

Annual Meeting Guidelines

Introduction

As a 501(c)3 charitable organization, AAS is required to hold at least one business meeting a year. Traditionally, a Chapter hosts this meeting with financial assistance from the State organization. These meetings are traditionally held over a weekend, on Friday, Saturday, and Sunday. Here are some guidelines for the hosting Chapters:

State provides:

1. The theme of the meeting
2. The agenda, usually:
 - First day (in the evening):
 - Directors meeting
 - Members of State Board of Directors and Chapter presidents are specifically invited and strongly encouraged to attend. Any member of AAS is welcome.
 - The business meeting usually includes light refreshments provided by the participants. If participants want alcoholic beverages, they may bring their own, if the facility allows it.
 - Second day and evening
 - Business meeting
 - Educational presentations
 - Awards presentation, and keynote speaker
 - A no-host bar is generally provided between the meetings and dinner.
 - Third day:
 - Field trips
3. Presenters
4. Funds, including:
 - The amount budgeted for the meeting. Any money the hosting chapter wants to spend beyond the budgeted amount must be paid for by the chapter.
 - Lodging and other expenses for presenters who must travel to the meeting and need overnight accommodations
 - Stipends for presenters
 - Awards presented by State at the conference.
5. A member of the State Executive Committee to serve as a liaison between State and the hosting chapter.

Hosting chapter provides or arranges for:

1. In addition to funds provided directly by State, participants in the meeting are charged a registration fee. These fees are collected by the chapter for use in putting on the meeting.
2. Facilities, including A/V equipment required by presenters
3. Meals, snacks, and beverages for the full-day meeting on Day Two, including dinner.
4. Lodging suggestions for participants in the meeting, often with special rates.
5. Field trips and trip leaders.
 - All State requirements (waivers, etc.) for field trips shall be enforced by the hosting chapter. The chapter will arrange with local entities for permission and/or entrance for sites that require it.
6. ~~All items~~ and logistics for a book sale, silent auction, or other fundraisers. ~~ing event,~~ if the hosting chapter desires to hold them. Proceeds from these activities will remain with the chapter.