

**SPE Gulf Coast Section Policies Fiscal Year 2002-03 to 2004-05
As of March 2005 - BY SUBJECT**

<u>Date Established</u>	<u>Subject</u>	<u>Policy</u>	<u>Source Document</u>
10/1/2003	Alcohol policy	<p>SPEI has established the following policy for ALL SPE sections: The Society does not endorse or recommend dispensing alcoholic beverages in connection with SPE meetings. The Society, however, recognizes that some SPE sections follow a practice of having SPE meetings at facilities (hotel, restaurant or club) which serve alcoholic beverages. If a section officer does plan events at a facility that serves alcoholic beverages, SPE requests that the following guidelines are followed:</p> <p>(1) The facility at which the event is being held should sell and dispense all alcoholic beverages. SPE members should never sell drinks or dispense alcoholic beverages. (2) No charge to or payment collected from an SPE member in connection with attendance at an SPE meeting should be related to the service of alcohol. (3) If the meeting involves a cash bar, the facility should be asked to sell drink tickets as opposed to directly dispensing liquor in exchange for cash. (4) Most facilities now have a training program for staff members to ensure the responsible service of alcoholic beverages. Inquire to confirm this. (5) A copy of the facility's liquor liability insurance policy and a statement of indemnification to the section and SPE should be obtained. (6) Section officers should encourage the practice of "designated drivers" in conjunction with SPE functions. (7) Consult legal counsel in your respective jurisdictions for more specific guidance and/or prohibitions in your area.</p>	Alcohol Policy.doc
10/22/2002	Billing of no-shows at section events	A motion was approved that individuals who preregister for an event, but do not prepay and do not attend will be billed for their registration fees.	Budget Meeting Minutes 2002-10-22.doc
5/16/2003	Budgets - speaker gifts in budget	All Committees and Study Groups will <u>budget for their respective speaker gifts.</u>	Pappas Budget Letter.doc
5/16/2003	Budgets & contracts - workshops, forums, sporting events, etc.	Although included in the budgets, all workshops, forums, sporting events, etc. (other than regular Study Group meetings and Career Management and Continuing Education classes) must have separate budgetary approval by the Board, and prior to any expenditure. Also, Board approval will be necessary for all SPE-GCS related contract approvals other than for regular Study Group meetings. Please contact the Section Chair at least two weeks prior to their regularly scheduled meeting to be included on the Board agenda.	Pappas Budget Letter.doc
Long standing policy	Email blasts	Email blasts, or emails sent to the entire SPE Gulf Coast Section may only be sent with BOD approval. This does not include emails to individuals who have chosen to be placed on an email list through the spegcs.org website or by providing their business card to be placed on a study group maintained email list.	

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10/22/2002	Financial returns of meetings and events	<p>A motion was approved stating that</p> <ul style="list-style-type: none"> - All workshops are expected to provide budgets and gain GCS Board approval prior to their implementation. - Workshops should try to secure sponsorship to defray part of their costs. - Workshops should be priced competitively with other similar workshops being provided by other competing organizations. - Workshops are expected to break even at a minimum during their first year of operation and make money during subsequent years. 	Budget Meeting Minutes 2002-10-22.doc
5/16/2003	Financial returns of meetings and events	We require a <u>planned 20 percent return on expenditures</u> for all events outside of regularly scheduled (monthly or bimonthly) Study Group meetings. For example, if either a Committee or Study Group should plan a workshop or outing, it should provide a <u>minimum</u> of \$12,000 gross revenues, or a \$2000 net income, for every \$10,000 spent.	Pappas Budget Letter.doc
6/8/2004	Financial returns of meetings and events	All regular Study Group activities will also need to show a planned 20 percent return on expenditures. This includes luncheons, study group meetings and all other regularly scheduled activities.	2004-2005 Budgets.doc
5/16/2003	Luncheon registration fees	All regular Study Group meetings will begin charging <u>\$30 per person for pre-registered members</u> . Pre-registered nonmembers and walk-ins will be charged \$35 to \$40 per person.	Pappas Budget Letter.doc
5/16/2003	Officer meetings study groups and committees	Study Groups and Committees will be allowed to charge for a <u>maximum</u> of two (2) planning or recognition meetings per year, including beverages and food. If they require more planning meetings, the Committee or Study Group officers should make other arrangements. Please include these expenditures in your budgets and note on a separate sheet.	Pappas Budget Letter.doc
10/16/2003	Officer meetings study groups and committees	A motion was approved that the existing officer budget meetings as submitted will remain, however as a guideline for next year, the board recommends as a guideline a \$40 per person on the study group roster be used next year for officer meetings.	October Minutes Draft.doc
1/20/2005	Publicizing non SPE events	A motion was approved establishing an SPE GCS policy that non SPE events will be publicized only when at least one of the following conditions exists: (1) SPE GCS has a direct financial involvement OR (2) SPE GCS controls the content.	BOD Minutes January 20 2005.doc
7/8/2004	Purchasing or owning of equipment by study groups	A motion was approved that we will not, as a Section, own technical equipment within individual Study Groups or Committees unless approved by exception.	July 2004 Budget Meeting.doc
4/17/2003	Scholarship committee allocation of funds between new scholarships and renewals	A motion was approved to give the scholarship committee a defined amount with which they have the discretion to decide how to allocate it between renewals and entering freshmen	BODMinutes041703_transcriptFINAL.doc

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Long standing policy	Term limits on committee and BOD positions	Individuals may only serve three consecutive years in any one position on a committee, study group or the board of directors.	
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