SOUTH CAROLINA STATE ASSOCIATION OF LETTER CARRIERS

CONVENTION POLICY FILE

1. PURPOSE: The purpose this policy is to furnish information and guidelines to the branch that will host conventions, banquets and other sessions sponsored by the SCSALC. By providing this information, branches may be able to plan and execute the specific activity with the minimum of last minute efforts to tidy up loose ends. Each host branch is in invited to submit comments to change add to or delete any section herein published.
2. SITE: This is the actual place that the specific activity will take place and should be easy for people coming from out of town to locate. There should be ample parking area available. The convention site and arrangements for the convention will be reviewed by the Executive Board prior to the convention. The host branch shall make a report to the Executive Board on their findings. Since the host city is selected well in advance (2 Years), please be prepared to make that report at the convention one year prior to give the board time to set registration and banquet fees for guest.
3. CONVENTION: The site should be large enough to have separate rooms for each activity planned (large meeting and dining rooms should not be combined if possible). The NBA shall make the arrangements for training or the host branch should contact the NBA for the requirements (breakouts etc.). Try to negotiate rooms for training and meeting rooms at little or no fee.
4. BANQUET: The banquet facility should be large enough to have a separate place to conduct a social hour, or a place for people to gather in prior to the banquet.
5. STATEWIDE TRAINING: The NBA shall make the arrangements for the training. The room or rooms should be large enough to hold all of the anticipated members without crowding. Eating establishments should be available nearby for those who do not desire to eat at the training site.
6. EXECUTIVE BOARD: Meeting rooms for the executive board meeting on a night prior to the convention and immediately following the convention shall be arranged by the host branch.
7. DATE: Convention dates shall be between the dates of April 1st to May 30th, unless a change is approved by the executive board. The 2nd Saturday in May is eliminated due to the Food Drive.
8. State training sessions will be established in conjunction with the NBA and the state president. The host branch will be consulted as to room and equipment requirements.
9. INVITATIONS: The SCSALC President shall make all requests for assignment of National Officers. The president will work with the host branch to invite US Senators or Congressmen or other elected officials.
10. FUNDS: A separate bank account should be set up for the convention funds. $4000 may be requested by the host branch prior to the convention dates to be used for any deposits or other incidentals that may be necessary. Two (2) signatures should be required on all checks to pay for expenses from the account or a voucher system set up with two (2) signatures. All receipts should be deposited to this account and all

expenditures made, to the extent possible, by check from this account. Branch funds should not be co-mingled with the convention fund which is a state fund.

11. FEES/RECEIPTS: In addition to registration fees paid by those delegates and/or members who attend the activity, the Host Branch will receive the following:
12. The state shall pay: the banquet fees for all registered delegates and scholarship recipients, registration fees for all executive board members, national officers, past president of this association and any other invited guest (scholarship family or speaker).
13. Registration fees are to be set in conjunction with the Executive Board. The host committee should present to the executive board all known cost at the convention approximately one year prior. Estimated cost of convention room set ups, meals, refreshments, entertainment, flowers, retiree and welcome gifts, supplies and any miscellaneous items are to be considered in setting the registration. The host branch and the Director of Retirees shall work together to recognize all retirees in attendance at the banquet. A token of appreciation is the responsibility of the host branch – but the recognition service is the responsibility of the Director of Retirees. Please work out details with the Director of Retirees.
14. Delegates or the branch attending must pay for their invited guest with registration of the delegates. The cost of a guest ticket shall be determined by the executive board depending on the cost of the meal.
15. Training refreshments must be provided by the NBA and approved by National. Any refreshments for the convention on Friday and Saturday are to be covered by the registration fees. Prior approval should be secured from the President or the Executive Board. The host branch should have some idea of the cost of refreshment before they sign a contract. The exact amount will vary due to participation but a general estimate of soda, coffee and snacks should be available.
16. REGISTRATION/PRE-REGISTRATION FEES:
17. This fee should allow a savings to the delegate who will attend. Early registration will assist the Host branch in estimating the number that will attend. On- site registration should be slightly higher than the pre-registration fee. The latest date that early registration will be accepted should go out in the registration packet that is sent out by the secretary. How the checks are to be made out and an address where they should be sent should be on the registration form.
18. The Host branch should appoint a committee to supervise all phases of the convention.
19. MEALS: The Host branch is responsible for establishing the menu- negotiating cost including tax and tip and applicable service charges. The number of meals that will be guaranteed and the method used to determine the number of meals actually served.
20. The menu will depend on whether the meal is a sit-down or cafeteria style. The cost, including tax, tip and any service charge should be negotiated and confirmed in writing so there is no misunderstanding later. The number of meals that will be guaranteed by a specific date and the provisions for increasing the guarantee should be discussed at the pre-planning session with the hotel site.
21. Since the state pays for the banquet meal, a list of all registered delegates and guest must be provided to the President. The president in conjunction with the host committee will determine admittance to the banquet. The use of dinner tickets may be used but they should have a name and no transfer of tickets shall be allowed.

22. SOCIAL HOUR/HOSPITALITY - A hospitality room may be provided at the host branch responsibility not the states. Hospitality rooms should not be in operation during the time that the convention is in session.
23. A social hour may be arranged (cash bar) before the banquet meal. The Host branch should determine the number of bars to be set up and when along with the corkage fees and time of operation.
24. ENTERTAINMENT – The host branch must ensure that the cost, time of entertainment will be performed, instruments that will be provided is reduced in writing, to avoid misunderstanding later.
25. FLOWERS- Flowers for the head table are optional - at the digression of the host branch. Roses must be provided for the Memorial service on Saturday of the convention.
26. A small bouquet of flowers or a fruit basket (some memento) should be placed in the rooms of the National Officers who will be present, prior to their arrival. The hotel will usually arrange to have someone place the basket in the room for you.
27. A corsage may be provided for any lady who will be in attendance that will receive special recognition.
28. REGISTRATION DESK- All pre-registered delegates should be taken care of first and not hold up the lines for anyone paying at the convention. The chairman of the credentials committee shall receive all money and sell any guest tickets, which will be limited as the hotel already has the number for the banquet. Provisions should be made to handle late-comers, if possible.
29. ESCORTS- It is very important to the image of the State Association, that every invited guest and each assigned National Officer be treated as a “Very Important Persons” (VIP), therefore:
30. A specific individual should be assigned to meet and welcome each National Officer upon their arrival. If they are arriving by air, it is the escort’s responsibility to meet them at the airport if necessary. The escort should make the National Officer or Invited Guest top priority while they are in attendance.
31. Local VIP guest (Mayor, Postmaster, etc.) should be met at the door and introduced to the State President and National Officers and any other important guests in attendance.