

## **Mountain East Province (MEP) Policy and Procedure Manual**

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## **Section 1. Province Assembly Planning**

First Effective: June 5, 2023

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Review Cycle: annually by the MEP Executive Committee and Province Assembly Planning Committee

### **1.1 Assembly Location and Hosting Collegiate Chapter Cadence**

Starting with the Fall 2026 Province Assembly, the MEP Executive Committee, in collaboration with the Province Assembly Planning Committee, will plan and host the Fall Province Assembly annually at an agreed upon neutral location. Starting with the Spring 2027 Province Assembly, the MEP Executive Committee, in collaboration with the Province Assembly Planning Committee, will plan the Spring Province Assembly annually with assistance from a hosting Collegiate Chapter based on the following cadence: Delta Xi, Zeta Kappa, Epsilon Nu, Delta Epsilon, Sigma, Beta Eta, Beta Kappa. If the hosting Collegiate Chapter is not in good standing with the International Executive Committee or are unable or unwilling to host, the next specified Collegiate Chapter will be asked to host. Alternatively, the MEP Executive Committee, in collaboration with the Province Assembly Planning Committee, will host at a neutral location.

### **1.2 Role of the MEP Executive Committee**

The MEP Executive Committee will be responsible for planning each Province Assembly, which includes signing all contracts and assuming responsibility for all finances. Therefore, all registration costs paid for by Brothers for an assembly will be managed by the MEP Treasurer. See below for responsibilities of select MEP Executive Committee members.

**1.2.1 Role of the Satrap:** The newly elected Satrap is charged with appointing the Province Assembly Planning Committee Chair following the most recent fall assembly.

**1.2.2 Role of the Vice Satrap:** The Vice Satrap will reach out to the hosting Collegiate Chapter at least twelve (12) months prior to the estimated date of the Spring Province Assembly to estimate their fitness for hosting the Spring Assembly. The Collegiate Chapter must inform the Vice Satrap no later than ten (10) months from the anticipated date of the Spring Assembly if the Chapter is unable or unwilling to host the assembly. The Vice Satrap shall sign and approve all contracts in consultation with the Province Satrap, Supervisors, and Treasurer after venues and vendors have been chosen from conversations with the hosting Collegiate Chapter (for Spring Assembly only) and Province Assembly Planning Committee (for both Fall and Spring Assemblies).

**1.2.3 Role of the Treasurer:** The Treasurer will work in collaboration with the Finance, Auditing, and Fundraising Committee to review costs from previous Province Assemblies and create a budget for upcoming Assemblies. If needed, the Treasurer will initiate fundraisers to ensure the Province bank account is adequately funded to support Province Assembly planning. The Treasurer shall review all contracts before they are signed by the Vice Satrap to ensure that all agreements are in the best financial interest of the Province.

### **1.3 Role of the Province Assembly Planning Committee**

The Province Assembly Planning Committee will work with the MEP Executive Committee to plan and host the Fall Province Assembly annually. For Spring Province Assemblies, the Province Assembly Planning Committee will continue to work with the MEP Executive Committee to plan the Province Assembly with assistance from a hosting Collegiate Chapter.

**1.3.1 Committee Members:** The newly elected Satrap is charged with appointing the Province Assembly Planning Committee Chair following the Fall Assembly. The Province Assembly Planning Committee should also contain the following Brothers, at minimum:

- The MEP Province Vice Satrap (serves as MEP Executive Committee Liaison),
- One (1) Brother from the Collegiate Chapter that hosted the most recent previous Spring Assembly,
- One (1) Brother from the Collegiate Chapter that is hosting the upcoming Spring Assembly,
- One (1) Brother from the Collegiate Chapter that will host the Spring Assembly occurring the year after the aforementioned Spring Assembly, and
- Three (3) Graduate Brothers.

### **1.4 Role of the Collegiate Host Chapter**

The Collegiate Chapter hosting the Spring Province Assembly will collaborate with the Executive Committee and Province Assembly Planning Committee for decisions on venues and locations for assemblies. The Collegiate Chapter has no financial responsibility for Assembly planning, including no down payments or direct payments tied to the Province Assembly.

**1.4.1 Definition of Unwilling or Unable to Host a Province Assembly:** The Vice Satrap is expected to meet with the Collegiate Chapter's Executive Committee to discuss the roles and responsibilities of hosting a Province Assembly with the goal of offering guidance for the planning process. If after these discussions the Collegiate Chapter Regent believes that they do not have adequate support from their members to host a Province Assembly, the Collegiate Chapter shall be deemed unwilling to host a Province Assembly. A Collegiate Chapter is deemed unable to host a Province Assembly if they are not in good standing with the International Executive Committee or if the Vice Satrap determines that the Collegiate Chapter does not have the support or resources needed to host a Province Assembly.

## **1.5 Summary of Deadlines**

**1.5.1 Continuing Education (CE) Speaker:** It is expected that the Province Assembly Planning Committee will select and organize a CE speaker for each Province Assembly. Objectives of the CE must be submitted to the accrediting body in an acceptable time frame to be approved prior to the Province Assembly. If the Assembly Planning Committee cannot identify a CE speaker, they must inform the Mountain East Province Executive Committee no later than three (3) months before the date of the assembly so that a CE speaker can still be selected.

**1.5.2 Posting of Save the Date and Assembly Registration:** The Province Assembly Planning Committee should have hotel and meeting venue contracts obtained and signed so that the days and location of the next Province Assembly can be announced at the conclusion of the current Province Assembly. Registration shall be open no later than two months before the start of the Province Assembly.

**1.5.3 Risk Management Forms:** The hosting Collegiate Chapter must submit risk management forms for all brotherhood events during the Province Assembly – including but not limited to social events, business meetings, hotel stay, and banquets – at least 4 weeks prior to the start of the Province Assembly. The forms shall be submitted to the Province Supervisor, Assistant Supervisor, Satrap, Vice Satrap, Parliamentarian, and Legislation, Resolution, and Risk Management Committee. The Assembly Planning Committee, Vice Satrap, Parliamentarian, and Legislation, Resolution, and Risk Management Committee will review the forms again within 10 days of the conclusion of the assembly to ensure all protocols were properly followed.