**The Delta Kappa Gamma Society International**

 **North Dakota State**

**Guidelines for Planning State Conventions/Conferences**

 **Approved June 21, 2018 – updated April 5, 2021**

Note: Any changes to this document will be determined by the North Dakota State Executive Board.

**I. Timetable**

A. At least 18 months in advance- state president contacts chapter president to help set dates and determine convention/conference facilities.

B. At least 18 months in advance- chapter president clears dates with all meeting places in the host city.

C. 12 months prior to convention/conference- chapter president(s) appoints the convention/conference chair(s).

D. 12 months prior to convention/conference- convention/conference chair appoints committee chairs.

E. 6 months prior to convention/conference- convention/conference chair announces personnel of committees at which time each committee will be given its job description.

F. As early as possible, committee chairs meet with their committees to make necessary arrangements.

**II. Duties of Convention/Conference Personnel**

1. State President

 1. Chooses the convention/conference theme.

2. Asks members to participate in the traditional functions of the convention/conference giving welcome/responses, presiding, etc.)

3. Meets with convention/conference chair(s) during the planning period.

4. Arrange the time schedule for meetings and meal functions in conference with convention/conference chair(s) and sends them to *NoDak News*. (One copy to host chapter president.)

5. At the fall executive board meeting, state president asks attendees to choose 3 names from the society roster. She invites the international guests (if any) and arranges with the convention/conference chair(s) for hospitality including making a lodging reservation and providing courtesy meal tickets.

6. In odd # years (convention years) only, reminds state officers, chapter presidents and state committee chair(s) of the due date for their reports.

7. 6 months in advance, notifies chapter presidents of their responsibility for Birthday Luncheon and for Founders’ Day programs. (see Policies and Procedures Handbook, 2013, Appendix B)

8. With convention/conference chair(s), makes final decisions about format and substance of convention/conference programs.

9. Have annual report booklet of the above printed for distribution at state convention. Number of copies is determined by the number of people registered for the convention. This report booklet is not printed for a state conference.

10. With convention/conference chair(s), arrange for welcoming speeches- mayor or one educational representative. Acquire accurate titles and brief background information for introductions of these persons.

 B. Chapter President(s) of Host Chapter(s)

 1. Serve as facilitator(s) of the work of her/their members’ committees.

 C. Convention/Conference Chair(s)

 1. Meet with committee chair(s).

 2. Arranges seating at head table for all events with state president.

 3. Arranges for menus with proper committees.

4. Assumes basic responsibility for printed convention/conference program pending approval from state president.

 D. Convention Finance Chair

1. Meets with local president(s) and convention/conference chair(s) on all convention/conference decisions.

2. Sets up a small budget system and expenditure forms to be used in all accounting for all convention/conference money.

3. Sets up a separate bank account as convention/conference account and serves as the only person to write checks on this account. Chair(s) will also use the stamp for deposits and pass on the stamp to the next financial chair.

4. Makes member(s) responsible for providing speakers or program presenters who are non-members aware that they also assume responsibility for any expenses incurred. An honorarium may be given if a budget surplus remains after final budget is calculated.

5. Implements the registration fee that is determined by the Executive Board.

6. Receives the convention/conference allowance of $500 from the state treasurer.

1. Budget: A budget should be established based on the number of participants. An amount of (# x $25) should be assigned to the various committees with recommendations to stay close to those parameters. Costs for conventions or conferences will vary dependent upon site rental and/or International Guest expenses since the host chapter must pay for lodging and meals during her stay.
2. Seed Money: ND State treasury provides $500 in seed money for a convention/conference. It is recommended but is not mandatory, for this full amount to be returned to the ND state treasury following a convention/workshop.
3. Surplus Funds: The final balance remaining, including, or over and above seed money amount from convention/conference, is dependent on circumstances, may be disbursed by chairs and state president.

7. Pays bills charged to convention account. A purchase order, signed by the committee chair or an authorized committee member, must have been completed, to identify each expenditure and should, if possible, have a receipt attached.

8. Reimburses committee chair(s) for small cash expenditures upon submission of a receipt.

9. Keeps committee chair(s) informed concerning funds available.

10. Completes a final report; sends copies to state president, state treasurer, chapter president(s) of host chapters(s) within 60 days of the date of the convention/conference.

**III. Duties of Committees**

NOTE: All committees, especially the convention/conference chair(s) and finance chair, should be well informed of their duties. All committee chair(s) must check with convention/conference finance chair concerning funds available.

1. Registration and Ticket Committee

1. Prepare registration form and verify with state president before Winter *NoDak News* deadline (March 1).
2. Reserve hotel room for international guest and state president and arrange for payment.
3. Pick up meal tickets at the appropriate functions.
4. Establish procedures for pre-registration.
5. Confirm registration of members upon their arrival at a registration table.
6. Properties and Room Preparation Committee
7. Prepare and have banners hung.

