



DELEGATE

INFO

**DELEGATE / ALTERNATES TO THE NW AREA RALLY
AND NASCOE CONVENTION**

DELEGATE CANDIDATES ARE CHOSEN EACH YEAR BY THE SDASCOE BOARD OF DIRECTORS AT THE FALL BOARD MEETING WHICH IS HELD IN SEPTEMBER OR OCTOBER. CANDIDATES ARE CONTACTED TO CONFIRM THEIR COMMITMENT TO BE A DELEGATE. **DELEGATES ARE EXPECTED TO ATTEND THE STATE CONVENTION, NW AREA RALLY AND THE NATIONAL CONVENTION.**

ALTERNATES ARE CHOSEN IN THE EVENT THE DELEGATES ARE UNABLE TO ATTEND. THEY ARE ALSO CONTACTED TO CONFIRM THEIR COMMITMENT TO BE AN ALTERNATE IN THE EVENT THAT ONE OF THE DELEGATES IS UNABLE TO FULFIL THEIR OBLIGATION.

FUNDS

THE NASCOE TREASURER SENDS THE SDASCOE SECRETARY/TREASURER A CHECK FOR TRAVEL BASED ON THE COST FROM THE STATE'S CAPITAL TO THE CONVENTION SITE.

THE DOLLAR AMOUNT RECEIVED IS SPLIT EVENLY BETWEEN THE DELEGATES TO USE FOR TRAVEL TO NASCOE CONVENTION BASED ON CURRENT TRAVEL POLICY. EXPENSES FOR ATTENDING THE NW AREA RALLY ARE PAID BY SDASCOE. (IF NEEDED, DELEGATE CAN ASK THE PRESIDENT FOR AN ADVANCE TO COVER TRAVEL COSTS.)

SDASCOE TRAVEL POLICY STATES:

NORTHWEST AREA RALLY

- MILEAGE ROUND TRIP AT THE RATE OF \$0.20 PER MILE BELOW THE PREVAILING COUNTY FSA RATE ROUNDED UP TO THE NEAREST \$0.01 AND RATE CHANGES TO BE EFFECTIVE TO MATCH DATES AND GOVERNMENT RATES FROM THE DELEGATES HOME TO THE PLACE OF THE RALLY OR THE MILEAGE TO THE AIRPORT, BUS OR TRAIN FARE FROM THEIR HOME TO THE RALLY.
- ROOMS WILL BE PAID IN FULL NOT TO EXCEED THREE NIGHTS.
- BASIC REGISTRATION WILL BE PAID.

NATIONAL CONVENTION

- DELEGATES WILL EACH RECEIVE HALF THE MONEY ALLOCATED BY NASCOE TO ATTEND THE CONVENTION, TO COVER TRAVEL AND HOTEL ROOM (FOUR NIGHTS MAXIMUM).
- DELEGATES WILL BE REIMBURSED FOR OTHER BASIC EXPENSES THAT ARE NOT COVRED BY THE MONEY DISTRIBUTED BY NASCOE, AT THE DISCRETION OF THE BOARD OF DIRECTORS.
- BASIC EXPENSES WILL INCLUDE THE FOLLOWING:
 - 1) MILEAGE TO THE CONVENTION OR MILEAGE TO AND FROM AIRPORT OR TRAIN TERMINAL AT THE RATE OF \$0.20 PER MILE BELOW THE PREVAILING COUNTY FSA

RATE ROUNDED UP TO THE NEAREST \$0.01 AND RATE CHANGES TO BE EFFECTIVE TO MATCH DATES AND GOVERNMENT RATES

- 2) HOTEL FOR ACTUAL CONVENTION DATES (FOUR NIGHT MAXIMUM)
- 3) BASIC REGISTRATION ONLY
- 4) TAXI OR SHUTTLE TO AND FROM AIRPORT OR TRAIN STATION

THE DELEGATES ARE EXPECTED TO TAKE CARE OF THEIR OWN TRAVEL AND ROOM ARRANGEMENTS AND ALSO PAY FOR THEM. ON OCCASION, TRAVEL ARRANGEMENTS WILL BE MADE AS A GROUP. THIS IS DETERMINED AS AN INDIVIDUAL ISSUE EACH YEAR.

DELEGATES ARE EXPECTED TO GO TO THE STATE CONVENTION AT THEIR OWN EXPENSE.

LEAVE

DELEGATES ARE REQUIRED TO USE ANNUAL LEAVE, COMP TIME OR CREDIT HOURS TO ATTEND THE STATE CONVENTION, NW AREA RALLY AND THE NATIONAL CONVENTION.

DRESS

DRESS FOR THE MEETINGS AT THE STATE CONVENTION IS CASUAL AND FOR THE BANQUET CASUAL/SEMI FORMAL.

