

NARGS MEETING FINANCIAL SUPPORT AND LIABILITY INSURANCE POLICY

Preface

This policy covers meetings hosted by NARGS and its chapters as well as meetings that are co-hosted with organizations that are not part of NARGS. There are several ways in which NARGS will support the chapter hosting a meeting, and a number of requests that NARGS has of the chapter.

Special event insurance must be obtained to provide general liability coverage for NARGS and the chapter for the period of the event, including pre- and post-event activities. The chapter is responsible for payment of the premium. Coordinate with the NARGS Treasurer to obtain coverage.

If meeting registrations are made online, costs for programming will be borne by the hosting chapter (standardized software is available for event registration; contact the Website Committee for guidance). The meeting coordinator, treasurer, or registrar from the hosting chapter) can contact the NARGS Treasurer for details.

Annual General Meetings

The NARGS Annual General Meeting (AGM) shall be hosted by active NARGS chapters. However, additional help may be required in cases where the AGM is held in an area that is not easily served by a chapter. Since the AGM is an official NARGS meeting, final approval of the budget and program is required from the NARGS AdCom. Attendees must be NARGS members.

It is recognized that a chapter may look to National for financial support, either in the form of (a) an advance when the chapter has insufficient funds to cover necessary outlays or (b) the subsidization of a loss incurred when expenses exceed realized income. NARGS will agree to subsidize 100% of any unexpected shortfall only when the sponsoring chapter follows the following procedure:

1. A tentative budget for the meeting must be submitted to the NARGS Treasurer as soon as practical (but in no case less than 12 months prior to the event) and prior to setting the final registration price. In the event that the proposed budget cannot be prepared at least 12 months in advance (due to unforeseen circumstances), the chapter can ask AdCom for an exception and have the budget reviewed at a later date.
2. The budget shall include projected costs for all expense items (including speaker's fees, hotel guarantees, rental fees, peripheral activities, administrative costs, etc.), a "break-even" attendance figure based on the projected registration fee, and any other information the Treasurer may request. This additional information may include the proposed contract with the hotel detailing the guarantees such as room nights and food and beverage. Peripheral activities include plant sales, auctions, raffles, pre- and post-conference tours, etc that are not included in the registration fee.
3. The Executive Secretary can provide a set of guidelines to assist chapters when planning for meetings.

4. The hosting chapter must also agree to accept credit cards and allow payment through PayPal or other acceptable intermediaries. The chapter or sponsoring organization will be responsible for payment of credit card and PayPal processing fees. (Those payments can be fulfilled through the NARGS website.)
5. If the Treasurer, after consultation with the Administrative Committee (Ad Com), concurs with the submitted budget, NARGS will agree to subsidize 100% of any unexpected shortfall, provided that no significant changes have been made during the implementation of the planning.

When the hosting chapter complies with the above requirements, NARGS agrees to the following items:

1. Advance seed money, if necessary, to the local chapter in an amount approved by the AdCom
2. Make no charge for the inclusion of an announcement in the Quarterly nor for the use of the NARGS mailing list. The free space provided in the Quarterly shall be at one full page or two half pages, but may be greater if agreed to by the Quarterly Editor or AdCom.
3. Cover any shortfall balance (after the local chapter has exhausted all income from peripheral sales), provided that the chapter has complied with the required budget approval process.

The sponsoring chapter is responsible for the following:

1. Determine the net profit or loss as follows:
 - (a) Calculate the profit or loss from conference registrations and optional meal income less conference expenses and NARGS Seed Money Advances.
 - (b) Calculate the net profit from peripheral activities,
 - (c) A chapter may choose to avoid the bookkeeping associated with AGM and peripheral activities. If so, the net profit or loss shall be determined based on the income and expenses associated with all activities.
2. Allocate profit or loss:
 - a. In the event of a profit in 1(a) or 1(c), a minimum of 25% will be paid to NARGS and the remainder will be retained by the hosting chapter. The host chapter can retain all of the net profit from 1b, although additional contributions to NARGS will be welcomed.
 - b. In the event of a loss in 1(a), profit from 1(b) will be applied to off-set the loss, with any remaining balance being retained by the hosting chapter.
 - c. In the event of a loss in 1(c) or there are insufficient funds in 1(b) to cover the loss in 1(a), the chapter shall advise NARGS the extent of the shortfall and apply for relief either by way of a

reduction in repayment of seed money, or if this does not cover the entire deficit, a grant to cover the remainder.

Study Weekends

There should be at least one Study Weekend each calendar year and the location shall be rotated as much as possible throughout the United States and Canada. Except as noted below, the policies related to hosting a Study Weekend are the same as those stated above for an AGM.

1. Attendees are encouraged to be NARGS members, but non-NARGS members may attend.
2. The free space provided in the Quarterly shall be at a half page, but may be greater if agreed to by the Quarterly Editor or AdCom.

Co-Hosted Meetings

Chapters can co-host meetings with other organizations (e.g., native plant societies, international garden societies). Chapters involved with co-hosted meetings are encouraged to follow all of the procedures stated above for an AGM. If a chapter chooses not to avail itself of the above procedure, then net profits do not need to be shared with NARGS, although contributions to NARGS will be welcomed. If the co-hosting chapter chooses not to avail itself of the above procedure, and subsequently incurs a financial loss on a meeting, NARGS has no financial obligations but may agree to subsidize a portion of the loss incurred by the chapter, with each situation being decided on its merits and circumstances. NARGS will not cover any losses incurred by non-NARGS organizations.

Approved by NARGS AdCom at 2008 EWSW: 3/28/08

Item 2a Amended and approved by NARGS AdCom at 2009 AGM: 3/09

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