

Lonestar Mensa
Action Still in Effect 2007-10-01
Lonestar Mensa Regional Gathering
2007 October 3

1. **LonestarRG** Lonestar Mensa (LSM) hosts an annual Regional Gathering (RG) entitled LonestaRG, subject to volunteers to run it and no compelling reason not to hold it (such as conflict with another group's event). The primary purposes of the LonestaRG is to have fun and, in order:
 - a. To provide a stimulating and entertaining activity for our members to enhance the value of their Mensa membership.
 - b. To encourage members from other groups to mix with our members.
 - c. To raise money for Scholarships.
 - d. To raise money for our general treasury.

2. **RG Committee.** The responsibility for managing the RG is assigned and authority for execution is delegated to a special committee officially named the Lonestar Mensa 20XX Regional Gathering Committee or simply the RG Committee. The RG Committee shall plan and execute the RG. The committee shall exist from the time of appointment until the Lonestar Mensa Executive Committee (ExComm) accepts their final report and discharges the committee after the conclusion of the RG.
 - a. The RG Committee Chair shall be appointed by the Lonestar Mensa President, shall be confirmed by the ExComm, and may be removed by the ExComm at any time by a simple majority vote. The RG Committee Chair shall also hold the position of RG Chair and title of LonestaRG Chair
 - b. The RG Chair shall have the authority to negotiate hotel contracts, vendor contracts (such as DJs, entertainers, food & beverage, etc), to delegate that authority to an RG Facilities Chair, and to make other financial arrangements for the RG.
 - c. The RG Committee Chair shall appoint RG Committee members and may remove and replace them at any time.
 - d. The RG Committee shall consist of at least the RG Committee Chair, the Program Chair, the RG Hospitality Chair, the RG Treasurer, and the RG Registrar. The RG Committee Chair may also appoint other members as desired. A liaison of the hotel hosting the RG is considered an ex officio member of the RG committee.
 - e. Members of the ExComm may serve on the RG committee but are not required to do so. RG Committee members may be members of the local group, other Mensa chapters, or non-members.
 - f. ExComm approval is required for:
 - (1) A single individual holding more than one required position on the committee.
 - (2) The RG Treasurer, if not a member of Lonestar Mensa.
 - (3) Contracts over 15% from the previous year. The ExComm shall approve these before signature.

3. **Next RG.** The current RG Committee shall begin preparations for the following RG by no later than four weeks prior to the beginning of the current-year's RG, with the intent that next year's RG will be announced and advertised at the current RG. If no chair and theme acceptable to the ExComm are found prior to the RG, the next RG should be advertised without a theme, unless the ExComm chooses not to so advertise. To prepare for the next RG the RG Committee shall:
 - a. Recommend the next RG Committee Chair to the ExComm.
 - b. Recommend a theme, name, and initial registration fee to the ExComm.
 - c. After ExComm approval of a and b, prepare and distribute forms for registration.
 - d. Collect completed registration forms and payments.

