

## APPENDIX TO CONFERENCE GUIDELINES REQUIREMENTS PROTOCOL FOR A FAILED CONFERENCE

The Executive Board of the Maintenance Superintendents Association (Board) previously established a Conference Guidelines Requirements Protocol (Protocol). The Protocol outlines the steps necessary and requirements to be met in order for the Board to approve the request of a Chapter to host an annual conference.

The Board recognizes that it must not only provide guidance regarding hosting conferences, but also provide financial support, if required, for a failed conference. The Board has embraced its role as a financial contributor to a failed conference and has demonstrated its commitment by increasing dues paid in order to establish a reserve fund target specifically to be used to financially assist a Host Chapter with a failed conference.

For purposes of determining a failed conference, the following guidelines shall apply:

1. The Hosting Chapter has followed the Protocol.
2. The Hosting Chapter has notified the Board President immediately after realizing the Conference is in or will soon be in financial distress.
3. The Hosting Chapter has provided a written analysis of the financial concerns to each of the four Board Officers within seven days of notifying the Board President. At a minimum the written analysis shall consist of the original budget for the conference an updated budget and narrative explanation of the circumstances which caused the change from a successful conference to a failed conference.

The Board President shall use the information above to investigate the circumstances described by the Hosting Chapter. The President has full discretion to appoint others to assist him/her in this investigation. Persons who may be appointed to assist this effort include, but are not limited to the other Board Officers or Board Members, the Executive Assistant, and the Financial Assistant. The Hosting Chapter shall fully cooperate in the investigation.

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In the event the Board President is a member of the Hosting Chapter, the next ranking Board Officer will execute the Protocol.

The purpose of the investigation will be to verify that the Hosting Chapter did follow the Protocol and used reasonable judgment in decisions made in planning and holding the conference. The Board President shall use the attached Administrative Investigation checklist as the standard in conducting his/her investigation and determining whether the failed conference was outside the control of the Hosting Chapter.

The Board President shall complete the attached Failed Conference Investigation checklist before making a determination on the circumstances surrounding the failed conference.

In the event the Board President determines that the Hosting Chapter did reasonably follow the Protocol, then the Board President shall determine what amount of financial assistance should be provided and make that recommendation to the Executive Board for approval. Any financial assistance provided to a Host Chapter that did reasonably follow the Protocol would be a grant of funds and no repayment would be expected or required.

In the event the Board President determines that the Hosting Chapter did not reasonably follow the Protocol, then the Board President shall determine what amount of financial assistance should be provided, if any, and make that recommendation to the Executive Board for approval. Any financial assistance provided to a Host Chapter that did not reasonably follow the Protocol would be a loan from the Executive Board and repayment would be expected at terms recommended by the Board President and ratified by the Executive Board.