



# POLICY MANUAL

**12/8/14 VERSION**

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# **NATIONAL EDUCATION CONFERENCE**

<b>SUBJECT:</b> <b>NATIONAL EDUCATION CONFERENCE</b> <b>(NEC) GUIDELINES</b>	<b>SECTION: ANNUAL</b> <b>CONFERENCE</b> <b>Policy No. AC-1</b>
<b>Date of Origin: October 1992</b> <b>Revised: September 2002; January 2003; April 2008; September 2008;</b> <b>September 2009; March 2012</b> <b>Reaffirmed:</b>	

**PURPOSE**

This section covers all policies related to the SGMP National Education Conference.

**POLICY**

The National Education Conference is the responsibility of the SGMP national organization. The SGMP Executive Director/Deputy Director will provide the majority of oversight of the National Education Conference.

The National Board will be responsible for ensuring that the educational and financial objectives are met. This oversight will include, but not limited to:

- ◆ Approving all conference registration and exhibit fees
- ◆ Approving the conference budget
- ◆ Approving overall schedule
- ◆ Approving host city and host property

**Site Selection**

For planning purposes, a nationwide bid process will be used to solicit the National Education Conference site at least two years out.

Future RFPs for the National Education Conference will be sent to SGMP member convention bureaus/authorities approved by the National Board. Conferences will be held at a member hotel.

SGMP Headquarters is responsible for recommending all future conference sites to the National Board. The National Board will vote to confirm location(s).

**Notifications**

The prospective host chapter president will be notified in advance of scheduled site inspections.

**Over Expenditures**

Expenditures exceeding five percent of the budgeted category amount for the National Education Conference may not be processed without prior National Board approval.

**Charitable Giving**

SGMP will adopt a community service project as part of the National Education Conference. The host city chapter will make its recommendation to the National Board for approval.

<b>SUBJECT:</b> <b>NATIONAL EDUCATION CONFERENCE  (NEC) GUIDELINES</b>	<b>SECTION: ANNUAL  CONFERENCE</b> <b>Policy No. AC-1 (continued)</b>
<b>Date of Origin: October 1992</b> <b>Revised: September 2002; January 2003; April 2008; September 2008;  October 2009; March 2012</b> <b>Reaffirmed:</b>	

**Exhibits**

The SGMP Headquarters will be in charge of exhibits and registration for the National Education Conferences.

The National Board will decide on any complimentary exhibit booth(s) to be provided based on the recommendation of the Executive Director/Deputy Director.

Only SGMP members are permitted to exhibit at the tradeshow held at the National Education Conference. Member properties and Associate Suppliers may have their tradeshow space transferred, but non-members may not exhibit, even if the chain is a member. National chain membership does not qualify all hotels in that chain as members.

Only Government Planner, Contract Planner, Retiree, Educator/Student, Supplier and Associate Supplier members are allowed on the tradeshow floor (some restrictions may apply for non-exhibiting Suppliers and Associate Suppliers).

**Complimentary Registrations**

Complimentary registrations will be provided for the National Education Conference at the discretion of the National Board.

**Use of Logo**

The SGMP logo must be incorporated into all National Education Conference logos.

**Outside Events**

No other event(s) will be permitted to occur during or conflict with any official SGMP conference function.



<b>SUBJECT:</b> <b>ON-STAGE RECOGNITION FOR CHAPTERS  RECEIVING NATIONAL AWARDS</b>	<b>SECTION: ANNUAL  CONFERENCE</b> <b>Policy No: AC-2</b>
<b>Date of Origin: October 1992</b> <b>Revised: September 2002; April 2008; October 2009</b> <b>Reaffirmed:</b>	

**PURPOSE**

The National Education Conference schedule will permit on stage recognition for chapters receiving awards.

**POLICY**

Chapter Presidents may designate no more than two individuals to accept awards at the National Education Conference. One-two minutes maximum will be allotted for the winners to give an “acceptance” speech, if they choose to do so.

<b>SUBJECT:</b> <b>TRAVEL/HONORARIA FOR MEMBERS TO TRAIN AT THE NATIONAL EDUCATION CONFERENCE</b>	<b>SECTION: ANNUAL CONFERENCE</b> <b>Policy No: AC-3</b>
<b>Date of Origin: October 1992</b> <b>Revised: September 1999; April 2008; September 2008; October 2009; November 2010</b> <b>Reaffirmed:</b>	

**PURPOSE**

SGMP recognizes the value of using its members to provide education at the National Education Conference. SGMP also recognizes that it is not always possible for members to get full financial support from their agencies to attend the conference. This policy covers the financial subsistence provided for members speaking at the National Education Conference.

**POLICY**

SGMP members presenting programs at the National Education Conference may apply for no more than \$200 TOTAL (total amount, not per session amount) honorarium to go toward conference registration, airfare and/or lodging. Once both parties (individual and Executive Director or Deputy Director) have signed the “Member Speaker Contract,” the arrangements are considered final and not open to change.

This policy does not apply to Supplier or Contract Planner members whose primary services to the government meetings market is education-related (training or speaking).

# CHAPTERS

<b>SUBJECT:</b> <b>CHAPTER PRESIDENT TRAVEL</b>	<b>SECTION: CHAPTERS</b> <b>Policy No: C-1</b>
<b>Date of Origin: October 1982</b>	
<b>Revised: July 2002, April 2008, March 2009; October 2009; January 2011</b>	
<b>Reaffirmed: July 1992; October 2001</b>	

**PURPOSE**

The Chapter Presidents serve as a proactive and vital communication link between the national leadership and chapter members.

**POLICY**

The Chapter Presidents will meet twice annually; once in January at the Joint Leadership Meeting (JLM) and once at the National Education Conference (NEC).

For the JLM:

- If the Chapter President is unable to attend, rare exceptions may be granted by SGMP headquarters in conjunction with the appropriate regional liaison
- The chapter will pay for two nights' lodging
- The chapter will pay for airfare, ground transportation, non-group meals and incidentals
- SGMP (national) will only cover the cost of planned group meals
- SGMP headquarters will make all hotel reservations for all Leadership meetings, unless chapters are otherwise instructed by SGMP

The chapter shall pay all expenses for the Chapter President to attend the NEC.

SGMP and chapter elected leaders are required to stay at the host hotel, without exception, to prevent any liability or attrition issues.

<b>SUBJECT:</b> <b>CHAPTER SECOND VICE PRESIDENT</b> <b>TRAVEL</b>	<b>SECTION: CHAPTERS</b> <b>Policy No: C-2</b>
<b>Date of Origin: November 2000</b> <b>Revised: April 2008; March 2009; October 2009; January 2011</b> <b>Reaffirmed:</b>	

**PURPOSE**

The Chapter Second Vice Presidents serve as a proactive and vital communication link between the national leadership and chapter members.

**POLICY**

The Chapter Second Vice Presidents will meet twice annually; once in January at the Joint Leadership Meeting (JLM) and once at the National Education Conference (NEC).

For the JLM:

- If the Chapter Second Vice President is unable to attend, rare exceptions may be granted by SGMP headquarters in conjunction with the appropriate regional liaison
- The chapter will pay for two nights' lodging
- The chapter will pay for airfare, ground transportation, non-group meals and incidentals
- SGMP (national) will only cover the cost of planned group meals
- SGMP headquarters will make all hotel reservations for all Leadership meetings, unless chapters are otherwise instructed by SGMP

The chapter shall pay all expenses for the Chapter Second Vice President to attend the NEC (if funds allow).

SGMP and chapter elected leaders are required to stay at the host hotel, without exception, to prevent any liability or attrition issues.

<b>SUBJECT:</b> <b>CHAPTER INSURANCE COVERAGE</b>	<b>SECTION: CHAPTERS</b> <b>Policy No: C-3</b>
<b>Date of Origin: May 2002</b>	
<b>Revised: October 2009; March 2013</b>	
<b>Reaffirmed: April 2008</b>	

**PURPOSE**

This policy was developed to describe national's insurance coverage for chapters.

**POLICY**

SGMP (national) does provide a policy for all chapters that addresses General Liability coverage.

SGMP (national) does provide a policy for all chapters that addresses Directors & Officers (D&O) coverage.

SGMP (national) does not provide a policy for chapters that addresses Crime Bond coverage.

<b>SUBJECT:</b> <b>CHAPTER EMPLOYER IDENTIFICATION</b> <b>NUMBER</b>	<b>SECTION: CHAPTERS</b> <b>Policy No: C-4</b>
<b>Date of Origin: June 1992</b> <b>Revised: April 2008; October 2009</b> <b>Reaffirmed:</b>	

**PURPOSE**

This policy covers the requirement for chapters to obtain an Employer's Identification Number.

**POLICY**

Each chapter must apply for and be granted an Employer's Identification Number, using the SS4 Form prior to chapter chartering. All chapters must supply their Federal ID number to SGMP Headquarters within 30 days of issuance or any change.

<b>SUBJECT:</b> <b>CHAPTER FINANCIAL REPORTING</b> <b>SCHEDULE TO SGMP</b>	<b>SECTION: CHAPTERS</b> <b>Policy No: C-5</b>
<b>Date of Origin: June 1992</b> <b>Revised: November 2000; July 2002; December 2004; January 2006;</b> <b>April 2008; October 2009; November 2010; September 2014</b> <b>Reaffirmed:</b>	

**PURPOSE**

This policy covers all chapter reporting requirements to SGMP (national) and sanctions that will be imposed for those chapters that do not submit chapter financial reports by the specified deadline.

**POLICY**

Chapters shall submit required reports by the designated deadlines. Chapter Presidents must submit a year-end financial report to SGMP Headquarters by August 15 of each year. Failure to submit the annual financial report by August 15 will result in withholding the chapter’s revenue sharing funds until the required report is received at SGMP Headquarters. If chapter annual budgets are not received by July 31, all revenue sharing will be held until they are received. A list of the yearly programs must be attached to justify the amounts indicated for education.

In the event that chapters are in arrears with reporting requirements, the following will occur:

- ◆ Revenue checks will be withheld from a chapter each month starting on August 15 if it has not submitted its year-end financial report
- ◆ Revenue checks will be forfeited from a chapter each month if it is in arrears for 45 days in submitting their required monthly and/or “other” required reports

The Internal Revenue Service (IRS) requires financial reports. Any penalty charges levied by the Internal Revenue Service against SGMP for late filing of SGMP Income Tax Return, which is due to a chapter’s late submission of necessary financial information to complete the Income Tax Return, will result in the IRS imposed penalty fee being deducted from the chapter’s revenue sharing funds

Chapter Presidents are required to submit their chapter’s tax information directly to SGMP Headquarters. If a Chapter President fails to follow these required procedures, this could be justified as unethical and could result in the Chapter President being removed from his/her position on the Chapter Board.

Outgoing Chapter Presidents and Treasurers must submit these required reports by the end of their terms of office.



<b>SUBJECT:</b> <b>CHAPTER CASHING OF MEMBERSHIP DUES</b> <b>CHECKS (EXCEPTIONS NOTED)</b>	<b>SECTION: CHAPTERS</b> <b>Policy No: C-6</b>
<b>Date of Origin: January 2000</b> <b>Revised: October 2009; July 2010; April 2011</b> <b>Reaffirmed: April 2008</b>	

**POLICY**

Chapters shall not cash or deposit any membership dues checks, and in turn, write checks to SGMP (national).

An exception could be made for funds received for new or renewing memberships being paid through registrations for local conferences. In this case, a chapter check may be submitted to SGMP as payment for SGMP new member dues since the chapter bank account was only used as a “pass-through” for that new member dues payment.

New (Government or Contract) planner member dues are allowed to be collected as part of a registration fee that is higher than the corresponding SGMP dues amount for a member if all of the following conditions are met:

- First, the conference registration form is pre-approved by headquarters.
- The conference materials show any non-member attendee that an itemized dollar amount of the registration fees may be used for new member dues.
- The conference materials show any non-member attendee that they have the ability to opt-out of having a portion of their registration fees go toward membership (although their registration fee will remain at the same amount).
- A fully-completed SGMP membership application form is submitted to the chapter at that conference along with the conference registration form.
- After the event, the chapter treasurer logs revenue for conference registration portion and miscellaneous expense for membership dues portion.
- The following items are submitted together to SGMP within 30 days of the completion of the event: the SGMP membership application form and a receipt of payment for each individual’s new member payment. Compiled new member dues from the event are submitted to SGMP headquarters at one time and on a cumulative chapter check.

<b>SUBJECT:</b> <b>CHAPTER CASHING OF MEMBERSHIP DUES</b> <b>CHECKS (EXCEPTIONS NOTED)</b>	<b>SECTION: CHAPTERS</b> <b>Policy No: C-6 (continued)</b>
<b>Date of Origin: January 2000</b> <b>Revised: October 2009; July 2010; April 2011</b> <b>Reaffirmed: April 2008</b>	

Renewal (Government or Contract) planner member dues are allowed to be collected as part of a registration fee that is higher than the corresponding SGMP dues amount for a member if all of the following conditions are met:

- First, the conference registration form is pre-approved by headquarters.
- The conference materials show any member attendee that an itemized dollar amount of the registration fees may be used for renewal member dues.
- The conference materials show any member attendee that they have the ability to opt-out of having a portion of their registration fees go toward membership (although their registration fee will remain at the same amount).
- A fully-completed SGMP membership renewal payment form is submitted to the chapter at that conference along with the conference registration form.
- After the event, the chapter treasurer logs revenue for conference registration portion and miscellaneous expense for membership dues portion.
- The following items are submitted together to SGMP within 30 days of the completion of the event: the SGMP membership renewal payment form and a receipt of payment for each individual's new member payment. Compiled new member dues from the event are submitted to SGMP headquarters at one time and on a cumulative chapter check.

<b>SUBJECT:</b> <b>CHAPTER BOARD STRUCTURE/VARIANCE</b>	<b>SECTION: CHAPTERS</b> <b>Policy No: C-7</b>
<b>Date of Origin: April 1994</b>	
<b>Revised: April 2008; October 2009; January 2012; December 2013</b>	
<b>Reaffirmed:</b>	

**PURPOSE**

Chapters may experience difficulty in securing members to fill all elected positions on the Chapter Board or in securing qualified members in the specific membership category for the positions of Chapter Secretary and/or Chapter Treasurer.

The purpose of this policy is to provide flexibility to the overall size of the Chapter Board and to the specific membership categories of Chapter Board members for the Secretary and/or Treasurer. If utilized, this flexibility must maintain the mandatory balance between planner and supplier representation.

**POLICY**

Per SGMP bylaws (Article VII, Section 3), the Chapter Board must be made up of a majority of planner members. The Immediate Past President is included in this count (though not elected, this position has voting rights). In all instances described below, that appropriate representation by planners and suppliers on the Chapter Board must be maintained.

**Overall Size Flexibility**

Prior to the official call for nominations opens the standard biannual Nominations & Elections process, the current Chapter Board of Directors may vote to eliminate the three director positions on the incoming Chapter Board of Directors that takes office on the forthcoming July 1<sup>st</sup> term of office. In that situation, the chapter must notify the National Nominations & Elections Chair of its decision prior to the deadline set by the National Nominations & Elections Chair. This opportunity is not available after the call for nominations has been made or at any other time during or outside of the standard biannual Nominations & Elections process.

**Secretary/Treasurer Flexibility**

Sometimes, during the standard biannual Nominations & Elections process, there are no accepted nominations for the position of Secretary (by a qualified Government Planner or Contract Planner member) and there are no accepted nominations for the position of Treasurer (by a qualified Supplier, Associate Supplier or Contract Planner member). In that situation, a nomination for the position of Secretary may be accepted by a qualified Supplier or Associate Supplier member and a nomination for the position of Treasurer may be accepted by a qualified Government Planner or Contract Planner member, as long as—in both cases—those accepted nominations would not result in a planner and a supplier appearing on the ballot for the same position

Sometimes, outside of the standard biannual Nominations & Elections process and after a vacancy on the Chapter Board for the position of Secretary or Treasurer occurs, there is not an accepted nomination for the position of Secretary (by a qualified Government Planner or Contract Planner member) and there is not an accepted nominations for the position of Treasurer (by a qualified Supplier, Associate Supplier or Contract Planner member). In that situation, a

<b>SUBJECT:</b> <b>CHAPTER BOARD STRUCTURE/VARIANCE</b>	<b>SECTION: CHAPTERS</b> <b>Policy No: C-7 (continued)</b>
<b>Date of Origin: April 1994</b>	
<b>Revised: April 2008; October 2009; January 2012; December 2013</b>	
<b>Reaffirmed:</b>	

nomination for the position of Secretary may be accepted by a qualified Supplier or Associate Supplier member and a nomination for the position of Treasurer may be accepted by a qualified Government Planner or Contract Planner member, as long as both nominees agree to serve in the other position (one would need to resign the existing position and then immediately accept a nomination for the other position).

<b>SUBJECT:</b> <b>CHAPTER CHARTERING DUES REVENUE SHARING</b>	<b>SECTION: CHAPTERS</b>  <b>Policy No: C-8</b>
<b>Date of Origin: November 1990</b> <b>Revised: October 2009; October 2013</b> <b>Reaffirmed: July 1992; April 2008</b>	

**PURPOSE**

This policy covers revenue sharing for chartering chapters.

**POLICY**

The revenue share to chartering chapters will be a flat rate of \$25 per member (SEE POLICY CF-22).

<b>SUBJECT:</b> <b>CHAPTER CHARTERING MEMBERSHIP REQUIREMENTS</b>	<b>SECTION: CHAPTERS</b>  <b>Policy No: C-9</b>
<b>Date of Origin: November 1990</b> <b>Revised: March 2009, October 2009</b> <b>Reaffirmed: July 1992; April 2008</b>	

**PURPOSE**

This policy covers the minimum number of members necessary to charter a new chapter.

**POLICY**

To be chartered, a chapter is required to have at least 35 approved members, the majority of which must be Government Planner or Contract Planner members.

<b>SUBJECT:</b> <b>CHAPTER ARCHIVES/RECORD RETENTION</b>	<b>SECTION: CHAPTERS</b> <b>Policy No: C-10</b>
<b>Date of Origin: September 1995</b>	
<b>Revised: November 1995, April 2008; October 2009; July 2012</b>	
<b>Reaffirmed:</b>	

**PURPOSE**

This policy covers the responsibility of chapters regarding records retention. This process and schedule covers records kept by SGMP (national) and by chapters.

**POLICY**

SGMP (national) and its chapters will do a biennial inventory of records kept by the Society and prepare a list of these records types. The following information will be included:

Description: A short paragraph that describes the purpose and content of the record.

Retention Period: The time period indicates the minimum length of time that the record/information should be retained. Retention periods apply to the information, regardless of the physical format (paper, CD, USB drive) or other medium.

This general schedule covers the majority of records/information kept by the Society. However, due to the diversity and rapidly changing functions of the organization, new record types and schedules may occasionally be created. For any records/information not included in this schedule, chapters should consult with SGMP Headquarters to develop a retention plan for those new or unique records.

Designated chapter officers are responsible for keeping and forwarding appropriate records to SGMP Headquarters.

**NOTE: NO RECORD SHALL BE DESTROYED THAT PERTAINS TO ANY PENDING LEGAL CASE, CLAIM ACTION, OR AUDIT.**

<b>SUBJECT:</b> <b>CHAPTER ARCHIVES/RECORD RETENTION</b>	<b>SECTION: CHAPTERS</b> <b>Policy No: C-10 (continued)</b>
<b>Date of Origin: September 1995</b>	
<b>Revised: November 1995, April 2008; October 2009</b>	
<b>Reaffirmed:</b>	

All records that have reached their retention period should be destroyed by shredding. Below is an itemized list of retention policy:

### **1. Chapter and SGMP (National) Written Histories**

Scrapbooks, photographs, articles, lists of chapter boards and committee members, program notes and documentation of events sponsored or funded by the organization. Also included are narrative audio or audiovisual chapter histories.

#### **Retention**

Record copy: Permanent.

Duplicate copies: Retain until no longer needed, then destroy.

### **2. General Correspondence**

Routine correspondence

#### **Retention**

Record copy: Retain for three years and then destroy.

Duplicate copies: Retain until no longer needed, then destroy.

### **3. Acknowledgement Files**

Acknowledgment notes, transmittal of inquiries, and requests that have been referred elsewhere for reply.

#### **Retention**

Record copy: Retain for three months after acknowledgment and/or referral and destroy.

Duplicate copies: Retain until no longer needed and destroy.

### **4. Committee and Conference Files**

Records created by a committee or conference that has been charged by the National Board or a Chapter Board, including advisory committees relating to the executive establishment, organization, membership, and policy (i.e., agenda, meeting minutes, final reports and related records documenting the accomplishments of official board committees).

#### **Retention**

Record copy: Permanent.



<b>SUBJECT:</b> <b>CHAPTER ARCHIVES/RECORD RETENTION</b>	<b>SECTION: CHAPTERS</b> <b>Policy No: C-10 (continued)</b>
<b>Date of Origin: September 1995</b>	
<b>Revised: November 1995, April 2008; October 2009</b>	
<b>Reaffirmed:</b>	

**5. Executive Correspondence**

Records not duplicated elsewhere, which documents how the organization is organized and how it functions, its pattern of action, its policies, procedures and achievements.

**Retention**

Record copy: Permanent

**6. Feasibility Studies**

Studies conducted before the installation of any technology or equipment; studies and systems analysis for the initial establishment and major changes of these systems.

**Retention**

Record copy: Retain for the life of the technology or equipment plus one year.

**7. Policies and Procedures Manual**

Policies and procedures that govern the operation and administration of the organization

**Retention**

Record copy: Permanent

**8. Financial Records** (includes annual budget reports, invoices, financial reviews and canceled checks).

**Retention**

- Audit/financial reviews      Permanent
- Cancelled checks              Permanent  
*(file with paper pertaining to transaction)*
- Bank statements              Four years, plus current
- Tax returns                      Permanent
- Invoices                          Seven years

<b>SUBJECT:</b> <b>CHAPTER ARCHIVES/RECORD RETENTION</b>	<b>SECTION: CHAPTERS</b> <b>Policy No: C-10 (continued)</b>
<b>Date of Origin: September 1995</b>	
<b>Revised: November 1995, April 2008; October 2009</b>	
<b>Reaffirmed:</b>	

**9. Nominations and Elections**

Nomination forms, election ballots, correspondence and documentation related to national and chapter elections.

**Retention**

Record copy: Three years, plus current

**10. Education Conferences**

All records pertaining to the Society's and/or chapter's education conferences (registration lists, vendor and facility contracts)

**Retention**

Five years, plus current

**11. Newsletters**

Two copies on file with the chapter with copies to SGMP Headquarters as instructed.

**Retention:**

Permanent

**12. Insurance records**

**Retention:** Permanent

**13. Membership records**

Includes copies of membership applications and reports from SGMP Headquarters

**Retention:** Three years, plus current

<b>SUBJECT:</b> <b>CHAPTER RECOGNITION REMOVAL</b> <b>PROCESS</b>	<b>SECTION: CHAPTERS</b> <b>Policy No: C-11</b>
<b>Date of Origin: September 2000</b> <b>Revised: April 2008; October 2009; February 2010</b> <b>Reaffirmed: March 2010</b>	

**PURPOSE**

Portions of this policy originated in the SGMP bylaws and were created to document the scenarios in which SGMP chapter recognition would be removed and the process by which that recognition would be removed. This policy also covers the process that would be followed in the event that a chapter should be dissolved.

**POLICY**

An SGMP chapter shall be deemed to have forfeited its right to continue as a chapter for any of the following reasons: (1) has had fewer than 30 members for 12 consecutive months, (2) has violated the purpose of SGMP or the provisions of its bylaws, (3) has maintained chapter policies or practices in conflict with SGMP’s bylaws or Policy Manual, or (4) held less than 50/50 ratio more than 12 consecutive months.

If one or more of the above conditions is met by the chapter, the National President calls the respective Chapter President to advise him/her of a forthcoming letter. SGMP Headquarters then sends a letter over the signature of the National President (to addressee only, with a return receipt required) to the Chapter President (and each member of the Chapter Board), advising him/her of the letter and how he/she can present the chapter’s views to the National Board.

The Chapter President then responds to the National President within 10 days of receipt of letter. If no response is received, that shall signify that the chapter waives its right to address the National Board on this matter. The National Board then reviews the chapter’s presentation and makes a decision on what action(s) should be taken and on the fate of the chapter.

If the National Board’s decision is that the chapter has forfeited its chapter status, the National Board shall notify the Chapter President in writing that recognition has been withdrawn. The chapter shall lose its status as a chapter upon receipt of the notice. Upon dissolution of the chapter, the Chapter Board shall, after payment or providing for payment of all chapter debts, return any remaining chapter assets to SGMP for appropriate disposition.

<b>SUBJECT:</b> <b>CHAPTER IMMEDIATE PAST PRESIDENT</b> <b>VACANCY</b>	<b>SECTION: CHAPTERS</b> <b>Policy No: C-12</b>
<b>Date of Origin: March 2001</b> <b>Revised: April 2008; October 2009; March 2010</b> <b>Reaffirmed:</b>	

**PURPOSE**

This policy covers how chapters may fill the Immediate Past President position on the Chapter Board.

**POLICY**

A Chapter Board's Immediate Past President vacancy must be filled by the first available chapter past president in closest succession to that for which the vacancy exists. The Chapter Board also has the option of not back-filling that vacant immediate past president position.

A chapter president who did not serve 12 months in that role, or who resigned or was removed from that position, is ineligible to serve in the Immediate Past President position on the Chapter Board.

The Immediate Past President may not serve in an additional Chapter Board position while serving his/her term as Immediate Past President. In addition, the Immediate Past President may not serve on the Chapter Board if elected or appointed to a position on the National Board of Directors or the Gilmer Institute of Learning. (SEE POLICY NB-8)

A past president in the Retiree membership category is eligible to fill this vacancy and shall have all Chapter Board voting rights. Voting rights only pertain to Chapter Board issues.

<b>SUBJECT:</b> <b>CHAPTER MONTHLY PROGRAM</b> <b>REQUIREMENT</b>	<b>SECTION: CHAPTERS</b> <b>Policy No: C-13</b>
<b>Date of Origin: March 1991</b> <b>Revised: April 2008; October 2009; April 2011; October 2011; September 2013</b> <b>Reaffirmed:</b>	

**PURPOSE**

This policy covers the process to document the required number of monthly education programs chapters must deliver to members.

**POLICY**

Chapters must have at least 10 meetings per calendar year. At least eight of these must be educational in nature and cover topics related to meeting management as outlined by SGMP's nine core competencies of education. The subject matter of the remaining meetings may pertain to career and/or personal development. Educational programs should be no less than one hour in length.

All chapters must send their fiscal year meetings calendar (must include each meeting's topic; may include speaker or location) to SGMP headquarters by September 15<sup>th</sup>. A promotional description of each meeting, with the speaker and location then must be provided to SGMP headquarters no later than 45 days prior to that meeting. After each meeting, chapters are required to submit the Monthly Education Report to SGMP headquarters by the 10<sup>th</sup> day of the month following that program.

<b>SUBJECT:</b> <b>CHAPTER EDUCATIONAL PROGRAM</b> <b>COPYRIGHT PROTECTION</b>	<b>SECTION: CHAPTERS</b> <b>Policy No: C-14</b>
<b>Date of Origin: November 2000</b> <b>Revised: April 2008</b> <b>Reaffirmed:</b>	

**PURPOSE**

This policy covers the use of educational programs that are protected by copyright.

**POLICY**

Chapters are expected to do due diligence when planning the use of educational programs developed by outside sources.

In the event that a chapter wants to deliver a program with copyright protection, chapters must obtain written permission from the program's originator.

<b>SUBJECT:</b> <b>CHAPTER PAYING HONORARIA TO MEMBERS</b>	<b>SECTION: CHAPTERS</b> <b>Policy No: C-15</b>
<b>Date of Origin: January 2001</b> <b>Revised: April 2008; September 2008; November 2010</b> <b>Reaffirmed:</b>	

**PURPOSE**

SGMP recognizes the value of using its members to provide education at monthly chapter meetings and chapter events. This policy covers members receiving honoraria from speaking at SGMP chapter events.

