



ASSOCIATION OF THE UNITED STATES ARMY
SIXTH REGION

1 July 2013

Supersedes versions 5 May 2006, 24 November 2006, and 6 August 2012

Sixth Region Standing Operating Procedure
Revenues, Expenses, and Budgeting for Region Spring Meetings

1. First principle: Spring Meetings are unitary Region events, not Chapter or "time-share" functions.
2. Because the Region has no co-located staff, no Corporate (nor other) members, no fundraising capabilities, etc, all of which are resident only in Chapters, Chapters need to establish point(s) of contact – preferably a single POC – for such matters early in the planning stages.
3. The Region will budget and pay for expenses directly connected with the agenda, including awards, speaker recruitment, speaker gifts, agenda publication, any payments for work done or other unusual agenda-related expenses.
4. The Host Chapter (HC) arranges for lodging, and will budget and pay for all administration, logistics, communication/computer support, meeting rooms, transportation, badging, etc, except as stated above. This includes business, professional, social, and any spousal/guest events.
5. The Region may, upon request, advance the HC a modest amount of seed money to deal with early expenses. Any such advances are to be repaid from meeting revenues, unless otherwise negotiated (e.g., where payback would cause the HC to go in the red).
6. The HC handles all registration and record keeping/accounting matters and, in coordination with the Region President, is responsible for establishing fees and charges. These fees and charges must reflect the fact that many of our most faithful members, with a high propensity for attendance, subsist on fixed incomes.
7. Therefore, the HC is expected to prepare a meeting budget (forecast of revenues and expenses) that will cover –
 - reasonably anticipated expenses, including taxes and surcharges
 - adequate management reserve (in the event of unexpected costs)
 - revenues to provide an appropriate gross margin
 - and a modest net profit

The Region President will approve this budget prior to the HC advertising prices on the meeting registration form.

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8. Regarding net HC profit, Sixth Region considers that Chapters should not shoot for break-even (as indicated in the Chapter Operations Manual), for two reasons: (1) excessive financial risk, given the well-known uncertainties surrounding attendance; (2) Region meeting support is not a trivial effort and Chapters should not be asked to take on this load - forgoing other program opportunities - with a streamer as their only reward.

9. Any comps for speakers/distinguished visitors/others are to be included in the above HC meeting budget (expense or management reserve) to the extent known/foreseeable; true "surprises" should generally be covered by Region.

10. In this connection, currently serving US military personnel or US civil servants may be complimentary only for registration fees, and for whatever meals are incident to their participation, except –

- by individual members as a clear-cut (legally defensible) case of personal friendship and/or reciprocity, or
- with prior approval by the Region President after review for compliance with the Joint Ethics Regulation and other standards of conduct
- all other attendees will pay registration fees, in full, for the complete event, or a 50% payment for a one-day attendance (no exceptions)

11. Where Region and/or other Chapters reimburse the HC for incurred expenses, such reimbursement will cover HC out-of-pocket costs only.

12. Organized spousal/guest activities are at the option of the HC. They are not generally recommended, owing to minimal-to-zero levels of interest in recent years.

Sharlee "Charley" W. Smith
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President, Sixth Region