

## SEIU Local 99

### Executive Board Policy # EBP- \_\_\_\_\_

#### SEIU Local 99 Policy – Executive Board Policies and Regulations: Meetings, conferences, workshops, events, and other membership- related activities – Approvals / Participant Fees

**Background:** The following administrative procedures have been established for implementation to assist membership committee chairs and co-chairs in planning, coordinating, or presenting meetings, conferences, workshops, events, and other membership-related activities and in obtaining the proper approvals. For the purpose of this policy, a participant fee shall herein be understood to be monies to be collected direct by the committee from one member to another.

**Approvals:** When a meeting, conference, workshop, event, and other membership-related activity is sponsored or conducted by a membership committee, regardless of who will be in attendance or where the event is to be held, the committee chair or co-chair shall prepare a notice of the event indicating the What, When, Who, Where, Why, and How of the event and submit this notice to the Executive Director through the Local 99 staff assigned to coordinate with the membership committee. Membership communication on any meeting, conferences, workshops, events, and other membership-related activities may not be published until the proper approvals are obtained. Approvals are as follows:

1. Any membership committee activity with no participant fee or where the cost to the Local is \$2,500 or less shall be approved by the Executive Director. Any amount exceeding \$2,500 shall require Executive Board approval.
2. Any event where a participant fee is to be collected must be submitted to the Executive Director to be forwarded to the Executive Board for approval.

Events included and approved in the annual budget supersede this approval process

Adopted: November 21, 2009

SEIU Local 99 By-Laws: Article 15 - Committees