

## **PARTIES/WORSHOPS/SEMINARS GUIDELINES**

One of the objectives in the AGOAC Constitution is to “Engender harmonious social interactions through Club programs and activities.” Parties are to promote harmonious social interactions among members. Guidelines are needed to ensure fairness and transparency.

Depending on the nature of the event, approval may or may not be required. There are three types of events, they are:

- 1 Private parties – These are solely private parties held outside of the program locations. Normally a few friends or a group getting together for lunch, dinner or outings at members' expenses. AGOAC does not get involved. The usage of the name and the logo of AGOAC is prohibited.
- 2 Small group parties – these are held normally at the program locations and during the designated program time slots. Due to space limitation, it may only be able to accommodate those who are regular participants in that specific program. Any location change, time change... etc., must be approved by the Board in writing. Coordinating small group parties is the responsibilities of the program coordinators, program instructors and/or monitors. Method of announcing such parties are at their discretion.
- 3 AGOAC parties/workshops/seminars
  - a. Any parties that are:
    - i. held under the AGOAC banner must apply to the Board for approval to obtain facilities and time slot outside the program location and time slot;
    - ii. organized by AGOAC or program coordinator, instructor and/or monitor;
    - iii. offered to all AGOAC members with first priority.
  - b. Non-members may or may not be allowed to participate in the event with or without fee at the discretion of the Board and based on the nature of the event.
  - c. AGOAC Board or designated individuals will coordinate AGOAC parties/workshops/seminars.
  - d. AGOAC parties/workshops/seminars are announced to all members.
  - e. Sufficient notice must be given to Board in writing for approval and arrangement of facilities with the City of Markham.