

POLICY FOR HOSTING DIXIE REGIONAL MEETINGS

- 1. Host society, on behalf of Region 3, will arrange for hotel, all meals, meeting facilities and equipment, vendor facilities and tables, and any other necessary arrangements.**
- 2. Host society will plan the program, budget, classes and guest speakers in coordination with the Regional Director. Dixie Regional Hosta Society staff will assist in finding speakers if necessary.**
- 3. Host society may apply for a temporary loan from DRHS to cover immediate expenses. Amount to be determined based upon need.**
- 4. Host society is responsible for preparing and mailing registration materials to all of the local societies' members as well as all AHS members within the region. The DRHS secretary, who maintains a membership database, will update the Dixie membership list in coordination with the American Hosta Society secretary, then provide mailing labels for the host society. Local societies should provide their updated local membership information to the DRHS secretary upon request.**
- 5. Final arrangements, budget, programs and publications must be approved by the Regional Director prior to contracting services or printing materials.**
- 6. The DRHS staff will produce a DRHS newsletter (Dixie Doin's) to accompany the registration materials. DRHS budget will pay for the printing and mailing of the DRHS newsletter, which can include the meeting registration material.**
- 7. Meeting registration cost must cover all anticipated meeting expenses without consideration of potential income from the auction or vendor sales. All profits, after paying all meeting expenses, will be divided equally between the DRHS and the host society. Any losses will be covered by DRHS funds.**
- 8. DRHS will require the vendors to pay 20% of their gross sales to the DRHS to augment the Regional budget. This is the only source of income for the DRHS. Payment will be made prior to the vendor departing the meeting.**

**APPROVED BY THE BOARD OF DIRECTORS
SEPTEMBER 23, 2005
MEMPHIS, TENNESSEE**