**POLICY**

SGMP members are prohibited from receiving honoraria to speak at chapter meetings and/or chapter regional conferences. Members may, however, accept reimbursement of travel expenses if offered by the requesting chapter.

This policy does not apply to Supplier or Contract Planner members whose primary services to the government meetings market is education-related (training or speaking).

<b>SUBJECT:</b> <b>CHAPTER SELLING OR DISTRIBUTING</b> <b>MEMBER CONTACT LISTS</b>	<b>SECTION: CHAPTERS</b> <b>Policy No: C-16</b>
<b>Date of Origin: April 2008</b> <b>Revised: October 2009; September 2011</b> <b>Reaffirmed:</b>	

**PURPOSE**

This policy covers the sale of chapter member contact list by chapters.

**POLICY**

Only SGMP members may purchase SGMP chapter member contact lists. Chapter member contact lists will be sold at a cost determined by the Chapter Board.



<b>SUBJECT:</b> <b>CHAPTER BOARD TERM OF OFFICE</b>	<b>SECTION: CHAPTERS</b> <b>Policy No: C-17</b>
<b>Date of Origin: November 1990</b>	
<b>Revised: April 2008; October 2009; March 2013</b>	
<b>Reaffirmed:</b>	

**PURPOSE**

This policy covers the terms of offices for Chapter Board members.

**POLICY**

The cycle for the terms of office for all SGMP Chapter Board members (except for newly-chartered chapters) shall coincide with the July 1 to June 30 period (the SGMP fiscal year), and shall be a two-year term.

No Chapter Board member may run for more than his/her allowable term.

If a Chapter President has served his/her allotted time and has no replacement, the chapter shall have six months from the end of the term to find an eligible member to serve in the position of Chapter President.

The National Board will extend its full support and resources to assist the chapter in finding an eligible replacement.

If a replacement cannot be found after the six-month period, the National Board shall initiate action, which may include the disbanding of the chapter.

<b>SUBJECT:</b> <b>CHAPTER WEBSITE GUIDELINES</b>	<b>SECTION: CHAPTERS</b> <b>Policy No: C-18</b>
<b>Date of Origin: April 2008</b>	
<b>Revised: October 2009</b>	
<b>Reaffirmed:</b>	

**PURPOSE**

All chapters are required to maintain chapter websites.

**POLICY**

This policy gives the chapters guidelines for their respective websites.

**Priority Features**

1. The SGMP (national) logo should always be visible on webpage, with a link to the SGMP (national) website.
2. National SGMP website URL address and link should be displayed.
3. The chapter logo should always be visible on the home page and can be spelled out.
4. The chapter mission statement should be on the website, either linked or written out.
5. Information about the chapter history should be included (i.e., when it was chartered, etc.)
6. Programs should be listed as far out as possible. Meeting information, location and directions should be listed. Reservation contact information should be listed. Cost of meeting, if there is a meal, should be listed.
7. Chapter Board members and contact information and email addresses must be listed.
8. Membership contact information for people who need membership information should be listed
9. Calendar (either visual or a list of dates) to remind members of upcoming chapter events; list out as far as possible.

**Beneficial Elements**

1. All newsletters for the year should be available on Web site
  - a. Create a file where past newsletters are archived
2. Graphics and site design should convey a professional and business-related image.
3. Calendar for SGMP (national) meetings and conferences should be listed.

**Overall Presentation**

1. Format is eye appealing; good layout principles and use of space.
2. Easy to navigate within website.

**SUBJECT:**  
**CHAPTER BOARD UNCONTESTED  
ELECTIONS PROCESS**

**SECTION: CHAPTERS**  
**Policy No: C-19**

**Date of Origin: October 2009**  
**Revised: November 2010**  
**Eliminated: March 2013**

<b>SUBJECT:</b> <b>CHAPTER BOARD ELECTIONS/VOTING</b>	<b>SECTION: CHAPTERS</b> <b>Policy No: C-20</b>
<b>Date of Origin: April 2008</b>	
<b>Revised: September 2008; October 2009; April 2011; March 2013</b>	
<b>Reaffirmed:</b>	

**PURPOSE**

This policy outlines the standard method for the voting process to be used in chapter elections and includes the opportunity for an exception to be granted to this policy. The default method has been put in place to support a voting process that respects the privacy of member voters and results in a fair and equitable election.

**POLICY**

The current Chapter President, or any outgoing Chapter Board officer, may oversee the nominations and elections process, provided they are not seeking another term and there is no Immediate Past President available to preside over the election process.

Retiree members may not run for an elected Chapter Board position.

Members can, however, cast more than one vote during the chapter elections if they have a membership with that chapter.

After all candidates have been verified and confirmed by SGMP (national), the approved candidates will be placed into the electronic survey system at SGMP headquarters. The direct link to that election survey will be provided to the chapter nominations & elections committee chair to be distributed to the chapter’s voting roster provided by SGMP headquarters. Upon completion of the voting period, the full survey report will be sent to the chapter nominations & elections committee chair.

If a chapter has another voting method which supports a voting process that respects the privacy of member voters and ensures a fair and equitable election, that chapter may request an exception to this process from the national nominations & elections committee by the method announced with the distribution of the chapter nominations & elections timeline.

<b>SUBJECT:</b> <b>CHAPTER BOARD INSTALLATION</b>	<b>SECTION: CHAPTERS</b> <b>Policy No: C-21</b>
<b>Date of Origin: April 2008</b>	
<b>Revised: October 2009</b>	
<b>Reaffirmed:</b>	

**PURPOSE**

This policy clarifies who can and should conduct the installation of each Chapter Board.

**POLICY**

The installation of each Chapter Board shall only be conducted by any of the following individuals:

- ◆ SGMP National Board member
- ◆ SGMP Executive Director
- ◆ SGMP Deputy Director
- ◆ Past SGMP National Board member
- ◆ Past Chapter President

Chapter Board members shall be sworn in on or prior to June 30, prior to the start of their term of office.

If during the course of a term a Chapter Board position must be filled by appointment, due to a board member resigning, changing membership categories or other reason, then the Chapter President or Immediate Past President may conduct the installation of this new Chapter Board member.



<b>SUBJECT:</b> <b>CHAPTER BOARD OATH OF OFFICE</b>	<b>SECTION: CHAPTERS</b> <b>Policy No: C-22(continued)</b>
<b>Date of Origin: March 2009</b>	
<b>Revised: October 2009; September 2014</b>	
<b>Reaffirmed:</b>	

*SGMP members, please rise and repeat after me:*

“I pledge my full support, commitment and enthusiasm / to further the goals / of the  
 \_\_\_\_\_ *(name)* Chapter / and to the newly-elected leadership.”

You may now be seated.

*Turn to the Chapter Board members and say:*

“As a body, we have pledged our support. Your leadership will guide the chapter in pursuing its goals throughout the coming year. We congratulate each of you and wish you a successful and enjoyable term of office.”

Thank you for accepting this responsibility and **CONGRATULATIONS!**

\* \* \* \* \*

<b>SUBJECT:</b> <b>CHAPTER BOARD MEMBERS EXPRESSING</b> <b>PERSONAL VIEWS</b>	<b>SECTION: CHAPTERS</b> <b>Policy No: C-23</b>
<b>Date of Origin: April 2008</b> <b>Revised: October 2009</b> <b>Reaffirmed:</b>	

**PURPOSE**

This policy was created to ensure that members of each Chapter Board do not express their personal views as being the view of SGMP during an SGMP-sponsored meeting or event.

**POLICY**

Chapter Board members must avoid discussing their personal views on social ethics, religion or political affiliation/stance at any SGMP-sponsored meeting or event. This includes the wearing of clothing garments and pins, etc., that express a particular viewpoint on social ethics, religion or political affiliation, which could, in some way, insult or make another member uncomfortable.



<b>SUBJECT:</b> <b>CHAPTER BOARD TRANSITION SCHEDULE</b>	<b>SECTION: CHAPTERS</b> <b>Policy No: C-24</b>
<b>Date of Origin: March 2010</b> <b>Revised:</b> <b>Reaffirmed:</b>	

**PURPOSE**

To ensure chapters properly and in a timely manner ensure a smooth transition between the existing Chapter Board and the incoming Chapter Board.

**POLICY**

During an election year, the existing Chapter Board is required to arrange for a transition meeting with the incoming Chapter Board. This meeting is to be held no later than May 31<sup>st</sup> of that year.

<b>SUBJECT:</b> <b>CHAPTER FINANCIAL REPORTING</b> <b>SCHEDULE FROM SGMP</b>	<b>SECTION: CHAPTERS</b> <b>Policy No: C-25</b>
<b>Date of Origin: January 2002</b> <b>Revised: April 2008; September 2008; October 2009</b> <b>Reaffirmed:</b>	

**PURPOSE**

This policy covers the frequency and method by which the SGMP (national) financial reports will be submitted to chapters.

**POLICY**

The SGMP (national) Financial Report (i.e., Income/Expense, Asset Report) will be submitted to the Chapter Presidents annually, based on the SGMP fiscal year, and will be distributed within 90 calendar days of the end of the fiscal year

A copy of the annual financial report will be available to all members for review at SGMP Headquarters during normal business hours. An electronic copy will also be available online at [www.sgmp.org](http://www.sgmp.org), under the Members Only section.

<b>SUBJECT:</b> <b>CHAPTER BOARD JOB DESCRIPTIONS</b>	<b>SECTION: CHAPTERS</b> <b>Policy No. C-26</b>
<b>Date of Origin: March 2009</b>	
<b>Revised: October 2009; January 2012; October 2013</b>	
<b>Reaffirmed:</b>	

**PURPOSE**

To document consistent guidelines for the responsibilities of, and standards for, chapter boards.

**POLICY**

Job descriptions of the voting members of the Chapter Board (officers, directors and the immediate past president are voting members) shall include, but are not limited to, the following duties and responsibilities. [This serves as a guideline that should be customized to fit the operating procedures of the individual chapter.]

**ALL BOARD MEMBERS**

- Elicit the support of the board member’s agency/company in order to commit to the time and efforts needed to perform board duties
- Uphold the SGMP Code of Ethics
- Comply with and adhere to the SGMP bylaws
- Attend monthly board meetings, monthly education programs, special events, and outreach functions as required
- Attend annual Chapter Board retreat
- Attend SGMP National Education Conference
- Prepare monthly committee report for presentation to Chapter Board members
- Support and promote the membership recruitment and retention efforts of the chapter
- Serve as board liaison or committee chair
- Contribute written article(s) for the chapter newsletter as needed/required

**CHAPTER PRESIDENT**

- The President shall be a Government Planner or Contract Planner member
- Newly-elected Presidents shall travel to the SGMP National Education Conference for orientation and training prior to the beginning of the their term of office
- The President shall be the official chapter representative in the activities of the Society on all levels and acts as the sole person responsible for speaking for the chapter in an official capacity.
- The President shall set the agenda and preside over all meetings of the Chapter Board and shall serve as an ex-officio member on all committees, except Nominations and Elections
- The President shall preside over/lead each monthly chapter meeting
- In the Treasurer’s absence, the President may be authorized to sign disbursements
- The President shall attend Joint Leadership meetings held annually with the National Board, Executive Director, and fellow Chapter Presidents and Second Vice Presidents at the National Education Conference

<b>SUBJECT:</b> <b>CHAPTER BOARD JOB DESCRIPTIONS</b>	<b>SECTION: CHAPTERS</b> <b>Policy No. C-26 (continued)</b>
<b>Date of Origin: March 2009</b>	
<b>Revised: October 2009; January 2012</b>	
<b>Reaffirmed:</b>	

- The President is responsible for recommending replacement board members, should a current board member be removed for cause or by resignation. This must be voted/approved by the entire Chapter Board, and board changes must be forwarded to SGMP Headquarters within 15 days of the change
- The President authors the President’s Message for Web site and monthly newsletter, as well as written correspondence as needed for welcome letters, thank you letters, etc.
- The President shall facilitate an annual Chapter Board retreat
- The President shall perform an annual membership survey/State of the Chapter address
- The President shall serve as the liaison between chapter membership and the SGMP National Board and shall participate in scheduled quarterly regional conference calls

**Monthly Reports:**

- Submit Monthly Chapter Summary Report to SGMP Headquarters
  - *Due date for submission to SGMP: By the 10<sup>th</sup> of the following month*

**Annual Reports:**

- The Treasurer and President should lead the entire Chapter Board in the development of the chapter’s annual fiscal year budget to be submitted to SGMP Headquarters
  - *Due date for submission to SGMP Headquarters: July 31 of each year (subject to change to an earlier July date)*
- Prepare and submit a Year-End Financial Report
  - *Due date for submission to SGMP Headquarters: August 15 of each year (subject to change to an earlier July date)*

**FIRST VICE PRESIDENT**

- The First Vice President shall be a Government Planner or Contract Planner member
- The First Vice President shall serve for the President in the absence of the President, or when so requested by the President
- The First Vice President shall assume the duties of the President in the case of resignation, death, or other cause
- The First Vice President shall serve as committee liaison or committee chair and shall perform all other duties as are incident to the office or as may be prescribed by the Chapter Board

<b>SUBJECT:</b> <b>CHAPTER BOARD JOB DESCRIPTIONS</b>	<b>SECTION: CHAPTERS</b> <b>Policy No. C-26 (continued)</b>
<b>Date of Origin: March 2009</b> <b>Revised: October 2009; January 2012</b> <b>Reaffirmed:</b>	

**SECOND VICE PRESIDENT**

- The Second Vice President shall be a Supplier, Associate Supplier or Contract Planner member
- The Second Vice President shall preside in the absence of the President and First Vice President
- The Second Vice President shall serve as committee liaison or committee chair and shall perform all other duties as are incident to the office or as may be prescribed by the Chapter Board
- The Second Vice President acts as liaison to the National Board for the chapter’s Supplier and Associate Supplier members
- The Second Vice President shall serve as a chapter representative and shall participate in scheduled quarterly regional conference calls
- The Second Vice President shall attend Joint Leadership meetings held annually with the National Board, Executive Director, and fellow chapter Second Vice Presidents and Presidents at the National Education Conference

**SECRETARY**

- The Secretary shall be a Government Planner or Contract Planner member
- The Secretary shall be responsible for the proper notification of Chapter Board meetings to board members
- The Secretary shall record the proceedings of the Chapter Board and any meetings or sessions as shall be requested by the Chapter Board
- The Secretary shall maintain the chapter’s official records and the chapter’s Policy and Procedures Manual
- The Secretary shall maintain a log of the voting actions of the meetings
- The Secretary shall assure that all official and historical records of chapter are maintained and preserved
- The Secretary shall submit minutes for review and approval from the Chapter Board in a timely manner
- The Secretary shall submit approved minutes to the Chapter President in a timely manner for inclusion in President’s monthly chapter summary report to SGMP Headquarters
- The Secretary shall write and mail general correspondence, including thank you notes
- The Secretary should adhere to national standards of minute taking

<b>SUBJECT:</b> <b>CHAPTER BOARD JOB DESCRIPTIONS</b>	<b>SECTION: CHAPTERS</b> <b>Policy No. C-26 (continued)</b>
<b>Date of Origin: March 2009</b> <b>Revised: October 2009; January 2012</b> <b>Reaffirmed:</b>	

**TREASURER**

- The Treasurer shall be a Supplier, Associate Supplier or Contract Planner member
- Newly-elected Treasurers shall travel to the SGMP National Education Conference for orientation and training prior to the beginning of the their term of office
- The Treasurer shall ensure the accurate financial records of the chapter are kept in accordance with the Society’s financial policies and procedures
- The Treasurer shall be responsible, in conjunction with the President, for the safekeeping of funds in such depositories as are approved by the Chapter Board
- The Treasurer shall be the principal signatory on all disbursements
- The Treasurer shall maintain Chapter funds in an approved local bank insured by the FDIC
- The Treasurer is responsible for insuring all spending transactions are properly approved
- The Treasurer is charged with the responsibility and custody of the chapter’s bank accounts and assets and must accurately account for all transactions that take place within the chapter’s financial accounts
- The Treasurer must maintain accurate records of the chapter’s income and expenses on a monthly basis on the SGMP-approved chapter budget form
- The Treasurer must ensure that the chapter’s non-profit status remains in good standing

**Annual Reports:**

- The Treasurer and President should lead the entire Chapter Board in the development of the annual fiscal year budget, to be submitted to SGMP Headquarters
  - *Due date for submission to SGMP Headquarters: July 31 of each year (subject to change to an earlier July date)*
- The Treasurer shall prepare and submit a year-end fiscal report
  - *Due date for submission to SGMP Headquarters: August 15 of each year (subject to change to an earlier July date)*
- Chapters are required to submit a year-end financial audit (*SEE Policy CF-17*)
  - *Due date for submission to SGMP Headquarters: September 15 of each year*
- All year-end Treasury records (*original documentation*) must be sent to SGMP Headquarters by August 15 and kept for seven years (*SEE Policy CF-11*)

<b>SUBJECT:</b> <b>CHAPTER BOARD JOB DESCRIPTIONS</b>	<b>SECTION: CHAPTERS</b> <b>Policy No. C-26 (continued)</b>
<b>Date of Origin: March 2009</b>	
<b>Revised: October 2009; January 2012</b>	
<b>Reaffirmed:</b>	

**Monthly Reports:**

- The Treasurer shall submit a written report on the financial standings of the chapter on a monthly basis, to be presented to the Chapter Board and the President, for inclusion in the President’s monthly chapter summary report to SGMP Headquarters
- Accurate records for all chapter income and expense transactions must be reconciled with the chapter bank statement each month
  - *Due date for submission of copy of bank statement to SGMP Headquarters: 15<sup>th</sup> of the month for previous month that closed out*
- The Treasurer must submit the month-end report to SGMP Headquarters each month
  - *Due date for submission of Treasurers Report to SGMP Headquarters: 15<sup>th</sup> of the month for previous month that closed out*

**DIRECTORS (3)**

- There will be three Directors: one Government Planner, one Supplier or Associate Supplier, and one either a Government Planner, Contract Planner, Supplier or Associate Supplier
- The Directors serve as committee liaisons or committee chairs and shall perform all other duties as are incident to the office or as may be prescribed by the Chapter Board

**IMMEDIATE PAST PRESIDENT**

- The Immediate Past President serves in an advisory capacity to the Chapter Board and is a voting member of the Chapter Board
- The Immediate Past President serves as Chair of the Nominations and Elections Committee and shall perform all other duties as are incident to the office or as may be prescribed by the Chapter Board

<b>SUBJECT:</b> <b>CHAPTER PRESIDENT/TREASURER</b> <b>(NEWLY-ELECTED) TRAINING</b>	<b>SECTION: CHAPTERS</b> <b>Policy No: C-27</b>
<b>Date of Origin: March 2009</b> <b>Revised: July 2009; October 2009</b> <b>Reaffirmed:</b> <b>Eliminated: September 2013</b>	



<b>SUBJECT:</b> <b>CHAPTER BOARD MEETINGS</b>	<b>SECTION: CHAPTERS</b> <b>Policy No: C-28</b>
<b>Date of Origin: July 2010</b>	
<b>Revised: September 2013; September 2014</b>	
<b>Reaffirmed:</b>	

**PURPOSE**

To provide guidelines for chapter boards of directors' monthly meetings.

**POLICY**

Chapter Boards of Directors are required to hold 12 meetings each fiscal year. As a rule, chapter board meetings are to be face-to-face meetings. However, up to six of those meetings each fiscal year may be held by conference call, should conditions ever merit such an exception.

The SGMP bylaws (Article VII, Section 3.C.) state that an elected Officer or Director may be removed after the third consecutive absence or third non-excused absence per fiscal year from scheduled Chapter Board meetings.

SGMP defines an excused absence as one where the Chapter President or Chapter Secretary has confirmed receipt of a request for an excused absence from a board member at least four hours prior to that Chapter Board meeting that is due to a personal illness or hospitalization or to the illness, hospitalization, or death of an immediate family member. [If the Chapter President or Chapter Secretary is requesting the absence, the confirmed receipt shall be received by the Chapter First Vice President.]

SGMP defines an immediate family member as the chapter board member's mother, father, sibling, child, spouse, domestic partner, mother-in-law, or father-in-law.

Any exceptions to this definition of an excused absence shall only be allowed as "excused" by a majority vote of the Chapter Board.

The Chapter Board may request with a majority vote (within seven days of the request to be excused from the meeting) that the Chapter President or Chapter Secretary receive a doctor's note regarding that absence. [If the Chapter President or Chapter Secretary had requested the absence, the requested doctor's note shall be received by the Chapter First Vice President.

<b>SUBJECT: CHAPTER CONTRACTS</b>	<b>SECTION: CHAPTERS</b> <b>Policy No. C-29</b>
<b>Date of Origin: April 2011</b>	
<b>Revised:</b>	
<b>Reaffirmed:</b>	

**PURPOSE**

This policy covers any and all contracts entered into by a chapter and includes, but is not limited to, contracts covering chapter meetings, special events/conferences, meeting registration services and website administration.

**POLICY**

Any contract entered into by a chapter must adhere to the following:

- The chapter must be referred to as the “SGMP (INSERT CHAPTER NAME) Chapter” in all contract paperwork
- The contract must be signed by the Chapter President; but if the Chapter President is not available, then the Chapter First Vice President.
- The contract can be up to two years in length, regardless of the current chapter board’s time in office and the end of their current term
- If the amount of the contract is \$5,000 or more, then it must be submitted to the chapter’s National Board liaison for review prior to signing. Once the liaison approves it in writing, it can be signed by the Chapter President. If the liaison has questions or concerns, he/she will bring it to the attention of the national board for review and approval.
- Chapters should have their own policy regarding the process for soliciting and reviewing proposals and contracts.

<b>SUBJECT: CHAPTER EDUCATION OR REGIONAL CONFERENCES</b>	<b>SECTION: CHAPTERS Policy No. C-30</b>
<b>Date of Origin: October 2011</b>	
<b>Revised: October 2013</b>	
<b>Reaffirmed:</b>	

**PURPOSE**

To accurately record the number of educational meetings a chapter hosts and to document the number of contact hours earned through member participation in chapter education conferences.

**POLICY**

Chapters may host an extended educational conference. A chapter may substitute an educational conference for a monthly educational meeting. A chapter may not count an extended educational conference as multiple educational meetings.

Multiple chapters may host a regional educational conference. Each chapter who is part of the regional conference must participate in the planning, financial responsibility, and organizing of the event. The participating chapters may substitute an educational conference for a monthly educational meeting. Chapters may not count a regional educational conference as multiple educational meetings.

Members may earn educational contact hours for attendance at such either described educational conference provided the sessions the individual attends fall into one of SGMP’s core competencies of education. Members may only earn contact hours for the sessions they attended and will not be given contact hours for any other concurrent sessions.

Requests for contact hour approval must be received by SGMP headquarters at least 45 days in advance of the education conference.

<b>SUBJECT: CHAPTER BOARD STRATEGIC PLANNING MEETINGS/RETREATS</b>	<b>SECTION: CHAPTERS Policy No. C-31</b>
<b>Date of Origin: January 2012</b>	
<b>Revised:</b>	
<b>Reaffirmed:</b>	

**PURPOSE**

Chapter retreats are scheduled to ensure that a Chapter Board strategizes, properly plans and sets goals, and then develops action items to meet those objectives. In the course of this process, a Chapter Board should use the SGMP Business Plan and Budget Template to work toward creating a fiscal year budget and actions that meet the educational and operational standards of SGMP.

**POLICY**

In addition to the required transition meeting every other year where the outgoing and incoming boards meet together, it is recommended that a Chapter Board hold an all-day strategy session or a one or two day retreat at the beginning of its term in office and/or, in some cases, midway through their two-year term. The purpose is for a Chapter Board to properly plan and set goals and to develop action items to meet those objectives. It also provides time for the Chapter Board members to further develop their relationships and build rapport with one another.

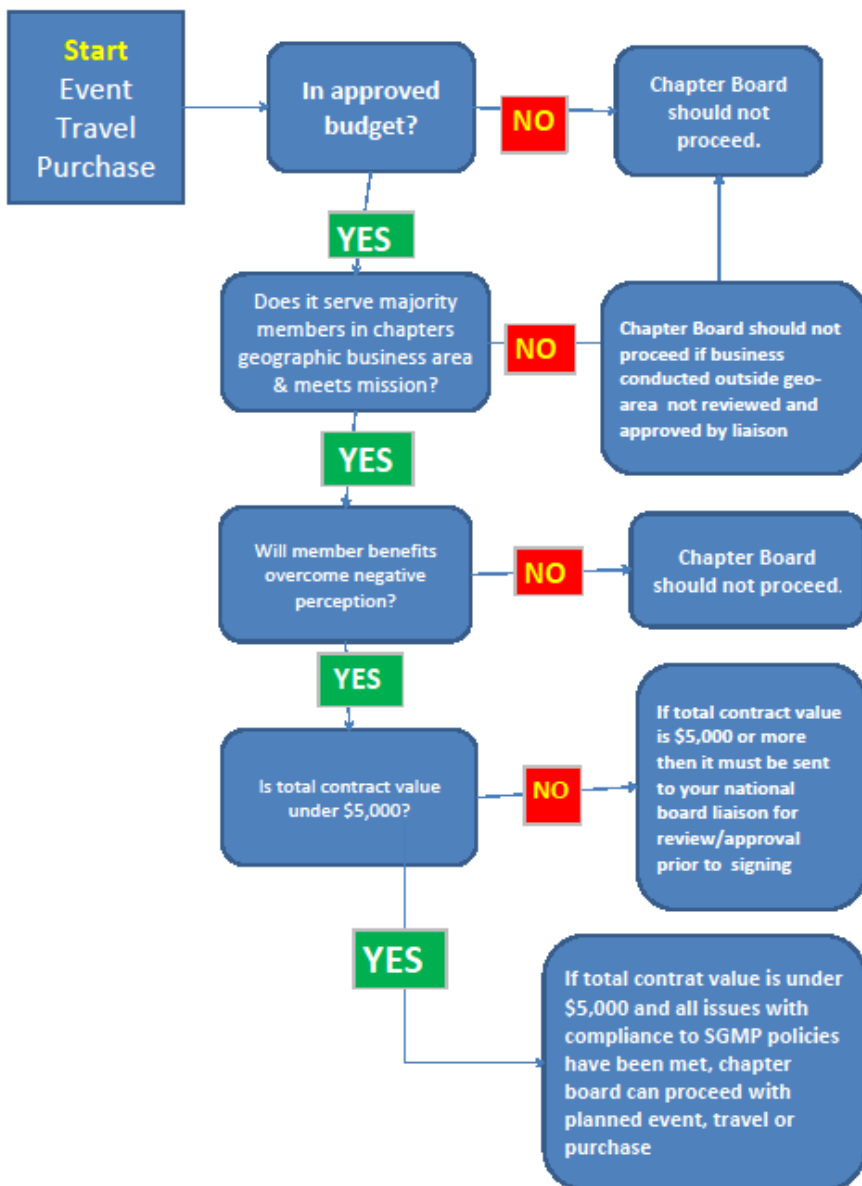
It is certainly reasonable, and can be quite beneficial, to hold a Chapter Board retreat at a location that can be isolated from the typical daily professional and personal interruptions, so that your chapter leadership can better focus and strategize as a team. A one or potentially two night stay could also, in some circumstances, be considered reasonable. However, the location must never merit or require travel by any other means than automobile. The Chapter Board is required to hold these meetings in its defined geographic area and any consideration to meet outside that area must be reviewed by the chapter’s National Board liaison for approval. Chapters may confirm their defined geographic areas on the SGMP website.

All event travel purchases should be thoroughly vetted by the Chapter Board to ensure it serves the majority of members and proper use of 501-c3 non-profit funds. This policy includes a Chapter Expense Analysis Flowchart to assist a Chapter Board in making good decisions for the well-being of the chapter members and to ensure SGMP operational compliance and transparent fiduciary decisions. As noted on the spreadsheet, any variance requests must be submitted to the chapter’s National Board liaison for prior review and approval/disapproval.

