

POLICY 1

GLA Events, Event Refunds and Event Money Disbursement



Purpose:

To outline how monies held and managed by the Greater Los Angeles Airstream Club (henceforth referred to as 'the club') are handled in a manner that will best ensure the club's financial solvency.

Section A

The club shall not incur a loss due to member/guest cancellation of an event.

Section B

If the resort/campground refunds site fee, the club will refund site fee to member/guest. The event fee will be returned if event items have not yet been purchased. When possible, the Club will attempt to fill a cancelled reservation from a Wait List.

Section C

An event cancellation date will be determined by the resort/campground contract or resort/campground policy provided to the Event Chair.

Section D

Event Chair and host(s) will clearly state cancellation date on event flyer posted to the GLA website so that members are aware of the resort/campground cancellation policy.

Section E

Events shall remain within budget determined by host(s).

Section F

All receipts will be submitted by the event host(s) to the treasurer who will complete and submit the accounting form to the president for approval. In the president's absence, to the 1st vice president; in the event of the absence of president and 1st vice president, to the 2nd vice president.

Section G

No club monies are to be disbursed/returned without approval of two officers, the treasurer and 1) president. In the president's absence, to the 1st vice president; in the event of the absence of the president and 1st vice president, to the 2nd vice president.