

THE NATIONAL COUNCIL OF MERIDIANITES, INCORPORATED ®
BYLAWS – GUIDELINES

Amended June 2023

PART – 2: GUIDELINES

ARTICLE I

GUIDELINES FOR PLANNING A MERIDIANITES CONVENTION

1. The Executive Board shall select a host city for the convention weekend at least two years in advance.
2. The Executive Board shall explore using a bonded travel agency's service when planning the convention.
3. The Executive Board shall agree on a plan to provide seed money for getting started.

ARTICLE II – NATIONAL CONVENTION GUIDELINES

Section I – Tickets

1. A copy of the invoice for the purchase of convention tickets shall be mailed to the national president immediately after the tickets are purchased.
2. Prices and order forms for convention registration tickets shall be mailed to the chapters by October 1st before the convention.
3. Each chapter must submit a current membership roster along with their registration ticket order by the due date. No membership tickets will be sent without a roster.
4. When a chapter submits a check and it is returned due to insufficient funds, the chapter will be responsible for reimbursing bank fees and will be charged an additional 10% penalty of the amount of the check.
5. The ticket distribution committee will mail prepaid convention tickets to the chapters. Non-members should be encouraged to purchase their prepaid tickets through chapter members.
6. The following items must appear on the convention ticket:
 - (a) Dressy Attire Required at the Grand Ball
 - (b) Ticket prices must be printed as donations on the tickets.
 - (c) Each ticket must be numbered.

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7. When a ticket is misplaced, the ticket distribution committee may sell the individual another ticket if a ticket is available. The purchaser of the ticket shall be informed that when a second ticket is purchased, the misplaced ticket may be returned to the ticket distribution committee with a post mark date no later than September 1st of the same year in order to receive a refund.
8. It shall be unlawful for any member to sell, dismember or give away any tickets in conjunction with The National Council of Meridianites, Inc. Convention.

Section II – Grand Ball

1. There will be open seating at the grand ball except that assignments shall be made at the head tables consisting of current national officers, spouses or escorts of same.
2. Serving food at the grand ball is not required. This option is left to the discretion of the Biennial Convention Committee.

Section III – Picnic

1. The picnic basic menu meat(s) will be ribs and/or chicken, except when a meal is served at the Grand Ball. Literature (delegate's packets and information sent to the chapters) shall inform the members if a meal will be served at the Grand Ball.
2. The same picnic menu shall be used for adults and children. We suggest that children less than 12 years old be served lesser portions to prevent waste.

Section IV – Transportation

1. Free transportation will be provided by the executive board to any convention function that is being held away from the headquarters hotel.
2. The bus schedule from headquarters hotel to off-site convention activities shall be made available at the convention Registration Desk. Busses should be scheduled to leave headquarters at 30-minute intervals.

Section V – Souvenir Journal

1. The souvenir journal is optional. The journal proceeds are required to appear in the financial report to the national.
2. Prices and order forms for souvenir journal ads shall be mailed to the chapters by October 1st the year before the biennial convention that the journal is featured.

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3. Patrons purchasing at least one Full Page Ad shall receive one and only one free souvenir journal.
4. The national president is entitled to one free page in the souvenir journal.
5. Each scholarship program shall be given a maximum of two (2) free camera-ready pages of advertising space in the souvenir journal. Any additional pages or parts thereof will be the responsibility of said scholarship program.

The Roots Scholarship Committee is responsible for developing its own advertisement, and must have prior approval from the Executive Board for any paid pages or parts thereof, to place in the journal.

The NCM/JSC Scholarship Foundation Board shall approve its advertisement in the souvenir journal.

Section VI – National President

1. The president shall send credential forms to all chapters by February 1st each biennial year. The completed form shall be returned to the president by March 15th of the same year. The president will make committee assignments and return those assignments to the chapters by May 1st before the convention.
2. The president shall work out a schedule with the Executive Board to present his/her program at the grand ball.
3. The president shall not exceed the approved amount of the budget for his/her office. However, the president will not be held to line-item amounts.
4. The president shall include chapter information and items of special interest submitted by chapters in his/her newsletters. Chapters should not bring chapter reports to the annual meeting.

