



4.02 -- Event Registration

Responsible Officer or Committee: Administrator

Purpose: WMAO and its Divisions periodically offer training opportunities, conferences, and events as a service to members and professionals in the water management discipline. These events are often also utilized to generate funds to support and sustain the functions and mission of the organization and/or divisions.

The coordination, hosting, and administration of these events are a cost to WMAO and/or divisions, which is usually recovered through established registration fees. To accommodate WMAO Members and other water management professionals who register to attend these events, WMAO and its divisions have often allowed payment of registration fees for a period of time after the event. Occasionally, there are individuals/organizations who do not pay for these fees and the cost of their attendance is assumed as a loss by WMAO and/or division. As a nonprofit organization, this is not a beneficial manner to conduct business, as it is necessary for the organization to responsibly utilize its financial resources. Since WMAO and/or divisions have little recourse to recover these fees, this policy for the organization and divisions to consistently utilize to prevent further financial loss.

Procedure: WMAO and/or divisions may specify a period of time that registrants have to pay event fees. If the fees have not been paid by that deadline, the WMAO Administrator will resubmit billing and/or contact the registrant on the first day after the deadline to request payment. If no payment is received within 30 days, then the WMAO Administrator will resubmit billing and/or contact the registrant. If no payment is received within an additional 30 days, then ***the WMAO Administrator will prevent any further registrations for ANY WMAO EVENT from either the individual or the organization until the fee is paid.***

Example:

Date of Event:	September 1 st
Date Final Payment is Due:	September 30 th
Date of 1st Notice by WMAO Administrator:	October 1 st
Date of 2nd Notice by WMAO Administrator:	October 31 st

If no payment received by November 30th, then no further registrations will be allowed from the individual or organization until the fee is paid.

This policy is adopted in accordance with the Water Management Association of Ohio (WMAO) Code of Regulations by affirmative vote of the WMAO Board of Directors.

WMAO President

Date: _____