

## **Architects League of Northern New Jersey**

### **Meeting Reservation Policy**

November 22, 2005

Since attendance at the meetings is a privilege of membership, and no member can be excluded from attending a meeting, the RSVP policy will be as such:

Members will be allowed to RSVP for the monthly meetings up to 3 days in advance. (unless otherwise required)

Members will be able to cancel their RSVP for the meeting up to 12:00pm on the day of the event.

If a member attends the meeting without reserving, the member will be charged \$15.00.

If a member reserves and does not attend, without canceling, the member will be charged \$15.00.

If a non member would like to attend to “try out” the League to see if they would like to join, they are to be allowed to attend two meetings free of charge. After the second meeting, they are to be asked to join, or be charged \$30.00 per meeting.

When an outside caterer is involved, they are to be given the exact number of attendees. However, they are to be asked to provide tables and chairs for 5% more than the number of attendees.

All members are to be made to feel welcome, regardless of whether or not they RSVP. The goal of all events is to inspire participation and involvement.

Respectfully submitted,

William G. Severino AIA  
2005 ALNNJ President