

## **Standing Policy for Regional Conference Hosts**

*Amended September 13, 2008*

*Revised June 25, 2009*

NAGPS Regional Conferences shall be held in conjunction with the respective Regional Membership Meetings. All regional conferences shall occur annually between 1 March and 31 April.

### Host Organization Obligations

1. Host organizations shall submit a letter from their governing student body to the NAGPS Executive Committee no later than January 31<sup>st</sup> of the regional conference year. This letter shall provide:
  - a. Approval of the organization to host the regional conference.
  - b. A Director of Regional Conference to coordinate planning and volunteers of the regional conference. The Director shall be a member of the host organization.
2. Host organizations shall secure funding for the conference. It is the responsibility of the host school to lead fundraising efforts. All fundraising and other partners must be submitted to the Board of Directors, which reserves the right to reject any partnership.
3. NAGPS shall not cover the cost of alcohol at any event and will not accept the liability for events at which alcohol is served.
4. Host organizations shall adhere to the NAGPS Constitution, Bylaws, and Standing Operating Policies.
5. All approved written and verbal communications to host the conference are binding. Due to the cost incurred for advertisement, recruitment and sponsors notification of cancellation shall be given in writing at least 30 days prior to the conference date and only upon extenuating circumstances beyond the control of the host organization or NAGPS. \*\*\*

### NAGPS Obligations

1. The Regional Coordinator shall oversee the planning of the Regional Conference and Regional Membership Meeting.
2. NAGPS shall provide up to \$1000 to each region to offset costs of hosting the regional conference.

### Benefits

1. At the conclusion of the conference, any extra funds in excess of all conference expenses will be divided between the host organization and NAGPS as a percentage of monies allocated and raised for the regional conference.
2. The conference registration fee will be waived for members of the host organization.
3. The regional conference registration fee shall be waived for two persons at the next regional conference.