**Date of Origin: January 2012**

**Revised:**

**Reaffirmed:**



<b>SUBJECT:</b> <b>CHAPTER TRUSTEE APPOINTMENT</b>	<b>SECTION: CHAPTERS</b>  <b>Policy No: C-32</b>
<b>Date of Origin: December 2014</b> <b>Revised:</b> <b>Reaffirmed:</b>	

**PURPOSE**

This policy covers the appointment by the National Board of a Chapter Trustee when there is no available person to serve as Chapter President.

**POLICY**

If a Chapter President must step down due to retirement, job loss, or other reasons during their two-year term and the Chapter First Vice President or Immediate Past President is unable to step into that role, the current Chapter President should send an email as quickly as possible to their National Board Liaison and copy their Chapter Board informing them of the situation and when their official last day in office will be. It should also indicate that the First Vice President and/or Immediate Past President are unable to fill the role of Chapter President. The Chapter Board should then make recommendations to the National Board Liaison of a person who is willing to fulfil the role of Trustee. The person must meet the criteria of being a member of SGMP for at least six months prior. The National Board Liaison will confirm in writing with the proposed person that they are willing to be named by the National Board as Trustee and would be responsible for all job duties that relate the Chapter President.

Once the candidate has confirmed they understand the job duties, the National Board Liaison will submit in writing to the National Board President and copy the Executive Director & CEO (for distribution to the National Board) a request that said person is approved as the Trustee for a specific chapter for a period of 90 days. The 90 days can be renewed by the National Board for up to six months. After that time the National Board can refer to C-17 regarding action.

Once the National Board approves the appointment of a Trustee, the National Board Liaison shall submit in writing to the entire Chapter Board and appointed Trustee confirmation of the appointment and approved dates. The National Board Liaison is also responsible for calendaring the 90 days and making sure if it needs to go beyond, the National Board President is notified and can have the issue before the National Board to approve an extended 90 days.

# CHAPTER FINANCES

<b>SUBJECT:</b> <b>CHAPTER BUDGET APPROVAL</b>	<b>SECTION: CHAPTER FINANCES</b> <b>Policy No: CF-1</b>
<b>Date of Origin: September 2008</b>	
<b>Revised: October 2009</b>	
<b>Reaffirmed:</b>	

**PURPOSE**

Chapter budgeting will direct the spending of funds to be properly allocated based on anticipated incoming revenue.

**POLICY**

All Chapters are required to produce an annual budget. The budget will be based upon a 12 month fiscal year, starting July 1 and ending June 30 of the following year. Prior to each fiscal year beginning July 1, the Chapter Treasurer and Chapter President should lead the entire Chapter Board in the development of the fiscal year budget. The chapter is required to use and submit its budget on one the standard Excel accounting form provided by SGMP.

All chapter budgets must be approved by the Chapter Board. The yearly due date for submission is July 31. Chapter Treasurers are required to have their approved chapter budgets to SGMP Headquarters by this date. SGMP Headquarters and the National Treasurer will review each chapter’s budget for final approval to ensure all IRS mandated non-profit organization guidelines are being properly followed.

With respect to chapter budgets, SGMP will categorize chapters into two categories—large chapters and regular chapters—because of IRS filing stipulations and guidelines. Large chapters are defined as chapters that have an annual gross income of more than \$25,000 per year over a three-year period; all other chapters will be considered as Regular chapters.



<b>SUBJECT:</b> <b>CHAPTER BUDGET FORMS</b>	<b>SECTION: CHAPTER FINANCES</b> <b>Policy No: CF-2</b>
<b>Date of Origin: September 2008</b> <b>Revised:</b> <b>Reaffirmed:</b>	

**PURPOSE**

The institution of standardized budget forms will provide clear, concise reporting that is consistent among all chapters and provide better information for filing 990 forms.

**POLICY**

All chapters are required to use the standardized budget form provided by SGMP.

The SGMP Treasurer's Template is the standardized form for all chapters. These forms are required as of July 1, 2009, and replaced any other chapter budget forms that may have been in use prior to June 30, 2009.

<b>SUBJECT:</b> <b>CHAPTER BUDGET GUIDELINES TO PROTECT NON-PROFIT STATUS (THE 80/20 RULE)</b>	<b>SECTION: CHAPTER FINANCES</b> <b>Policy No: CF-3</b>
<b>Date of Origin: September 2008</b> <b>Revised: October 2009</b> <b>Reaffirmed:</b>	

**PURPOSE**

For all SGMP chapters to meet IRS requirements for non-profit organizations income allocation.

**POLICY**

Each chapter is required to meet the financial obligations of a non-profit organization as determined by the United States Internal Revenue Service. The basic premise to adhere to in the chapter budgeting process is the 80/20 Rule. This means that 80 percent of the chapter’s annual budgeted income must be allocated to the education mission of the Society; these funds must be used in conjunction with or provide education to SGMP members. The remaining 20 percent of the chapter’s annual budgeted income can be allocated to the annual operation of the chapter. These funds are used for the administration of the chapter. Please refer to the Chart of Accounts for a detailed description of how the income and expense transaction will be coded.

**FORMS**

Chart of Accounts

<b>SUBJECT:</b> <b>CHAPTER BUDGET CHART OF ACCOUNTS</b>	<b>SECTION: CHAPTER FINANCES</b> <b>Policy No: CF-4</b>
<b>Date of Origin: September 2008</b>	
<b>Revised: March 2009; October 2009</b>	
<b>Reaffirmed:</b>	

**PURPOSE**

To standardize accounting procedures and codes.

**POLICY**

All chapters are required to use the standard Chart of Accounts in their annual budget.

In an effort to streamline and standardize each chapter’s accounting procedure, and to adhere to IRS Form 990, Form 990-PF (electronic), and the 80/20 Rule, SGMP will require all chapters to use a standard Chart of Accounts. Chapter Treasurers are responsible for the accurate and proper coding of income and expenses to the appropriate account on the chapter’s budget.

Large chapters, with income greater than \$25,000, shall use the 990-N form. All other chapters, with income less than \$25,000, shall use the 990-EZ form.

The standard List of Budget Accounts has been created for all chapters. It has been outlined and organized in CBF-1, the Chapter Budget Forms. There are itemized categories in the List of Budget Accounts, and all transactions will be categorized into one of the four transaction types:

1. **Assets**

Assets are those items the chapter owns and which have value. Assets can include cash, accounts receivable (amounts owed to the chapter by customers), inventory, supplies, and equipment, such as a laptop or camera.

2. **Liabilities**

Liabilities are amounts owed by the chapter. Liabilities include items payable, accrued national fees, legal fees, tax fees, liens, or debts that are assessed to the chapter.

3. **Expenses**

Expense is the money the chapter pays for charges, such as monthly meeting expenses, speakers, chapter board travel, bank charges, or management fees.

4. **Income**

Income is the money the chapter brings in from events, raffles, registrations, memberships, and fundraisers.

<b>SUBJECT: CHAPTER FINANCIAL MANAGEMENT RULES</b>	<b>SECTION: CHAPTER FINANCES Policy No: CF-5</b>
<b>Date of Origin: September 2008 Revised: October 2009; April 2011; June 2014 Reaffirmed:</b>	

**PURPOSE**

To provide expected guidelines in the allocation and spending of chapter funds that meet SGMP guidelines and ethics practices.

**POLICY**

All chapters are required to use the standard Chart of Accounts in their annual budget.

1. The chapter must ensure that the chapter expenses are separate from any board member’s personal expenses and that chapter funds are never included or held with member’s personal funds.
2. The chapter is required to provide sufficient documentation for all chapter financial transactions.
3. All chapter members requesting chapter funds for official purposes must always produce a receipt.
4. The chapter may never loan any chapter funds to anyone at any time for any reason.
5. The chapter is not allowed to pay for or refund a member’s annual membership dues in full or in part with chapter funds.
6. The chapter must ensure that chapter funds are used for authorized and legitimate expenses, which adhere to the Society’s mission (the 80/20 Rule).
7. The chapter is not allowed to use chapter funds to pay for or refund members’ fees for any certification costs (full or partial) other than the “CGMP” certification.
8. The chapter is not allowed to use chapter funds for donations and personal gifts for any reason. Community service donations backed by funds collected are exempt from this policy.

<b>SUBJECT:</b> <b>CHAPTER BANKING TRANSACTIONS RULES</b>	<b>SECTION: CHAPTER FINANCES</b> <b>Policy No: CF-6</b>
<b>Date of Origin:</b> September 2008	
<b>Revised:</b> October 2009	
<b>Reaffirmed:</b>	

**PURPOSE**

To establish requirements for the housing of chapter funds and procedures for banking transactions.

**POLICY**

All chapters are required to maintain chapter funds in a local bank insured by the Federal Deposit Insurance Corporation. The Treasurer is responsible for ensuring all spending transactions are properly approved.

Chapters are required to maintain a local bank operating account that is in the name of the chapter, which is co-owned by the Society of Government Meeting Professionals. The business address on file with the bank must be the official Post Office Box of the chapter that is on record with SGMP Headquarters.

All transactions involving chapter funds to be spent for official use must be approved by the Chapter Treasurer or by a majority Chapter Board vote. Amounts under \$500 for Regular chapters and amounts under \$1,500 for large chapters may be approved by the Treasurer or by the Chapter President, in the absence of the Chapter Treasurer. For expenditures above these thresholds, the Chapter Treasurer must seek and obtain approval from a majority of the Chapter Board.

Access to the chapter's financial accounts will be restricted to the Chapter Treasurer and the Chapter President. They must be on the bank signature card. If the Chapter Treasurer's or Chapter President's Board position is vacant, an additional Chapter Board member may be granted access to the chapter's financial accounts, with approval from the National Treasurer or SGMP's Executive Director. A copy of the signature card must be sent to SGMP Headquarters to be kept on file.

Chapter Treasurer approval threshold levels:

- Large Chapters up to \$1,500 without Chapter Board approval
- Regular Chapters up to \$500 without Chapter Board approval

<b>SUBJECT:</b> <b>CHAPTER BANK SIGNATURE CARD</b>	<b>SECTION: CHAPTER FINANCES</b> <b>Policy No: CF-7</b>
<b>Date of Origin: September 2008</b> <b>Revised: October 2009</b> <b>Reaffirmed:</b>	

**PURPOSE**

To provide guidelines for the bank signature card.

**POLICY**

All chapters are required to maintain a current and accurate signature card at the bank where chapter funds are held.

The bank signature card must always be current and up to date with the proper authorized signatures. All bank signature card changes must be completed no later than 30 days after any change has occurred with the Chapter Board, so that the most current banking information is on file.

SGMP Headquarters must be notified in writing of all changes to the banking signature card and/or records, and the written notice must be accompanied by a copy of the new bank signature card.

<b>SUBJECT:</b> <b>CHAPTER DEBIT CARDS GUIDELINES</b>	<b>SECTION: CHAPTER FINANCES</b> <b>Policy No: CF-9</b>
<b>Date of Origin: September 2008</b> <b>Revised: October 2009; September 2013</b> <b>Reaffirmed:</b>	

**PURPOSE**

To provide accepted guidelines for the usage of chapter bank debit cards.

**POLICY**

All chapters are required to provide debit information to SGMP Headquarters and all debit card transactions must be reviewed twice a month.

Debit cards may be issued to only the Chapter Treasurer and Chapter President as listed on the bank signature card. The bank account should be restricted; no more than two debit cards may be issued. A photocopy of the debit card and government issued identification card of the cardholder must be kept on file at SGMP Headquarters.

The Chapter Treasurer and Chapter Board must review all debit card transactions, including ATM withdrawals. The Chapter Treasurer and Chapter President should view the chapter’s bank account online (or at the branch) at least two times per month to review the activity of the chapter’s checking account. If there are any questionable charges, the Chapter Treasurer or Chapter President has the fiduciary responsibility to follow up on the validity of the charge and its approval for use of chapter funds.

<b>SUBJECT:</b> <b>CHAPTER FINANCIAL ACCOUNTS</b> <b>TRANSITION SCHEDULE</b>	<b>SECTION: CHAPTER FINANCE</b> <b>Policy No: CF-10</b>
<b>Date of Origin: September 2008</b> <b>Revised: October 2009</b> <b>Reaffirmed:</b>	

**PURPOSE**

To ensure chapters properly and in a timely manner address the transition of financial matters.

**POLICY**

Starting July 1 of each fiscal year, whenever a change occurs in the office of Chapter Treasurer and/or Chapter President, chapters will have 30 business days in which to change all financial accounts, passwords and PINs.

The outgoing treasurer and president must hand over the debit cards linked to the chapter's bank account, and said debit cards should be destroyed in the presence of the previous cardholder.



<b>SUBJECT:</b> <b>CHAPTER TREASURER RESPONSIBILITIES</b>	<b>SECTION: CHAPTER FINANCE</b> <b>Policy No: CF-11</b>
<b>Date of Origin: September 2008</b> <b>Revised: October 2009</b> <b>Reaffirmed:</b>	

**PURPOSE**

To clearly state the fiduciary responsibilities of the Chapter Treasurer.

**POLICY**

The Chapter Treasurer is charged with the responsibility and custody of the chapter’s bank accounts and assets.

The treasurer must accurately account for all transactions that take place within the chapter’s financial accounts. Deposits and disbursements from all of the chapter’s financial accounts must be accounted for on the month end report.

The treasurer will be responsible to provide the Chapter Board with a monthly detailed account of all chapter transactions. Those monthly reports will be submitted at the end of each fiscal year to SGMP Headquarters along with the year-end financial reports.

The monthly report to the Chapter Board will include a copy of the previous month’s bank statement with all receipts or documents attached as back-up for the transactions on the bank statement.

The treasurer is obligated to strictly follow all of SGMP’s policies and procedures in regards to record retention, financial reporting, bank account management, and asset management.

The treasurers must follow the policies and procedures in order to maintain accurate and accountable records to operate under the obligations as set forth by the IRS and to ensure SGMP’s nonprofit status remains in good standing.

<b>SUBJECT:</b> <b>CHAPTER ACCOUNTING PROCEDURES</b> <b>REQUIREMENTS</b>	<b>SECTION: CHAPTER FINANCE</b> <b>Policy No: CF-12</b>
<b>Date of Origin: September 2008</b> <b>Revised: October 2009</b> <b>Reaffirmed:</b>	

**PURPOSE**

To provide expected guidelines on keeping the financial records for the chapter.

**POLICY**

The Chapter Treasurer must maintain accurate records of the chapter's income and expenses on a monthly basis.

Accurate records for all chapter income and expense transactions must be kept in an orderly fashion and must be reconciled with the chapter bank statement each month. All transactions must be accounted for by the treasurer.

All income and expense transactions on the chapter's bank statement must be accounted for and accompanied by a receipt or deposit slip.

The treasurer will maintain a Treasurer's Log, which will consist of, but not be limited to, all cash transactions, deposits, chapter expenses, asset information, and copies of all contracts for the chapter.

<b>SUBJECT:</b> <b>CHAPTER RECEIPTS REQUIREMENTS</b>	<b>SECTION: CHAPTER FINANCES</b> <b>Policy No: CF-13</b>
<b>Date of Origin: September 2008</b> <b>Revised: October 2009</b> <b>Reaffirmed:</b>	

**PURPOSE**

To maintain due diligence in the practice of providing receipts for chapter expenses.

**POLICY**

The Chapter Treasurer must ensure that all chapter expenses are accompanied by receipts.

Receipts must accompany all expense disbursements from the chapter financial accounts. The receipts must be presented to the Chapter Board monthly and also sent to the SGMP Headquarters, with the Chapter Treasurer's year-end financial report. In addition to the receipts, the year-end report would also include the Treasurer's Log for that fiscal year.

Chapters that grossed more than \$25,000, reference Policy F-17 for timeline guidelines.

<b>SUBJECT:</b> <b>CHAPTER DEPOSITS REQUIREMENTS</b>	<b>SECTION: CHAPTER FINANCES</b> <b>Policy No: CF-14</b>
<b>Date of Origin: September 2008</b>	
<b>Revised: October 2009</b>	
<b>Reaffirmed:</b>	

**PURPOSE**

To establish the required guidelines for the documentation of bank deposits.

**POLICY**

Deposit slips or ATM receipts are required to support all deposit transactions in the chapter's financial accounts.

The deposit slips must be presented to the Chapter Board monthly and also sent to the SGMP Headquarters, with the Chapter Treasurer's year-end financial report. It should match the accompanying cash sign-off sheet signed by the volunteer members who collected the money.

In addition to the deposit slips, the year-end report would also include the Treasurer's Log for that fiscal year.

Chapters that grossed more than \$25,000, see Policy CF-17 for timeline guidelines.

<b>SUBJECT:</b> <b>CHAPTER CASH TRANSACTIONS</b> <b>TRACKING REQUIREMENTS</b>	<b>SECTION: CHAPTER FINANCES</b> <b>Policy No: CF-15</b>
<b>Date of Origin: September 2008</b> <b>Revised: October 2009</b> <b>Reaffirmed:</b>	

**PURPOSE**

To establish the required guidelines for the documentation of cash transactions.

**POLICY**

All cash transactions must be properly recorded and verified at all times. A receipt book for cash transactions should be used at all times.

- Two members (volunteers) should verify the cash and present to the Chapter Treasurer or Chapter Board member for deposit.
- All three should sign off on the transfer of cash funds to the treasurer or board member, in the absence of the Chapter Treasurer (sign-off sheet available online). It is preferred that the treasurer be present, if possible, for the collection of checks or cash.
- Member volunteers may assist the treasurer or board member in the collection of chapter funds, as long as safe accounting procedures are mandated and followed.
- Any cash collected on the chapter’s behalf should be put into a sealed envelope and deposited as collected. Chapter funds should never be stored or kept with personal funds or replaced by a personal check for deposit.
- Deposit of chapter funds should take place by the next available banking day after they are received by the treasurer or board member, in the absence of the treasurer.

<b>SUBJECT:</b> <b>CHAPTER CHECK WRITING</b> <b>REQUIREMENTS</b>	<b>SECTION: CHAPTER FINANCES</b> <b>Policy No: CF-16</b>
<b>Date of Origin: September 2008</b> <b>Revised: October 2009</b> <b>Reaffirmed:</b>	

**PURPOSE**

To establish the required guidelines for the documentation of the writing and issuance of checks. This policy is based upon Sarbanes-Oxley Act legislation passed by the United States Congress.

**POLICY**

All chapter checks must have the appropriate accompanying documentation provided in the chapter financial month-end report.

Accompanying documentation includes, but is not limited to, invoices, banquet event order forms, bills, receipts, and official SGMP reimbursement form with proper documentation.

SGMP strictly forbids the Chapter Treasurer or Chapter President to write themselves reimbursement checks or to directly withdraw chapter funds via a debit card for the reimbursement of chapter funds.

<b>SUBJECT:</b> <b>CHAPTER AUDIT REQUIREMENTS</b>	<b>SECTION: CHAPTER FINANCES</b> <b>Policy No: CF-17</b>
<b>Date of Origin: September 2008</b>	
<b>Revised: October 2009; March 2010, April 2011; August 2014</b>	
<b>Reaffirmed:</b>	

**PURPOSE**

To establish the required guidelines independent audits of chapter funds. This policy is based upon Sarbanes-Oxley Act legislation passed by the United States Congress.

**POLICY**

SGMP mandates that, as of July 1, 2008, each of the affiliated chapters have a year-end financial audit by an independent accounting firm or a financial review by SGMP’s Financial Review Committee.

The Financial Review Committee will be comprised of the National Treasurer, SGMP’s Executive Director, and at least one additional National Board member.

The Financial Review Committee will review all Regular chapters that gross less than \$25,000 per year. The Large chapters that gross more than \$25,000 per year are required to use an independent audit firm.

The auditing firms should be changed every five years to maintain a truly independent audit.

SGMP headquarters must review all chapters’ annual fiscal year-end financial report with all of their financial documentation. The fee for this service, to be billed annually, is based on the size of the chapter:

- Level 1 Chapter - \$200 (55 members or less)
- Level 2 Chapter - \$350 (56 to 149 members)
- Level 3 Chapter - \$400 (150 to 200 members)
- Level 4 Chapter - \$425 (201 or more members)

<b>SUBJECT:</b> <b>CHAPTER FINANCIAL TRANSACTIONS</b> <b>DOCUMENTATION REQUIREMENTS</b>	<b>SECTION: CHAPTER FINANCES</b> <b>Policy No: CF-18</b>
<b>Date of Origin: September 2008</b> <b>Revised: October 2009</b> <b>Reaffirmed:</b>	

**PURPOSE**

Using the Sarbanes-Oxley Act passed by the U.S. Congress for guidance, SGMP has determined that our nonprofit organization should have a written, mandatory document retention and periodic destruction policy. Such a policy will also help limit accidental or innocent document destruction.

Each chapter is required to maintain written document retention of all financial transactions; these documents will be housed by SGMP Headquarters. The following policies and procedures cover document retention, back-up retention procedures, archiving of documents, and regular check-ups of the reliability of the system. Chapters are advised that if an official investigation is underway, or even suspected to be underway, the nonprofit management of the chapter must stop any document purging in order to avoid criminal obstruction charges.

**POLICY**

SGMP requires the Chapter Treasurer to properly and accurately account for all financial transactions made by the chapter.

The treasurer is responsible to balance the chapter’s checking account each month, reconcile any discrepancies, and provide a detailed financial accounting to the Chapter Board and SGMP Headquarters. The Chapter Board has the ultimate fiduciary responsibility for reviewing and approving the chapter’s financial reports.

The chapter’s monthly bank statements and debit card statements should be reconciled immediately when they are received. If errors are found, they must be investigated and reconciled before submission of the month-end financial report. The treasurer and Chapter Board must submit the month end report to SGMP Headquarters no later than 15 business days after the first of every month.

SGMP will require the chapters to record all financial information on the official SGMP accounting forms. After the information on revenue, expenses, assets and liabilities equity has been collected, the treasurer must set aside time to put this information into the SGMP standard accounting forms.



<b>SUBJECT:</b> <b>CHAPTER MONTHLY REVIEW OF FINANCIAL ACCOUNTING FORMS</b>	<b>SECTION: CHAPTER FINANCES</b> <b>Policy No: CF-19</b>
<b>Date of Origin: September 2008</b> <b>Revised: October 2009</b> <b>Reaffirmed: November 2010</b>	

**PURPOSE**

To establish the required guidelines for a Chapter Board to review and assess the chapter’s financial health.

**POLICY**

The Chapter Treasurer and Chapter President should review the financial accounting forms at least once a month. The treasurer, or president in the absence of the treasurer, must present the current and updated forms to the Chapter Board at least once a month. These forms are as follows:

- **Balance Sheet**  
The Balance Sheet shows the financial position of the chapter by comparing the chapter’s assets and liabilities.
  
- **Profit and Loss or Income Statement**  
The Profit and Loss Statement shows the chapter income and expenses for the month. The expenses will be listed with a percentage column, so the Chapter Board may analyze the chapter’s expenses in each category, to determine future spending and asset allocation. This will help the Chapter Board ensure that spending is in line with the approved budget.
  
- **Accounts Receivable Sheet**  
The treasurer and board should review the chapter’s accounts receivables to ensure proper and timely payment from members and vendors. The form should detail which members and vendors owe the chapter and how long these amounts have been unpaid. The treasurer and board should actively pursue any accounts receivable to ensure the chapter collects all outstanding monies due to the chapter. The goal of every chapter should be to have no outstanding accounts receivable on the books for longer than 30 days.

<b>SUBJECT:</b> <b>CHAPTER MONTHLY REVIEW OF FINANCIAL ACCOUNTING FORMS</b>	<b>SECTION: CHAPTER FINANCES</b> <b>Policy No: CF-19</b> <i>(continued)</i>
<b>Date of Origin: September 2008</b> <b>Revised: October 2009</b> <b>Reaffirmed: November 2010</b>	

During review of all the financial reports, it is important for the treasurer and board to analyze and assess the financial status of the chapter's operating budget. Here are some guidelines to help make sound financial decisions.

- **Are the chapter's expenses increasing?**  
 If any expenses are increasing as a percentage to budget, it might be a sign that your chapter is spending too much money in this area. For example, if award expenses increase, the chapter may need to hold back on spending in this area. Analyze the entire budget. Decreased spending in one category may enable certain categories to exceed the budgeted spending amount.
- **Are revenues decreasing?**  
 Revenue fluctuates during the year; revenues will go up and down at certain times of the year. If the chapter comes to the realization that income is declining with no reasonable explanation, the treasurer and board have the fiduciary responsibility to investigate. The board should analyze the following areas to determine why revenue may be decreasing: membership drops, missing or erroneous deposits, underestimation of fundraising events, lack of attendees at monthly meetings, or any area that may not be reported on the standard accounting form.
- **Are liabilities increasing?**  
 Should the treasurer and board determine the chapter's liabilities are increasing at a more-than-expected rate, please contact the National Treasurer and SGMP Headquarters to discuss options with the chapter.

<b>SUBJECT:</b> <b>CHAPTER IRS TAX REPORTING FORMS 990 &amp; 990-PF</b>	<b>SECTION: CHAPTER FINANCES</b> <b>Policy No: CF-20</b>
<b>Date of Origin: September 2008</b> <b>Revised: March 2009; October 2009</b> <b>Reaffirmed:</b>	

**PURPOSE**

To establish the required guidelines in reporting IRS 990 forms for tax nonprofit tax purposes.

**POLICY**

All chapters must submit a year-end financial report to SGMP Headquarters by August 15 of each year.

The chapters are required to complete the SGMP Treasurer’s Template as specified in Policy CF-2 and submit all receipts, bank statements, and supporting backup information that have been recorded in the year-end report for the specified tax year. Chapters must retain all records for a particular tax year together in one secure location. Yearly records must be maintained for a seven year period. These financial records will be kept permanently at SGMP Headquarters under the Chapter Records Retention Program.

SGMP Headquarters will file the appropriate IRS 990 tax form for each chapter. Once the tax form has been filed, SGMP Headquarters will advise the chapter of its tax status, which will include a copy of the chapter’s *Public Disclosure*. Based on the chapter’s year-end tax status, and any associated service or filing fees, SGMP may have to advise the chapter in question that they will have to post a *liability* for the following fiscal year.

Large chapters, with income greater than \$25,000, shall use the 990-N form. All other chapters, with income less than \$25,000, shall use the 990-EZ form.

<b>SUBJECT:</b> <b>CHAPTER SAVINGS, CDs, AND ASSETS</b>	<b>SECTION: CHAPTER FINANCES</b> <b>Policy No: CF-21</b>
<b>Date of Origin: April 2009</b> <b>Revised: October 2009</b> <b>Reaffirmed:</b>	

**PURPOSE**

For all SGMP Chapters to meet IRS requirements for non-profit organization income and savings allocation.

**POLICY**

All SGMP Chapters must obtain prior approval from the National Treasurer and the Executive Director before they can open and deposit any chapter funds into any type of savings account (examples of the types of accounts that must be approved are savings accounts, money market accounts, Certificates of Deposits and/or interest bearing checking accounts, in addition to the chapter's regular checking account).

A request for approval must be in writing and submitted to SGMP Headquarters, and written approval from the National Treasurer and the Executive Director must be received by the Chapter President before the savings account may be opened.

<b>SUBJECT:</b> <b>CHAPTER DUES REVENUE SHARING FOR EXISTING CHAPTERS</b>	<b>SECTION: CHAPTER FINANCES</b> <b>Policy No: CF-22</b>
<b>Date of Origin: November 2008</b> <b>Revised: October 2009; April 2011; August 2013</b> <b>Reaffirmed:</b>	

**PURPOSE**

To establish the required guidelines for revenue sharing between SGMP (national) and the chapters. This excludes Educator/Student and Retiree members.

**POLICY**

The revenue share to chapters will be a flat rate of \$25 per member (effective January 1, 2014).

