

NAPUS Fiscal Policy with Regard to National Conventions

February 1991

Amended 1998

In the interest of ensuring the fiscally responsible planning and management of NAPUS National Conventions, the National Executive Committee does hereby adopt, as part of the official NAPUS Fiscal Policy, the following:

The national meeting planner, national convention chair and all other individuals serving on national convention committees, or otherwise helping plan or coordinate convention activities, shall, at all times, adhere to the convention-planning guidelines detailed in the NAPUS National Convention Planning Guide, adopted in October 1989 and subsequently revised.

- 1. A tentative, proposed national convention budget, including an estimate of anticipated paid registration and a recommended registration fee, shall be prepared by the host chapter, with the cooperation and counsel of the NAPUS National Office, national meeting planner, previous national convention chairs and others as required and be submitted to the NAPUS national president by Jan 1 of the year preceding the year of the national convention.**
- 2. The national president shall present this proposed national convention budget to the Budget Committee preparing the annual budget for the organization for the calendar year Jan. 1 through Dec. 31. This committee shall review and submit a report to the National Executive Committee no later than 15 days prior to the annual national convention.**
- 3. The national president and the national secretary treasurer may approve, in writing, without referral to the national convention budget review committee, subsequent budget alterations not exceeding \$5,000 in each instance.**
- 4. No national convention contract that obligates the national association, its chapters or members to the payment of any sum of money, under any conditions or circumstances, shall be awarded unless recommended, in writing, by the national convention chair and approved, in writing, by the national president and the national secretary treasurer. No other individual(s) shall be authorized to approve any national convention contracts.**
- 5. Special exceptions to this provision to provide for the advance payment of convention funds to facilitate the efficient management of the national convention may be approved by the National Executive Committee meeting in person or by teleconference.**
- 6. Convention expenses in excess of those specifically approved in the final budget or subsequent alterations shall be the sole responsibility of the host chapter.**