2. Have flags and stands for opening ceremony. At end of convention/conference, transfer all properties to the next host chapter(s).

1. Arrange for any ceremonial properties required for such events as Founders’ Day and Birthday Luncheon, and program as requested by those responsible.
2. Arrange for physical properties such as tables, tablecloths, table skirts, PA system, podium, electronic equipment, piano for all sessions.
3. With convention/workshop chair(s), arrange for presentation of color guard and flags.
4. Packet Committee

1. Prepare nametags. Include town on nametag. Contact local CVB for free tags.

2. Submit completed packets (including convention reports booklets, tickets, and convention programs) to the registration chair at the registration desk.

1. Publicity Committee
2. Work with the state communication chair in preparing convention/conference publicity for the media.
3. Publicize the convention/conference. Responsibilities include photography, summarization of events, and an effort to interest the local media, such as newspaper, TV, radio, etc.
4. Send photographs and clippings to the *NoDak News* editor, state webmaster, and state historian (VPII) following the meeting.
5. Hospitality and Courtesy Committee
6. Purchase centerpieces and gifts. Gifts are traditional for the state president and international guest(s). The hostess chapter(s) provide for welcoming gifts in rooms of state officers and international guest(s).
7. Arrange transportation for the international guest(s) if needed. Transportation and escorts for international guest(s) should be conducted by current or recent chapter officers, or state officers.
8. Set up information, lost-and-found facilities, etc.
9. Provide general courtesies.
10. Send invitations to international guest(s), by March 1.
11. Social Hour Committee
12. Arrange for social hour, food, and informal entertainment involving the members.
13. Arrange for evening activities after banquet.
14. Birthday Luncheon Committee
15. Check arrangements with convention chair, finance chair and State President for the following:
* Head table
* Table decorations
* Place cards for head table
* Music
1. Banquet Committee
2. Check arrangements with convention/conference chair, finance chair and State President for the following:
* Head table
* Table decorations
* Place cards for head table
* Music

Deadlines to be followed:

 NOTE: Deadlines will be determined each year by the host chapter(s).

1. Pre-registration must be completed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Refunds may be made only if requested by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. The convention/conference financial report must be typed and is due by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (See II. D. 10.) (60 days)
4. Convention/conference chair(s) must submit 3 copies of the completed post convention/conference report to the state president, state treasurer, and the next host chapter(s). This report should be submitted within 60 days of the convention.

(from Policies & Procedures Handbook, 2013, Appendix B, page 10)

**Chapter Rotation**

**For State** Convention/Conference

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Chapter(s)** | **Site** | **Type** | **Birthday** | **Founders**  |
| 2011 | Gamma & Nu | Minot | Convention | Alpha | Lambda |
| 2012 | Lambda  | Rugby | Workshop | Beta | Delta |
| 2013 | Iota & Psi | Dickinson | Convention | Gamma | Nu |
| 2014 | Zeta & Epsilon Mu | Grand Forks | Workshop | Delta | Tau |
| 2015 | Delta & Phi | Bismarck | Convention | Epsilon Mu | Xi |
| 2016 | Theta & Nu | Williston | Workshop | Zeta | Pi |
| 2017 | Beta | Fargo | Convention | Theta | Psi |
| 2018 | Pi & Tau | Wahpeton | Conference | Iota | Sigma State Founders  |
| 2019 | Xi & Sigma | Bismarck | Convention | Lambda | Phi International Founders |
| 2020 | ~~Gamma~~ CancelledCOVID Pandemic | ~~Bismarck~~ | ~~Conference~~ | ~~Nu~~ | ~~Beta~~  State Founders  |
| 2021 | Gamma | ~~Bismarck~~virtual | Convention | Nu | Beta State Founders  |
| 2022 | Delta & Lambda | Bismarck | Conference | Xi | Gamma International Founders |
| 2023 | Nu | Bismarck | Convention | Sigma | Zeta State Founders  |
| 2024 | Zeta & Epsilon-Mu | Bismarck | Conference | Tau | Nu International Founders |
| 2025 | Beta & Tau | Bismarck | Convention | Phi | Xi State Founders  |
| 2026 | Pi & Phi  | Bismarck | Conference | Gamma | Lamda International Founders |
| 2027 | Sigma & Xi | Bismarck | Convention | Pi | Tau State Founders  |
| 2028 | Restart here: | Bismarck | Conference | [Beta] | [Lambda] International Founders |
| 2029 |  | Bismarck | Convention | [Delta] | [Tau] State Founders  |
| 2030 |  | Bismarck | Conference | [Epsilon-Mu] | [Xi] International Founders |
| 2031 |  | Bismarck | Convenstion | [Zeta] | [Pi] State Founders  |

*Conference year (even # yrs) = honor State Founders*

*Convention year (odd # yrs) = honor International Founders*