

MCQA Event Planning Guidelines

MCQA Board discussion 3/6/2024

Per MCQA By Laws, Article 4.2 Fees. “Fees for special events hosted by the MCQA may be refundable as determined in advance of the event, class, or presentation in the event of cancellation or reasonable change of circumstances.”

The MCQA Board agreed that a standing policy for refunds should be put in place for all MCQA events. If the event coordinator wants an exception to the standing policy, they would need to bring it to the Board for approval prior to registration for the event.

Standing Policy would include:

- If there is no financial impact on the MCQA, a refund may be given.
- If a member needs to cancel, and there is a waiting list to participate in that event, the next person on the waiting list will be offered the open spot. The member must communicate with the event coordinator.
- If a member needs to cancel, and there is no waiting list, they should make an effort to find someone to take their spot. The member must communicate with the event coordinator.
- When a substitution of event participants is made, money will be exchanged between members, when possible, to avoid overburdening the Treasurer. Any change in event participants must be communicated to the event coordinator.
- Event registration must include the specifics regarding refunds, including deadlines for refunds.