

**FLORIDA ENGINEERING SOCIETY  
ADMINISTRATIVE POLICY (AP No. 5B)**

**FINANCING FES ANNUAL CONFERENCES**

Article IV of the Society Bylaws stipulates that an Annual Conference of the Society shall be held each year. It is recognized that a portion of the business, program and activities conducted at each Annual Conference relates to the Society's entire membership. Each member has a vested interest in and receives benefit from the successful conduct of an Annual Conference.

Participants in each Annual Conference should be expected to provide the source of revenue through the payment of appropriate registration fees and the purchase of function tickets for the total cost of all social functions, parties, banquets, food functions, hospitality rooms, tours and tournaments. An effort shall be made to obtain sponsors for the Annual Conference. Sponsorship fees shall be used to help defray meeting costs.

The Staff shall provide services and support in the planning, promoting and conduct of an Annual Conference. One half of the cost of such staff and administrative services shall be allocated to the Annual Conference budget and shall be included in the total meeting costs when establishing registration fees and function ticket prices.

The budget for each Annual Conference is to "break even" except that one half of the cost of staff and administrative services to plan, promote and conduct the meeting may be included in the general Society operating budget as an expense to the entire Society.

Approved by the FES Board of Directors  
July 30, 1971

Reaffirmed by the FES Board of Directors  
August 6, 1987

Amended by the FES Board of Directors  
July 30, 1992

Reaffirmed by the FES Board of Directors  
August 6, 1998  
July 29, 1999

Amended by the FES Board of Directors:  
November 7, 2008