- 4. RG Funding.** The ExComm established the RG Fund approach and related accounts to provide our RG officers a reasonable level of funding to foster creativity in managing the RG, to protect fees collected until they may be legally disbursed, and to allow one RG's loss to be covered by profits from other RGs.
- a. RG funding is the responsibility of the Lonestar President, Treasurer, and ExComm.
 - b. Like the LSM Education Fund, the RG Fund and related accounts are maintained in the General Ledger and amounts shall be visible to the ExComm and other LSM members on the Balance Sheet. To allow for maximum flexibility of LSM investments, RG funds are maintained as a part of the LSM bank and CD accounts rather than separate ones.
 - c. The Prepaid RG, RG Escrow, RG Reserve, and RG Fund accounts are established as part of Lonestar Mensa's General Ledger for the following purposes:
 - (1) The RG Escrow accounts for the registrations for each RG. Registration funds must be held for possible refunds until the RG is satisfactorily concluded and any claim for refund is satisfied. They may not be spent or disbursed before that time. There are normally two current RG escrow liability accounts, one for the next RG and one for the following RG.
 - (2) The Prepaid RG accounts for RG expenses until the RG is satisfactorily concluded and reimbursements from any returns or allowances are received. There are normally two current prepaid RG asset accounts, one for the next RG and one for the following RG.
 - (3) The RG Reserve accounts for the funds from previous RGs disbursed under paragraph 7c below. The RG Reserve is supported by a single RG reserve appropriation account.
 - (4) The RG Fund is established at \$3000 and forms the base of the budget for an RG. Providing funds are available, the ExComm may increase the RG fund by ASIE. The RG Fund is supported by a single RG Fund asset account.
 - d. The RG Revenue Estimate and RG Budget, shown on the Program Summary each month, are equal to the sum of the amounts in the RG Escrow, the RG reserve, and 50 percent of the RG Fund. Unlike other programs, the RG Estimate and Budget are expected to change each month.
 - e. Authority is delegated to the LSM Treasurer, RG Chair, and RG Treasurer to commit and spend LSM money in support of the RG. The total of all financial commitments and expenses shall not exceed the RG budget. Based on the request of the RG Chair and justification of the RG Committee, the ExComm may raise the RG budget by increasing the RG Fund contribution up to a maximum of 100 percent.
- 5. Management of RG Funds.** The RG Treasurer shall manage RG finances using prudent financial management practices. The RG Treasurer shall:
- a. Support revenues with copies of online PayPal statements and photo copies of checks and expenses with signed vouchers and receipts. The RG Chair must approve any RG expenses without signed vouchers and any exceeding \$100 not supported by receipts.
 - b. Maintain separation between scholarship funds and RG funds by accounting for and reporting separately on any scholarship revenue received from RG raffles or donations to the scholarship program. Expenses in administering scholarship activities shall be accounted for as RG expenses.
 - c. As a goal, deposit checks and receipts to LSM within 20 days and pay obligations as soon as incurred but within 5 days. (The ExComm should consider having someone with normal LSM check writing authority available at the RG to pay expenses or delegating that authority to a member of the RG Committee.) (Before the RG, the LSM Treasurer records any deposits from the RG to the RG Escrow account and any checks written for the RG to the Prepaid RG account.)

- 6. RG Financial Closing and Reporting.** Within 20 days after the conclusion of the RG, the RG Treasurer shall take the following action:
- a. Categorize Prepaid RG amounts into LSM preestablished RG Program expense categories (hospitality, supplies, etc.).
 - b. Categorize the RG Escrow amounts into current and future registrations by year and other amounts, if any, into LSM preestablished RG Program revenue categories.
 - c. Calculate the income or loss from the RG as the total of revenue minus expenses.
 - d. With the assistance of the LSM Treasurer if desired, prepare the financial portion of the final RG report using the categories of revenue, expenses, and income above providing a final accounting for the ALG Newsletter as part of the Final RG report to the ExComm or as a separate report separately if no final report is provided
 - e. Prepare a separate report to the ExComm on any Scholarship funds received.
 - f. Transfer all financial documentation to the LSM Treasurer for final review and filing.
- 7. Final Disbursement of RG Funds.** By the end of the month after receiving the documentation from the RG Treasurer, the LSM Treasurer shall take the following action:
- a. Review the documentation from the RG treasurer and provide a report of the results to the ExComm for the ExComm minutes
 - b. Record the Scholarship revenue, RG revenue and RG expenses from the documentation received and any additional revenue and expenses in the LSM accounts as normal program revenue and expenses showing the results in the monthly Treasurer's reports to the ExComm.
 - c. The income or loss from an RG is the new amount that RG revenue exceeds expenses, after receipts have been collected, expenses have been paid, and the ExComm has approved the RG Committee report or separate financial report. If there is a loss, that exceeds the amount in the RG reserve account, the ExComm shall provide sufficient assets to restore the RG fund to zero. Otherwise if there is not a loss, the income from the RG will be distributed in the following order:
 - (1) Enough of the income to restore the RG Reserve to its value before the RG.
 - (2) Ten percent of the remaining income to the Scholarship Escrow.
 - (3) Fifty percent of the remaining income to the RG reserve for future RGs.
 - (4) The remaining income shall become part of the operating funds of LSM.
- 8. RG Reporting.** The RG Committee Chair or a member of the RG committee shall keep the Lonestar Mensa President and ExComm sufficiently advised of RG preparation and execution activities so that any problem that might be brought to the ExComm by others is not a surprise. Within 30 days after the conclusion of the RG Chair and the RG Committee shall prepare a written report for the President, the Executive Committee, and future RG Committees containing the following.
- a. An overall summary of the results of the RG.
 - b. A list of particularly successful activities.
 - c. A list of activities that could have been done better or that might be omitted for next year.
 - d. A summary of the financial results of the RG including revenue and expenses.
 - e. Input to the Lonestar Mensa Handbook of practices, duties, responsibilities and other useful information. The Lonestar Mensa Secretary is responsible for updating this handbook and making it available to future RG committees.
 - f. Action taken to transition to the new RG Committee.