DRESS FOR THE MEETINGS AT THE AREA RALLY IS CASUAL AND FOR THE BANQUET CASUAL/SEMI FORMAL.

DRESS FOR THE MEETINGS AT THE NATIONAL CONVENTION IS CASUAL/SEMI FORMAL AND FOR THE BANQUET SEMI FORMAL/FORMAL.

SCHOLARSHIP AUCTION

AS LONG AS THEY CONTINUE TO HAVE THE SCHOLARSHIP AUCTION, THE DELEGATES ARE EXPECTED TO PURCHASE AN ITEM(S) FOR THAT AUCTION AND MAKE SURE IT GETS TO THE PROPER INDIVIDUALS AT THE NATIONAL CONVENTION. THE DELEGATES PAY FOR THE ITEM AND SUBMIT A BILL TO THE STATE TREASURER FOR REIMBURSEMENT. MOST GENERALLY THIS WOULD BE AN ITEM THAT REPRESENTS YOUR STATE. COST HAS GENERALLY BEEN IN THE \$25 TO \$50 RANGE.

MISCELLANEOUS

ON OCCASION, THE STATE HOSTING THE AREA RALLY OR NATIONAL CONVENTION WILL REQUEST THE STATES TO BRING AN ITEM FOR A PARTICULAR CAUSE. (EXAMPLE: THE 2001 NATIONAL CONVENTION IN LITTLE ROCK, ARKANSAS, REQUESTED THAT THE DELEGATES BRING A FOOD ITEM FOR THE LITTLE ROCK FOOD BANK). THIS ITEM WOULD BE PURCHASED BY AND DELIVERED BY THE DELEGATES. IT WOULD BE AT THE DELEGATES EXPENSE AND CAN BE SUBMITTED TO THE STATE TREASURER FOR REIMBURSEMENT. (THIS ITEM MAY OR MAY NOT BE REIMBURSED BY THE STATE DEPENDING ON FUNDS AVAILABLE.) THIS IS NOT MANDATORY AND NO DOLLAR LIMIT HAS BEEN SET - DELEGATES WOULD NEED TO CHECK WITH THE SDASCOE PRESIDENT PRIOR TO THESE PURCHASES.

SUBMITTING BILLS FOR REIMBURSEMENT

ANY BILLS YOU HAVE SHOULD BE SUBMITTED TO THE TREASURER IN A TIMELY MANNER. THE SDASCOE BOARD WILL DETERMINE PAYMENT OF ANY QUESTIONABLE ITEMS.

DUTIES OF DELEGATES

DELEGATES ARE EXPECTED TO ATTEND ALL MEETINGS AT THE RALLY.

DELEGATES AT THE NATIONAL CONVENTION ARE EXPECTED TO ATTEND THE GENERAL SESSIONS, AREA MEETINGS AND A COMMITTEE MEETING AS DECIDED IN THE STATE CAUCUS.

EACH STATE HAS THE VOTING POWER OF TWO DELEGATES. EACH DELEGATE HAS A VOTE AT THE NATIONAL CONVENTION **IF** ANYTHING IS REQUIRED TO BE VOTED ON. THE VOTING DECISION IS MADE BY THE SDASCOE MEMBERS ATTENDING THE CONVENTION AT A STATE CAUCUS MEETING. THE DELEGATES VOTE AT THE GENERAL SESSION ACCORDING TO THE DECISIONS MADE AT THE CAUCUS. WHEN NECESSARY, DURING THE GENERAL SESSION, THE DELEGATES WOULD VOTE TO REPRESENT THE VOICE OF THEIR STATE.

REPORTS

DELEGATES WILL BE EXPECTED TO PREPARE A REPORT ABOUT THE NW AREA RALLY AND THE NATIONAL CONVENTION AND PRESENT IT TO THE BOARD OF DIRECTORS DURING THE FALL MEETING. THE REPORT WILL ALSO BE SENT TO THE PUBLICITY CHAIR FOR PUBLICATION IN THE SDASCOE NEWSLETTER AND THE WEBMASTER FOR PUBLICATION ON THE SDASCOE WEBSITE.

NOTES:

EXECUTIVE BOARD IS THE PRESIDENT, VICE PRESIDENT SECRETARY AND TREASURER. THEY ARE ELECTED BY SDASCOE MEMBERS AND SERVE A ONE-YEAR TERM.

DIRECTORS ARE ELECTED BY SDASCOE MEMBERS WITHIN EACH DISTRICT AND SERVE A TWO-YEAR TERM. THERE IS ONE DIRECTOR AND ONE ALTERNATE PER DISTRICT.

CHAIRPERSONS ARE SELECTED BY THE PRESIDENT.

NASCOE - NATIONAL ASSOCIATION OF FSA COUNTY OFFICE EMPLOYEES

SDASCOE - SOUTH DAKOTA ASSOCIATION OF FSA COUNTY OFFICE EMPLOYEES