

Calendar of Events

1. Purpose. To provide for a single point contact for the membership to aid in the consistent publishing of all calendar events. To coordinate the dispersal of events and its information to **The Restorer** Editor and Webmaster.
2. Procedure. All events must be sent to calendar@mafca.com (which shall then be forwarded to the Vice President, or by mail to MAFCA's home office, which shall forward them to the Vice President. Upon his/her review and approval, the Vice President shall forward the notice to **The Restorer** Editor and Webmaster whom shall proceed to publish. No notice will be accepted if the event is more than 38 months out. Vice President shall verify the membership of host and contact person.

Absolutely no event shall be published unless notice is received through the aforementioned procedure. Any member, chapter, region or SIG going direct to the Webmaster or Editor, shall be instructed to follow the procedure as outlined above.

Both **The Restorer** and Website shall have the following prominently displayed in the Calendar section:

In order to better serve MAFCA members, chapters, regions and special interest groups, event notification shall be made to calendar@mafca.com or mailed to the office (attention calendar). No event shall be accepted if more than 38 months out. All event notices must include the host's name; contact person, along with their address, telephone and email; name and date of the event. A description, limited to 75 words, may be included and is subject to space limitations. MAFCA has sole decision making authority in determining acceptance of all events to be published.

Vice President. The Vice President shall be the point of contact for having information listed on MAFCA's calendars. He/she shall bring any questionable events or other disqualifying information to the attention of the President who shall decide the validity. The Vice President shall notify both the Webmaster and Editor of any event not in compliance and if directed by the President, shall have calendar items removed or not included in future publications. The Vice President shall notify the event organizer as to any reason(s) the event is not qualified for publication.

Calendars. Calendars shall be set up with three separate schedules of events designed by the Editor or Webmaster for their appropriate media. All Calendars shall be prominently displayed. The first Calendar shall cover the immediate 12-month period. The second Calendar shall cover events that occur between 13 and 36 months out. No event shall be published if more than 36 months out except for MAFCA National Events. The third calendar shall be for MAFCA National events only; MAFCA National Events shall appear in all calendars.

PART I
Section 9

Adopted 01/22/11

Qualification. Approved events are:

1. National Conventions
2. National Tours
3. Annual National Awards Banquet
4. Membership Meetings
5. Other designated MAFCA activities approved by the Board of Directors
6. MAFCA Chapter, Regions and Special Interest Groups, events of a broad nature that are relevant to a regional or national audience. The Editor and Webmaster shall have final determination to the relevancy subject to direction from the President.

All chapters, Regions and SIGs must be currently registered and in good standing throughout the publication period. The Chapter Coordinator shall regularly peruse the Calendars and notify the Vice President of any chapter not in good standing (chapters shall be deemed not in good standing for purposes of the Event Calendar if, on the last day of March, they have not sent in their annual chapter renewal form or complied with membership requirements.

All notices of events must include the following information:

1. Name of Chapter, Region or SIG.
2. Contact person's name and contact information.
3. Name of event
4. Date of event
5. May include up to 75-word description of the event. Note the Editor shall have authority to amend this case-by-case depending on available space. All publications are subject to available space.

#####