**NORTH DAKOTA FINANCE & OPERATIONS**

**STUDENT ASSOCIATION POLICY LIBRARY**

Hosting an Official NDSA Meeting

**PICKING HOST SCHOOL –** A schedule of meeting dates and places for the following academic year shall be discussed at the April meeting and finalized with all schools and the executive committee no later than August 15th of said year. Preference to schools with lower chances of flooding shall be given based on reasonable judgment of the President and Vice Presidents.Should concerns of flooding arise, a change in the host institution for March and April meetings shall occur as soon as possible at the discretion of the President and Vice Presidents.

The following schools shall host an official North Dakota Student Association meeting, whether it be at their home institution or not, every year unless determined by the executive committee otherwise: Bismarck State College, Minot State University and University of North Dakota.

The following schools shall host an official North Dakota Student Association meeting, whether it be at their home institution or not, every-other year unless determined by the executive committee otherwise: Mayville State University , North Dakota State College of Science and Valley City State University.

The following schools shall host an official North Dakota Student Association meeting, whether it be at their home institution or not, as deemed appropriate unless determined by the executive committee otherwise: Dakota College of Bottineau, Dickinson State University, Lake Region State College and Williston State College.

**LODGING –** The host school is responsible for creating a block of a reasonable number of hotel rooms for the entire NDSA assembly no later than three (3) weeks before the meeting date. Hotel information and rate is to be sent to the Vice President of Communication and Outreach, by the hosting school’s Head Delegate, no later than three (3) weeks before the meeting date. The Vice President of Communication and Outreach is to communicate the information to each NDSA Officer and Head Delegate through two (2) ways of communication, no later than two (2) weeks before the meeting.

Officers of NDSA who are in need of a hotel room are to book it through the Vice President of Communication and Outreach in a reasonable amount of time.

**MEALS –** The host school is expected to provide two (2) meals to the North Dakota Student Association Assembly with one being Friday night and the other on Saturday Morning. The school will be reimbursed a said fee by the North Dakota Student Association. For more information see *Finance and Operations Policy Library – Host School Reimbursement.*

**TRAVEL –** Host schools are not responsible for the travel of any North Dakota Student Association Delegations or Officers. For more information see *Finance and Operations Policy Library – Travel Reimbursement.*