

Lunch Meeting Policy

Fort Worth AFP Chapter of the Association of Fundraising Professionals
Approved by the Fort Worth AFP Chapter Board of Directors on September 14, 2009.

- The Fort Worth AFP Chapter's monthly luncheon meetings shall be held on the second Monday of the months of January, February, March, April, May, July, August, September, October and December. This date may be changed to accommodate any changes to a typically scheduled June DFW Philanthropy Conference and November NPD Luncheon.
- Luncheon meeting agendas shall include introduction of guests and new chapter members in attendance, membership business and announcements, and an educational program. At least one Chapter meeting during the calendar year will focus on Ethics.
- The current fee structure for attending the Chapter's monthly luncheon meeting is \$15 members and \$25 non-members for advance reservations. All reservations are guaranteed. Advance on-line reservations may be made through the AFP FW web site using a credit card. An advance phone-in or e-mail reservation may be made with payment by check or cash at the door. Credit card payment will not be accepted at the door. Payment will be billed and is expected for all no-shows. Non-payment may result in the member disallowed to make reservations for future meetings. Board vote will determine if this action is needed.
- Program speakers and panel discussion participants/facilitators are not charged for lunch.
- Reservations are required by 10 AM on the Wednesday prior to the meeting. No reservations will be accepted after this time. Cancellations are also due by 10 AM on the Wednesday prior to the meeting. No refunds will be made for reservations cancelled after this time. If a registered individual is not able to attend the luncheon at the last minute, a co-worker may be substituted but must pay in cash/check at the door any difference in member versus non-member fee.
- Individual meal special requests (i.e., vegetarian, wheat intolerance, low sodium, etc.) are due by 10 AM on the Wednesday prior to the meeting. Every attempt will be made to satisfy a special request after this time, however, that request may not be satisfied.
- Arrivals at the door without reservations are invited to participate in chapter meetings at no charge, however, no lunch will be available. If there are extra presentation handouts available after all attendees with advance reservations have received one, member may receive one; if none are available, member may request the presentation materials be emailed.
- Members of the Chapter are invited to attend at the member rate. All other attendees are charged the non-member rate unless specifically approved by the Chapter Board of Directors. Membership is not transferable to other co-workers or peers attending with or in the place of a member. The Chapter Board of Directors on an annual basis establishes the non-member rate.
- The fee structure is reviewed and established by the Chapter Board of Directors on an annual basis.
- All returned checks shall be charged a \$20 service fee. Non-payment of this service fee may result in the member disallowed to make reservations for future meetings; Board vote will determine if this action is needed.
- This policy shall be reviewed by the Board of Directors on an annual basis.