

Policy: Invoicing for Meetings, Events and Sponsorships

Recognizing the additional administrative burden of collecting past due invoices and the challenge of collecting sponsorships for events that have already taken place, the following policy takes effect immediately:

- No event, meeting, seminar, or sponsorship under the amount of \$1,000 shall be invoiced.
- Educational course may be invoiced but must be paid two weeks prior to the course date or the student will forfeit the registration.
- All monies invoiced must be collected prior to any service or benefit being offered to the member who has been invoiced.
 - In the event of a sponsorship being invoiced, the sponsorship will be considered unsecured and available until the monies are received by BOMA. No company will be mentioned, listed, logo used, or marketed as a sponsor until sponsorship monies are received.
 - In the event of an event, meeting, seminar or course being invoiced, no member shall be permitted to participate in the aforementioned unless monies have been received in advance of the event, meeting, seminar or course.

Adopted February 28, 2019