



FINANCIAL MODALITIES, RIGHTS AND OBLIGATIONS REGARDING THE HOSTING OF FAKO AMERICA ANNUAL CONVENTIONS

SECTION I: CONVENTION HOSTING RESPONSIBILITIES

1. The financing of FA conventions is the responsibility of both the Host Chapter and Fako America (hereafter FA).
2. Exceptionally, however, either the host chapter or FA may bear the financial burden in its entirety.
3. In either scenario, the host chapter and/or FA will expect to recoup all or part of their expenses/contributions from proceeds raised during the convention (see section II for details).
4. It is the responsibility of the host chapter to search for appropriate lodgings for convention participants, including halls for the cultural evening, the deliberations, and the gala.
5. The host chapter shall prepare a financial statement/draft budget containing financial estimates for hosting the convention, including the amount of money that it may require from FA.
6. The Host Chapter shall present its initial financial estimates to the FA executive no later than December 31st of the year preceding the convention.

SECTION II: FINANCIAL RIGHTS AND OBLIGATIONS

7. All proceeds raised from FA membership registration fees go entirely to FA for the running of the organization.
8. All proceeds donated to various FA projects and committees during the convention go to the respective projects in their entirety.
9. Proceeds from any advertisement in convention brochures or on convention grounds shall go to FA.
10. The host chapter and FA shall recoup all or part of their convention expenses by using the funds generated from the cultural evening and the gala night.
 - a. If possible, both FA and the host chapter will deduct their respective financial contributions from the total sum generated from fund-raising events.
 - b. If there are any profits after these deductions, they will be shared between FA and the host chapter at a 55:45 ratio. In other words, FA will get 55 % of the profits, and the host chapter 45%
 - c. In a situation where the convention suffers a deficit, any available funds shall be shared between FA and the host chapter on the basis of the percentage contributed. In other words, if FA contributed only 10 per cent of the funds used towards the convention, FA will get only 10 per cent of



the proceeds obtained from the cultural evening, gala or any other fund-raising event other than those listed in # 7, 8, and 9.

11. Notwithstanding the preceding provisions, the Host Chapter may raise funds by producing and selling convention paraphernalia and memorabilia such as commemorative T-shirts, hats, pens, etc.
12. 10 % of all proceeds generated through the sale of convention paraphernalia and memorabilia shall be given to FA by the host chapter for using the FA trademark for fund-raising purposes.
13. The rest of the funds raised through the sale of convention paraphernalia and memorabilia shall belong in their entirety to the host chapter, which may decide to donate some or all of the proceeds to FA or to an FA project of its choosing.
14. FA may also exclusively undertake similar fund-raising projects.

SECTION III: FUNDS EXCLUSIVE TO FAKO AMERICA

15. The FA treasurer or a designated FA member shall collect the registration fees, and this money shall be completely separate from all other convention funds, and will be handed directly to the FA treasurer.
16. All registrants shall fill out a detailed membership form (see sample in FA newsletter, Volume 1, No.2, June 2001, p.4), and each registered member will be given a duly signed receipt.
17. The FA treasurer or a designated FA member shall collect all donations made during convention deliberations for various FA or FA-related projects. These funds shall be completely separate from all other convention funds, and will be handed directly to the FA treasurer.
18. The proceeds from the cultural evening and gala night may be collected either by members of the host chapter, by FA or by a mixed team comprising FA and host chapter members.
19. Detailed records of all funds collected must be documented either through the issuance of chronologically numbered receipts (endorsed by FA and the host chapter) or through detailed entries in a financial ledger.

SECTION IV: DISTRIBUTION OF FUNDS BETWEEN FA AND HOST CHAPTER

20. The distribution of convention proceeds will be done on the basis of actual money collected and money recorded in financial books.
21. In deciding on the amount and/or percentage contributed by each party, a detailed financial statement is required.
22. In situations where FA's contribution was limited to the handing over of a bulk sum to the host chapter, a cancelled check, receipt or letter of acknowledgement, will serve in lieu of a detailed financial statement.
23. At the end of the convention, and prior to the departure of convention delegates, the Host Chapter and the FA executive, or their representatives, shall count and agree upon Total Sum of money raised at the convention.
24. Both groups will sign a document confirming the amount raised.



25. The document shall be in duplicate, and each party shall have a copy for their records
26. Both groups will also agree on the distribution of the proceeds, based on the loss or profit scenario outlined in Section II.
27. FA may receive its share of the proceeds at that time, failing which the host chapter shall unfailingly mail a certified check or money order with FA's share of the proceeds within one week of the convention.

SECTION V: POST CONVENTION COMMUNICATION BETWEEN HOST CHAPTER AND FA

28. The host chapter's President or representatives will remain subscribed on the FA-EXEC internet forum for one month after the convention to tie up any possible loose ends with the FA-EXEC, or as long as all convention related issues have not yet been settled.
29. Once both parties agree that all outstanding issues have been resolved, FA and the host chapter shall agree, via either a signed letter or a joint statement on FA-EXEC, that they no longer have any financial or other obligation towards each other.
30. The host chapter's representative(s) will then be unsubscribed from FA-EXEC, and the books on that year's convention will be closed.

Amendment

Section V: COMMUNICATION PROCEDURE BETWEEN HOST CHAPTER AND FA

28. Prior to the convention the FA President, in collaboration with the Executive Bureau of the Host Chapter, shall appoint a Convention Planning Committee composed of no less than three and no more than five members from the host chapter
29. The Convention Planning Committee shall then create an Internet forum (preferably at yahoogroups - <http://groups.yahoo@yahoo.com>) where all convention planning matters shall be discussed.
30. The forum's membership shall comprise of :
 - All members of the Convention Planning Committee
 - All members of the Fako America Executive Bureau
 - Any other members from the host chapter that the Planning Committee deems necessary to include in the forum
31. The Convention Planning Forum shall remain in existence for one month after the convention to settle all outstanding financial and other issues between the host chapter and FA, or for as long as all convention-related issues have not yet been settled.
32. Once both parties agree that all outstanding issues have been resolved, FA and the host chapter shall confirm, via either a signed letter and/or a joint statement on the *Fako America Forum* that they no longer have any financial or other obligation towards each other.



33. The final convention financial statement shall then be made public at this time.
34. The moderator of the Convention planning internet forum shall then archive all the e-mails on the forum and store them digitally.
35. A copy of the emails shall be saved on a CD-Rom which shall be sent to the Fako America Secretary for archival purposes.
36. The convention planning forum shall then be disbanded and the books on that year's convention officially closed.

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