

# Excerpts from the List of Policies Pertaining to Events

## Activities and Events

1. The *Whips*, either the state Board or a region, may plan any event they wish consistent with the mission statement, rules of safety, general propriety, our insurance company, and **with a vote of approval (as described by the bylaws) of the Board or region.**
2. Fees may be charged for these events, and any funds left over after expenses shall go into the treasury or sub-account of the sponsoring entity. Income from an event may be donated to another not-for-profit entity, with the approval of the members of the region, or of the Board.
3. Fees may be collected and used to pay a professional to give a workshop or clinic.
4. The state or a region, with a membership vote of approval (as described by the bylaws), may pay a professional, or some other service, or a clinic or workshop from the treasury or from their sub-account, respectively.
5. Events may include scheduling of private lessons with the lesson fees to be paid directly to the professional. (For example, a region may agree to sponsor bringing in a professional and scheduling the lessons-as the Northern region has done with Sherry Ballou and Sally Graburn).
6. To meet insurance requirements, events must appear on the newsletter calendar, which means the event must be approved by the 5<sup>th</sup> of the month preceding the month of the event.
7. If an event is to charge entry fees, have a co-sponsors, be a public event, make commitments for expenses, with a possibility for profit/loss, an Event Form must be submitted to the Board at least two months before the event. The event will not be permanently calendared until it receives board approval
8. To meet insurance requirements, certificates of insurance must be obtained from all parties officially involved in an event (owner of facilities, co-sponsors, etc.) These should be submitted to the board, then filed with the secretary along with the Event Form

## Finances

2. Regions may request additional money from the general treasury by submitting a request on the Request for Regional Funds Form.
3. A Request for State Funds shall be used to request money from the state treasury.
4. Regional Vice Presidents must request any money withdrawn from the regional sub-accounts for use by that region.
8. The Board will approve (or disapprove) requests for money up to and including \$1000. Any amount above that must be approved by the members