

July 22-23, 2023 — Evanston, Illinois
Event Bylaws and Operating Guidelines

1. How often updated? Who approves?

2. Incorporated / Not Incorporated / Have you discussed Advantages? Disadvantages?

3. Bylaws / Guidelines / Policies
 - a. What are your “governing” documents?

 - b. Do you have provision to “remove” anyone for lack of performance?

4. How is the Operating / Executive Committee Selected?

5. Finances
 - a. Reserves? How much do you need? If disbanded, what happens to reserves?

 - b. New District joining fee / Fee for “leaving” an event?

 - c. How is the event funded? Registration by PE? Funds from District? Budgeting

 - d. Who does the Financial Review?



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6. Reimbursement Policy
 - a. Discussion Leaders? Operating / Executive Committee? DG / DGE / DGN?

7. What is role of DGE's?
 - a. How are you using District Trainers?

 - b. Role of DGN? PDG's?

 - c. Discussion Leaders – PDG's or past club presidents?

8. Job Descriptions
 - a. How detailed?

 - b. Are you following?

9. Do you specify financial support for delegates to attend the PETS Alliance meeting?

10. What is included about program content? Do you specify breakout topics in operating documents?

11. What materials are provided to participants?
 - a. Flash Drive? Notebook? Printed Program – size? Content?