**SUBJECT:**  
**CHAPTER SPONSORSHIP OF NATIONAL  
EDUCATION CONFERENCE**

**SECTION: CHAPTER FINANCES**  
**Policy No: CF-23**

**Date of Origin: November 2008**

**Revised: January 2009; October 2009; April 2011**

**Reaffirmed:**

**Eliminated: October 2013**

<b>SUBJECT:</b> <b>CHAPTER PURCHASES OF GIFT CARDS</b>	<b>SECTION: CHAPTER FINANCES</b> <b>Policy No: CF-24</b>
<b>Date of Origin: January 2011</b> <b>Revised:</b> <b>Reaffirmed:</b>	

**PURPOSE**

To establish the required guidelines for the chapter’s purchase of gift cards.

**POLICY**

SGMP chapters are allowed to offer gift cards to members as awards or recognition (such as membership drives, chapter contests, committee involvement, etc). Each member is only eligible to receive up to \$25 per fiscal year. The chapter treasurer and chapter president must sign the SGMP gift card form at the time the gift card is purchased. That form must then be attached to the gift card and the member must sign it when it is received. A copy of that completed form must then be attached to the monthly financial report and submitted to SGMP headquarters for the month that the gift card was purchased.

The member who receives the gift card must sign-off on the form once they take possession of the gift card. The form with the member’s signature must be submitted with the financial documents in the month that the member takes possession of the gift card.

This policy is based upon the private inurement doctrine:

The doctrine of private inurement prohibits a tax-exempt organization from using its assets to benefit any individual or entity that has a close relationship to the organization (such as a director, officer, key employee), or other “insider” (such as members, volunteers and sponsors). The issue of private inurement often arises when an organization pays unreasonable compensation (more than the value of the services) to an insider, but the inurement prohibition is designed to reach any transaction through which an insider unduly benefits, either directly or indirectly, from his or her position in an organization using tax-exempt funds or assets.

Historically, the only sanction for a private inurement violation was revocation of the organization’s tax exempt status. However, the intermediate sanctions rules enacted in 1996 permit the IRS to impose an excise tax on individuals who improperly benefit from transactions using assets of a non-profit organization when that benefit does not conform to the non-profits primary mission. Also the managers of the organization who approved the benefit may also be assessed the excise tax.



## Chapter Purchases of Gift Cards Form [CF-24]

*SGMP chapters are allowed to offer gift cards to members as awards or recognition (such as membership drives, chapter contests, committee involvement, etc). Each member is only eligible to receive up to \$25 per fiscal year.*

*The chapter treasurer and chapter president must sign the SGMP gift card form at the time the gift card is purchased. That form must then be attached to the gift card and the member must sign it when it is received. A copy of that completed form must then be attached to the monthly financial report and submitted to SGMP headquarters for the month that the gift card was purchased.*

*The member who receives the gift card must sign-off on the form once they take possession of the gift card. The form with the member's signature must be submitted with the financial documents in the month that the member takes possession of the gift card.*

**The following gift card has been purchased with chapter funds:**

\_\_\_\_\_  
*(Type of Gift Card and Last Four Digits)*

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
*Chapter Treasurer*

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
*Chapter President*

**The gift card was received by chapter member** \_\_\_\_\_.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
*Chapter Member*



# **GENERAL**

<b>SUBJECT:</b> <b>PARTICIPATION IN “FAM” TRIPS</b>	<b>SECTION: GENERAL</b> <b>Policy No: G-1</b>
<b>Date of Origin: September 1987</b> <b>Revised:</b> <b>Reaffirmed: July 1992; January 2003; April 2008</b>	

**PURPOSE**

This policy states SGMP’s position related to familiarization trips.

**POLICY**

SGMP does not sanction, endorse, or sponsor site familiarization or “FAM” trips.

<b>SUBJECT:</b> <b>ACCEPTING MATERIALS FOR PUBLICATION BY SGMP (NATIONAL)</b>	<b>SECTION: GENERAL</b> <b>Policy No: G-2</b>
<b>Date of Origin: September 2000</b> <b>Revised: January 2003; April 2008; October 2009</b> <b>Reaffirmed:</b>	

**PURPOSE**

This policy covers the circumstances under which SGMP will accept materials for publication in an official SGMP publication.

**POLICY**

SGMP will not accept material for publication in an SGMP publication that:

- ◆ Discriminates against any category of membership
- ◆ Conflicts with the SGMP Bylaws or SGMP policy
- ◆ Seeks to endorse any member or activity other than official SGMP functions

All articles submitted for publication in an SGMP (national) publication are submitted with the understanding that the material will be edited as required. The meaning and intent of the article will not be changed; however, the grammar and punctuation will be clarified. Articles can and will be edited or cut to fit the space available.

SGMP will accept an advertisement to appear in SGMP publications from an advertising agency, provided SGMP receives authorization from the member.

<b>SUBJECT:</b> <b>SELLING OR DISTRIBUTING MEMBER</b> <b>EMAIL ADDRESSES</b>	<b>SECTION: GENERAL</b> <b>Policy No: G-3</b>
<b>Date of Origin: July 2000</b> <b>Revised: April 2008; October 2009; September 2011</b> <b>Reaffirmed:</b>	

**PURPOSE**

SGMP (national) and our chapters conduct a large amount of its member benefits communication via email and there will always be a danger of a member feeling that his/her email address is being abused. This policy covers the use and sale of planner member email addresses to strike an appropriate balance between our members' privacy and our Society's promotional efforts and marketing campaigns.

**POLICY**

Email addresses are primarily for internal use of the SGMP (national) and Chapter Boards for the dissemination of Society business information.

However,

- 1) SGMP Headquarters may sell or release lists containing planner member email addresses, provided that its purpose serves the best interests of our members in their roles as government meeting professionals.
- 2) Chapters may sell or release lists containing planner member email addresses, provided that its purpose serves the best interests of our members in their roles as government meeting professionals. Chapter board approval is required for such use by chapters and each chapter is to set its policy to address such circumstances where email addresses are sold or released for purposes other than the dissemination of Society business information.

<b>SUBJECT:</b> <b>SELLING OR DISTRIBUTING MEMBER</b> <b>CONTACT LIST BY SGMP (NATIONAL)</b>	<b>SECTION: GENERAL</b> <b>Policy No: G-4</b>
<b>Date of Origin: October 1992</b> <b>Revised: January 2003; April 2008; October 2009; October 2011</b> <b>Reaffirmed:</b>	

**PURPOSE**

This policy covers the sale of SGMP member contact lists by SGMP (national).

**POLICY**

Only SGMP members can purchase SGMP member contact lists. Member contact lists will be sold at a cost determined by the National Board.

The prices for the purchase of member contact lists from SGMP (national) are as follows:

- ◆ Nationwide planner member contact list \$525
- ◆ NEC Planner Registrants \$295
- ◆ State-specific (by geography/address) planner member contact list \$65/state

<b>SUBJECT:</b> <b>MAINTAINING INDUSTRY ORGANIZATION MEMBERSHIPS</b>	<b>SECTION: GENERAL</b> <b>Policy No: G-5</b>
<b>Date of Origin: January 1989</b> <b>Revised: October 2009</b> <b>Reaffirmed: July 1992; April 2008</b>	

**PURPOSE**

SGMP is an integral part of the meetings and hospitality industry. In order to maintain industry relationships, the following policy was developed to ensure that SGMP maintains allied industry organization memberships.

**POLICY**

SGMP will maintain membership in the Convention Industry Council (CIC) and any other pertinent organization deemed appropriate by the National Board.

<b>SUBJECT:</b> <b>SGMP LOGO USAGE</b>	<b>SECTION: GENERAL</b> <b>Policy No: G-6</b>
<b>Date of Origin: June 1995</b> <b>Revised: October 2009</b> <b>Reaffirmed: April 2008</b>	

**PURPOSE**

This policy covers the formatting of the SGMP (national) logo.

**POLICY**

The acronym “SGMP” shall always be used in upper case.

<b>SUBJECT:</b> <b>VENDOR CONTRACT SIGNATURES</b>	<b>SECTION: GENERAL</b> <b>Policy No: G-7</b>
<b>Date of Origin: September 1995</b>	
<b>Revised: January 2003; April 2008; October 2009</b>	
<b>Reaffirmed:</b>	

**PURPOSE**

This policy covers contracts made between SGMP and service providers.

**POLICY**

Any contract or agreement for service requiring expenditures more than \$5,000, and without prior approval of the National Board by motion or through budget approval, must be in writing (by contract, letter of intent, or purchase order) and approved by the National President or the president's designee.

The SGMP Executive Director and/or Deputy Director must sign all contracts between the Society of Government Meeting Professionals and vendors doing business with SGMP. The National President signs the Executive Director's contract with SGMP.



<b>SUBJECT:</b> <b>CONFLICTS OF INTEREST WITH RFPs</b>	<b>SECTION: GENERAL</b> <b>Policy No: G-8</b>
<b>Date of Origin: June 1995</b>	
<b>Revised: March 2003; April 2008; October 2009</b>	
<b>Reaffirmed:</b>	

**PURPOSE**

This policy was created to avoid the appearance of conflict of interest between serving on the National Board or a Chapter Board and business opportunities generated through RFPs.

**POLICY**

National Board members are not permitted to respond to SGMP “Requests for Proposal” while they are currently serving as National Board members.

Chapter Board members are not permitted to respond to chapter “Requests for Proposals” while they are currently serving as Chapter Board members.

This policy does not include RFPs for meetings, retreats or conferences where a supplier’s company would be providing the services.

<b>SUBJECT:</b> <b>USE OF OFFICIAL SGMP STATIONARY</b>	<b>SECTION: GENERAL</b> <b>Policy No: G-9</b>
<b>Date of Origin: December 1995</b>	
<b>Revised: October 2009</b>	
<b>Reaffirmed: April 2008</b>	

**PURPOSE**

This policy covers the authorized stationary for official correspondence.

**POLICY**

All SGMP (national) correspondence shall be on official SGMP stationary, as approved by the National Board.

All chapter correspondence shall be on official chapter stationary that carries the approved Chapter/SGMP Logo, or SOCIETY OF GOVERNMENT MEETING PROFESSIONALS.

Chapter printed materials may be in colors of their choice.

<b>SUBJECT:</b> <b>MAKING OFFICIAL STATEMENTS ON</b> <b>BEHALF OF SGMP (NATIONAL)</b>	<b>SECTION: GENERAL</b> <b>Policy No: G-10</b>
<b>Date of Origin: January 1996</b> <b>Revised: September 1999; April 2008 October 2009</b> <b>Reaffirmed:</b>	

**PURPOSE**

The National Board, Executive Director or Deputy Director makes official statements on behalf of SGMP. This policy covers situations when chapters are asked for opinions on issues.

**POLICY**

When a chapter addresses any issue, written or oral, it shall be explicitly stated that this statement reflects the opinions of that particular chapter and not necessarily the opinions of the entire organization.

<b>SUBJECT:</b> <b>PROHIBITION OF LOBBYING ACTIVITIES</b>	<b>SECTION: GENERAL</b> <b>Policy No: G-11</b>
<b>Date of Origin: November 1997</b>	
<b>Revised:</b>	
<b>Reaffirmed: April 2008; October 2009</b>	

**PURPOSE**

Government employees are often prohibited from participating in organizations that perform lobbying activities. This policy prohibits chapters or SGMP members representing SGMP to lobby.

**POLICY**

SGMP chapters or members representing SGMP are not permitted to participate in lobbying efforts.

<b>SUBJECT</b> <b>SHARING INDUSTRY PUBLICATIONS</b>	<b>SECTION: GENERAL</b> <b>Policy No: G-12</b>
<b>Date of Origin: November 1997</b> <b>Revised: September 2008; October 2009</b> <b>Reaffirmed: April 2008</b>	

**PURPOSE**

SGMP will make every attempt to keep the meetings industry informed on actions and activities of the Society. This policy covers sharing publications across the industry.

**POLICY**

Copies of the SGMP *Government Connections* magazine will be sent to other industry trade publications.

<b>SUBJECT:</b> <b>LOAN OF SGMP PROPERTY</b>	<b>SECTION: GENERAL</b> <b>Policy No: G-13</b>
<b>Date of Origin: January 1995</b>	
<b>Revised: January 2003; April 2008; September 2008; October 2009</b>	
<b>Reaffirmed:</b>	

### **PURPOSE**

This policy covers the policy and process for loaning SGMP property for use by chapters or individual members.

### **POLICY**

Any property purchased by SGMP Headquarters will belong to SGMP (national). Records will be prepared and maintained by SGMP Headquarters to assure the location and person accountable for all SGMP (national)-owned property.

Items that may be loaned include:

- Educational materials
- SGMP exhibit property

Requests for the loan of property will be directed to SGMP Headquarters, either by fax, mail or email.

The requestor will provide the following information:

- chapter
- responsible member name
- address
- phone number
- the event for which the property is borrowed
- event date(s)
- the date of planned return (which should be within two weeks following the event)

<b>SUBJECT:</b> <b>VOLUNTEERING FOR A NATIONAL COMMITTEE</b>	<b>SECTION: GENERAL</b> <b>Policy No: G-14</b>
<b>Date of Origin: December 2003</b> <b>Revised: November 2004; September 2005; January 2006; April 2008; October 2009, July 2012; July 2014</b> <b>Reaffirmed:</b>	

**PURPOSE**

Because committee work is a benefit to both the individual member and SGMP and is an integral part of the succession planning process, it is the goal of the National Board to encourage all members to participate on chapter or national committees. This section covers policies related to volunteering for SGMP (national) committees.

**POLICY**

SGMP members in good standing (*Government Planner, Contract Planner, Supplier or Associate Supplier*) may serve on only one SGMP (national) committee at a time. Members of the National Board and The Gilmer Trustees may serve as a liaison to a National committee and/or task force but may not simultaneously serve on another National committee and/or task force. Members of the National Board and The Gilmer Trustees may serve on a chapter committee, but not as chair or co-chair.

Members may only serve for a two-year term on each SGMP (national) committee.

All elected Chapter Board members currently serving on their Boards are eligible to serve during their elected term of office on an SGMP (national) committee, but may not serve as chair or co-chair, as it is their responsibility to focus on matters relating to their own chapter.

Only one member from each chapter shall be allowed to serve on a specific SGMP (national) committee at a time.

Retiree or Educator/Student members may serve only if another chapter member is not already serving on the committee. (SEE POLICY M-13)

**National Committees include:**

- Membership
- Nominations & Elections
- Other committees or task forces approved by the National Board

<b>SUBJECT:</b> <b>LIFETIME MEMBERSHIPS FOR PAST NATIONAL BOARD MEMBERS</b>	<b>SECTION: GENERAL</b> <b>Policy No: G-15</b>
<b>Date of Origin: March 2005</b> <b>Revised: April 2008; October 2009; December 2013</b> <b>Reaffirmed:</b>	

**POLICY**

Past national presidents and past national second vice presidents will be granted “lifetime” membership status (in the Society) by the National Board. This will be effective beginning with the first day after the end of their elected or appointed term or terms of office. A member, whether elected or appointed must serve the full 24 month term in order to be eligible for the “lifetime” membership status in the Society.

In addition to lifetime member status, each individual will receive lifetime National Education Conference registration. Lifetime registration does not include exhibit space at the National Education Conference.

Any past national president or second vice president who does not meet the above requirements (prior to July 1, 2013) and has been receiving lifetime membership status and registration will be grandfathered into this policy.



<b>SUBJECT:</b> <b>PROHIBITION OF PERSONAL GAIN BASED ON SERVICE TO SGMP</b>	<b>SECTION: GENERAL</b> <b>Policy No: G-16</b>
<b>Date of Origin: November 2010</b> <b>Revised:</b> <b>Reaffirmed:</b>	

**PURPOSE**

Elected officials, volunteer leaders and staff members of SGMP may not personally gain from the Society’s business through contracts or services. Examples of personal gain include, but are not limited to, money, gifts, rebates and awards points. This policy outlines the rules regarding the ownership of “frequent flyer” or “honors” program points for SGMP volunteers and staff.

**POLICY**

Elected officials, volunteer leaders and staff members of SGMP may not personally gain from the Society’s business through contracts or services. SGMP, in the course of conducting business and paying for those travel expenses, shall be the sole recipient of any hotel awards points. When expenses are paid by SGMP, any points earned or incentives gained are the property of SGMP. Individuals who have personal awards point’s memberships may not use their accounts to receive points or incentives for placing SGMP meetings or hotel rooms into a facility.

All awards accounts utilized during SGMP business travel must be placed on an SGMP-owned membership program with the National Treasurer and Executive Director listed as contacts. Awards points may only be redeemed with approval of the National Treasurer and Executive Director.

This policy does not include rewards earned when SGMP expenses are paid in advance by a personal credit card. This policy allows all volunteers and employees to individually accumulate airline miles derived on SGMP business travel for personal use.

<b>SUBJECT:</b> <b>OWNERSHIP OF SGMP INTELLECTUAL PROPERTY</b>	<b>SECTION: GENERAL</b> <b>Policy No: G-17</b>
<b>Date of Origin: November 2010</b> <b>Revised:</b> <b>Reaffirmed:</b>	

**PURPOSE**

To outline the rules regarding the ownership of SGMP’s Intellectual Property.

**POLICY**

Intellectual Property (IP) is defined as all tangible assets and products authored for the purpose of the Society of Government Meeting Professionals and its affiliated chapters.

SGMP shall retain legal property rights over all IP related to the tangible assets and products authored on behalf of the Society and/or its affiliated chapters (such as CGMP manuals, exams, certificate programs, bank statements, checkbooks, National Board agendas and minutes, treasurer financial reports, newsletters, photos, programs, historical files and membership lists). IP includes, but is not limited to, ideas, designs, inventions, logos, phrases, and symbols that are created and become part of the Society, its publications, or its website.

Each National Board member and staff member acknowledges that all SGMP-related files and documents are the property of the Society. Upon the National Board member’s or staff member’s resignation, termination, or end of term, SGMP’s IP may not be used for the former board member’s or staff member’s personal gain, or in conjunction with another company or association. Any SGMP-owned items must be returned to headquarters within seven working days, especially any laptop computer, credit card, recording device and recorded tapes. SGMP retains the right to seek legal action and or compensation for unauthorized use of its IP.

Unless otherwise specified in writing, when an individual presents to SGMP members, SGMP does not own that IP, but is authorized to continue to utilize it.

<b>SUBJECT:</b> <b>SGMP REPRESENTATION ON CIC/CMP BOARD OF DIRECTORS</b>	<b>SECTION: GENERAL</b> <b>Policy No: G-18</b>
<b>Date of Origin: November 2012</b> <b>Revised:</b> <b>Reaffirmed:</b>	

**PURPOSE**

This policy covers the process for the appointment of members to serve on the CIC/CMP Board and/or Board of Directors.

**POLICY**

The National President is charged with nominating a member in good standing to the National Board for a vote.

The term of office will correspond with the required term expected of the organization’s position. In case of no stated term of office, the member shall serve at the discretion of the National Board. However, at least 90 days prior to the end of the term of office, the National Board will discuss the reappointment of the sitting member or appointment of a new member to represent SGMP.

The SGMP member is expected to carry out the roles and responsibilities as directed by the CIC/CMP Board and/or Board of Directors. The SGMP member is also expected to communicate progress updates after each meeting to the National Board for situational awareness and/or action.

SGMP National Board will provide an annual budget for the individual who travels in their official capacity as the SGMP representative. Any expenditure over the approved budget is at the expense of the individual. Written notification for travel is to be addressed to the National President and submitted to the SGMP Headquarters no less than three months prior to the travel date.

<b>SUBJECT:</b> <b>CREDIT AND CRIMINAL CHECKS FOR</b> <b>CURRENT AND NEW SGMP EMPLOYEES</b>	<b>SECTION: GENERAL</b> <b>Policy No: G-19</b>
<b>Date of Origin: November 2012</b> <b>Revised:</b> <b>Reaffirmed:</b>	

**PURPOSE**

This policy is to set up procedures for credit and criminal checks when hiring the Executive Director & CEO and Deputy Director, as well as annual checks after they are hired. It is important that the Society’s mission is supported by qualified employees, with a safe and secure environment for all SGMP members. It is also important that SGMP take meaningful actions to protect its funds, property and other assets.

This policy is intended to support the verification of credentials, criminal history, credit status and other information related to employment decisions that assist the Society in meeting its commitments.

**POLICY**

This policy applies to SGMP’s Executive Director & CEO and the Deputy Director.

SGMP will complete criminal and background checks when hiring the Executive Director & CEO and the Deputy Director. The checks will be verified as a condition of employment. Once employed in these positions, these individuals must have their criminal and credit checks verified annually as a condition of continued employment.

1. Responsibilities of Hiring Official
  - a. All offers of employment, oral and written, shall include the following statement: "This offer is contingent on the Society's verification of credentials and other information required by SGMP policies, including the completion of criminal and credit history checks."
  - b. Employment verification: This verification must be completed before making an official offer of employment to any individual; in all cases requiring such, this verification shall be completed within 30 days of making the offer of employment.
  - c. The individual is required to complete the appropriate consent form and provide his or her official name, date of birth and social security number which will be provided to a third-party which the Society has contracted with for associated services. The offer of employment must be withdrawn if the individual fails to complete the consent form.
  - d. If the criminal and credit history checks indicate that there are no convictions, the third party vendor will inform the initiator of the request who in turn will inform the applicant that the employment offer is confirmed.

<b>SUBJECT:</b> <b>CREDIT AND CRIMINAL CHECKS FOR</b> <b>CURRENT AND NEW SGMP EMPLOYEES</b>	<b>SECTION: GENERAL</b> <b>Policy No: G-19 (cont.)</b>
<b>Date of Origin: November 2012</b> <b>Revised:</b> <b>Reaffirmed:</b>	

- e. If the criminal and credit history checks indicate that there are no convictions, the third party vendor will inform the initiator of the request who in turn will inform the applicant that the employment offer is confirmed.
- f. If the criminal and credit checks indicates that there are convictions, the third party vendor will inform the initiator. The initiator will provide a copy of the report to the individual. (All related information will be treated as confidential, and protected as such.)
- i. If the criminal check reveals convictions, the initiator will review the report with the National Board. Jointly, they will evaluate each conviction, including any additional information that the individual provides, before the offer of employment is confirmed or withdrawn. The existence of a conviction does not automatically disqualify an individual from employment. Relevant considerations may include, but are not limited to, the nature and number of the convictions, their dates, and the relationship that a conviction has to the duties and responsibilities of the position. Any decision to accept or reject an individual with a conviction is solely at the discretion of SGMP. (All related information will be treated as confidential, and protected as such.)
- ii. In the event that the results of the background check influences a decision to withdraw an employment offer or separate employment, the hiring official will inform the individual.
- g. Copies of all file reports will be kept in a confidential, secured container at SGMP Headquarters.

2. Appeals

The employment of new and current employees for a position identified in this policy is conditional until completion and review of the criminal and credit check. If the offer is withdrawn as the result of a background check, or if the staff employee is separated as the result of a new report or an unreported conviction, the prospective employee or employee may appeal the withdrawal of the employment offer.

3. Sanctions

Violations of Society policies, including providing false or misleading information used for any of the above background checks, may include corrective actions up to and including separation from the Society.

<b>SUBJECT: WHISTLEBLOWER POLICY</b>	<b>SECTION: GENERAL Policy No: G-20</b>
<b>Date of Origin: September 2013</b>	
<b>Revised:</b>	
<b>Reaffirmed:</b>	

**PURPOSE**

To outline the whistleblower procedures to be followed relating to illegal, dishonest or unethical conduct as required by the Sarbanes-Oxley Act.

**POLICY**

A whistleblower as defined by this policy is an employee of the Society of Government Meeting Professionals (SGMP), who reports an activity that he/she, in good faith, considers to be illegal, dishonest, or unethical in connection with the finances or other aspects of SGMP's operations. Any employee of SGMP who knows or has a reasonable belief that persons associated with SGMP plan to engage or have engaged in illegal, dishonest or unethical conduct in connection with the finances or other aspects of SGMP's operations should immediately file a complaint with his/her immediate supervisor or the Executive Director & CEO of SGMP. If the activity in question is being engaged in by the employee's immediate supervisor and/or the Executive Director & CEO, the employee should contact SGMP's current General Counsel, Steven John Fellman, GKG Law, P.C., Washington, D.C. (202) 342-5294. The whistleblower must exercise sound judgment to avoid baseless allegations. Any employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities. All reports of illegal and dishonest activities will be submitted within 24 hours to SGMP's National President who is responsible for investigating and coordinating corrective action. SGMP will take appropriate action in response to any complaints, including, but not limited to, disciplinary action against any person who, in SGMP's assessment, has engaged in misconduct and reporting such misconduct to the relevant civil or criminal authorities as required by law.

SGMP will not knowingly, with the intent to retaliate, take any action harmful to any person, including interference with lawful employment or livelihood, for reporting a complaint in good faith pursuant to this policy or to law enforcement officers, governmental agencies or bodies, or persons with supervisory authority over the complainant. Likewise, there will be no punishment or other retaliation for providing information regarding a complaint in good faith to, or otherwise assisting in any investigation regarding a complaint conducted by, SGMP, law enforcement officers, governmental agencies or bodies, or persons with supervisory authority over the complainant.

Employees with any questions regarding this policy should contact the Executive Director & CEO or National President.

<b>SUBJECT: SOCIAL MEDIA</b>	<b>SECTION: GENERAL Policy No: G-21</b>
<b>Date of Origin: September 2013</b>	
<b>Revised:</b>	
<b>Reaffirmed:</b>	

**PURPOSE**

This policy covers the responsibilities relating to the use of social media and the rules of engagement.

**POLICY**

Social media is the term commonly given to websites and online tools (Facebook, LinkedIn, Twitter, etc.) which allow users to interact with each other in some way – by sharing information, opinions, knowledge and interests. All individuals who are connected to the field of government meeting planning are invited to participate unless the particular site is restricted to SGMP members only (the SGMP LinkedIn site is restricted to members only).

SGMP Headquarters will be responsible for the content of all National social media sites. These sites will be updated and monitored by the designated administrators to remain of value to participants. Comments that are disrespectful will be immediately removed and the individual will be issued a warning and may be removed from the site.

SGMP chapters have the option to create social media sites. A chapter that wants to have a social media site should make specific plans and commitment to keep the site maintained by allocating appropriate time, resources, and have the marketing and technical skill set required to keep the site updated.

SGMP Headquarters should be notified of SGMP chapter social media sites.

SGMP Headquarters and chapter social media sites should post these suggested rules of engagement so that all participants are aware of what is or is not allowed:

- Respect proprietary information and confidentiality.
- Provide an individual perspective on what's going on at SGMP and in the field of meeting planning.
- Post meaningful, respectful comments - in other words, no spam and no remarks that are off-topic or offensive.
- Reply to comments quickly when a response is appropriate. Comments that are disrespectful will be immediately removed.
- When disagreeing with others' opinions, maintain a professional attitude.
- Job postings may be allowed on any social media site.
- Programs or meetings which charge a fee may be posted as long as there is a reciprocal relationship with the sponsoring organization or a partnership with SGMP.

<b>SUBJECT: CONFLICT OF INTEREST AND CONFIDENTIALITY</b>	<b>SECTION: GENERAL Policy No: G-22</b>
<b>Date of Origin: June 2014 Revised: Reaffirmed:</b>	

**PURPOSE**

This policy establishes guidelines regarding confidentiality and conflicts of interest for National Board members, Gilmer Institute of Learning Trustees, and SGMP Headquarters staff.

**POLICY**

Decisions about the Society’s operations and the use or disposition of the Society’s assets should not be influenced by the possibility of private profit or other personal and/or professional benefit accruing by the persons subject to this policy who take part in the decision nor should the confidential matters be discussed outside each entity. National Board members, Gilmer Institute of Learning Trustees and SGMP Headquarters staff are obliged to avoid actions that could be perceived or interpreted as being potential conflict of interest or discussing SGMP matters that are of a confidential manner outside the meeting environment. The National Board and Gilmer Institute of Learning Trustees’ minutes should state when a National Board member or Gilmer Institute of Learning Trustee abstains from voting due to conflict of interest.

