

POLICY: REGISTRATION FEE POLICY

The Chapter shall charge educational program registrants a registration fee that is appropriate for the sound management of the chapter. The Chapter has established a guideline to establish registration fees for educational programs held for the benefit of the membership. The educational programs shall be defined as, but not limited to, a seminar, conference, workshop, short course, symposium, forum, and/or institute. The guidelines are as follows:

A. In order to determine an appropriate fee, the committee chairman will determine the following:

- Length of the Program
- Target Audience
- Estimated Number of Attendees
- Budgeted Expenses (facility fees, speakers, functions)

B. Judgment should be exercised in revenue budgeting and appropriate recognition shall be given to Corporate Sponsor funding which is provided for educational support purposes. Unless amended by the Board, Corporate Sponsor funding shall cover educational institutes and all related educational activities provided by the Chapter and its collective committees.

C. The chapter Program Committee Chairman and chapter President shall be consulted prior to publication of fee for any program.

D. The Board recognizes that the education market for both members and non-members changes often and quickly and desires to give the chapter officers maximum flexibility to respond to market changes in a nimble and effective way. Therefore, each Chapter year, upon motion of any member of the Executive Committee, the Executive Committee may meet and propose changes to any or all of the dollar amounts for registration fees in items E – L below. A revised version of this policy, clearly showing changes, shall be submitted by e mail to the Policy Committee and the Chapter Board within 2 weeks of the change.

1. If there are no objections to the change within another 2 weeks, the change shall go into effect immediately.
2. Should any member of the policy committee or the Board object, the revision shall go through the normal process of a policy change with review by the Policy Committee and discussion and vote by the Board.

3. To provide consistency and fairness, an Executive Committee may only change these dollar amounts ONCE per their chapter year.

E. Education programs with a length of 2 days or less will be covered by a registration fee within the range of \$0 - \$325. Non-member fees for these programs should be \$75.00 higher than member fees. (See matrix in Item I.)

F. Education programs with a length of greater than 2 days will be covered by a registration fee within the range of \$0 - \$550. Non-member fees for these programs should be \$75.00 higher than member fees. (See matrix in Item H.)

G. Student fees shall be at the discretion of the President and the Executive Committee.

H. The following matrix should be used as a guide to set the registration fee for any educational program:

<u>Target Audience:</u>	<u>Member</u>	<u>Non-Member</u>
<u>1 or 2 Day Programs:</u>	\$0 to \$250	\$0 to \$325

Discounts may be offered at the discretion of the President
Corporate Certificates will be accepted.
Guest Fees will be charged for lunch, dinner, and functions.

<u>3 or 4 Day Programs:</u>	<u>Member</u>	<u>Non-Member</u>
All registrants	\$0 - \$475	\$0 - \$550

No Discounts shall be granted.
Corporate Certificates will be accepted.

Guest fees will be charged for lunch, dinner and functions. Fees should be equal to cost per-person for the function and may be discounted at 10 - 20% in order not to discourage participation by spouse and/or guest of the member. A discounted fee must be approved by the Chapter President and/or Program Chairman.



south carolina chapter

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Revised Date: August 17, 2023

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Effective Date: October 1, 2015

Page 3 of 3

Golf green fees will be charged for each function participant. Golf fees are in addition to the normal educational program registration fee.

J. The Chapter shall refund any meeting registration fee under conditions described in the Financial Policy entitled "Refunds".

K. The Southeastern Summit shall be operated outside of this policy. Items A through H above will not apply to the Southeastern Summit, whether held in South Carolina or another Region V Chapter.

L. The Chapter Awards luncheon is specifically excepted such that members, award winners and CRCA graduates may attend without payment of any fee. This is subject per item E above.

M. The President has authority to approve exceptions to the program pricing guidelines with guidance of the Executive Committee.

Policy Committee: September 8, 2023

Policy Committee Chair Signature/Date: 9/8/23 

SCHFMA Board Review Date: January 31, 2024 _____

SCHFMA President Signature/Date: 01/31/2024 