Section VII – Executive Board

1. The Executive Board shall provide a complementary ticket for the president to attend required functions at the convention including the NCM/JSC Foundation Luncheon.
2. The Executive Board shall provide a hospitality suite during the convention weekend, stocked with appropriate beverages, spirits, and foods.
3. The Executive Board will furnish the necessary word processing equipment, software, materials, personnel, and services needed for the convention weekend.

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All reports such as agenda, committee assignments, minutes, treasurer's report, financial secretary's report, and any additional information, should be sent to the chapters in advance of the convention. The Executive Board will make sufficient copies and prepare packets to be given to the delegates at the beginning of the first session.

4. The Executive Board shall alert chapters to tell their members to either prepay for rooms, at least one night, or guarantee payment by credit card if arriving after the hotel cut-off time for holding rooms without a guarantee.
5. The Biennial Convention Committee will schedule activities such as tours far enough in advance so that visitors can make their travel plans accordingly.
6. The Executive Board shall communicate the following curfew for children to the chapters and post in the hospitality suite: Tots to 12 years old, 10:00 p.m. After 10:00 p.m., an adult shall accompany this age group. No age group should use the elevators as entertainment vehicles. Children are not allowed in the hospitality suite.
7. The Executive Board shall not distribute brochures in bulk at the biennial meeting, including hotel/motel registration cards, for the next convention. However, one copy may be given to each member of the Executive Board. The remainder shall be mailed to the chapters, put on the website, and face book by October 1 the same year.
8. The Executive Board's national president and vice president will review and discuss hotel, transportation, entertainment, catering, and picnic park contracts prior to signing. Both shall sign all hotel contracts.
9. The Executive Board's convention committee shall be responsible for providing refreshments for each session of the convention.
10. The Executive Board's convention committee shall follow the vendor guidelines listed below, in addition to any requirements set forth in the vendor guidelines located in the Forms Appendix.
 - (a) The convention committee shall be responsible for setting vendor booth fees, provided each vendor booth fee is set at no less than \$60.

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- (b) Vendors are required to purchase a convention registration ticket in addition to any booth fees, etc. required by these bylaws and laws of the local city and state.
11. The Executive Board's convention committee should follow existing convention guidelines as set forth in the National Council of Meridianites, Inc. bylaws.

Section VIII – Awards

1. The president shall present a plaque to each chapter at the grand ball.
2. The vice president will present the scholarship awards at the grand ball to the recipients of the Roots & Foundation Scholarships. The Scholarship Foundation recipient will also be announced at the scholarship foundation luncheon.
3. The awards committee shall present to the national president a plaque at the grand ball, recognizing services rendered to the organization for his/her term of office.

Section IX – Membership Drive

1. The ticket distribution committee shall send a National Council of Meridianites, Inc. membership application form along with non-member ticket requests.
2. Each chapter shall form a membership committee with its vice-president serving as chairperson.
3. A prize or certificate will be given by the historical/awards committee to the chapter recruiting the most new members.
4. Chapters should especially try to recruit inactive members, Roots Scholarship recipients, and teenagers 16 years and older. Invite them to the convention.
5. Reserve a place during the convention that would include talent shows and a membership drive targeting the youth since most of the youth attend on Saturday.
6. Compile e-mail addresses to be used, with approval from the owner, to help generate membership.
7. Each chapter should have an open house/reception to invite youth and previous members twice a year. This could be used to enlighten them on the friendship and fellowship of the organization.

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8. The NCM/JSC Scholarship Foundation may recognize graduates from various high school classes at the foundation's annual scholarship luncheon.

Section X -- Pre-Convention Conference

1. All pre-convention conferences must be cleared by the president.
2. The pre-convention conference may be used to discuss convention plans, review bylaws, review contracts, etc. for future years. Further, workshops on convention planning, parliamentary procedures and other subjects may be presented.