Each person elected to the National Board and Gilmer Institute of Learning shall sign said form acknowledging this conflict of interest and confidentiality policy. SGMP Headquarters staff shall sign same form upon hire. These forms will be kept on file by the Executive Director.



**SOCIETY OF GOVERNMENT MEETING PROFESSIONALS (SGMP)  
NATIONAL BOARD; GILMER INSTITUTE OF LEARNING; HEADQUARTERS STAFF  
- CONFLICT OF INTEREST AND CONFIDENTIALITY AGREEMENT -**

By signing below I am certifying my understanding and acknowledgment that decisions about the Society's operations and confidential matters discussed requires unconditional adherence to the following mandatory conditions:

1. I understand that I must maintain the confidence of any paper document or file containing confidential information involving any Society operation and/or current or previous Society employee or volunteer leader.
2. I understand that I must maintain the confidence of any electronic document or file containing confidential information involving any Society operation and/or current or previous Society employee or volunteer leader.
3. I understand that I must maintain the confidence of any verbal information which I may hear, or overhear, containing confidential information involving any Society operation and/or current or previous Society employee or volunteer leader.
4. I understand that "confidential information" means and includes, but is not limited, to any matter related to:
  - a) internal management matters: e.g., draft and non-public budget; legal; administrative materials and information; or
  - b) personnel issues: e.g., payroll, social security number, personal information; applicant candidacy; job performance or discipline; grievances or appeals; claims, litigation, and other personnel-related matters;
  - c) SGMP policy and pending matters that are, or may be, sensitive.
5. I understand that "maintain the confidence" means that, unless clearly required by my job, I am prohibited from divulging or confirming such confidential information to any person outside the National Board, Gilmer Institute of Learning or Headquarters – with the limited exception of a request to do so by the Executive Director or National President, as approved by the National Board of Directors.
6. I understand if I am unsure regarding the confidential status of information, I will consult the Executive Director or National President for clarification.
7. I understand that the purpose of SGMP's Conflict of Interest policy is to protect the integrity of SGMP's decision-making process and to protect the integrity and reputation of its National Board, Gilmer Institute or Learning, and Headquarters staff. In the course of employment or elected office I will disclose any interests in a transaction or decision where I, my family, my employer, or close associates will receive benefit or gain as they are identified.

**"I understand each of the above statements and acknowledge that a violation of this agreement will be grounds for appropriate action (see SGMP Policy Manual)."**

Name:

Date

- c: Original – ED File  
Copy – Staff/Elected member

<b>SUBJECT: HIRING DECISIONS BY EXECUTIVE DIRECTOR &amp; CEO</b>	<b>SECTION: GENERAL Policy No: G-23</b>
<b>Date of Origin: July 2014</b>	
<b>Revised:</b>	
<b>Reaffirmed:</b>	

**PURPOSE**

This policy establishes guidelines regarding family and/or personal friends in the workplace.

**POLICY**

It is prohibited for relatives to occupy positions in which one supervises the other or is in a position to exert direct influence on the appointment (including temporary), promotion, pay and/or discipline of the other. For purposes of this policy, “relative” includes:

- (1) One’s husband, wife, son, daughter, mother, father, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, stepparent, or stepchild.
- (2) An individual residing in the same household as the employee; or
- (3) An individual sharing a committed, personal relationship with the employee.

For purposes of this policy, if a finalist for a position of employment is considered a “personal friend,” the Executive Director must receive approval of the National Board of Directors to hire.

# MEMBERSHIP

<b>SUBJECT:</b> <b>MEMBERSHIP CATEGORIES (WITH ELIGIBILITY, PARAMETERS AND DUES)</b>	<b>SECTION: MEMBERSHIP</b> <b>Policy No: M-1</b>
<b>Date of Origin: October 1982</b> <b>Revised: July 1992; October 2001; April 2008; December 2009; July 2010; August 2013</b> <b>Reaffirmed:</b>	

**PURPOSE**

This section covers the eligibility, parameters and dues for SGMP membership categories.

**POLICY**

**MEMBERSHIP DEFINITIONS**

**Government Planner:** Individuals who are employed by federal, state and local government as meeting planners, including military and quasi-government associations and organizations. A “planner” is anyone who has the responsibility for the planning and the implementation of any type of meeting, conference or convention as part of their official duties. Employees of private organizations where a majority of whose membership is comprised of government employees may also qualify as Government Planners if they plan and implement meetings as part of their official duties.

**Contract Planner:** Individuals, organizations or companies that are operating under contract to government agencies and are receiving said payments directly from government agencies to assist in the planning or implementation of meetings, conferences or conventions. [Please note that individuals, organizations or companies that are compensated through retainer or commission from suppliers (i.e., hotels, conference centers, cities, etc.), for duties that can include the planning or placement of government meetings, conferences or conventions, will be considered for Associate Supplier membership.]

**Supplier:** Organizations that are providing facilities and services to Government Planners or Contract Planners. Supplier organizations may include, but are not limited to, hotels, transportation, audio-visual, travel services, convention & exhibit services, trade publications, tour operators, caterers and convention bureaus. These companies or individuals include those who solicit business from, and/or who provide facilities and services to, Government Planners outside of direct assistance in the planning and implementation of meetings. Suppliers include hotel representation firms, travel agents, convention bureaus, consulting firms, registration services, airlines, printers, exhibit managers, security services, etc.

**Associate Supplier:** Individuals, organizations or companies that are compensated through retainer or commission from suppliers (i.e., hotels, conference centers, etc.), including individuals, organizations or companies whose income in the planning or placement of government meetings, conferences or conventions is derived from suppliers.

<b>SUBJECT:</b> <b>MEMBERSHIP CATEGORIES (WITH ELIGIBILITY, PARAMETERS AND DUES)</b>	<b>SECTION: MEMBERSHIP</b> <b>Policy No: M-1 (continued)</b>
<b>Date of Origin: October 1982</b> <b>Revised: July 1992; October 2001; April 2008; December 2009; July 2010; August 2013</b> <b>Reaffirmed:</b>	

**Educator/Student:** Individuals who are students/interns or interested educators. Includes educators and students/interns who are interested in government meeting planning, but who are not involved in meeting planning or supplying services to meeting planners, and who do not otherwise qualify for any other membership category. This is a non-voting category and does not count toward the matching requirement.

**Retiree:** Individuals who are members of the Society in good standing at the time of his/her retirement. As long as this member remains in retired status, they will continue to qualify for Retiree membership. If a Retiree member becomes willfully employed and eligible for other Society membership, he/she shall forfeit their Retiree membership. This is a non-voting category and does not count toward the matching requirement.

**APPLICANT ELIGIBILITY AND MEMBERSHIP PARAMETERS**

If a person qualifies for membership in more than one category, he/she must join at the highest membership category for which they are eligible. (SEE POLICY M-7)

Educator/Student and Retiree members cannot otherwise qualify for any other membership category. (PER SGMP BYLAWS)

An Honorary membership (a category with no membership dues) may be granted by the National Board (PER SGMP BYLAWS), normally in recognition of an individual’s support of the profession and/or SGMP. The status of “life” member (a membership status that waives membership dues) may also be granted by the National Board (PER SGMP BYLAWS), normally in recognition of a member’s service to SGMP.

Every dues paying SGMP membership has a “membership type” in addition to its membership category. There are two membership types:

- ◆ **INDIVIDUAL:** A membership that is paid by (and belongs to) the individual which remains with that member regardless of their place of employment; it is not transferable to another individual (PER SGMP BYLAWS).
- ◆ **ORGANIZATIONAL:** A membership that is paid by (and belongs to) the organization/agency employing the individual which remains with that company/agency; the company/agency can transfer the membership to another representative with written notification to SGMP (PER SGMP BYLAWS).

Membership type is completely separate from membership category. Most (but not all) members in the planner category are “Individual” types, and most (but not all) members in the supplier categories are “Organizational” types.

**SUBJECT:**  
**MEMBERSHIP CATEGORIES (WITH**  
**ELIGIBILITY, PARAMETERS AND DUES)**

**SECTION: MEMBERSHIP**  
**Policy No: M-1 (continued)**

**Date of Origin: October 1982**

**Revised: July 1992; October 2001; April 2008; December 2009, July 2010;**  
**August 2013**

**Reaffirmed:**

Any SGMP member may affiliate with the chapter of his/her choice, regardless of location, for no additional fee. Not all areas of the country are represented by a chapter, and some chapter boundaries overlap. Only chapter members can participate in the specific activities of that chapter (i.e., voting in the chapter elections and being on the chapter mailing list for its specific announcements and activities.)

A new member choosing not to affiliate with a chapter is placed in the "At Large" chapter, for which there are no organized activities and no 50/50 membership requirement.

For every one chapter membership, there must be one combined/adjoining national membership. An individual may maintain multiple chapter memberships, but they must sign up for the same number of national memberships.

Educator/Student members or Retiree members are not eligible for national or chapter scholarships (SEE POLICY M-11).

Retiree members may attend the tradeshow/exhibits at the National Education Conference (SEE POLICY M-12). They may serve on a national committee, but only if no other chapter member is serving on the committee (SEE POLICY M-13). They may serve on a chapter committee, but not as chair or co-chair (SEE POLICY M-13).

## **MEMBERSHIP DUES**

As of October 1, 2013:

Government Planner	\$55
Contract Planner	\$140
Supplier	\$400
Associate Supplier	\$275
Educator/Student	\$25
Retiree	\$25
Honorary	\$00

<b>SUBJECT:</b> <b>MEMBERSHIP PROCESSING AND MONTHLY DELIVERABLES FROM SGMP (NATIONAL)</b>	<b>SECTION: MEMBERSHIP</b> <b>Policy No: M-2</b>
<b>Date of Origin: October 1982</b> <b>Revised: September 2001; April 2008; December 2009; April 2012</b> <b>Reaffirmed:</b>	

**PURPOSE**

This section covers the policies and processing of membership applications and renewal notices.

**POLICIES**

**SGMP Headquarters Standard Operating Procedures for Member Prospects Applying**

All membership application packages (paperwork and payment) should be sent directly from the applicant(s) to SGMP headquarters via mail, fax or email. A Chapter Membership Chair or chapter representative may accept an application package on behalf of SGMP, but that is not the preferred method. SGMP headquarters will be responsible for determining that the application package is complete and correct and legible.

**A complete PLANNER application consists of a fully and legibly completed planner application with payment. A planner application could also include the “Name of Optional Supplier Match” and “Employer of Optional Supplier Match” filled in on the form.**

**A complete SUPPLIER membership package consists of a fully and legibly completed supplier application with payment and the “Name of Required Planner Match” and “Employer of Required Planner Match” filled in on the form (in addition, there must be a complete planner application that is submitted with the “Name of Optional Supplier Match” and “Employer of Optional Supplier Match” filled in with the same supplier applicant’s information on the form).**

Any application that is received (and is complete and correct and legible) at SGMP headquarters by the end of the last working day of a month will be reflected in that month’s membership processing records and monthly membership report.

Any application package received by a Chapter Membership Chair or representative must be submitted to SGMP headquarters ASAP, but within 30 days of receipt. It is preferred, but not required, for the chapter representative to confirm the completeness and correctness of the application package prior to submitting it to SGMP headquarters.

<b>SUBJECT:</b> <b>MEMBERSHIP PROCESSING AND</b> <b>MONTHLY DELIVERABLES FROM SGMP</b>	<b>SECTION: MEMBERSHIP</b> <b>Policy No: M-2 (continued)</b>
<b>Date of Origin: October 1982</b> <b>Revised: September 2001; April 2008; December 2009, April 2012</b> <b>Reaffirmed:</b>	

**If an application received at SGMP headquarters is deemed incomplete:**

- ◆ **The application and payment will be returned to the applicant with a clearly communicated reason as to why it is incomplete and with a clearly marked checklist of what needs to be completed and resubmitted in order for the application to be considered complete.**

All application packages and payments processed for a month must be received (and be complete and correct and legible) at SGMP headquarters by the end of the last working day of that month. Applications are processed in the order in which they are received at SGMP headquarters.

The membership anniversary date is determined with the processing of the membership application. Membership is effective the day the application is processed and runs for one year from the first day of the next month (no annual membership cycle will ever be less than 365 days). (SEE POLICY M-4)

**SGMP Headquarters Standard Operating Procedures for Current Members Renewing or Past Members Rejoining**

Members are given 90 days to pay their membership renewal dues, during which they will receive up to three invoices. Here is an example schedule of the renewal notices for a 12-month membership period ending December 31<sup>st</sup> (all noted actions occur in the first week of the month):

- |                                                   |                                                   |
|---------------------------------------------------|---------------------------------------------------|
| ◆ November (11 <sup>th</sup> month of membership) | sent 1 <sup>st</sup> invoice                      |
| ◆ December (12 <sup>th</sup> month)               | sent 2 <sup>nd</sup> invoice ( <i>if needed</i> ) |
| ◆ January (13 <sup>th</sup> month)                | sent 3 <sup>rd</sup> invoice ( <i>if needed</i> ) |
| ◆ February (14 <sup>th</sup> month)               | dropped from roster                               |



<b>SUBJECT:</b> <b>MEMBERSHIP PROCESSING AND</b> <b>MONTHLY DELIVERABLES FROM SGMP</b>	<b>SECTION: MEMBERSHIP</b> <b>Policy No: M-2 (continued)</b>
<b>Date of Origin: October 1982</b> <b>Revised: September 2001; April 2008; December 2009; April 2012</b> <b>Reaffirmed:</b>	

The membership anniversary date will not change if renewal dues are paid before or after that date, as long as the membership has not been dropped prior to the payment being processed. Any dropped member rejoining at any time will be given a new membership anniversary date consistent with the date of their new application. (SEE POLICY M-4)

Any member whose dues are delinquent for a period of 30 days past their anniversary date will be automatically dropped.

A member who allows their membership to drop must submit another membership application to rejoin. A dropped supplier member must follow the new member planner match policy if they rejoin at any time. A dropped planner member cannot join with a supplier match if they rejoin within one year of being dropped.

Any individual whose membership was revoked as a result of action taken regarding our Code of Ethics may at no time be reinstated as an SGMP member.

### **Monthly Membership Standard Operating Procedures by SGMP Headquarters**

By the 15<sup>th</sup> of the following month, SGMP will complete and distribute to the National Board the monthly membership report with final numbers for the just-ended month. Each month, all chapters' 50/50 membership ratio will be reviewed, with notes sent to chapters where appropriate. Each quarter, all chapters' membership counts (for revenue share percentages) will be reviewed, with notes sent to chapters where appropriate.

By the 15<sup>th</sup> of the following month, the chapter president and membership chair will receive the following related to the completed membership processing for the just-ended month:

- ◆ SGMP monthly membership report (1-page report itemizing all chapters and SGMP total)
- ◆ Chapter membership report (summary of members in good standing by category w/ratios)
- ◆ Chapter membership roster (detailed roster of members in good standing)
- ◆ Chapter new member list (detailed list of members who joined that month)\*
- ◆ Chapter at risk member list (detailed list of not-yet-renewed members in grace period)\*
- ◆ Chapter dropped member list (detailed list of just-dropped members)\*
- ◆ Chapter member changes list (summary of member and record changes)

\*for chapter follow-up

<b>SUBJECT:</b> <b>MEMBERSHIP PROCESSING AND</b> <b>MONTHLY DELIVERABLES FROM SGMP</b>	<b>SECTION: MEMBERSHIP</b> <b>Policy No: M-2 (continued)</b>
<b>Date of Origin: October 1982</b> <b>Revised: September 2001; April 2008; December 2009</b> <b>Reaffirmed:</b>	

By the 15<sup>th</sup> of every month, the current membership roster reflecting the completed membership processing for the just-ended month will be uploaded into the SGMP Web site so that the members on that current roster have access to the Members Only area and appear in the online buyer's guide.

By the 15<sup>th</sup> of the following month, an SGMP new member kit will be sent to the just-ended month's new members. The kit will provide comprehensive SGMP information about pertinent member benefits and will include a welcome letter, membership card and membership certificate and may include a *Government Connections* magazine.

By the 15<sup>th</sup> of every month, a confirmation letter acknowledging receipt of renewal dues will be sent to the just-ended month's renewing members.

### **Application "Match" Responsibilities & Procedures**

#### **Membership Applicants**

##### **PLANNER**

- A planner applicant can directly and immediately join SGMP and their chapter without a supplier match.
- If a planner wishes to join along with a supplier, the supplier applicant's name and employer must be included on the planner application at the time it is submitted to SGMP Headquarters (it cannot be added after it is submitted) and the supplier must join the same chapter as that planner.
- There is no deadline by which an appropriately-matched supplier application must be received at SGMP headquarters after the planner application. An inappropriately-matched supplier application will always be deemed incomplete and handled as noted above.

##### **SUPPLIER**

- A supplier applicant cannot join SGMP without a planner match, with the sole exception of an At Large membership provided by the Alternate Supplier Match Program (M-15). The supplier application must include the name and employer of the planner match; that planner match's application must include the name and employer of the supplier match and the planner must join the same chapter as that supplier.

<b>SUBJECT:</b> <b>MEMBERSHIP PROCESSING AND</b> <b>MONTHLY DELIVERABLES FROM SGMP</b>	<b>SECTION: MEMBERSHIP</b> <b>Policy No: M-2 (continued)</b>
<b>Date of Origin: October 1982</b> <b>Revised: September 2001; April 2008; December 2009</b> <b>Reaffirmed:</b>	

- Regardless of whether the planner application is received before or after that supplier's application, it will be entered into the system and that planner will immediately become a member.
- If the supplier application is received prior to the planner application, it will be deemed incomplete and handled as noted above.
- There is no deadline by which an appropriately-matched supplier application must be received at SGMP headquarters after the planner application. An inappropriately-matched supplier application will always be deemed incomplete and handled as noted above.

**EDUCATOR/STUDENT**

- No match required in any case.

**SGMP Headquarters**

- The match responsibilities for headquarters staff are to execute the matching policies as noted in this manual and to address complete and incomplete applications as noted in this manual.

**Chapter Leaders/Members**

- To avoid conflict with the Alternate Supplier Match Program ( M-15), there are no match responsibilities for chapter leaders/members.

**SUBJECT:**  
**SUPPLIER PAYING FOR PLANNER'S**  
**MEMBERSHIP**

**SECTION: MEMBERSHIP**  
**Policy No: M-3**

**Date of Origin: July 1993**  
**Revised: September 2001; April 2008; December 2009**  
**Reaffirmed:**

**PURPOSE**

This policy covers the scenario of Supplier or Associate Supplier members paying membership dues for Government Planner members.

**POLICY**

SGMP will neither accept nor condone payment for Government Planners, for the purpose of initial membership application or renewal, by Supplier or Associate Supplier members.

<b>SUBJECT:</b> <b>MEMBERSHIP DROP/REJOIN DATES</b>	<b>SECTION: MEMBERSHIP</b> <b>Policy No: M-4</b>
<b>Date of Origin: July 1986</b>	
<b>Revised: September 2001; April 2008; December 2009</b>	
<b>Reaffirmed:</b>	

**PURPOSE**

This policy covers the rules for and determination of dates for membership drops and rejoins.

**POLICY**

A member who allows his /her membership to lapse without dues payment will be dropped 30 days after his/her anniversary date (PER SGMP BYLAWS). If he/she wishes to rejoin, he/she must submit a membership application and will be given a new anniversary date.

Any Supplier member who has been dropped must be matched with one or two new planner member(s) to rejoin (based on the chapter's current ratio).

Any planner member who has been dropped and wants to rejoin the same chapter less than one year after his/her former anniversary date cannot be matched with a new supplier membership application.

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<b>SUBJECT:</b> <b>MEMBERSHIP ANNIVERSARY DATES</b>	<b>SECTION: MEMBERSHIP</b> <b>Policy No: M-5</b>
<b>Date of Origin: July 1986</b>	
<b>Revised: September 2001; April 2008; December 2009</b>	
<b>Reaffirmed:</b>	

**PURPOSE**

This policy covers the rules for and determination of dates for membership dues cycles upon joining.

**POLICY**

The anniversary date of membership will be in the month the membership is processed by SGMP headquarters. Therefore, membership will run for no less than one year from that anniversary date, regardless of any subsequent renewal payment date, provided that the renewal payment is processed prior to the member being dropped. For example, if the current member’s anniversary month is in May, but renewal payment is not received and credited until June, the anniversary date remains in May.

<b>SUBJECT:</b> <b>CHAPTER SUBSIDIZING OR PAYING FOR</b> <b>PLANNER’S MEMBERSHIP</b>	<b>SECTION: MEMBERSHIP</b> <b>Policy No: M-6</b>
<b>Date of Origin: November 2002</b> <b>Revised: September 2008; December 2009</b> <b>Reaffirmed: April 2008</b>	

**PURPOSE**

It is critical for planners and government agencies to see the value of SGMP membership. Paying one’s own dues to belong to SGMP provides some assurance of a commitment to participate in order to get the most value from the membership.

This policy covers chapters subsidizing or paying for membership dues for Government Planners.

**POLICY**

SGMP will not allow the practice of using chapter funds for the purpose of initial membership application or renewal. Any infraction of this policy will result in appropriate disciplinary action.

<b>SUBJECT:</b> <b>MEMBERSHIPS MEETING MULTIPLE</b> <b>MEMBERSHIP CATEGORY CRITERIA</b>	<b>SECTION: MEMBERSHIP</b> <b>Policy No: M-7</b>
<b>Date of Origin: October 1992</b> <b>Revised: September 2002; April 2008; September 2008; December 2009</b> <b>Reaffirmed:</b>	

**PURPOSE**

This policy covers circumstances when a member’s work qualifies him/her for more than one SGMP membership category.

**POLICY**

If a person qualifies for membership in more than one category, he/she must join at the highest category for which he/she is eligible.



<b>SUBJECT:</b> <b>NON-REINSTATEMENT AFTER CODE OF ETHICS VIOLATION MEMBERS</b>	<b>SECTION: MEMBERSHIP</b> <b>Policy No: M-8</b>
<b>Date of Origin: January 2001</b> <b>Revised: April 2008; December 2009</b> <b>Reaffirmed:</b>	

**PURPOSE**

This policy relates to individuals who have been expelled from membership for a violation of SGMP's code of ethics.

**POLICY**

Any individual whose membership has been revoked as a result of action taken under SGMP Bylaws Article III, Section 7 shall at no time be reinstated as a member of SGMP.

<b>SUBJECT:</b> <b>MEMBERSHIP RATIO 50/50 REQUIREMENT</b>	<b>SECTION: MEMBERSHIP</b> <b>Policy No: M-9</b>
<b>Date of Origin: January 2000</b>	
<b>Revised: April 2000; March 2004; April 2008; December 2009;</b>	
<b>November 2012</b>	
<b>Reaffirmed:</b>	

**PURPOSE**

In order to avoid the designation as a “Prohibited Source” by the federal government, SGMP will make every effort to maintain the appropriate planner/supplier ratio.

**POLICY**

The National Board will enforce the 50/50 planner/supplier ratio requirement in our national and chapter totals.

A mandated “supplier freeze” (where a new Supplier or Associate Supplier member must join with two new planner members and not just one) will go into effect for a chapter when its planner ratio falls below 50 percent for three consecutive months.

In the event that a chapter’s ratio falls below 50 percent for six consecutive months, the chapter will receive a warning letter from the National Board of potential closure of the chapter. The month periods will be calculated according to SGMP monthly membership reports.

A chapter board may vote to implement a self- imposed supplier freeze. The freeze begins on the first of the month following notification to SGMP Headquarters and ends on the first of the month following notification to SGMP Headquarters. If a chapter does not notify headquarters before the self- imposed supplier freeze, headquarters will process incoming applications per normal procedures.

<b>SUBJECT:</b> <b>MEMBERSHIP RATIO 50/50 DEFICIENCY</b>	<b>SECTION: MEMBERSHIP</b> <b>Policy No: M-10</b>
<b>Date of Origin: July 2006</b>	
<b>Revised: April 2008; December 2009</b>	
<b>Reaffirmed:</b>	

**PURPOSE**

To encourage chapters to maintain the required membership ratio.

**POLICY**

All chapters are required to maintain a 50/50 Planner to Supplier membership ratio. In order to encourage chapters to maintain the required membership ratios, chapters with less than the required 50/50 ratio will immediately forfeit all revenue sharing monies until membership is brought back to the required ratio. These forfeited funds will be designated for annual national planner scholarships. These funds are not eligible for retroactive payment back to the chapter once the 50/50 ratio requirements are met.

<b>SUBJECT:</b> <b>RETIREE AND EDUCATOR/STUDENT</b> <b>MEMBER ELIGIBILITY FOR SCHOLARSHIPS</b>	<b>SECTION: MEMBERSHIP</b> <b>Policy No: M-11</b>
<b>Date of Origin: April 2008</b> <b>Revised: December 2009</b> <b>Reaffirmed: November 2010</b>	

**PURPOSE**

This policy was created to clarify the usage of organizational funds regarding scholarships for members.

**POLICY**

Retiree or Educator/Student members are not eligible to receive national or chapter scholarships to attend either the national or regional/chapter educational conferences. Scholarships will only be granted to current planner members and/or supplier members.

<b>SUBJECT:</b> <b>RETIREE MEMBER ATTENDANCE AT  NATIONAL EDUCATION CONFERENCE  TRADESHOW</b>	<b>SECTION: MEMBERSHIP</b> <b>Policy No: M-12</b>
<b>Date of Origin: April 2008</b> <b>Revised: September 2008; December 2009</b> <b>Reaffirmed:</b>	

**PURPOSE**

This policy was created to clarify attendance at the National Education Conference tradeshow.

**POLICY**

Retiree members are eligible to attend the tradeshow/exhibits while attending the National Education Conference.

<b>SUBJECT:</b> <b>RETIREE MEMBER PARTICIPATION ON</b> <b>COMMITTEES</b>	<b>SECTION: MEMBERSHIP</b> <b>Policy No: M-13</b>
<b>Date of Origin: April 2008</b> <b>Revised: December 2009</b> <b>Reaffirmed:</b>	

**PURPOSE**

Retiree members bring historical knowledge and experience to local chapters.

**POLICY**

Retiree members may serve on a local chapter committee as a participant, but not as chair or co-chair.

Retiree members may serve on a national committee, but only if no other chapter member is already serving on the committee.

<b>SUBJECT:</b> <b>MEMBER NAME CHANGES, MEMBERSHIP TRANSFERS AND CHAPTER TRANSFERS</b>	<b>SECTION: MEMBERSHIP</b> <b>Policy No: M-14</b>
<b>Date of Origin: March 2008</b> <b>Revised: April 2008; December 2009</b> <b>Reaffirmed:</b>	

**PURPOSE**

The purpose of this fee is to minimize member name changes and membership transfers in the SGMP membership database and to cover the administrative cost associated with such changes.

**POLICY**

If a member with an *individual* membership type wishes to change information in his/her record in conjunction with their renewal form, there is no charge. If any information on that member is changed at any other time during the membership cycle, there is a \$25 fee. A request in writing is required in any case. Information about an *individual* membership type can be changed, but the membership itself cannot be changed or transferred.

If a member serving as the representative of an *organizational* membership type wishes to change information in his/her record in conjunction with his/her renewal form, there is no charge. If any information on that member is changed at any other time during the membership cycle, there is a \$25 fee. A request in writing is required in any case. Information about an *organizational* membership type can be changed, or the membership itself can be transferred.

If an SGMP member (with an individual or organizational membership type) wants to transfer his/her membership from one chapter to another, he/she must submit his/her request to SGMP headquarters in writing. A planner member transfer is completed upon that member's request. A supplier member transfer is completed upon the approval of the chapter president where the member is transferring and only when it does not bring a chapter below a 50/50 membership ratio.

The Name Change form is located on SGMP's website ([www.sgmp.org](http://www.sgmp.org)) in the Membership area.

