

**THE HERB SOCIETY OF AMERICA, INC.**  
**MEMBERS AT LARGE FUND GUIDELINES**  
Approved May 2010, Revised February 2016

The purposes of the Members at Large Fund are to provide: (1) money to help defray the expenses of any member at large serving on the Board of Directors, (2) seed money for any member at large symposium, (3) a way for members at large to contribute money to special Society-HSA projects chosen by the members at large at their meeting during the annual conference and to give the members at large a sense of unity.

A financial report will be distributed each year at the member at large meeting of the ~~members at large~~ held during the annual conference. The report will be available to all members at large, either by email or as a hard copy by request. The report is to include the beginning and ending balance, growth due to investment of the fund, information about how money from the fund was used during the year, and information of contributions to the fund. The fund will continue to be considered as a fund separate from other Society HSA investments. Changes to these guidelines for the Members at Large Fund must be voted on by the members at large.

**Oversight Committee**

The HSA Finance and Operations Committee will monitor the investment of the Members at Large Fund. Responsibilities include:

- The treasurer (or representative from the Finance & Operations Committee) will present the financial report for the member at large meeting at the annual conference.
- Based on the following guidelines, the treasurer will inform the member at large meeting at the annual conference of the amount that may be budgeted for the next fiscal year to defray expenses of any members at large serving on the Board of Directors and/or for special projects.

**Guidelines for assuring that the fund will be able to meet the needs of the members at large in the future:**

So that the money in the fund is not depleted, the total amount that can be requested by all members at large serving on the Board of Directors and the amount spent on special projects in any fiscal year may be as much as 5% of the average value of the long term investment over the previous three years, figured on March 31, each year.

**Guidelines for the use of the fund to help defray the expenses of members at large on the Board of Directors:**

Each member at large serving on the Board of Directors is to be given a copy of the information relating to the Members at Large Fund. The allocation voted by the members at large will be transferred into The Society's operating account and will be used to defray expenses incurred by members at large serving on the board and that are allowed within The Society's expense reimbursement policy. The allocation voted by the members at large will be transferred into the Society's operating account and will be used to defray expenses incurred by members at

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large serving on the board and that are allowed within The Society's expense reimbursement policy.

**Guidelines for requesting seed money for planning any member at large symposium:**

- The conference planning committee may request seed money for any member at large symposium. The request for seed money is a written contract between the conference planning committee and the Members at Large Fund. The contract specifies the responsibilities for those receiving the seed money and is signed by the conference planning committee chair(s). The contract states that the seed money must be repaid to the fund. The seed money is paid just as any other conference expenses are paid. Sixty-five (65) percent of any profit made at a symposium is to be donated to the Members at Large Fund. The remaining thirty-five (35) percent can be designated by the conference planning committee for any HSA project(s) and/or local herb-related project.
- The written request for seed money is sent to the executive director at HSA headquarters. As long as the request meets the intent of the guidelines adopted by the members at large, the executive director may accept the request and authorize payment.
- The maximum amount that can be requested for seed money for any member at large symposium is \$2,000.

**Guidelines for requesting funding for special projects:**

Any member at large may make a proposal for using money from the Members at Large Fund for a special HSA project. The proposal should be in writing and may be sent to the HSA Treasurer for presentation at the annual member at large meeting, or a motion may be presented during the annual member at large meeting for special projects or needs that arise during the annual conference. Members at large attending the annual conference will vote on the proposal at the member at large meeting. Approval of the proposal is by a majority vote of the members attending the meeting.