

These guidelines were first adopted by the General Executive Council on Wednesday, August 2, 2006 in New Orleans, LA at the pre-Convention GEC meeting. Changes made by the GEC through March 19, 2011 have been incorporated into this document.

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Adjutant in Chief  
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### General Guidelines and Requirement for Hosting a SCV National Reunion

1. The Host Committee will reserve rooms for the following functions and events.
  - A. Main meeting room that can accommodate 1000 persons. Water will be provided in the meeting room during business meetings at no charge. The main meeting room will be set up with the head table and chairs in place no later than 4 PM on the day before opening ceremonies. This will allow time for color guard rehearsal, room set-up with flags from GHQ, installation and testing of any audio-visual equipment etc.. the evening prior to opening ceremonies.
  - B. A room for the pre-convention GEC meeting on the afternoon before opening ceremonies and the post convention GEC meeting – likely to be on Saturday afternoon but could be on Sunday.
  - C. Meeting room for 2 history talks – this room should accommodate 60 persons. The talks could take place on different days.
  - D. Meeting room for 3 separate Army meetings. The rooms will have seating for no less than 200 persons each.
  - E. Vendor room. GHQ will be provided three tables in the vendor room at no charge to GHQ. In addition, the Host Committee shall provide an additional table for use of GHQ or others if requested by the CIC. Tables are easily negotiated items that are generally provided to the host at no charge. Vendors should be in an area that is open to the public.
  - F. Credentialing Area – this area will be needed beginning on the day before opening ceremonies and continue to the close of the last business session. Host committee will work with the Chairman of Credentialing Committee regarding space requirements. GHQ is responsible for Credentialing. Host will provide “delegate” ribbons or other means of identification to the Credentials Committee for distribution to properly registered delegates. Host Committee will provide security at the direction of the CIC concerning admission.

- G. Voting Room – a separate room shall be provided for voting on constitutional amendments every year and for the CIC and LT. CIC races in election years. Voting for army races will take place in the army meeting rooms. The Chairman of the Credentialing Committee will direct the Host Committee as to the requirement of the voting room.
  - H. Registration – an area is required for convention registration. Note – the Host committee is responsible for all aspects of registration.
  - I. Hotel or convention center layout – Bidders will submit room designs, square footage, seating capacity and proximity to the host hotel, as well as, proposed function for each room. Bidders will also note any applicable parking fees.
  - J. Host camp will ensure only SCV members attend business sessions. It will be prominently printed in the convention program that only members shall attend business sessions.
  - K. Video/Audio recordings are prohibited in business sessions without GHQ’s written approval. Before any copies are distributed, written approval must be obtained from GHQ. GHQ will receive two (2) copies of any video/audio recording at no charge.
2. The Host Committee will have a representative appear in person at a GEC meeting designated by the CIC a minimum of once per year to update the GEC on convention preparations.
  3. If the Host Committee wishes to create a separate corporation as the entity responsible for running the convention, it must receive permission in writing from the GEC to do so. The entity created will have on its board, in addition to members of the Host Committee, two members of the SCV designated by the CIC. All documents regarding the convention, its functions and arrangements created by or received by (including bank records) the entity or host camp organizing the convention shall be the property of the Host Committee and the Sons of Confederate Veterans.
  4. Any corporation created by the Host Committee to run the convention will in its articles of incorporation state that all documents created or received by the corporation regarding the convention will be the property of the Sons of Confederate Veterans and the Host Committee.
  5. Copies of all contracts entered into by the Host Committee will be sent to GHQ within 15 days of their signing. After officially receiving the reunion bid by a vote of the membership, host will have a contract with hotels and or convention centers within four (4) months and will notify the Convention Planning Committee (CPC) chairman of its signing. This contract should include specific flag policies.