<b>SUBJECT:</b> <b>ALTERNATE SUPPLIER MATCH PROGRAM</b>	<b>SECTION: MEMBERSHIP</b> <b>Policy No. M-15</b>
<b>Date of Origin: July 2009</b>	
<b>Revised: December 2009; March 2010; November 2010</b>	
<b>Reaffirmed:</b>	

**PURPOSE**

SGMP will offer an Alternate Supplier Match program that provides an opportunity to join the organization without the applying Supplier or Associate Supplier member providing a committed, paid Government Planner or Contract Planner match.

**POLICY**

The conditions of the enrollment program are the following:

1. The program is available year-round. This enrollment period may be revised by the National Board at any time.
2. The program is managed and conducted by SGMP headquarters. Chapters are to refer any supplier applicants to headquarters if this option is being considered for the potential member. Chapter membership chairs should maintain the membership requirement that suppliers must bring in a Government Planner or Contract Planner to join the chapter. But they may refer a supplier applicant to headquarters for information on this alternative program. "Matching" incoming planners to suppliers at the chapter level in need of fulfilling this requirement hinders the growth of the organization. No special application for this program will be utilized. No mass promotion of this program will be undertaken. But any SMGP member or representative may discuss or offer the program to a supplier candidate in need. It is an alternate program to be used on a case-by-case basis when the situation merits.
3. Suppliers who want to join using the Alternate Supplier Match program must apply directly with headquarters.
4. Applying suppliers will be required to submit on the application two (2) potential planner contact names and information. That information must be complete and includes the following; two planner lead names with agency, address, telephone number and email. The two planners must be candidates to join the same chapter as the supplier applicant.
5. The application must include payment of \$700 membership dues for Supplier applicants and \$500 membership dues for Associate Supplier applicants' annual renewal dues after the initial dues year shall be the standard membership dues rate at the time of renewal, regardless of whether a match has been found.



<b>SUBJECT:</b> <b>ALTERNATE SUPPLIER MATCH PROGRAM</b>	<b>SECTION: MEMBERSHIP</b> <b>Policy No. M-15 (continued)</b>
<b>Date of Origin: July 2009</b>	
<b>Revised: December 2009; November 2010</b>	
<b>Reaffirmed:</b>	

6. Upon confirmation that the planner prospect information is complete, the supplier membership will be processed and placed in the chapter that was referenced by the applicant. The membership will not affect the chapter's ratio should a negative situation be in the balance, since the supplier will not be a member of the chapter until a planner match is secured. SGMP reserves the right to deny applications in this program to maintain planner/supplier ratio in accordance with existing regulations. Chapters under a supplier freeze are not eligible to use this program.

7. When a planner is matched with a supplier who joined via the alternative supplier match program, the chapter earns the standard revenue share for the planner. Since the supplier joined the At Large chapter, and since SGMP does not provide revenue share when a member transfers chapters, the chapter does not receive revenue share for the first year of that supplier. However, the standard revenue share for the supplier will be earned by the chapter with all subsequent renewals by that supplier.

<b>SUBJECT:</b> <b>CODE OF ETHICS COMPLIANCE</b>	<b>SECTION: MEMBERSHIP</b> <b>Policy No. M-16</b>
<b>Date of Origin: February 2010</b>	
<b>Revised:</b>	
<b>Reaffirmed: March 2010</b>	

**PURPOSE**

This policy originated in the SGMP bylaws and was created to document the possible disciplinary action that may occur as a result of a member's violations of the SGMP Code of Ethics.

**POLICY**

For member violations of the Code of Ethics, or for a violation of any duty of membership, the resulting disciplinary action may consist of one or more of the following:

- Private or public letter of censure
- Suspension of membership or loss of other designation
- Expulsion from membership or loss of other designation
- Assessment of costs incurred by SGMP in holding the hearing
- Removal from elected SGMP National or Chapter office
- Any combination of these actions

Any discipline imposed on a member may be suspended with the individual being placed on probation.

<b>SUBJECT:</b> <b>ETHICS INVESTIGATIONS</b>	<b>SECTION: MEMBERSHIP</b> <b>Policy No. M-17</b>
<b>Date of Origin: November 2010</b>	
<b>Revised:</b>	
<b>Reaffirmed:</b>	

**PURPOSE**

To document the procedure to address alleged violations of the Code of Ethics.

**POLICY**

SGMP bylaws apply to the entire organization with sections for the national and chapter level; chapters may not have their own bylaws. Bylaws that are written for or refer to the National Board do not grant a Chapter Board that same authority on the chapter level.

Any member may ask the National Board or the Chapter Board to investigate alleged violations and/or misconduct of one of its members for disciplinary action. However, removal of board members for cause or for a violation of the Code of Ethics must be handled in a different manner.

The National Board or a Chapter Board may not remove a board member, since board members are either elected by the membership or appointed by that board, acting on behalf of the membership. The National Board or a Chapter Board may not ask for a board member's resignation, but may accept a resignation given by a board member. The only exception to this is for the removal of a board member for a Code of Ethics violation, misconduct or a dereliction of duty in office, or if the member in question has committed a crime.

The National Board or Chapter Board will follow the specific procedures on how to convene a Disciplinary Committee to conduct an investigation. This committee will not be comprised of any current board members. The impartial committee will review the facts from both parties and recommend a course of action to the National or Chapter Board based on SGMP bylaws and the National or Chapter policy manual.

The committee will be comprised, where possible, of either three past presidents and two past second vice presidents, or two past presidents and three past second vice presidents. In the case of an ethics violation, SGMP bylaws provide a Code of Ethics and a series of possible disciplinary actions for violations. The committee will review the code to determine if an ethics violation has been committed.

In the case of misconduct or dereliction of duty in office, the committee must determine, beyond a reasonable doubt and based upon the facts, that misconduct or a dereliction of duty in the office has occurred. The conclusion of the investigation and its reasoning shall be provided in writing to the member in question with a copy to SGMP headquarters. In the case of a member allegedly committing a crime, the committee may only rule after the alleged crime has been proven and a verdict given in a court of law.

The National Board is the ultimate authority and reserves the right to rule on any matter involving SGMP members.

<b>SUBJECT:</b> <b>ETHICS &amp; APPEALS COMMITTEE</b>	<b>SECTION: MEMBERSHIP</b> <b>Policy No. M-18</b>
<b>Date of Origin: August 2010</b>	
<b>Revised:</b>	
<b>Reaffirmed:</b>	

**PURPOSE**

To document the procedure in which SGMP members may appeal National Board decisions on alleged violations of the Code of Ethics.

**POLICY**

The Ethics & Appeals Committee hears and acts on decisions of the National Board only when the National Board has reviewed and voted on actions to be taken against members in which evidence shows violations of the Society’s Code of Ethics, bylaws, or policy manual—all established to govern the Society and its members.

When the decision of the National Board has been handed down or made public, any member who receives a National Board Decision Letter has been made has the right to request an appeal to review that decision. The appeal must be in writing (letter or email) and addressed to the Executive Director & CEO, who will then inform the National Board and officially start the appeals process.

There are five (5) members on the committee which is chaired by the National First Vice President. The committee’s vice chair is the National Board liaison for the appealing member’s chapter. The other three committee members are appointed by the National First Vice President. At least one of the three members should be from the appealing member’s chapter, but only if they can be determined to be unbiased and not associated with the appealing member other than chapter affiliation. No more than two members of the National Board can serve on the committee.

SGMP Headquarters’ executive staff acts as a conduit of evidence and information for both parties, but does not serve on the committee in any cases involving SGMP (national) violations. The Executive Director & CEO and Deputy Director may be appointed to serve on the committee in hearings regarding chapter to member issues or member to member issues. Any headquarters staff member may be called upon by the committee to act as a witness or be questioned in regard to issues with the appeal.

When the member receives the National Board’s Decision Letter, it should outline the violation(s) that the National Board reviewed and quote the SGMP governing document(s) identifying the violations. An option to appeal within 21 days must be offered to the member at the time of notification.

<b>SUBJECT:</b> <b>ETHICS &amp; APPEALS COMMITTEE</b>	<b>SECTION: MEMBERSHIP</b> <b>Policy No. M-18 (continued)</b>
<b>Date of Origin: August 2010</b>	
<b>Revised:</b>	
<b>Reaffirmed:</b>	

An appeal is not a new hearing that provides a second chance to argue the case. The committee will reverse or modify a ruling of the National Board only if the individual can prove one of the following:

- The ruling by the National Board was clearly contrary to the evidence
- The member did not actually break or violate the Society’s ethics, bylaws, or Policy Manual that govern the Society and its members
- There was a procedural error that caused the National Board to find a violation of the Society’s governing documents

The penalty may be deemed as excessive and can be reversed or modified. A hearing with additional information not available at the time of the National Board’s decision may cause modification of that decision based on a fair and equitable reason that it is in the best interest of the Society and its members.

The appeal may be done through a conference call with all parties or in written form. In-person hearings only occur when the committee petitions the National Treasurer for a ruling on cost effectiveness and any bearing it would have on providing a more fair appeals hearing.

Once the committee has been formed, the entire process must take place (including the final decision by majority vote of the committee) within 30 days. The decision reached by the committee is final.

<b>SUBJECT:</b> <b>Definition of Member in Good Standing</b>	<b>SECTION: MEMBERSHIP</b> <b>Policy No. M-19</b>
<b>Date of Origin: March 2013</b>	
<b>Revised:</b>	
<b>Reaffirmed:</b>	

**PURPOSE**

To establish the SGMP definition of member in good standing.

**POLICY**

SGMP had adopted the definition of member “in good standing,” as defined in the current edition of Robert’s Rules of Order Newly Revised. The 11<sup>th</sup> edition (2013) definition is as follows:

“Members in good standing are those whose rights as members of the [Society] are not under suspension as a consequence of disciplinary proceedings or by operation of some specific provision in the [SGMP] bylaws.

A member may thus be in good standing even if in arrears in payment of dues [SGMP allows a 30-day grace or arrears period between the documented payment deadline and when that individual is actually dropped from the membership rolls].

If only some of an individual’s rights as a member of the [Society] are under suspension (for example, the rights to make a motion and speak in debate), other rights of assembly membership may still be exercised (for example, the rights to attend meetings and vote).

In addition to the above definition are the following policies:

- There is no distinction between a member in good standing at the national or chapter level.
- For financial arrears not related to dues, there is a 90-day grace period between the documented payment deadline and when that individual is no longer considered to be in good standing.
- Outside of the Robert’s Rules of Order Newly Revised definition, the National Board has the sole authority to declare an individual as no longer in good standing. A chapter board that seeks such a declaration regarding one of its members must request such National Board action by sending documentation of the situation and of the chapter board’s approval of that request.

# **NATIONAL BOARD**

<b>SUBJECT:</b> <b>SITE SELECTION FOR NATIONAL BOARD MEETINGS</b>	<b>SECTION: NATIONAL BOARD</b> <b>Policy No: NB-1</b>
<b>Date of Origin: July 1992</b> <b>Revised: September 1999; April 2008; October 2009; March 2010; October 2012</b> <b>Reaffirmed:</b>	

**PURPOSE**

This policy covers the process by which sites for SGMP’s National Board meetings will be selected.

**POLICY**

The first board meeting of the new board year will be held at SGMP national headquarters. This gives the new National Board members the opportunity to see headquarters and meet all headquarters staff. The remaining locations of the National Board meetings will be decided by cost analysis done by the Executive Director/Deputy Director. The National Board, based upon recommendations by the Executive Director/Deputy Director, will make final decisions.

The locations of the National Board meetings will be decided by cost analysis done by the Executive Director/Deputy Director. The National Board, based upon recommendations by the Executive Director/Deputy Director, will make final decisions.

The National Board will provide the Executive Director/Deputy Director with city location options and the Executive Director/Deputy Director’s recommendation will be based on the following criteria in order of importance:

1. Chapter in area where the board can have a presence, is in need of visit, or is in formation
2. Cost/price analysis for per diem, airfare, incentives, value, F&B per diems
3. Chapter support
4. National SGMP marketing potential
5. Future SGMP conference or meeting sites
6. CVB invitation

All board meeting locations will be determined by proposals from at least three SGMP member properties, unless otherwise agreed in advance by the National Board. All proposals will be distributed through SGMP Headquarters.

Once the city has been selected, selection of the property will be based on the total cost per attendee that includes the sleeping rooms, food and beverage, taxes, gratuities, and transportation to and from the airport. The proposal from the hotel does not have to include meals, unless they are established as sit down lunches, dinners, etc.

The SGMP Executive Director/Deputy Director shall notify all properties submitting proposals of the final decision.

Site selection for the joint leadership meetings will be determined by cost analysis done by the Executive Director/Deputy Director. Based on the recommendation of the Executive Director/Deputy Director, the final decision will be made by the National Board.



<b>SUBJECT:</b> <b>LIABILITY INSURANCE COVERAGE</b>	<b>SECTION: NATIONAL BOARD</b> <b>Policy No: NB-2</b>
<b>Date of Origin: September 1987</b> <b>Revised: September 1991; April 2008; October 2009</b> <b>Reaffirmed:</b>	

**PURPOSE**

This policy covers the purchase of liability insurance coverage for SGMP and its National Board.

**POLICY**

The National Board will assure that SGMP Headquarters procure insurance to cover multimedia for SGMP Headquarters and the National Education Conference.

Liability insurance coverage for SGMP and the National Board will also be provided.

<b>SUBJECT:</b> <b>NATIONAL BOARD TRAVEL</b>	<b>SECTION: NATIONAL BOARD</b> <b>Policy No: NB-3</b>
<b>Date of Origin: June 1993</b> <b>Revised: September 2002; January 2003; April 2008; September 2008; January 2009; October 2009; November 2010</b> <b>Reaffirmed:</b>	

**PURPOSE**

The following policy for authorized official SGMP business establishes uniform standards for reimbursable costs.

**POLICY**

**Transportation**

**Air & Rail:** All travel by air or by rail shall be done at the lowest available fare for nonstop or direct routes between the traveler’s originating city and the business site. Reservations will always be made through the official SGMP travel agent or SGMP Headquarters. If the cost of the airfare/rail fare exceeds \$600, the travel agent must receive prior approval from SGMP National Headquarters. Otherwise, the traveler will need to choose a route that falls within the \$600 maximum. All tickets will be coach-class tickets. If a National Board member wishes to upgrade, it will be at his/her own expense.

Travel related costs, not to exceed \$600, include airfare, baggage charges (up to two bags per person), change fee. \*\*It is the policy that SGMP will only pay penalties if a change of flight is caused by SGMP, business related, or there is a personal emergency for the traveler. “Emergencies” are personal illness, family illness or death. If such emergency occurs, the traveler shall submit appropriate documentation to SGMP headquarters.

A change for non-SGMP business purpose is not considered a personal emergency and, therefore, would result in the cost of the airline ticket and change fee being paid by the individual traveler.

**Privately Owned Vehicle:** All travel by private automobile will be reimbursed at the prevailing U.S. General Services Administration (GSA) rate found at [www.gsa.gov](http://www.gsa.gov) (not to exceed the lowest available airfare for the same destination). Transportation to/from a National Board member’s home or work to/from airport will be reimbursed in full at the prevailing U.S. GSA rate.

<b>SUBJECT:</b> <b>NATIONAL BOARD TRAVEL</b>	<b>SECTION: NATIONAL BOARD</b> <b>Policy No: NB-3 (continued)</b>
<b>Date of Origin: June 1993</b> <b>Revised: September 2002; January 2003; April 2008; September 2008; January 2009; October 2009; November 2010</b> <b>Reaffirmed:</b>	

**Rental Vehicle:** The National Treasurer (or the National President, in the National Treasurer’s absence) may authorize a rental vehicle, if such need exists due to the lack of other available transportation. Such vehicle should be the least expensive size that satisfies the purpose of the travel. The National Treasurer may not authorize a rental vehicle for their own use without obtaining approval from the National President.

**Parking:** Parking fees will be reimbursed in full.

**Airport/Hotel Transfers for Airport/hotel or Business Site Transfers:** Individual travelers are encouraged to use airport shuttle or limousine service.

**Taxis:** Local travel by taxi is authorized for all business purposes, as well as for transportation from hotel to dining establishments.

**Subsistence**

National Board members will be reimbursed for actual and necessary expenses incurred in the performance of their duties. These expenses include meals, mileage, baggage charges, airport transportation, transfers, airport parking, internet access and gratuities.

Travelers on official SGMP business will be reimbursed for expenses incurred in entertaining a person(s) in the capacity of official business, provided that advance approval is granted by the National Treasurer (or the National President, in the National Treasurer’s absence). Without advance approval, such requests may be honored if justified and included in the SGMP annual budget. A copy of the expense report shall be presented to SGMP Headquarters prior to payment.

Lodging will be reimbursed at the actual rate for a standard room. Whenever possible, travelers are to use SGMP member properties and request the lowest available rate.

**Claims for Reimbursement**

National Board members/SGMP Headquarters staff may apply for reimbursement for reasonable meal expenditures up to \$110 per day, including tax and tip, when on official SGMP business. (Guidelines: \$15 for breakfast; \$25 for lunch; \$70 for dinner).

<b>SUBJECT:</b> <b>NATIONAL BOARD TRAVEL</b>	<b>SECTION: NATIONAL BOARD</b> <b>Policy No: NB-3 (continued)</b>
<b>Date of Origin: June 1993</b> <b>Revised: September 2002; January 2003; April 2008; September 2008; January 2009; October 2009; November 2010</b> <b>Reaffirmed:</b>	

Upon completion of travel, the SGMP Expense Report, accompanied by receipts for all transportation, meals and other expenses, must be submitted by 30 days from dates of travel.

**Other Reimbursable Travel Expenses:** In addition to lodging, meals and transportation, the following actual expenses incurred as a necessary part of approved travel may be reimbursed (receipts are required in most all cases):

1. Reasonable tips paid by the National Board member for valets, housekeeping and ground transportation. Tips paid in conjunction with meals are included in the meal allowance and cannot be claimed separately.
2. Commercial transportation expenses paid by the board member. Receipts are required for each individual ride in a commercial vehicle.
3. Parking fees paid by the board member; receipts are required
4. Internet, telephone, fax and other similar charges paid by the traveler; receipts required.
5. The actual cost of one personal telephone call per day, not to exceed \$5 per day.

**Exceptions** An SGMP traveler on official business may request an exception to any of the above policies, based upon extenuating circumstances. Such exceptions must be in writing to the National Treasurer, or the National President in the absence of the National Treasurer, who shall have sole authority to grant said exception. It shall be the responsibility of the National Treasurer, or the National President in the absence of the National Treasurer, to assure that this exception is communicated to the SGMP Headquarters.

Current board members seeking election are prohibited from using SGMP funds to travel to chapters during SGMP (national) elections, unless they are on pre-approved authorized business travel prior to completion of the nomination form deadline. Requests received for travel after the nomination form deadline must have approval of the National Nominations & Elections Committee Chair.

<b>SUBJECT:</b> <b>NATIONAL BOARD TRAVEL</b>	<b>SECTION: NATIONAL BOARD</b> <b>Policy No: NB-3 (continued)</b>
<b>Date of Origin: June 1993</b> <b>Revised: September 2002; January 2003; April 2008; September 2008; January 2009; October 2009; November 2010</b> <b>Reaffirmed:</b>	

### **Travel to National Education Conference**

Lodging accommodations for National Board members will be covered only for actual time spent during the National Education Conference. Board members are expected/required to arrive on Wednesday, if feasible. In the event the board member is presenting at or co-chairing a pre-con session, travel expenses are authorized for early arrival. If a board member wishes to come in early (i.e., pre-con) and/or stay after (i.e., vacation), the costs incurred will be at his/her own expense. Due to location of the conference and the board member's place of residence, if travel warrants him/her to arrive on Tuesday, SGMP (national) will cover the cost.

Due to the location of the conference and the board member's place of residence, if travel warrants him/her to arrive earlier, a request by the board member must be in writing to the National President and National Treasurer explaining reason for early arrival. The board member must receive written prior approval from the National Treasurer before travel arrangements are made. The National Treasurer may not authorize their own travel without obtaining approval from the National President. All travel arrangements must be clarified prior to booking travel for the National Education Conference.

SGMP headquarters will submit a "Request for Travel" to all National Board members and handle all travel arrangements to the National Education Conference (i.e., lodging accommodations, airfare).

### **Exceptions**

Any SGMP representative on travel for official business may request an exception to any of the items within NB-3, based on extenuating circumstances. Such exceptions must be requested in writing to the National Treasurer (or the National President, in the National Treasurer's absence), who shall have sole authority to grant such an exception. It shall be the responsibility of the National Treasurer (or the National President, in the National Treasurer's absence) to assure that this exception is communicated to SGMP headquarters.

<b>SUBJECT:</b> <b>NATIONAL BOARD MEMBER TRAVEL TO SPEAK AT CHAPTERS</b>	<b>SECTION: NATIONAL BOARD</b> <b>Policy No: NB-4</b>
<b>Date of Origin: January 2001</b> <b>Revised: April 2008; September 2008; January 2009; October 2009; November 2010</b> <b>Reaffirmed:</b>	

**PURPOSE**

Every effort will be made to allow each chapter an opportunity for visits from SGMP National Board members. This policy relates to the financing of National Board members asked to speak to chapters.

**POLICY**

Chapters may request visits by National Board members in addition to scheduled Board Liaison visits.

National Board members are not authorized to use SGMP (national) funds for travel to visit chapters to speak at or present a program. The chapter requesting the National Board member will be responsible for all funding of such a trip.

The Chapter President must complete the “Chapter Request for National Board/Headquarters Office Visit” form (located on SGMP’s Web site) and submit to the National President in advance to request a board member to visit a chapter.

Chapters may send a request for partial funding to the National Treasurer explaining the extenuating circumstances for the request for partial funding from SGMP (national). The National Treasurer will consult with the Executive Director & CEO and the National President and respond in writing to the chapter within 14 days of the request with an explanation of SGMP’s decision.

All national SGMP representatives must complete and submit a post-trip report and submit it to the National Board within two weeks of the conclusion of the visit.

Current National Board members seeking election are prohibited from using SGMP funds to travel to chapters during SGMP (national) elections, unless they are on pre-approved authorized business travel prior to completion of the nomination form deadline. Requests received for travel after the nomination form deadline must have approval of the National Nominations & Elections Committee Chair.

<b>SUBJECT:</b> <b>INTERNATIONAL TRAVEL</b>	<b>SECTION: NATIONAL BOARD</b> <b>Policy No: NB-5</b>
<b>Date of Origin: March 2005</b> <b>Revised: October 2009</b> <b>Reaffirmed: April 2008</b>	

**PURPOSE**

This policy covers the process for the approval of international travel by National Board members or appointed positions that serve at the pleasure of the National Board.

**POLICY**

SGMP (national) will cover travel expenses for those who travel in their official capacity as a National Board member or appointed liaison. In the event that international travel is a possibility, the following process will apply:

- ◆ Written notification of and justification for the international travel, addressed to the National President not less than three months prior to the travel date.
- ◆ Written approval by the National Board.

International travel must be determined to be in the best interest of SGMP and its members. Potential travelers should consider the location, length and objective of the travel.

<b>SUBJECT:</b> <b>SGMP FUNDS FOR NON-BOARD TRAVEL</b>	<b>SECTION: NATIONAL BOARD</b> <b>Policy No: NB-6</b>
<b>Date of Origin: January 1996</b> <b>Revised: September 1999; April 2008; October 2009</b> <b>Reaffirmed:</b>	

**PURPOSE**

Under certain circumstances, SGMP members may be invited to attend meetings of the National Board. This policy covers the approvals necessary for the payment of travel expenses for non-board members.

**POLICY**

Payment of travel expenses to National Board meetings or any National Board-sponsored function for any person other than current National Board members and SGMP Headquarters staff must have prior approval of the National Board.



<b>SUBJECT:</b> <b>CHAPTER IMMEDIATE PAST PRESIDENTS</b> <b>ELECTED TO THE NATIONAL BOARD</b>	<b>SECTION: NATIONAL</b> <b>BOARD</b> <b>Policy No: NB-7</b>
<b>Date of Origin: April 2008</b> <b>Revised: October 2009; January 2012</b> <b>Reaffirmed:</b>	

**PURPOSE**

This policy was created to clarify what must occur when a Chapter Immediate Past President is elected to the National Board.

**POLICY**

Chapter Immediate Past Presidents, who have voting rights, may only serve on one board of directors. Since it is in the best interest of both the chapter and SGMP (national) to have a clear separation and, thus, to avoid a conflict of interest, that member cannot serve on two boards of directors and, therefore, must resign from the one board of directors if choosing to serve on another.

<b>SUBJECT:</b> <b>NATIONAL BOARD EXECUTIVE SESSIONS</b>	<b>SECTION: NATIONAL BOARD</b> <b>Policy No: NB-8</b>
<b>Date of Origin: April 2008</b> <b>Revised: September 2008; October 2009; November 2010</b> <b>Reaffirmed:</b>	

**PURPOSE**

The purpose of the Executive Session is to allow frank discussion among the National Board members of sensitive or confidential issues affecting SGMP. It is NOT a means to avoid public discussion of controversial issues, or hiding conflicts among members.

**POLICY**

The rules for the Executive Session are as follows:

- ◆ Any member of the National Board may call for an Executive Session
- ◆ No board member may be excluded
- ◆ The only issues that may be discussed are those for which the session was called for
- ◆ The board may invite guests (i.e., executive director, past presidents)
- ◆ There shall be no minutes from the proceedings of executive sessions and there shall be no recording of the executives sessions
- ◆ Discussion addressing topics(s) within the executive session with any non-Board member outside of the meeting is strictly forbidden

An executive session is a session where no records of the conversation are kept (except results) and where only those participants having official reasons to be involved are allowed to be in the conversation. Immediately after the executive session ends, motion(s) may be made based on that discussion.

A policy to go into Executive Session is a question of privilege, and is therefore, adopted by a majority vote.

Upon verifying that the Executive Session contains only the correct participants, the National President should begin the executive session, reminding participants about their obligations to not discuss any portions of the session outside of the meeting.

A board member can be punished under disciplinary procedure if he/she violates the secrecy of an executive session.

<b>SUBJECT:</b> <b>NATIONAL BOARD EXECUTIVE SESSIONS</b>	<b>SECTION: NATIONAL BOARD</b> <b>Policy No: NB-8 (continued)</b>
<b>Date of Origin: April 2008</b> <b>Revised: September 2008; October 2009; November 2010</b> <b>Reaffirmed:</b>	

Minutes should only reflect the following: approved motion to go into the session, approved motion to come out of the session, and any approved motion(s) subsequently made after the session.

The National President will then conduct the National Board meeting through the issues that are to be done in Executive Session.

Upon completion of the Executive Session, the National President should remind participants of their obligations to maintain confidentiality.

The National President or designee will then invite the other participants back or recess the others for break.

When all the participants are back, the National President will ask for any motion(s) to be made based on that discussion.

Proceedings in an Executive Session are confidential.

<b>SUBJECT:</b> <b>ISSUANCE OF CREDIT CARDS</b>	<b>SECTION: NATIONAL BOARD</b> <b>Policy No: NB-9</b>
<b>Date of Origin: April 2008</b> <b>Revised: May 2009; June 2009; September 2013</b> <b>Reaffirmed:</b>	

**PURPOSE**

This policy establishes who is authorized to use an official SGMP credit/debit card.

**POLICY**

The only individuals authorized to use the SGMP credit/debit card are:

- National Board
- SGMP Executive Director
- SGMP Deputy Director

SGMP headquarters will administer the credit/debit card application and approval process. With the exception of the Executive Director, the National Treasurer and National President, the credit/debit cards will have credit limits (credit card) and should only be used for official SGMP National Board travel expenses.

SGMP Headquarters and National Treasurer will review the credit/debit card billing on a monthly basis.

All individuals will return their credit/debit card to SGMP Headquarters once their term of office has expired. Headquarters will ensure any credit/debit card is cancelled the last day of term of office.

