

# **DISTRICT CONVENTION GUIDE**

## **(for District Presidents and Chapter Presidents)**

### **I. DELEGATE INFORMATION**

1. An official voting Delegate and Alternate Delegate should be chosen by each chapter, according to Constitutional provisions. The names of these official chapter representatives should be forwarded to the host chapter as soon as possible.
2. The registration form should be returned to the Host Chapter(s) well within the deadline stated along with the names of those attending and the appropriate number of registration fees. Sending this in early will assist the Convention hosts in their planning for room-size, meals, and other reservations.
3. Proxy-delegates will be seated for absent chapters, in accordance with procedures established by the District Constitution. No pre-assigned proxies can be accepted, therefore letters designating one chapter as representing another will be ruled on by the Chair, in accordance with procedures accepted by the District Convention.
4. Proxy-delegates must be prepared to relinquish their seats to an accredited Delegate, who is in attendance and is recognized by the Chair and the Credentials Committee. Proxies may take their seats only with this understanding.
5. Chapters on Suspension will not be permitted to seat a Delegate nor be assigned a proxy until their suspension has been removed by the National Council.

### **II. COLONY INFORMATION**

1. Colony representatives will be accorded every privilege of the convention as "Observers." They are to so identify themselves when registering. As many members of the Colony should attend as possible, with each Colony being required to have one official "Observer."
2. Colony representatives may participate in all activities of the convention, with the following exclusions:
  - a) The privilege of voting on, or speaking to, a motion on the floor of the convention;
  - b) Sessions of the Convention (or any portion thereof) when Ritual work will be on display, or where the Ritual or its performance is discussed or performed. Should such occur during the course of a regular session, the Chair will ask all non-members to leave the session temporarily, after such discussion, they will be invited to rejoin the meeting.

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3. Colonies may, if they wish, bring a display to the Convention, in order to acquaint the active chapters with their program and accomplishments. They may also be permitted to compete for whatever participation awards are offered at the Convention at the discretion of the District leadership.

### **III. GENERAL INFORMATION**

1. Current membership cards will be considered the only means of identification to gain admittance to business sessions. They must be presented at registration and will serve with the Convention Badge to identify Delegates and members in good standing. "Observers" badges will be so marked and serve as stated above.

2. Prospective members of chapters are invited to attend the Convention as part of their chapter's delegation. They are, however, restricted in their participation in Convention affairs to the same exclusions as "Colony Observers" (see above.) All prospective members should be so identified, either with distinctive badges or conspicuous display of the prospective member pin.

3. All business sessions will be considered "open" until "closed" by the chair. Committee sessions will be so considered until "closed" by the Committee Chairman. Any member of the national organization may speak on a subject brought to the floor of the Convention, but only accredited Delegates may vote on the subject.

4. "Robert's Rules" will govern Convention sessions, unless otherwise stipulated in the District Constitution.

5. The section of the National Constitution concerning District operations and officers should be studied by all participants prior to the convention, to facilitate business brought to the floor.

6. The Chairmen and the members of the various Convention Committees receive their commissions from the District Presidents of the Fraternity and Sorority and are chosen by them with the advice of the District Governor and Counselor.

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7. The business of the Convention is generally handled "in committee." Each committee receives its charge from the District President and, though bound to work on this assignment, it is not restricted only to that assignment. The committee should plan to consider proposals brought to it by any members of the organization and report those which it thinks require the most serious action or have the most merit.

8. Each active chapter is permitted one vote through its official delegate on the floor of the convention, but this does not mean that only one member of the chapter should attend. As many as possible should come, to both share in the decision-making process and to participate in the information gathering and sharing activities attendant to the official meetings.

9. Active chapters should be encouraged to have displays showing their activities, responsibilities, accomplishments, or achievements over the past year. This is always one of the best methods of sharing information that can help tell your story and that of your band to others. Several districts offer awards for the best display. You should contact the host chapters if you intend to have a display in order that arrangements may be made for your space.

10. Registration fees for District Convention are to cover the cost of publicity, registration/packets, banquet and any other provided meals, office supplies and other convention expenses.

11. Each active chapter will be expected to give a short report of its activities over the past year. This report is to be entered into the official proceedings of the meeting and will be distributed by the District Secretary after the close of the Convention.

12. Active chapters are encouraged to present candidates for District Office who meet the qualifications stated in the National Constitution.

The District Convention is a vital forum for activity, discussion, and exchange of ideas. It is highly unstructured, occurs often enough for everyone to have a share in its deliberations, and offers our membership another opportunity to take part in the affairs of THEIR organization.

12/2003