

**CALIFORNIA STATE FEDERATION OF CHAPTERS
GUIDELINE NO. 16 (H)
PREPARATION AND MANGEMENT OF FEDERATION CONVENTIONS**

INTRODUCTION

- I The information assembled here is intended to assist Host Chapter(s), and/or District(s), in the preparation for, and the execution of a Federation Convention. These guidelines do not supersede the Federation Constitution and By-Laws, the authority of the Federation President, nor the Federation Executive Board. These detailed guidelines are a complete revision of the previous convention guidelines dated November 1999. Although quite lengthy, they are an attempt to capture all the necessary details of planning and hosting a Federation Convention.
- II These guidelines are purposefully *designed to be split amongst members* of the various sub-committees (to save costs of printing the entire document for each sub-committee), so each committee will have a ready reference point to start their assigned tasks. However, the Chair and Vice Chair shall have complete copies to track details and progress of the various sub committees. It is the responsibility of the Convention Host Committee Chair to insure each sub committee chair has the appropriate, complete, information to perform their assigned task.
- III The convention of the California State Federation of Chapters (CSFC) is the highlight of the Federation's activities. It affords member chapters an opportunity to be involved in the future course of the organization, to select the Federation Officers for the next term, and provides important social contacts.
- IV Volunteering to host the Federation Convention is one of the more, if not the most important contribution, a chapter(s) or District(s) can make to the Federation. Planning the convention involves hard work, but can also be fun and a rewarding experience. A well-organized, well-planned convention ensures smooth and productive sessions and an enjoyable and memorable experience for the attendees
- V Once it is decided that a chapter(s) or District(s) intends to host a convention, a Convention Host Committee should be appointed. The committee should initially consist of three people: a Chair, a Vice Chair and the appropriate District Vice President. They will work closely with the Federation Convention Site Committee, who is responsible for reviewing and evaluating hotels/convention centers to determine if their facilities are adequate to support a Federation Convention
- VI The Federation Convention Site Committee is basically responsible for establishing an acceptable bid(s) from selected hotels/convention centers. Bid proposals need to be established prior to the upcoming convention to allow convention delegate selection of the convention site.
- VII A Chapter, a group of Chapters, or District(s), must decide to present a proposal (bid) to host a convention to the Federation Secretary **at least 26 months before the actual convention date**. Refer to the CSFC Constitution and By-Laws, Article VI, for further details regarding place and date.
- VIII It is imperative that the chapter, a group of Chapters, or District(s) who decide to host a convention be familiar with the workings of a convention and, if possible, meet with the current Convention Host Committee, during the turnover of materials after the convention to gain some insight into the scope of the convention and successful implementation of these guidelines.

END