The Executive Director and Deputy Director will return their credit/debit cards to SGMP Headquarters Office once they leave their SGMP employment. SGMP Headquarters will ensure credit/debit cards are cancelled immediately upon departure.

<b>SUBJECT:</b> <b>TERMS OF OFFICE FOR NATIONAL BOARD</b>	<b>SECTION: NATIONAL BOARD</b> <b>Policy No: NB-10</b>
<b>Date of Origin: April 2008</b> <b>Revised: October 2009</b> <b>Reaffirmed:</b>	

**PURPOSE**

This policy covers the terms of offices for National Board members.

**POLICY**

The cycle for the terms of office for all National Board members shall coincide with the July 1 to June 30 period (the SGMP fiscal year), and shall be two-year terms.

No National Board member may run for more than his/her allowable term.

<b>SUBJECT:</b> <b>EXECUTIVE DIRECTOR CONTRACT</b>	<b>SECTION: NATIONAL BOARD</b> <b>Policy No: NB-11</b>
<b>Date of Origin: April 2008</b> <b>Revised: October 2009</b> <b>Reaffirmed:</b>	

**PURPOSE**

This policy covers contracts made between the National Board and SGMP Executive Director.

**POLICY**

The contract for the SGMP Executive Director shall be approved by a majority vote of the National Board. Once approved, the National President will sign the contract.

The annual performance review will be conducted by the National President and First Vice President with the Executive Director.

National Board members will review final draft of the Executive Director’s annual performance review no later than 30 days prior to meeting with the Executive Director.

Executive Director will have the opportunity to provide a self-assessment of his/her performance.

Each final annual performance review and documents will be filed according to this policy.

# **NOMINATIONS & ELECTIONS**

<b>SUBJECT:</b> <b>NATIONAL NOMINATIONS &amp; ELECTIONS COMMITTEE</b>	<b>SECTION: NOMINATIONS &amp; ELECTIONS</b> <b>Policy No: NE-1</b>
<b>Date of Origin: July 1989</b> <b>Revised: February 1992; April 2008; October 2009; November 2010; March 2013</b> <b>Reaffirmed:</b>	

**PURPOSE**

This policy covers the procedures followed by the (national) Nominations & Elections Committee with regard to SGMP (national) elections.

**POLICY**

The (national) Nominations & Elections Committee is empowered to solicit candidates, establish criteria for evaluating candidates, accept, interview, evaluate and reject candidates for (national) office. Candidate criteria and job descriptions of (national) board members will be sent to interested candidates.

The (national) Nominations & Elections Committee is authorized to provide the names of all potential candidates, upon request from a candidate, after approval by the National Board.

The Nominations & Elections Committee will ensure all election policies are followed.

The Nominations & Elections Committee will verify professional certifications before a candidate's name will be placed on the ballot.

The list of official candidates for the incoming National Board will not be announced until that list of candidates is ratified by the current National Board and all nominees are notified. Those National Board members seeking reelection cannot vote on the proposed slate of candidates.

All nominees for SGMP (national) office will be notified as soon as possible by telephone and/or in writing by the (national) Nominations & Elections Committee as soon as the official list of candidates has been approved. All official candidates will be notified ASAP by telephone and/or in writing as soon as the election results have been confirmed.

SGMP headquarters will arrange with a firm, independent of SGMP, to handle the implementation of the election (including the distribution and counting of ballots) in SGMP (national) elections.



<b>SUBJECT:</b> <b>CAMPAIGNING FOR NATIONAL AND CHAPTER ELECTED POSITIONS</b>	<b>SECTION: NOMINATIONS &amp; ELECTIONS</b> <b>Policy No: NE-2</b>
<b>Date of Origin: July 1989</b> <b>Revised: February 1992; March 2003; April 2008; January 2009; October 2009; November 2010; October 2011; March 2013; September 2013; December 2013</b> <b>Reaffirmed:</b>	

**PURPOSE**

This policy covers the rules pertaining to campaigning for chapter and/or national office. Any reference to “candidate” speaks to a candidate for national board of directors, Gilmer Institute of Learning trustees and chapter board of directors.

**POLICY**

(National) candidates may discuss in verbal or written communications among the membership that they are interested in seeking a National Board seat. However, candidates may neither distribute campaign material nor officially campaign to other chapters in monthly meetings or other official SGMP gatherings until the (national) Nominations & Elections Committee has officially notified them that they will be on the ballot and that the campaign period is open.

(National and chapter) candidates may not speak negatively about other candidates. The emphasis should be on the qualifications and what the individual candidate will bring to the organization.

(National) candidate promotional materials may be distributed to any Chapter President for distribution at chapter meetings following the National Board approval of the official list of candidates and until the end of the campaign period in an election year. The actual dates to distribute (national) candidate information will be outlined in the (national) “Campaign Materials Guidelines” that are provided to the (national) candidates after the election ballot has been approved. As a matter of this policy, the dates outlined in the (national) “Campaign Materials Guideline” and nominations and elections timelines will be accepted as part of the official (national) policy each year.

- ◆ Each (national) candidate is responsible for assuring the information is delivered to meet the specific needs of each chapter meeting
- ◆ Chapter Presidents are responsible for making sure that all (national) campaign materials sent to the chapter are made available to the chapter membership

(National) campaign materials may also be mailed to individuals during this same time period if the candidate chooses to do so.

<b>SUBJECT:</b> <b>CAMPAIGNING FOR NATIONAL AND CHAPTER ELECTED POSITIONS</b>	<b>SECTION: NOMINATIONS &amp; ELECTIONS</b> <b>Policy No: NE-2 (continued)</b>
<b>Date of Origin: July 1989</b> <b>Revised: February 1992; March 2003; April 2008; January 2009; October 2009; November 2010; October 2011; March 2013; September 2013; December 2013</b> <b>Reaffirmed:</b>	

Individuals who are running for election are allowed to campaign by utilizing various forms of social media (i.e., Facebook, LinkedIn, Twitter, etc.) up until the end date and time of the campaign period, as outlined in the guidelines/rules. Thereafter, individuals are prohibited from any form of campaigning so as not to unduly influence the voting membership. Any candidate found violating the campaign guidelines/rules will be disqualified and not allowed to run for election.

Campaign material sent by another SGMP or non-SGMP member on behalf of the candidate is prohibited. If the candidate running for election is unable to personally send their campaign materials, he/she must notify the national N&E chair and seek permission to have their materials sent by another SGMP or non-SGMP member. The use of official chapter logo on campaign material is allowed.

(National) candidates are not allowed to participate in or produce campaign video presentations in the SGMP nominations and elections process. Members are prohibited from making or producing these presentations on behalf of a (national) candidate.

Planners may not solicit any funds from any member in their professional capacity to assist in the cost of (national and chapter) campaign materials.

(National and chapter) candidates are encouraged not to spend a great deal of money for campaign purposes.

(National) candidates are to notify the (national) Nominations & Elections Committee chair of any planned chapter visit, specifically for the purpose of campaigning, prior to the visit. The (national) Nominations & Elections Chair will contact the assigned (national) committee member, who will notify the Chapter President of the visit. In addition, the (national) Nominations & Elections committee member will notify other candidates seeking election to the same position that this candidate will be visiting a chapter.

(National and chapter) candidates cannot align with other candidates to form a slate of candidates who have agreed to run together.

It is understood that SGMP members will have preferences among national and/or chapter candidates and it is certainly acceptable that there will be discussions among members regarding nominations & elections issues and candidates. However, SGMP members are prohibited from publicly endorsing any one candidate or candidates (national and/or chapter).

<b>SUBJECT:</b> <b>CAMPAIGNING FOR NATIONAL AND</b> <b>CHAPTER ELECTED POSITIONS</b>	<b>SECTION: NOMINATIONS &amp;</b> <b>ELECTIONS</b> <b>Policy No: NE-2 (continued)</b>
<b>Date of Origin: July 1989</b> <b>Revised: February 1992; March 2003; April 2008; January 2009;</b> <b>October 2009; November 2010; October 2011; March 2013; September 2013;</b> <b>December 2013</b> <b>Reaffirmed:</b>	

Chapter Presidents will display all (national) campaign material provided by candidates, if in accordance with SGMP’s “Campaign Materials Guidelines,” for chapter meetings held during the election timeframe.

Current National Board members seeking election are prohibited from using SGMP funds to travel to chapters during SGMP (national) elections, unless they are on pre-approved authorized business travel prior to completion of the nomination form deadline. Requests received for travel after the nomination form deadline must have approval of the (national) Nominations & Elections Committee Chair.

Chapter treasuries may not disburse any funds to support a particular (national) candidate other than to provide travel support for a pre-arranged training function.

Each official candidate running for a National Board position may receive a free voting member mailing list from SGMP Headquarters.

Candidates must adhere to stated campaign policies and maintain dignity and decorum. SGMP must not be placed in any situation that would reflect poorly on its reputation in the hospitality industry.

Unprofessional and/or unethical conduct during the nominations & elections period (national or chapter) by any nominee or candidate may be referred to SGMP for review of a Code of Ethics violation, and such conduct may be cause for disqualification on the official ballot.

Unprofessional and/or unethical conduct during the nominations & elections period (national or chapter) by any SGMP member may be referred to SGMP for review of a Code of Ethics violation.

<b>SUBJECT: QUALIFICATIONS FOR NATIONAL BOARD</b>	<b>SECTION: NOMINATIONS &amp; ELECTIONS</b>
<b>Date of Origin: January 2003</b>	<b>Policy No: NE-3</b>
<b>Revised: March 2003; April 2008; October 2009; February 2010;</b>	
<b>April 2011</b>	
<b>Reaffirmed:</b>	

**PURPOSE**

This policy covers the minimum qualifications to be eligible to serve on the National Board.

**POLICY**

In order to be qualified to serve on the National Board, a member must (per national bylaws):

1. have served as a member of a chapter and attended scheduled meetings and other chapter events and activities; and
2. have served as a member or chair of a chapter committee and, in that capacity, met deadlines, provided committee leadership, and accomplished the committee’s goal and objectives that benefited the chapter and SGMP; and
3. have served at least one year on a chapter board (exceptions: a candidate for national president or national treasurer must have served two full years as chapter president or chapter treasurer, respectively); and
4. be an SGMP member in good standing for three continuous years and be in the appropriate membership category for the office they seek at the time of their nomination, at the time of the announcement of approved candidates, at the time the voting opens, and at the time (if applicable) of their installation; and
5. be in full compliance with all eligibility requirements, including being currently employed in the government meetings industry and not being between professional positions at the time of their nomination, at the time of the announcement of approved candidates, at the time the voting opens, and at the time (if applicable) of their installation [period(s) of unemployment or of being between professional positions are allowable in between these specific points in the nominations & elections timeline]; and
6. not be—upon the end of that full term of office—serving more than four years in that National Board position; and
7. not be—upon the end of that full term in office—serving more than eight years total in elected National Board positions.

All candidates seeking election to the National Board will be vetted as being qualified for membership in their particular category at the time of their candidacy. Candidates may not be between professional positions and must meet the criteria for their respective category at the time of submitting election materials and (should they be elected) at installation.

<b>SUBJECT:</b> <b>FORMAL WRITTEN COMPLAINT</b> <b>PROCESS FOR NATIONAL/CHAPTER</b> <b>ELECTIONS AND FORM</b>	<b>SECTION: NOMINATIONS</b> <b>&amp; ELECTIONS</b> <b>Policy No: NE-4</b>
<b>Date of Origin: October 2009;</b> <b>Revised: November 2010; March 2013</b> <b>Reaffirmed:</b>	

**PURPOSE**

This policy covers the formal written complaint process for national and/or chapter elections when received from a member in good standing. It is written for national elections and the national Nominations & Elections Committee. However, when an official complaint is made of alleged misconduct or violation in a chapter election, the chapter and its (chapter) Nominations & Elections Committee should also follow the steps in this policy.

**POLICY**

All (national) candidates must follow the (national) Elections Policy and the Campaign Materials Guideline that are established for each (national) election.

The following steps will be taken when a written formal complaint has been filed due to inappropriate behavior and/or not following the directions as specified either in the (national) Elections Policy and/or the (national) Campaign Materials Guideline.

The written formal complaint will be sent to the (national) Nominations & Elections Committee chair, who will provide it to the (national) Nominations & Elections Committee for review. If it is deemed that an inappropriate action may have occurred, the following will then take place:

- Documentation will be sent to referenced candidate with a request for a response
- Response from the referenced candidate will be reviewed by the committee
- One of the following actions to be taken will be determined by the committee
  - No disqualification of candidate
  - Disqualification of candidate

Once these steps have been completed, the (national) Nominations & Elections Committee chair will contact the referenced candidate by written correspondence with the results. The (national) Nominations & Elections Committee will also refer any alleged violation of improper or unprofessional conduct to the SGMP Ethics Officer.

In the event that a category of office requires another election to be held, a new voting date will be set and the election will be conducted. The position will not be confirmed until the result of the new election has been concluded. But all other elected positions not associated with the disqualified candidate may be announced.

<b>SUBJECT:</b> <b>FORMAL WRITTEN COMPLAINT</b> <b>PROCESS FOR NATIONAL/CHAPTER</b> <b>ELECTIONS</b>	<b>SECTION: NOMINATIONS</b> <b>&amp; ELECTIONS</b> <b>Policy No: NE-4 (continued)</b>
<b>Date of Origin: October 2009</b> <b>Revised: November 2010; March 2013</b> <b>Reaffirmed:</b>	

## CONSEQUENCES OF MISCONDUCT OR VIOLATION OF GUIDELINES

### Disqualification

The (national) Nominations & Elections Committee will disqualify any candidate who knowingly participates in misconduct and/or knowingly commits a violation of the (national) nominations & elections policies, guidelines or timetable. Upon his/her confirmation as an official candidate, the member has read and provided signed confirmation that he/she understands all aspects of the (national) Elections Policy and/or (national) Campaign Material Guideline and, therefore, understands that any misconduct or violation thereto will result in disqualification.

### No Disqualification

The (national) Nominations & Elections Committee determines that the referenced candidate has not violated any (national) Elections Policy and/or (national) Campaign Materials Guideline.

### Refer to Ethics Officer

The National Nominations & Elections Committee will refer any alleged violation of improper or unprofessional conduct to the SGMP Ethics Officer.

## PROCESS FOR REVIEW AND RESOLUTION OF (NATIONAL) NOMINATIONS & ELECTIONS COMPLAINT

When an official complaint of alleged misconduct or violation of the (national) Elections Policy and/or Campaign Materials Guideline is received by the (national) Nominations & Elections Committee Chair, the committee process is:

1. Committee chair confirms receipt in writing to the submitter and provides a copy of the completed complaint form to committee members for review.
2. Committee chair sends a copy of the completed complaint form to the candidate in question and requests an immediate confirmation of receipt and a written response within five days.
3. Committee chair sends complaint/response independently to each committee member.
4. Committee chair convenes with the committee to discuss the complaint/response and to guide the committee to a decision regarding the alleged misconduct or violation.
5. Committee chair sends committee decision to the submitter, the candidate and the executive director.

<b>SUBJECT:</b> <b>FORMAL WRITTEN COMPLAINT</b> <b>PROCESS FOR NATIONAL/CHAPTER</b> <b>ELECTIONS</b>	<b>SECTION: NOMINATIONS</b> <b>&amp; ELECTIONS</b> <b>Policy No: NE-4 (continued)</b>
<b>Date of Origin: October 2009</b> <b>Revised: November 2010; March 2013</b> <b>Reaffirmed:</b>	

## **PROCESS FOR REVIEW AND RESOLUTION OF A CHAPTER NOMINATIONS & ELECTIONS COMPLAINT**

Occasionally, SGMP receives objections about a chapter member or a situation arising from a personal grievance. This policy provides a formal channel for members to raise objections and complaints, and to request a formal response. If your complaint is in regard to circumstances surrounding a chapter election, please see attached NE-4 complaint form for filing a formal written complaint.

### **Instructions for Filing a Complaint with the National Board of Directors**

Any member interested in bringing an appropriate complaint to the attention of the National Board of Directors must compile a complete submission as outlined below, accompanied by a completed complaint form.

1. Complete the standard complaint form in full. Provide a brief narrative which should be no longer than two pages.
2. Indicate in your complaint why you believe the issues raised in your complaint are significant issues and warrant the National Board's attention. You should also indicate how you believe the National Board may assist you with this matter and what specifically would constitute a resolution.
3. If applicable, attach documentation to support your narrative wherever possible. (For example, if you make reference in your complaint to an SGMP policy, reference the national policy number in your complaint.) Helpful documentation might include relevant letters or e-mail exchanged regarding the situation being reported.
4. A few reminders--
  - o Please type your complaint directly in the form.
  - o Please do not use abbreviations or nicknames.
  - o Sign and date the form.
  - o Include contact information for future correspondence, with an email address.

<b>SUBJECT:</b> <b>FORMAL WRITTEN COMPLAINT</b> <b>PROCESS FOR NATIONAL/CHAPTER</b> <b>ELECTIONS</b>	<b>SECTION: NOMINATIONS</b> <b>&amp; ELECTIONS</b> <b>Policy No: NE-4 (continued)</b>
<b>Date of Origin: October 2009</b> <b>Revised: November 2010; March 2013</b> <b>Reaffirmed:</b>	

5. Email the completed complaint form and any attachments to two of the following email addresses:
  - o To one staff member: either executive director & CEO or deputy director  
<http://www.sgmp.org/about/staff.cfm> **AND**
  - o To one national board member: either president or first vice president  
<http://www.sgmp.org/about/board.cfm>

Please note the National Board will not consider complaints that are not in writing and do not contain the elements noted above.

You will receive an email acknowledging receipt of your complaint within 72 hours. A formal response will be issued within 30 days.

Email questions to the executive director or the national president.





## COMPLAINT FORM

### MEMBER INFORMATION

Member Name: \_\_\_\_\_

Membership Number: \_\_\_\_\_

Chapter Affiliation: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date of Action prompting Complaint: \_\_\_\_\_

### INSTRUCTIONS

Any SGMP member may file a formal written complaint against any other SGMP member. Complaints must be filed within 30 days following the action in question.

Email the completed complaint form and any attachments to two of the following email addresses:

To one staff member: executive director OR deputy director (<http://www.sgmp.org/about/staff.cfm>) AND

To one national board member: president or first vice president (<http://www.sgmp.org/about/board.cfm>)

Send one email with the above two names in the TO box so that both see who else received it.

You will receive an email acknowledging receipt of this complaint within 72 hours. A formal response will be issued within 30 days.

### COMPLAINT BACKGROUND

Nature of Complaint (check all that apply):  Nominations/Elections\*  Financial Impropriety  Misconduct

Member Not in Good Standing  Unpaid Debt  Other \_\_\_\_\_

\*NOTE: If the complaint is in regard to a nominations and elections matter, please refer to National Policy, Nominations & Elections "Formal Written Complaint Process" for National/Chapter Elections, NE-4, for additional information.

Have you brought this complaint to the attention of your local chapter board?  YES  NO

If yes, what was the outcome of the board's decision?

Do you wish for your complaint to remain anonymous?  YES  NO

**Name of member(s) you are reporting and their chapter affiliation:**

**Description of complaint: (Please describe in detail the circumstances surrounding your complaint. Attach additional pages, if necessary.)**

### FOR INTERNAL USE ONLY

Date Received: \_\_\_\_\_

Signature of Receipt: \_\_\_\_\_

Time: \_\_\_\_\_

<b>SUBJECT:</b> <b>ELECTION VOTE COUNT AND TIE-BREAKING PROCEDURES</b>	<b>SECTION: NOMINATIONS &amp; ELECTIONS</b> <b>Policy No: NE-5</b>
<b>Date of Origin: April 2011</b> <b>Revised: March 15, 2014</b> <b>Reaffirmed:</b>	

**PURPOSE**

This policy covers specific procedures when counting votes in a national or chapter election.

**POLICY**

The winner of any position must receive the most votes cast for that position regardless of whether they are a preapproved candidate or write-in candidate.

If there is a tie after the voting period closes, the candidates earning the tie will be placed into an additional run-off election (without the option of a write-in candidate) to be conducted as soon as is feasible. The candidate who receives the most votes in the run-off election shall be declared the winner. All write-in candidates must meet eligibility requirements.

<b>SUBJECT:</b> <b>VOTING IN NATIONAL ELECTIONS</b>	<b>SECTION: NOMINATIONS &amp; ELECTIONS</b> <b>Policy No: NE-6</b>
<b>Date of Origin: March 2013</b> <b>Revised:</b> <b>Reaffirmed:</b>	

**PURPOSE**

Voting clarification for members with multiple chapter memberships.

**POLICY**

Members with multiple memberships are not eligible to cast more than one vote in the National elections.

<b>SUBJECT:</b> <b>CHAPTER NOMINATIONS &amp; ELECTIONS COMMITTEE</b>	<b>SECTION: NOMINATIONS &amp; ELECTIONS</b> <b>Policy No: NE-7</b>
<b>Date of Origin: October 2013</b> <b>Revised:</b> <b>Reaffirmed:</b>	

**PURPOSE**

This policy covers the procedures followed by the (national) Nominations & Elections Committee with regard to SGMP (chapter) elections.

**POLICY**

The (chapter) Nominations & Elections Committee is empowered to solicit candidates, establish criteria for evaluating candidates, accept, interview, evaluate and reject candidates for (chapter) office. Candidate criteria and job descriptions of (chapter) board members will be sent to interested candidates. The current Chapter President, or any outgoing chapter board officer, may oversee the nominations and elections process provided they are not seeking another term and there is no Immediate Past President available to preside over the election process.

Any outgoing Chapter President or any outgoing chapter board officer may serve as a committee member.

The Nominations & Elections Committee will ensure all election policies are followed.

The Nominations & Elections Committee will verify professional certifications before a candidate's name will be placed on the ballot.

The list of official candidates for the incoming chapter board will not be announced until that list of candidates is ratified by the current chapter board and all nominees are notified.

All nominees for SGMP (chapter) office will be notified as soon as possible by telephone and/or in writing by the (chapter) Nominations & Elections Committee as soon as the official list of candidates has been approved. All official candidates will be notified ASAP by telephone and/or in writing as soon as the election results have been confirmed.

SGMP headquarters will arrange with a firm, independent of SGMP, to handle the implementation of the election (including the distribution and counting of ballots) in SGMP (chapter) elections.

# **NATIONAL FINANCES**

<b>SUBJECT:</b> <b>SGMP NATIONAL BUDGET</b>	<b>SECTION: NATIONAL FINANCES</b> <b>Policy No: NF-1</b>
<b>Date of Origin: October 2009</b> <b>Revised:</b> <b>Reaffirmed:</b>	

**PURPOSE**

The national budget will direct the spending of funds to be properly allocated based on anticipated incoming revenue and a measure guide to control expenses.

**POLICY**

The National Board and SGMP Headquarters must produce an annual budget. The budget will be based upon a 12-month fiscal year, starting July 1 and ending June 30 of the following year. Prior to each fiscal year beginning July 1, the National Treasurer and the Executive Director will develop the budget based on trends, income and expense analysis, and forecasted projections. The annual budget will be posted in the “Members Only” Section of the SGMP website seven business days after final approval by the National Board.

The national budget must be approved by vote of the National Board. The yearly due date for submission is June 25. The National Board should approve the budget at the July meeting and be required to have the proposed budget approved no later than July 31.

<b>SUBJECT:</b> <b>VENDOR LISTS AND CHART OF ACCOUNTS</b>	<b>SECTION: NATIONAL FINANCES</b> <b>Policy No: NF-2</b>
<b>Date of Origin: October 2009</b> <b>Revised:</b> <b>Reaffirmed:</b>	

**PURPOSE**

For the proper classification of accounts and vendors.

**POLICY**

The Executive Director may establish new accounts and contracts with vendors for the sole purpose of executing SGMP business. The business transactions are based on the approved operating budget, prior authorization must be obtained from the National Treasurer or the majority of the National Board if not approved in the national budget.

SGMP Headquarters is required to keep an up to date vendor's list on file and utilize the proper chart of accounts in accounting for SGMP's expenses and income

<b>SUBJECT:</b> <b>ACCOUNTING SOFTWARE</b>	<b>SECTION: NATIONAL FINANCES</b> <b>Policy No: NF-3</b>
<b>Date of Origin: October 2009</b>	
<b>Revised:</b>	
<b>Reaffirmed:</b>	

**PURPOSE**

To standardize accounting procedures.

**POLICY**

SGMP Headquarters will maintain all accounting transactions in Quick Books. The following accounting reports are required to be kept in the Quick books format:

1. **Assets**  
Assets are those items SGMP owns and which have value. Assets can include cash, accounts receivable (amounts owed to the chapter by customers), inventory, furniture, supplies, and equipment, such as a laptop or recorder.
  
2. **Liabilities**  
Liabilities are amounts owed by SGMP to others. Liabilities include items payable, accrued national fees, legal fees, tax fees, liens, or debts that are assessed to the chapter.
  
3. **Expenses**  
Expense is the money SGMP pays for charges, such as meeting expenses, speakers, National Board travel, bank charges, or management fees.
  
4. **Income**  
Income is the money SGMP brings in from its defined revenue streams.



<b>SUBJECT:</b> <b>FINANCIAL RULES</b>	<b>SECTION: NATIONAL FINANCES</b> <b>Policy No: NF-4</b>
<b>Date of Origin: October 2009</b> <b>Revised:</b> <b>Reaffirmed:</b>	

**PURPOSE**

To provide expected guidelines in the allocation and spending of national funds that meet Society guidelines and ethics practices.

**POLICY**

The National Board directs that SGMP Headquarters is required to use an agreed upon standard Chart of Accounts for their daily accounting practices.

1. The National Board and SGMP Headquarters staff must ensure that the national expenses are separate from any personal expenses and that national funds are never included or held with officer's or staff's personal funds.
2. SGMP Headquarters is required to provide sufficient documentation for all financial transactions.
3. The National Board is required to provide sufficient documentation and receipts for all financial transactions that are expensed to the national organization.
4. The National Board and SGMP Headquarters are prohibited from loaning any members or staff funds at any time for any reason. Loans may be approved under certain circumstances to any of the chapters with prior approval from the National Board.
5. The National Board and SGMP Headquarters are prohibited from paying for annual membership dues in full or in part with national funds.
6. The National Board and SGMP Headquarters must ensure that national funds are used for authorized and legitimate expenses, which remain consistent with the Society's mission of adhering to the IRS 80/20 Rule.

<b>SUBJECT: BANKING</b>	<b>SECTION: NATIONAL FINANCES Policy No: NF-5</b>
<b>Date of Origin: October 2009</b>	
<b>Revised:</b>	
<b>Reaffirmed:</b>	

**PURPOSE**

To establish requirements and guidelines for the housing of national funds and procedures for banking transactions.

**POLICY**

The National Board directs the Executive Director to maintain national funds in a local bank insured by the Federal Deposit Insurance Corporation.

The National Board directs the Executive Director to maintain a local bank operating account that is in the name of the Society of Government Meeting Professionals. The business address on file with the bank must be the official address of SGMP Headquarters.

Access to SGMP's financial account funds will be restricted to the National Treasurer, National President, Executive Director, and Deputy Director; all are required to be on the bank signature card. The bank signature card must be updated within 7 business days after notification for any reason that will result in a change to the existing bank signature card.

Access to SGMP's financial account records will be restricted to the National Treasurer, National President, Executive Director, Deputy Director and SGMP's office Accountant. All records may be viewed by any board member upon request.

The National Board directs the Executive Director to receive prior approval from the National Treasurer in the event that funds need to be allocated outside of the parameters of the approved annual budget. The National Treasurer may approve funds to be allocated up to \$5,000 and is required to communicate all approved funds to the National Board. The National Treasurer will obtain approval from a majority of the National Board for any funds that need to be allocated requiring expenditure over \$5,000.

