

APPENDIX P-2

AMERICAN GI FORUM Rules and Regulations Governing a State Conference

1. The Chapter hosting a conference must be an active chapter for 2 years and must be in good standing with the State.
2. The Hosting Chapter for the conference will arrange and handle the following conference committees:
 - a. Registration
 - b. Brochure
 - c. Luncheons
 - d. Banquet
 - e. Education Contest
 - f. Social
 - g. Publicity
 - h. On Call (Misc.)
 - i. Any other
3. The agenda and speakers will be handled by the State Commander, and the State Chairwoman, and they will work together with the hosting chapter.
4. The following persons will be allowed to the conference free of charge (registration package only).
 - a. The three state chairs.
 - b. Only main guest speakers as approved by the State Commander, in consultation with the conference co-chairpersons, prior to the conference will be admitted free.
 - c. Only National Officers as announced by the State Commander.

A **Report** of all income and disbursements (in writing) must be presented to the State Board of Directors within three (3) months after the conference. Receipts must accompany the report.

5. Regular progress reports must be given to the State Board of Directors from time to time prior to the conference.
6. To guarantee that there is no financial loss in respect to the State Conference, the State Commander, with the consent of the Board, shall have veto powers over the hosting groups of said conference in respect to the amount of the registration fee and the cost of said conference.
7. A separate bank account should be maintained for the conference finances. The name of this account shall be "AGIF State Conference 20__".
8. The person who handles the money must be bonded. Any person who handles the money should be bonded.
9. All checks should be made payable to "AGIF State Conference 20__".

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CONFERENCE COMMITTEES

BROCHURE:

Chairperson

Co-Chairperson

1. Layout (front and back cover)
 2. Theme
 3. Sell ads to merchants and acknowledgements.
 4. Keep accurate account of finances and ads sold.
 5. Secure and print/photos for Governor, Mayor, speakers, etc. at a fee
 6. Notify all Chapters of rates for ads.
 7. Work with the State Commander and Chairwoman as to what pictures will be included in the magazine free of charge.
 8. Select printing company or private printer.
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LUNCHEON:

Chairperson

Co-Chairperson

1. Arrange for menu
2. Place cards for head table
3. Master of ceremonies**
4. Speaker**
5. Program**
6. Sell tickets to outsiders.

**Luncheon committee is to work with State Chairwoman and Youth Chair. Expense for programs must have prior approval of Conference Committee.

BANQUET COMMITTEE: Duties same as Luncheon Committee

Banquet committee to work plans out with State Commander. Expenses for programs must have prior approval of conference committee.

Chairperson

Co-Chairperson

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REGISTRATION COMMITTEE: _____
Chairperson Co-Chairperson

1. Name tags
2. Registration cards or notebooks (accurate records of all registrants must be kept)
3. Secure computer or typewriters and typists
4. Distribute conference magazines and packets (package with magazine, favors, etc.)
5. Have facilities available for the conference use (typing, duplicating, etc.)
6. Handle all monies for registration and individual ticket sales.

DANCE COMMITTEE:

_____ Chairperson _____ Co-Chairperson

1. Secure orchestra/band/DJ to play at dance
2. Collect tickets at door
3. Any other dance arrangements and emergencies that come up

ON CALL COMMITTEE: _____
Chairperson Co-Chairperson

1. Color guard for general session
2. Print chapter identification signs for general assembly
3. Microphones and podium
4. Know where different meetings and workshops are taking place
5. Secure flag, water, glasses, etc.
6. Arrange any necessary transportation
7. Arrange for someone to do the invocation
8. Be ready to handle any emergency and to handle 101 other things that will be done.
9. If feasible, coffee should be available
10. Mass?

THIS IS AN IMPORTANT COMMITTEE – SHOULD WORK WITH STATE SGT. OF ARMS.

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PUBLICITY COMMITTEE: _____
Chairperson Co-Chairperson

1. Contact TV and Radio
2. Prepare news releases
3. Arrange for interviews
4. Arrange for information to reach all chapters
5. Send news to the Forumeer

EDUCATIONAL ACHIEVEMENT CONTEST:

Chairperson Co-Chairperson

1. Work with State Chairwoman and State Youth Chair
2. Secure judges, Certificates, Medals
3. Arrange for Master or Mistress of Ceremonies
4. Work with State Chairwoman, Conference Chair, and Donations Committee to raise the funds for the scholarships to be awarded.
5. If printed programs desired, it is a conference expense and must have prior approval.

SOCIAL COMMITTEE: _____
Chairperson Co-Chairperson

1. Plan reception
2. Food and drinks
3. Entertainment

DONATIONS COMMITTEE: _____
Chairperson Co-Chairperson

1. Get donations, including funds for scholarships for Educational Achievement Contest
2. Put favors in packages

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CONFERENCE COMMITTEE

This can be a separate committee or can be headed by the State Conference Chairperson and Co-Chairperson.

1. Select a Chairperson and Co-Chairperson,
2. Assign members to work on the individual committees.
3. Select adequate facility for the conference.
4. Decide on prices for package and individual ticket prices.
5. See that package tickets and individual tickets are printed and available.
6. Advise chapters of hotel/motel room rates and reservation phone number.
7. Call meetings of all committees for up to date progress reports and include State Commander and State Chairwoman.
8. Give conference progress reports at State Board Meetings.

After Conference, this committee of the State Conference Chairperson and Co-Chairperson together with the State Commander should be responsible to see that all committees have sent THANK YOU letters for any service, favor, donation or whatever, especially to all merchants who purchased an ad, along with a copy of the Conference Magazine.

THANK YOU'S ARE VERY IMPORTANT!!!

THANK YOUS ARE A MUST!!!!
