**Mathematical Cognition and Learning Society (MCLS)**

**Conference Organization**

**Financial Policies and Procedures**

**Purpose:** The purpose of this document is to provide guidance on the practices and policies for handling costs and expenses related to the annual MCLS conferences. We recognize that hosting conferences around the world presents a diverse set of challenges when planning costs and paying expenses. The practices and policies listed below are intended to streamline this process and ensure that accountability in the society’s finances is appropriately handled.

**Policies and Procedures**

1. After a hosting organization is selected for an annual conference, they should begin working on the expected budget in consultation with the governing board including the chair, chair-elect, secretary, and treasurer.

2. The conference organizers should complete a proposed budget for expenses that is approved no later than eight months before the conference (i.e., October if the conference is in June). This budget proposal should include:

a. Expected expenses for all needed areas (e.g., food, space, incidentals, accessibility costs)

b. Proposed member registration fees for regular and associate members. It is expected that the registration fee for associate members is less than the fee for full members (typically around 50-75% of the full membership rate).

c. Non-member registration fees should also be proposed that are equivalent to the member registration fee + the full membership fee + ~10%.

d. Break even rates should be based on 200-250 members attending (2/3 associate members, 1/3 full members)

3. All registration fees will be directly collected by MCLS.

4. Expenses for the conference can be paid in one of two ways:

a. Primarily paid upfront by MCLS

* After the proposed budget has been approved, an initial disbursement of approximately $10,000 but no more than 50% of the total budget (or agreed upon amount depending on known early expenditures and exceptional payment needs that may not be performed directly by the treasurer) will be provided to the host organization by MCLS. These funds should be used on smaller cost items (e.g., badges, materials) and down payments. At the conclusion of the conference, unused funds in this account need to be returned to MCLS.
* This funding is expected to be held in a university-based account and itemized expenses should be tracked. If the funds cannot be held in a university-based account, all expenses should be paid directly by MCLS.
* Larger expense items (e.g., food, room reservation costs) should be directly paid by MCLS to the vendor.

b. Primarily paid upfront by the hosting organization

* The hosting organization pays all costs from their own account. After the conference, MCLS will transfer via check or wire transfer, the amount paid by the hosting organization as one lump sum.
* If this option is selected, the hosting organization needs to inform the treasurer of any differences from the budgeted categories or items over 10% prior to making a payment going over that cutoff. Any new budget categories or items that were not in the initial budget need to be approved by the treasurer ahead of time before the expenses are paid out.

5. It is expected that any revenue from the conference goes into the general society funds to be used for future expenses supporting the work of the society.

a. Under exceptional circumstances, the conference may be jointly held by a regional society or other organization. In this event, the joint conference shall be voted on by the governing board at the same time the location is proposed and selected.

b. Should the co-hosting society wish to share the revenue, a proposal including the points below must be approved by the governing board and receive a supermajority approval.

* Clear guidelines for sharing the revenue
* Clear guidelines for sharing possible deficits in case the conference does not break even
* Clear guidelines for sharing of expenses related to interpreters, and accessibility. Financial support for attendees (e.g., travel awards) will be covered by the MCLS.

c. In the absence of any clear guidelines on unexpected expenses or revenue not covered within the agreement, the excess will be due in full to the MCLS and deficits will be split at 50%.

6. It is expected that all finalized expenses from the conference will be completed in a timely manner after the conference and no later than four months after the conference or the end of the calendar year, whichever is later.

7. The hosting organization should sign this policy and procedures document prior to submitting the proposed budget to acknowledge that they have reviewed and will abide by these policies and procedures.

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Signature of Chair of Conference Organizing Committee

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Signature of Chair of the Mathematical Cognition and Learning Society