA Alumni Executive Committee. The final report will detail attendance, income and expenses, sponsors, etc.,

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52 and recommendations for future conventions. All reports will be provided to the President Elect and Statewide
53 Convention Committee within 8 months following the close of the convention.

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56 C. STATEWIDE CONVENTION COMMITTEE:

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58 The statewide convention committee is responsible for implementation of the convention policy with each hosting
59 convention committee and its affiliates. This committee will review all proposals and contractual agreements
60 pertaining to the convention and any disputes, provided in writing, regarding the convention. The disputes will need
61 to be reported to the State Council for any action that may be necessary. The Wisconsin FFA Alumni Council will
62 appoint an auditor for the convention records. The Statewide Convention Committee will consist of the President
63 Elect (who will chair this committee), another WI FFA Alumni Executive Committee member, two members of past
64 state convention executive committees, and no more than two at large members. The Alumni Executive Director shall
65 serve as an ex-officio member of the Committee. All members must be in good membership standing with an active
66 affiliate.

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68 D. COSTS:

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70 Efforts are to be made to keep costs (registration and meals) as low as possible to encourage attendance. Sponsorships
71 are to be sought for financing of facilities, program speakers, workshops, refreshments, and entertainment speakers to
72 keep costs low to cover non-recoverable costs in case of bad weather.

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74 Refunds for no-shows shall be the decision of the Hosting Convention Committee. Any disputes regarding the
75 convention will need to be written and presented to the Statewide Convention Committee for review.

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77 E. USE OF PROFITS:

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79 Suggestions for use of convention profits can be made by the Hosting Convention Committee and will be considered
80 by the State Council. To prevent losses in a convention, detailed budgets and financial reports should be sent to the
81 council and the statewide convention committee on a regular basis. Any unjustified losses shall be the responsibility
82 of the hosting affiliates in those sections.

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84 F. CONVENTION RESPONSIBILITY GUIDELINES:

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86 State Council:

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- 88 1. Responsible for the Friday State Alumni Council meeting.
 - 89 2. Responsible for communicating any needs for the FFA Foundation meetings on Friday with the hosting convention
90 committee.
 - 91 3. Responsible for the Past Presidents meeting.
 - 92 4. Responsible for the sessions on Saturday morning including the business session and sectional meetings.
 - 93 5. Approve all workshops that will be held during the scheduled convention.
 - 94 6. Responsible for all meetings to be held on Saturday afternoon by the Council.
 - 95 7. Responsible for the press conference late Saturday afternoon.
 - 96 8. Coordinate with the hosting convention committee the banquet/award sessions.
 - 97 9. Responsible for the Reflections service.

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98 Sections Hosting the Convention:

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- 100 1. Responsible for all registrations, room set-ups, printed convention programs, meals, and organizational details to run the
 - 101 convention such as break-out rooms, etc. needed for the convention.
 - 102 2. Coordinate workshops and presenters needs, including setup, materials, fees, etc., during the Convention, with the State
 - 103 Council. At least two of the workshops offered need to meet educational and leadership training needs of our members
 - 104 and their affiliates.
 - 105 3. Responsible for Foundation auction. The first \$5,000 of proceeds (except for severe weather) shall be contributed to The
 - 106 Foundation. All remaining funds to be distributed will be approved by the Wisconsin FFA Alumni State Council.
 - 107 4. Responsible for the Friday night social event.
 - 108 5. Have the option of putting on a breakfast on Saturday or Sunday morning.
 - 109 6. Responsible for coordinating, with the State Council, the program and setup needs for the noon session.
 - 110 7. Responsible for the social hour on Saturday (optional).
 - 111 8. Responsible for coordinating, with the State Council, the program and setup needs for the Saturday night banquet/awards
 - 112 session.
 - 113 9. Responsible for the Saturday evening entertainment immediately following the banquet/awards session.
 - 114 10. Responsible for all decorations.
 - 115 11. Responsible for arranging a media room & photographer.
 - 116 12. Responsible for making room reservations as needed for all invited guests and convention presenters. May need to
 - 117 coordinate room reservations with the WI FFA Alumni Executive Director.
 - 118 13. Responsible for coordinating a Sectional Basket and/or Craft Contest with proceeds from the sales included as an income
 - 119 item in the Hosting Convention's financial report provided at the close of the convention.
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121 G. CONVENTION GUIDELINES FOR FINANCIAL RESPONSIBILITIES:

122 State:

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 - 125 1. Responsible for handouts for business meetings and any material wanted in the registration packets.
 - 126 2. Responsible for material at the media room area.
 - 127 3. Responsible for all financial costs and procurement of Alumni Awards to be presented.
 - 128 4. Responsible for issuing a maximum of \$2,000 seed money for the convention in the hosting sections at least 18 months
 - 129 prior to the confirmed convention dates. A location and established hosting convention committee must be established
 - 130 prior to receiving funds. The signed current Convention Policy document needs to be on file with the WI FFA Alumni
 - 131 Executive Director.
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133 Sections hosting the Convention:

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- 135 1. Responsible for paying for any invited special guests' registration fees. This does not include meals or lodging unless the
 - 136 hosting convention committee has made an agreement to do so with that guest(s).
 - 137 2. Responsible for paying for workshop leader's meal tickets.
 - 138 3. Responsible for paying for up to four (4) rooms, registrations and convention scheduled meals for the State FFA Officers.
 - 139 Coordinate these needs with the WI FFA Executive Director and WI FFA Alumni Executive Director.
 - 140 4. Responsible for depositing, with the WI FFA Alumni Assn., a suggested maximum of \$2,000 seed money for the next
 - 141 upcoming convention in those sections. The location of the account will be with the Wisconsin FFA Alumni Association,
 - 142 Inc.
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144 Convention for Severe Weather:

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146 In the case of severe weather the Local Sectional Committee will use any funds remaining to pay for the following:

- 147 1. Any Hotel expenses not paid.
- 148 2. Any Catering expenses not paid.

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- 3. Any travel expenses not paid.
- 4. Any expenses accrued paid.

After the local expenses are paid any profits will be dispensed as follows:

- 1. On half of profits to Wisconsin FFA Foundation up to \$5,000.
- 2. One quarter of profits to local Convention Committee for scholarships and sectional needs.
- 3. One quarter to Wisconsin FFA Alumni.

This policy will take effect when any convention committee has an attendance of 50% or less due to severe weather conditions.

H. STATE FFA OFFICERS DUTIES AT CONVENTION:

Serve as greeters at registration if available.

Officers are welcome to attend auction, dance, and other convention activities.

Opening Session: Possible flag presentation if host sections request.
State FFA President gives greeting and state report.
FFA Officers assist in handing out materials, ballots, etc. and assist the past FFA Alumni president in tabulation of ballots.

Noon Session: Invocation - FFA Officer from one of the host sections.
FFA Officers assist in handing out awards as needed.

NOTE: FFA Officers requested to sit separately to mingle with Alumni.

Workshops: FFA Officers may attend or assist where necessary.

Evening Session: Invocation - FFA Officer from one of the host sections.
State President will introduce FFA Officer team.

NOTE: FFA Officers requested to sit separately to mingle with Alumni.

Reflections: Entire FFA Officer team to provide a vespers program for Alumni members attending the Convention.

We have read and understand our responsibilities as outlined in the Convention Policy above. We will follow the guidelines and work with the parties involved to provide the best opportunities for our members at the Wisconsin FFA Alumni Assn., Inc. State Convention. I/We understand that as members of the Hosting 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.

_____(Yr.) Hosting Convention Committee Chairperson(s): _____

_____(Yr.) Hosting Convention Committee Treasurer(s): _____

_____(Yr.) Statewide Convention Committee Chairperson: _____

_____(Yr.) Wisconsin FFA Alumni Association, Inc. Executive Committee Member who will preside at that convention: _____

_____(Yr.) Wisconsin FFA Alumni Association, Inc. Executive Director: _____