BETA SIGMA PHI CONVENTION GUIDELINES

These guidelines should be followed by all official Beta Sigma Phi conventions, mini-conventions and area meetings. Certain of these rules, noted with an asterisk, must be followed in order to be recognized by International and to receive a speaker, mailing list and other materials from the International office.

*1. The meeting must be bid for and accepted at the previous event of the same event bid on, that is, state conventions at state conventions, area meetings at the same area meeting. Bidding may be held several years in advance, but an accepted bid stands and does not need to be re-bid each year. Mail bids may also be conducted if bidding at the meeting is not possible. The mail bid must include any other bids for the same year and must be sent to all chapters in the state or area being served.

*2. The International guest must speak and if possible participate in a forum, or a speaker will not be sent.

3. At least half the forums should be on Beta Sigma Phi topics; the guest from International is an excellent resource.

4. If a state decides to have area meetings, the areas must be decided by the members in the state and can only be changed by members in the state voting to change the areas. The number of area meetings to be held each year is up to the states and should be decided before bids for more than one area meeting are accepted.

*5. Excess funds must be used in the following ways: 1. Donated to charity 2. Sent to the next convention to defray costs 3. Refunded to the attendees 4. Kept in a special convention fund for the next convention in your city to hold registration down 5. Any combination of these.

6. Conventions are never to be used as a ways and means project for the city giving the convention. An acceptable break even level should be set and costs kept to a minimum to insure that most members can afford to attend.

7. Entertainment and functions should be kept within tasteful limits. Remember that all members have different views of what is acceptable, so try to ensure that no members will be offended.

8. If asking states other than your own to convention, try to set an early deadline for state members only and then begin to accept out of state registrations. A 2-week period is probably sufficient to give the state an early chance; then it is first come, first served.

*9. Convention committees are a special council committee, if the convention is being put on by council, and they are answerable to council as any council committee is.

*10. Any chapter can bid for a convention but no chapter or member may bid for a convention on behalf of their council or chapter without prior approval. Chapters in cities with councils who wish to put on a convention by themselves should give the other chapters in the area the chance to participate if they wish, but they cannot expect them to participate if they were not consulted on the bid. Chapters in councils that wish to bid on their own should make their decision known to council before bidding. When the bid is presented by one chapter or not a full council, the bid must make this fact clear.

*11. If no bid is made at convention and a chapter wants to bid for their council on the spur of the moment, that is not an acceptable bid. The council must approve before the bid is made. The bid should wait until the council can approve and be made by a mail in ballot.

12. The chairman of the convention is a member who is appointed by the council board or elected by full council. She is not a member who decides to bid. She is selected as any council committee chair is selected.

13. The budget committee should set a limit on the amount the convention committee may spend without approval.

*14. International should be made aware of the convention as soon as the bid is accepted. The Invitations Committee meets in late January each year to make travel selections. If a guest is desired the invitation must be in no later than December prior to convention year. A late invitation runs the risk of no guest being available.

15. Capacity of the convention hotel should be included in all bids so any space limit is known in advance.

16. A final expense report should be submitted to International. We will make them available to next year's convention if requested.

17. It is strongly suggested that door prizes be pre-drawn and the list posted before or after each event with prizes being picked up in a central location so meals and events move more quickly. This is most important at conventions of 300 or more.