

THE HERB SOCIETY OF AMERICA, INC.
DISTRICT GATHERING POLICY FOR MEMBERSHIP DISTRICTS
Approved March 2005, Revised August 2015

Each membership delegate is required to facilitate a district gathering in even numbered years in which the Annual Meeting of Members is held. District members may vote to hold a district gathering in the odd numbered years when the joint Educational Conference and Annual Meeting of Members is held.

These events shall be consistent with the mission of The Society.

Dates for the district gatherings must be coordinated through HSA headquarters before a venue is booked. Availability of the president, vice-president, and executive director must be determined in advance.

Invitations must be extended to each member of the board of directors, the executive director, and all the members of the district.

District gathering details must be forwarded to headquarters for inclusion in the Calendar of Events.

Any significant use of headquarters staff time (e.g. site visits, copying and mailing invitations) must be coordinated through the executive director.

Each delegate is responsible for preparing a budget for their district gathering. The budget must be filed with HSA headquarters and all expenditures for the district gathering must be pre-approved by the delegate.

Third-party requests for reimbursement (from vendors, units, or individuals) must be approved by and submitted through the delegate. Requests must be received at headquarters within 60 days of the event and be accompanied by supporting documentation (invoices or receipts).

Net proceeds from district events will be deposited in the district's operating account.