

## STATE CONVENTION INCOME AND EXPENSES

### **PURPOSE:**

The purpose of this policy is to define the income and expenses for conducting the Multiple District 14 State Convention.

### **GENERAL:**

1. All contracts for all events at the State Convention shall be submitted to the State Administrator and MD-14 Legal Counsel in accordance with Policy 108: State Purchases and Contracts.

The contracts include, but not limited to:

- a. All facilities (hotels, motels)
  - b. All meal functions
  - c. Tours
  - d. Audio/Visual Equipment
  - e. Necrology
  - f. Transportation
  - g. Exhibits and displays
  - h. Seminar speakers
  - i. All printing (including official program booklet)
2. All income for conducting the State Convention shall be outlined in the budget submitted by the State Administrator. Income shall include, but not limited to:
    - a. State Per Capita
    - b. Registration fees
    - c. All meals (breakfasts, luncheons, banquets)
    - d. Program Booklet (including patrons)
    - e. Exhibitors/Vendors and displays (as outlined in Policies 109 and 109A)
    - f. Tours
    - g. Sponsorship agreements
  3. All expenses are paid from the State Convention Per Capita Fund, registration paid by all attendees and any other income received by the convention. Expenses include, but not limited to:
    - a. All meals (breakfasts, luncheons, banquets)
    - b. Postage
    - c. Credentials, ballots, committee badges and ribbons
    - d. Convention printing
    - e. Rental of copy machine or computer (if needed)
    - f. Host District Chairperson for reporting to State Council
    - g. Transportation (buses, limos)
    - h. Necrology Service
    - i. Tours
    - j. Audio/Visual equipment rentals
    - k. Table rentals

- l. Rental of facilities for events not being conducted at Headquarters Hotel
  - m. Speakers' fees and expenses
4. Hotel complimentary rooms or suites are to be used to accommodate the International President, Past International President, Multiple District 14 International Director and International Board Appointee, any speaker approved by the Council of Governors, and the Host District Chairperson (if a complimentary room is available). All other complimentary rooms may be used at the discretion of the State Administrator.
  5. The cost of all meals at the State Convention shall be budgeted to include the complimentary meals. The Host District Committee may not increase the price of the meals as quoted by the hotel. The State Administrator shall provide the PA sales tax exemption number to the hotel when all meal function contracts are signed. The Host Committee may underwrite the cost of the meals with host district funds. Sponsorship agreement revenue may also be used to help offset the cost of the meals.
  6. Any changes in the events or programs conducted at the State Convention shall be submitted to the Council of Governors at the third Council of Governors meeting.
  7. The Host District Committee shall print the official program booklet, necrology booklet and meal tickets after they are reviewed and approved by the State Administrator.
  8. The Host District Committee shall sign any contracts for the host district hospitality night and any complimentary meals (breakfasts, luncheons, banquets) provided by the Host District.
  9. The Host District Committee income and expenses (all funds provided by the sub-district for hospitality) may be used to provide:
    - a. Friday or Saturday night hospitality
    - b. Continental breakfast for attendees
    - c. Expenses for conducting Host Committee meetings in the District (mileage, meals, rooms, etc)
    - d. State Convention Host District pins
  10. Candidates for International Office, seated District Governors, First and Second Vice District Governors Elect or Candidates are responsible for any expenses for their hospitality room.