6. The Host Committee will send GHQ the proposed Convention Schedule a minimum of one year prior to the Convention. No information regarding the Convention will be published in the Confederate Veteran without prior approval by GHQ. The host committee will send its proposed announcement concerning meals, debutantes and all other information they wish to have printed in the Confederate Veteran to GHQ for review before it may be published in the Confederate Veteran.
7. The amount of the registration fee to be charged for the Convention will be stated in the bid submitted to host the Convention. No bid may be approved by the GEC or the Convention without the registration fee being disclosed to the GEC and the membership at the Convention where the bid is voted on.
8. The Host Committee will provide accommodations for the CIC for 4 nights. The CIC's (and spouse) will be provided admittance and meals at any Convention events he attends where a meal is provided (luncheons, ball etc...).
9. The Host Committee will provide 4 additional room nights at no charge to GHQ if requested by GHQ. These rooms will be used for dignitaries attending the convention.
10. If the S. D. Lee is awarded, and the person receiving the award is attending the Banquet, the Host Committee will provide the winner with admission to the Banquet / Ball at no charge. If they have family members attending with them, the Host Committee will allow GHQ to purchase up to 3 meals at cost to the Committee.
11. The Host Committee of the current convention will provide a registration booth for the Host Committee of the next subsequent convention at no cost to the subsequent convention. Anyone who pre-registers at one convention for next year's convention will receive a written receipt when they pre-registrar.
12. Within 90 days of the close of the convention, the Host Committee will forward to GHQ the following:
  - A. Complete list of registrants and their family members which attended the convention.
  - B. List of persons that attended each tour, luncheon, banquet / ball and any other event held by the committee that required a ticket.
  - C. Complete financial Report: The report of the 2009 Reunion in Hot Springs, AR will be the standard for the report to be provided by Reunion Host Committees. The information contained in the Hot Springs Reunion Report will be considered the minimum amount of information that is acceptable for a Reunion Report. No report shall be considered final until the CPC has reviewed and voted to approve the report. This provision applies to all reports submitted to the Convention Planning Committee after January 1, 2010.

- D. Failure to provide the information listed in items A, B or C can result in the suspension of the Camp Charter until the information is provided.
13. The Host Committee will provide to GHQ a list of vendors who have purchased tables 30 days prior to the opening of the Convention.
  14. The motion made to award a bid to a Camp for hosting a convention will include a requirement the host camp adhere to these guidelines.
  15. Host Committee will provide to GHQ the names of the members of the Host Committee and their areas of responsibility.
  16. Host Committee members must pay the same registration fee as any other SCV member attending the convention. Host Committee members can not have their registration cost covered by the Committee or waived by the Committee.
  17. The convention registration fee for Real Sons will be waived and they shall receive the same medals, program etc... as other members who pay a registration fee receive.
  18. At least 3 members of the Host Committee will have their Names, Phone numbers and email addresses published in the Veteran with the convention information to assist members who have questions or need to contact the Host Committee.
  19. The Host Committee for the SCV's national reunion may not add events to the convention schedule after it has been approved by the CIC, without prior approval of the CIC. The Host Committee, or any other SCV entity, may not schedule any event that will conflict with the convention business meetings without prior approval of the CIC.
  20. The Host Committee for the SCV's national reunion will submit to the Convention Planning Committee the items they propose be published in the Confederate Veteran concerning the reunion. This information will be sent to the Convention Planning Committee for review by the Convention Planning Committee a minimum of two (2) weeks before the deadline established for items to be submitted to the Confederate Veteran. This requirement applies to each submission of items to the Confederate Veteran by the Reunion Host Committee.
  21. Meals – Buffet style meals should be avoided. If unavoidable, adequate planning should ensure the membership is served promptly, efficiently and enough servers should be hired to provide drinks and refills. Meals should be commensurate with their charge and Styrofoam and plastic are prohibited without prior approval of the Convention Planning Committee. There should be a serving line for every 100 diners with all infirmed attendees, Real Sons, and children under six years of age, allowed to go through the line before all others.

22. There shall be a Heritage Luncheon on either Thursday or Friday of the National Reunion with the speaker under the purview of the Chief of heritage Defense.
23. It is required that the host camp provide shuttle service to and from the Memorial service held during the national reunion.
24. The Debutant fee will be \$50. In order to encourage participation and keep the Debutants involved.

Note: The Standing Orders of the SCV state that the Convention's "commencement shall be neither before the tenth (10) of July nor after the twenty-fifth (25) of July each year."

Updated 3/26/13