

VAD Conference Guideline

This guideline was Article 7 – Convention in the 1995 VAD Bylaws.

7.1 TIME. The Corporation shall convene every year. The date of each convention shall be determined and announced by the local Convention Committee and the Board of Directors at least six months in advance.

7.2 PLACE. The chapters in the following order shall host the convention during even numbered years starting in 1982: Greater Richmond, Hampton Roads, Northern Virginia, Piedmont and Skyline. The Chapters in the following order shall host the convention during odd numbered years starting in 1983: Greater Richmond, Hampton Roads, Northern Virginia, Piedmont, and Skyline. In the event of dissolution or suspension of a chapter during the year such chapter is designated as host chapter, the Board of Directors shall designate another chapter to take over the host duties.

7.3 CONVENTION COMMITTEE. Within 30 days after the close of the previous convention, the Host Chapter shall elect a General Chairperson of the local Convention Committee residing in the locality where the convention is to be held, subject to the approval of the host Chapter and President of the Corporation and this Committee shall make the best possible arrangements for the reception and entertainment of the members of the Corporation and visitors during the convention. All members on the Committee must be members of the Corporation.

7.4 DUTIES, POWERS OR CONVENTION COMMITTEE. The Convention Committee shall see that suitable space is provided for all business and social functions of the convention. Social activities must not conflict with the scheduled business sessions. The Committee shall organize and appoint its own officers, subject to the approval of the Board of Directors, and shall have complete responsibility for all arrangements, except that such actions shall be reported to the Board. The Vice-President of the Corporation or a representative appointed by the Vice President shall serve as liaison officer and ex-officio nonvoting chairperson of the Committee, and in any controversy or dispute, the Ex-Officio Chairperson's decision shall be final but subject to appeal to the Board of Directors: Any eventualities not specifically covered by the agreement as outlined in Section 5 of this Article are subject to negotiation between the General Chairperson of the Convention committee and the Ex-Officio Chairperson. The committee shall contact the local Chamber of Commerce or local convention Bureau for what assistance they can provide for the convention (registration badges, complimentary rooms, etc.). A recording secretary shall record each meeting of the Committee; copies of these minutes after each meeting to be sent promptly to the President and the Secretary of the Corporation. The Committee shall within two months following the adjournment of the convention submit a final summary to the Board of Directors accompanied by a financial statement and audited statement with the Treasurer of the Corporation.

7.5 AGREEMENT. A document of mutual agreement and terms entitled agreement shall be drafted and signed by authorized agents or officers of the Host Chapter, if sponsoring the convention, the General Chairperson, the local Convention Committee by option, and the Board

of Directors at least 3 months before convention. This agreement shall be published in the official organ of the Corporation before the convention.

7.6 REGISTRATION. No person is to be permitted to register for the convention who is not a member of good standing in the Corporation. Provision shall be made, however, for persons to join the Corporation at the convention. The only exceptions to this provision are: invited guests and speakers, out of state residents, students, and guests of members attending social affairs. Persons must be registered for the convention before they can attend any event of the said convention. Exceptions: invited speakers and guests.

7.7 AUDITING OF CONVENTION FINANCES. All financial transactions (expenditures and receipts) shall be audited and approved by a committee composed of the Treasurer of the Host Chapter or the Convention committee, the Treasurer of the Corporation, the General Chairperson of the Convention, and two auditors appointed by the President of the Corporation. The appointed auditors must not be from the convention Committee or the present Corporation officers. The report of the special auditing committee must be printed in the official organ of the Corporation. The Host Chapter or the Convention committee shall be to keep and show all receipts of financial transactions.

7.8 PROFITS. All monies received from the convention, after defraying all costs to the hosts and the Corporation shall be divided on a 50% basis.

7.9 SPECIAL CONVENTION - COMMITTEES AND DUTIES. The President shall appoint from among the registered members either at the start of, or shortly before the convention, such special convention committees as NOMINATING, NECROLOGY, RESOLUTIONS, AWARDS AND RECOGNITIONS. The duties of these committees shall be:

NOMINATING: To draw up a slate of candidates from those eligible for such offices and directorships. To obtain the consent of each candidate before placing their names in nomination. Only the Chair shall conduct the election. To execute the installation of officers. No officers shall be on the Committee.

NECROLOGY: To gather a list of deaths among the members from convention to convention and to arrange for tributes or prayers. The in-memoriam list shall be printed in the Official Proceedings.

RESOLUTIONS: To accept resolutions from members and the Chapters and to study them for presentation to the convention before it adjourns sine die. The Committee may reword any resolution it may consider inappropriate and recommend any to the convention. No resolution may be accepted which amends the Articles of Incorporation and Bylaws of the Corporation.

AWARDS AND RECOGNITIONS: To handle recognition, awards, certificates, and the like.

7.11 CONVENTION AGENDA. The order of business for the Convention shall be as follows:

1. Call to Order
2. Invocation or Inspiration
3. National Anthem or Salute to the Colors
4. Greetings from State or Local dignitaries
5. Greetings from Host Chapter or Convention Representative
6. Response to Greetings
- 7: Presentation of General Chairperson
8. President's Address
9. Reports of Officers
10. Reports of Chapter Delegates
11. Reports of Standing Committees
12. Reports of Special Committees
13. Declaration of Quorum
14. Announcement of Business for Meetings; Other Announcements
15. Reading of Minutes
16. Treasurer's Report
17. Unfinished Business
18. New Business
19. Action on Proposed Amendments
20. Report of Resolutions Committee
21. Report of Necrology-Committee
22. Nominations and Election of Officers
23. Report of Next Convention
24. Presentations (or at banquet)
25. Installation of Officers and Directors (or at banquet)
26. Benediction
27. Adjournment Sine Die

The order of business may be changed or skipped by general consent.

7.12 OATH OF OFFICE. The following oath of office shall be made on installation of officers. The oath shall be administered by the ranking outgoing member of the preceding administration or, if all officers are incumbents, the Chairperson of the Convention,

“I pledge to perform to the best of my ability
the duties of the office to which I have been elected,
so help me God.”