**SUBJECT:**  
**NATIONAL BANK SIGNATURE CARDS &  
INVESTMENT PORTFOLIOS**

**SECTION: NATIONAL FINANCES**  
**Policy No: NF-6**

**Date of Origin: October 2009**  
**Revised:**  
**Reaffirmed:**

**PURPOSE**

To provide guidelines for bank signature cards and investment portfolios.

**POLICY**

A copy of the signature card or certificates must be kept on file at SGMP Headquarters for each financial institution and or investment portfolio.

The bank signature card must always be current and up to date with the proper authorized signatures. All bank signature card changes must be completed no later than seven business days after any change has occurred with the National Board or SGMP Headquarters staff, so that the most current banking information is on file. All electronic access codes must be changed or deleted for departing account signature holders.

<b>SUBJECT: BONDING</b>	<b>SECTION: NATIONAL FINANCES Policy No: NF-7</b>
<b>Date of Origin: October 2009</b>	
<b>Revised: April 2011</b>	
<b>Reaffirmed:</b>	

**PURPOSE**

To provide accepted industry standards for the protection of funds.

**POLICY**

The National Board requires SGMP headquarters to purchase and provide bonding insurance for the National Treasurer, National President and all SGMP headquarters staff.

The Executive Director will be responsible to ensure that all information is current and up to date with the insurer and on file at SGMP Headquarters to prevent a lapse in SGMP's insurance coverage.

The National Treasurer and National President are the only two National Board members who have access to national funds and assets.

SGMP's insurance plan will not cover non-members. The National President and/or National Treasurer must notify SGMP headquarters within five business days of an employment change and then must rejoin SGMP within 90 days. In this situation, National Presidents and National Treasurers must be immediately removed from all SGMP financial accounts, but will be added back onto those accounts within 90 days upon the reinstatement of their SGMP membership.

<b>SUBJECT:</b> <b>NATIONAL CREDIT/DEBIT CARDS</b>	<b>SECTION: NATIONAL FINANCES</b> <b>Policy No: NF-8</b>
<b>Date of Origin: October 2009</b> <b>Revised: September 2013</b> <b>Reaffirmed:</b>	

**PURPOSE**

To provide accepted guidelines for the usage of national bank debit/credit cards.

**POLICY**

Credit/Debit cards may be issued to only the bonded National President, National Treasurer, Executive Director, and Deputy Director as listed on the bank signature card. The bank account should be restricted; no more than four credit/debit cards may be issued. A photocopy of the credit/debit card and government issued identification card of the cardholder must be kept on file at SGMP Headquarters.

SGMP Headquarters must review all credit/debit card transactions, including ATM withdrawals which should only take place in an emergency situation. The Executive Director will view national bank accounts online at least two times per month and the National Treasurer will view the national bank accounts online at least once a month to review the activity of the accounts. The National Treasurer will perform a quarterly review at SGMP Headquarters of all transactions and expenditures from all accounts. If there are any questionable charges, the National Treasurer and Executive Director have the fiduciary responsibility to follow up on the validity of the charge and its approval.

<b>SUBJECT:</b> <b>NATIONAL CREDIT/DEBIT CARDS</b>	<b>SECTION: NATIONAL FINANCES</b> <b>Policy No: NF-9</b>
<b>Date of Origin: October 2009</b>	
<b>Revised: July 2012; September 2013</b>	
<b>Reaffirmed:</b>	

**PURPOSE**

To provide accepted guidelines for the use of SGMP national credit/debit cards.

**POLICY**

Credit/debit cards may be issued to National Board members, Executive Director, and Deputy Director. A photocopy of the credit/debit card and government issued identification card of the cardholder must be kept on file at SGMP Headquarters.

The National Board directs SGMP Headquarters to review all credit/debit card transactions. ATM withdrawals on SGMP credit/debit cards are prohibited and will result in the immediate suspension of credit/debit card privileges for the cardholder. The National Treasurer, Executive Director, and SGMP Accountant will view credit/debit card accounts online at least once per month to review the activity of the account.

Each individual credit/debit card holder will be responsible to provide all receipts coded to the proper chart of accounts on a monthly basis. The monthly due date will be provided by SGMP Headquarters. If a credit/debit card holder is late or misses a submission deadline SGMP Headquarters will notify the National Treasurer. The National Treasurer will have the authority to suspend credit/debit card privileges if it becomes necessary due to repeated tardiness of receipt submission. In the event that the National Treasurer is late or misses the monthly submission deadline, SGMP Headquarters will notify the National President.

The National Treasurer will review all the credit/debit card statements quarterly with the required receipt backup for transactions. If there are any questionable charges, the National Treasurer and Executive Director have the fiduciary responsibility to follow up on the validity of the charge and its approval.

The following guidelines will apply for the credit/debit card holders:

- The SGMP credit/debit card may be used for official SGMP business only.
- There will be a limit of \$5,000 per card (credit) for the National Treasurer, National President, Executive Director and Deputy Director.

<b>SUBJECT:</b> <b>NATIONAL CREDIT CARDS</b>	<b>SECTION: NATIONAL FINANCES</b> <b>Policy No: NF-9 (continued)</b>
<b>Date of Origin: October 2009</b> <b>Revised: July 2012; September 2013</b> <b>Reaffirmed:</b>	

- In case of missing or stolen credit/debit card SGMP Headquarters and/or the credit card holder must immediately call the issuing bank and cancel the credit card. In addition, the credit card holder must notify SGMP Headquarters within 24 hours.
- Credit/debit card holders will be responsible to code and submit monthly transaction forms with their receipts. The individual's card will be suspended if his/her monthly transaction forms are not submitted with receipts.

Improper or negligent use of the SGMP credit/debit card will be immediately reported to the National Treasurer. Misuse or misappropriation of SGMP funds via the credit/debit cards will result in the National Treasurer suspending the privileges of the card holder. The National Treasurer will notify the National President and the Executive Director in writing that the credit/debit card holder's privileges have been suspended or revoked. Further action may be taken by the National Board including, but not limited to, the possible loss of board position, membership, and/or legal action.

**SUBJECT:**  
**CHANGING ACCESS TO FINANCIAL  
ACCOUNTS**

**SECTION: NATIONAL FINANCES**  
**Policy No: NF-10**

**Date of Origin: October 2009**  
**Revised:**  
**Reaffirmed:**

**PURPOSE**

To ensure that the National Board and SGMP Headquarters address the transition of financial matters in a timely manner.

**POLICY**

Whenever a change occurs with the National Board or the Executive Director, SGMP Headquarters and the National Board will have 5 business days to change all financial accounts, passwords and PIN numbers. The National Board may provide the new information temporarily to the Deputy Director or an Interim Executive Director.

The outgoing National Treasurer or the Executive Director must hand over the debit and credit cards linked to the SGMP's accounts, and said debit and credit cards should be destroyed in the presence of the previous cardholder.

The outgoing National Board member or Executive Director must hand over the credit cards linked to the SGMP's accounts, and said debit and credit cards should be destroyed in the presence of the previous cardholder.

Should a change occur with the Executive Director, the Executive Director must immediately relinquish all SGMP properties and the aforementioned items to the National Board or its designated representative, including but not limited to, all pertinent financial information.



<b>SUBJECT:</b> <b>NATIONAL TREASURER RESPONSIBILITIES</b>	<b>SECTION: NATIONAL FINANCES</b> <b>Policy No: NF-11</b>
<b>Date of Origin: October 2009</b>	
<b>Revised: July 2012</b>	
<b>Reaffirmed:</b>	

**PURPOSE**

To clearly state the fiduciary responsibilities of the National Treasurer.

**POLICY**

The National Treasurer is charged with the responsibility of ensuring that the management of all SGMP bank accounts and assets are handled in accordance to SGMP bylaws and policies and procedures. The National Treasurer may review all account transactions that take place in order to adhere to the performance of his or her duties and fiduciary responsibilities.

The National Treasurer will be responsible for reviewing a monthly detailed P&L statement and Asset Report furnished by SGMP Headquarters. After review, the National Treasurer will direct SGMP Headquarters to post the report on SGMP's National Board webpage. SGMP Headquarters will furnish all financial reports to the National Treasurer by the 10<sup>th</sup> of every month and post on SGMP's National Board webpage by the 15<sup>th</sup> of every month.

The National Treasurer will perform a quarterly review of all financial documents at SGMP Headquarters. SGMP's financial records will be reviewed with the Executive Director. The National Treasurer and Executive Director are responsible to ensure that SGMP finances are in order and in line with the annual budget, ensuring that income and expenses are on pace with the annual budget estimates.

SGMP Headquarters is obligated to strictly follow all of SGMP's policies and procedures with regard to record retention, financial reporting, bank account management, and asset management and to share with the National Treasurer how these standards are executed.

The National Treasurer must ensure the society's financial policies and procedures are being followed in order to maintain accurate and accountable records to operate under the obligations as set forth by the IRS and to ensure SGMP's nonprofit status remains in good standing.

The National Treasurer has the fiduciary responsibility to direct SGMP Headquarters to take action in the event that the National or Chapter financial policies and procedures are being violated or disregarded. SGMP Headquarters must notify the National Treasurer as soon as possible, if violations are occurring.

**SUBJECT:**  
**ACCOUNTING PROCEDURES**

**SECTION: NATIONAL FINANCES**  
**Policy No: NF-12**

**Date of Origin: October 2009**

**Revised:**

**Reaffirmed:**

**PURPOSE**

To provide expected guidelines on keeping financial records for SGMP.

**POLICY**

The Executive Director and SGMP Headquarters must maintain accurate records of SGMP's income and expenses on a monthly basis.

Accurate records for all of SGMP's income and expense transactions must be kept in an orderly fashion and must be reconciled with the bank statements each month. All transactions must be accounted for by the SGMP Office Accountant.

All income and expense transactions on SGMP's bank statements must be accounted for and accompanied by a receipt, deposit slip, or cancelled check.

The Executive Director will insure the proper maintenance of all transactions, to include all cash transactions, deposits, expenses, asset information, and copies of all contracts for SGMP.

<b>SUBJECT:</b> <b>RECEIPTS</b>	<b>SECTION: NATIONAL FINANCES</b> <b>Policy No: NF-13</b>
<b>Date of Origin:</b> <b>October 2009</b>	
<b>Revised:</b> <b>July 2012</b>	
<b>Reaffirmed:</b>	

**PURPOSE**

To maintain due diligence in the practice of providing receipts for SGMP expenses.

**POLICY**

The Executive Director must ensure that all expenses are accompanied by receipts. All SGMP members receiving SGMP funds for reimbursement or services must provide receipts to the SGMP Headquarters attached to the official SGMP expense reimbursement form.

Receipts must accompany all expense disbursements from SGMP financial accounts without exception. Receipts and expense reports are required to be submitted to SGMP Headquarters no later than 30 days after the expense occurs. The National Treasurer may approve payment for expenses after 30 days if there are extenuating circumstances that prohibited the expense submission from occurring by deadline. Otherwise, the expense will not be paid.

**SUBJECT:  
DEPOSITS**

**SECTION: NATIONAL FINANCES  
Policy No: NF-14**

**Date of Origin: October 2009**

**Revised:**

**Reaffirmed:**

**PURPOSE**

To establish the required guidelines for the documentation of bank deposits.

**POLICY**

Deposit slips or ATM receipts are required to support all deposit transactions in SGMP's financial accounts.

Electronic Deposits by credit card companies such as American Express, Visa/MC and government EFT's must be reconciled monthly with the expected charge or closing batch.

Checks received at SGMP Headquarters must be deposited within 48 business hours.

<b>SUBJECT:</b> <b>TRACKING CHAPTER CASH</b> <b>TRANSACTIONS</b>	<b>SECTION: NATIONAL FINANCES</b> <b>Policy No: NF-15</b>
<b>Date of Origin: October 2009</b> <b>Revised:</b> <b>Reaffirmed:</b>	

**PURPOSE**

To establish the prohibition of cash transactions and define the only two exceptions to this policy.

**POLICY**

All SGMP business transactions should be by check or credit card. In the course of business there is a need for limited petty cash acceptance; it will be for the following functions:

- Cash collection for national charity
- Cash collection for CGMP pins
- Cash collection for Silent Auction and National Conference expenses

A written receipt is given with a carbon copy kept in the cash receipt book that is turned over to the SGMP Office Accountant and verified. Cash funds should be deposited within 24 hours on any bank business day or stored in a lock box in a hotel safe during the national conference. Written documentation of the amount of money in the lock box must be verified and signed off on by two staff members each time a staff member takes possession of or relinquishes the lock box to/from the hotel.

<b>SUBJECT:</b> <b>CHECK WRITING POLICY</b>	<b>SECTION: NATIONAL FINANCES</b> <b>Policy No: NF-16</b>
<b>Date of Origin: October 2009</b> <b>Revised:</b> <b>Reaffirmed:</b>	

**PURPOSE**

To establish the required guidelines for the documentation of the writing and issuance of checks. This policy is based upon the Sarbanes-Oxley Act legislation of the United States Congress.

**POLICY**

All SGMP checks must have the appropriate accompanying documentation provided in the vendor file.

Accompanying documentation includes, but is not limited to, invoices, banquet event order forms, bills, receipts, and official SGMP reimbursement forms with proper documentation.

The National Board directs SGMP Headquarters to strictly forbid the Executive Director, Deputy Director, National Treasurer, or National President to write themselves reimbursement checks or to directly withdraw national funds via a debit card or credit card for the reimbursement of SGMP expenses.

All SGMP checks should be void after 90 days.

**SUBJECT:**  
**NATIONAL AUDITS**

**SECTION: NATIONAL FINANCES**  
**Policy No: NF-17**

**Date of Origin: October 2009**

**Revised:**

**Reaffirmed:**

**PURPOSE**

To establish the required guidelines for independent audits of national funds.

**POLICY**

SGMP bylaws require annual audits of the society's finances. An independent audit will be contracted to review SGMP's financial procedures by SGMP Headquarters. The independent auditor will provide the audit report to the National Treasurer and National President who will discuss the findings with the National Board. The National Board will share the written report with the Executive Director. The independent auditor should discuss in the written report any deficiencies or suggestions for improvements and distinguish areas of high marks.

The National Board directs SGMP Headquarters to change the audit firm every three years to ensure impartiality by the firm conducting the audit.

<b>SUBJECT: REPORTING</b>	<b>SECTION: NATIONAL FINANCES Policy No: NF-18</b>
<b>Date of Origin: October 2009</b>	
<b>Revised:</b>	
<b>Reaffirmed:</b>	

**PURPOSE**

Using the Sarbanes-Oxley Act passed by the U.S. Congress for guidance, the National Board has determined that our nonprofit organization should have a written, mandatory document retention and periodic destruction policy. Such a policy will also help limit accidental or innocent document destruction.

The National Board requires SGMP Headquarters to maintain written document retention of all financial transactions; these documents will be housed at SGMP Headquarters. The following policies and procedures cover document retention, back-up retention procedures, archiving of documents, and regular check-ups of the reliability of the system. The National Board must be advised immediately if an official investigation is necessary or underway, or even suspected to be underway, so that the National Board may officially direct SGMP Headquarters to stop any document purging in order to avoid criminal obstruction charges.

**POLICY**

The National Board requires the Executive Director and SGMP Headquarters, in accordance with their contracted duties, to properly and accurately account for all financial transactions made by the national organization.

The Executive Director and SGMP Headquarters, in accordance with their contracted duties, are responsible to insure the balancing of SGMP’s checking accounts each month, reconciling any discrepancies, and providing a detailed financial accounting to the National Treasurer and the National Board. The National Treasurer, in conjunction with the National Board, has the ultimate fiduciary responsibility for reviewing and approving the financial reports provided by the Executive Director and SGMP Headquarters.

SGMP’s monthly bank statements and debit card statements should be reconciled immediately when they are received. If errors are found, they must be investigated and reconciled before submission of the month-end financial report. The Executive Director must submit the month end reports to the National Treasurer for review and approval by the 10<sup>th</sup> of every month and to the National Board by the 15<sup>th</sup> of every month.

The National Board will require SGMP Headquarters to record all financial information on the official SGMP accounting forms and software. After the information on revenue, expenses, assets and liabilities equity has been collected, this information must be recorded into the SGMP standard accounting forms and software.



<b>SUBJECT:</b> <b>REVIEW OF MONTH END FINANCIAL REPORTS</b>	<b>SECTION: NATIONAL FINANCES</b> <b>Policy No: NF-19</b>
<b>Date of Origin: October 2009</b> <b>Revised:</b> <b>Reaffirmed:</b>	

**PURPOSE**

To establish the required guidelines for the review of SGMP’s financial health.

**POLICY**

The National Treasurer and Executive Director should review the financial accounting process quarterly. The National Treasurer has the responsibility to report back to the National Board with any recommendations that may arise from the quarterly review.

- **Balance Sheet - Monthly**  
 The Balance Sheet shows the financial position of SGMP by comparing the Society’s assets and liabilities.
- **Profit and Loss Statement and Pace report- Monthly**  
 The Profit and Loss Statement shows SGMPs income and expenses for the month. The Pace Report show the income and expenses listed with a percentage column, so the National Treasurer and Executive Director may analyze SGMP’s income and expenses to determine future spending, asset allocation, and provide recommendations to the National Board. This will help the National Treasurer and the National Board ensure that spending is in line with the approved annual budget.
- **Accounts Receivable Sheet - Quarterly**  
 The National Treasurer and Board should review SGMP’s accounts receivables to ensure proper and timely payment from members and vendors. The form should detail which members and vendors owe SGMP money and how long these amounts have been unpaid. The National Board directs SGMP Headquarters to actively pursue any accounts receivable to ensure SGMP collects all outstanding monies due. The goal of SGMP Headquarters should be to have no outstanding accounts receivable on the books for longer than 30 days.

<b>SUBJECT:</b> <b>REVIEW OF MONTH END FINANCIAL REPORTS</b>	<b>SECTION: NATIONAL FINANCES</b> <b>Policy No: NF-19</b> <i>(continued)</i>
<b>Date of Origin: October 2009</b> <b>Revised:</b> <b>Reaffirmed:</b>	

During review of all the financial reports, it is important for the National Treasurer and Executive Director to analyze and assess the financial status of SGMP's operating budget and report to the National Board.

- If the National Treasurer and SGMP Headquarters come to the realization that income is declining with no reasonable explanation, the National Treasurer has the fiduciary responsibility to investigate or direct the Executive Director to investigate. The National Treasurer or the National Board will direct SGMP Headquarters to analyze the following areas to determine why revenue may be decreasing: membership drops, missing or erroneous deposits, underestimation of fund raising events, lack of attendees at monthly meetings, or any area that may not be reported on the standard accounting form.
- Should the National Treasurer and Board determine SGMP's liabilities are increasing at a more than expected rate, the National Treasurer and the Executive Director will make recommendations on how to stop this occurrence and will discuss all the options why this occurrence may have transpired with the entire board.

**SUBJECT:**  
**IRS TAX REPORTING**

**SECTION: NATIONAL FINANCES**  
**Policy No: NF-20**

**Date of Origin: October 2009**

**Revised:**

**Reaffirmed:**

**PURPOSE**

To establish the required guidelines in reporting IRS 990, 990EZ and 990N forms for nonprofit tax purposes.

**POLICY**

The National Board directs the Executive Director to submit a year-end financial report 15 business days after July 1. This year-end report will be used to prepare the IRS 990 form which must be filed before November 15. The Executive Director has responsibility of filing SGMP taxes in according with IRS tax laws. The Executive Director is solely responsible and contractually obligated to accurately file SGMP's taxes and represent SGMP in all tax issues.

All completed returns are kept on file at SGMP Headquarters with the Public Disclosure copy which is available to any member or the general public.

**SUBJECT:**  
**SAVINGS, CDs, AND ASSETS**

**SECTION: NATIONAL FINANCES**  
**Policy No: NF-21**

**Date of Origin: October 2009**

**Revised:**

**Reaffirmed:**

**PURPOSE**

To establish guidelines for the opening/closing and operation of all financial accounts of the national organization.

**POLICY**

The Executive Director will execute all bank account openings and closings, transfer of funds, new CDs, increases or decreases in the long term or short investment portfolio, only with the expressed permission of a majority of the National Board. The Executive Director is only obligated to execute the aforementioned transactions after receiving a confirmation letter or email from the National Treasurer verifying the National Board's approval of the transaction. In the event that the National Treasurer is unavailable, the National Secretary may also provide verification via the approved minutes from the National Board meeting electronic vote or conference call. The Executive Director has the responsibility to notify the National Treasurer of any problems or emergencies with any of SGMP's financial accounts or investments that require the National Board's immediate attention.

<b>SUBJECT:</b> <b>RETURNED CHECK CHARGE</b>	<b>SECTION: CHAPTERS</b> <b>Policy No: NF-22</b>
<b>Date of Origin: November 1993</b>	
<b>Revised: April 2008; September 2008; October 2009</b>	
<b>Reaffirmed:</b>	

**PURPOSE**

This policy covers the fee assessed for returned checks.

**POLICY**

SGMP Headquarters will assess a fee of \$40 for any returned check.

**SUBJECT:  
REFUND REQUESTS**

**SECTION: National Finances  
Policy No: NF-23**

**Date of Origin: July 2010**

**Revised:**

**Reaffirmed:**

**PURPOSE**

This policy covers the required process for requesting a refund for fees associated with all SGMP business.

**POLICY**

Any member seeking a refund for fees paid to SGMP in conducting official business must make that request in writing on company/agency letterhead, if the refund check is to be made out to the company or agency. Personal refund request for fees paid may be made via email and addressed to the current SGMP accountant. A refund request will only be considered if this procedure has been followed.

A request does not guarantee the refund will be approved. The request will be reviewed by the executive director & CEO, who will determine, based on merit, written refund guidelines & deadlines placed in registration statements, highly unusual circumstances, timeliness of request, and if alternate options were considered.

The individual requesting a refund amount will receive a written communication from the executive director & CEO after the review with the determination.

**SUBJECT:**  
**ALLOWABLE VARIANCES IN ACTUAL  
SPENDING VS. BUDGETED AMOUNTS**

**SECTION: National Finances**  
**Policy No: NF-24**

**Date of Origin: November 2010**

**Revised:**

**Reaffirmed:**

**PURPOSE**

The SGMP annual budget is an estimate of income and expenses and the map for the spending of approved funds. These guidelines are for National Board members and headquarters staff to execute the approved annual fiscal year budgeted amounts.

**POLICY**

The National Treasurer may authorize up to \$5,000 in expenses over a line item budget (the National President may approve this in the absence of the National Treasurer).

Any line item expense over budget shall require a written explanation and shall be presented to the full board for review of the circumstances that caused the increase in the forecasted expense.

Amounts over \$5,000 will require the National Board to review and, by majority vote, may do the following:

1. Accept the reasoning and approve the overage amount for the fiscal year budget.
2. Deny the reasoning and require the expense related item to be reimbursed to SGMP by the individual making the expense.
3. Allow the expense to be applied to SGMP operations, but provide written reprimand to the offending individual.
4. Determine the expense was due to gross negligence and in violation of SGMP's policies and spending practices. This determination will allow the board to have the authority to remove the offending individual for creating the expense. If it was a board member, they can be removed by unanimous vote of the National Board. If it was the Executive Director & CEO, he/she may be terminated by unanimous vote of the National Board\*.

\*If the expense was made by a staff member and was unauthorized by the Executive Director & CEO, the Executive Director & CEO shall take timely and appropriate action, up to and including termination.

**SUBJECT:**  
**HEADQUARTERS PAYROLL ADJUSTMENTS**

**SECTION: National Finances**  
**Policy No: NF-25**

**Date of Origin: October 2012**

**Revised:**

**Reaffirmed:**

**PURPOSE**

To document the SGMP headquarters rules for processing staff payroll and adjusting staff salaries and bonuses.

**POLICY**

All full-time SGMP employees are salaried and should receive 26 equal paychecks per year. At least two headquarters employees (staff accountant and Executive Director & CEO and/or Deputy Director) must have authority at all times to access all information in headquarters' payroll vendor's account.

Written and direct authorization from the National Treasurer (or National President in the event the National Treasurer is unable/unavailable) is required in order to implement any salary change or bonus for the executive director & CEO. Written and direct authorization from the National Treasurer is required in order to implement any salary change or bonus for any other staff member that would result in exceeding the annual pre-approved headquarters salary and/or annual pre-approved headquarters bonus pools. The National Treasurer must be cc'd on all communications involving edits to the staff payroll and or bonuses. No exceptions.



<b>SUBJECT:</b> <b>FINANCIAL ALERT PROCESS</b>	<b>SECTION: National Finances</b> <b>Policy No: NF-26</b>
<b>Date of Origin: January 2013</b>	
<b>Revised:</b>	
<b>Reaffirmed:</b>	

**PURPOSE**

To establish the SGMP headquarters process for providing immediate and appropriate attention to possible financial mismanagement or financial fraud by SGMP representatives at the national, chapter or headquarters levels.

**POLICY**

The SGMP staff accountant has first and regular access to the financial documents related to SGMP national and all SGMP chapters. When and if that staff person discovers or is made aware of a possible financial mismanagement or financial fraud situation that merits further review, the following steps are to be taken :

- The staff accountant sends an email with “FINANCIAL ALERT” in the subject line to the Executive Director & CEO, the National Treasurer and the National President to immediately and simultaneously alert the national leadership team of the possible situation. This email would briefly describe the situation and explain why it may require further action on behalf of SGMP.
- Within one business day of receipt, the Executive Director & CEO and the National Treasurer would communicate via email with the staff accountant and the National President to confirm receipt of the alert and that follow-up is being taken regarding the alert.
- The Executive Director & CEO and the National Treasurer are then responsible to determine the next steps, conduct any appropriate research and develop and document recommended action. The National President would be provided with updates during this process, where warranted. Appropriate research could include communicating with, where needed, other SGMP representatives.
- The recommendation—with rationale for why further action or no further action should be taken by SGMP would be sent to the National President and the staff accountant upon completion of the research and evaluation.
- The National President would confirm receipt of the recommendation within one business day of receipt and would then be responsible for any further communication to the National Board regarding the situation.
- The National President and the National Treasurer would be responsible to determine any notification of the resulting recommendation to be made with those involved during the research.
- The Executive Director & CEO would be responsible to provide lessons learned and/or suggestions for policy revisions to the national board.

<b>SUBJECT: RESERVE POLICY</b>	<b>SECTION: NATIONAL FINANCES Policy No: NF-27</b>
<b>Date of Origin: October 2013</b>	
<b>Revised:</b>	
<b>Reaffirmed:</b>	

**PURPOSE**

To explain the importance of financial reserves and provide guidelines for maintaining adequate SGMP reserves.

**POLICY**

Definition of Reserves

Reserves are defined as the accumulated net surpluses of SGMP, i.e., the unrestricted net assets as reported on the Statement of Financial Position. The primary purpose of the reserves is to ensure that SGMP has adequate funds available in the event of an unanticipated catastrophic event or business situation that reduces reserves and threatens the financial viability of SGMP. A secondary purpose of the reserves is to support special projects in the event a single or multiple strategic initiatives should surface outside of the annual budgeting process. This means that should a strategic initiative surface during the course of the year, a board member may make a motion to the full National Board to fund such an initiative. An initiative is defined as a chance for SGMP to invest in an action that will benefit SGMP and its members.

Funding Requirements

The annual budget may include an annual contribution to reserves as approved or recommended by the National Treasurer and approved by the National Board. SGMP shall have a goal of maintaining reserves of an appropriate percentage amount depending on its current budget situation. The budgeted target contribution to reserves may be a percentage of the budgeted net income. If the National Treasurer sees reserves falling below a recommended amount, the National Board may direct the Executive Director & CEO to put a cap on any new-project funding or special initiative funding through the reserves. Also, this occurrence would trigger a process through which the National Board would recommend necessary and sufficient corrective actions to pursue a recovery plan to rebuild the reserves

# REGIONS

<b>SUBJECT:</b> <b>REGIONAL STRUCTURE</b>	<b>SECTION: REGIONS</b> <b>Policy No: R-1</b>
<b>Date of Origin: April 2008</b>	
<b>Revised: July 2009; October 2009; July 2011; October 2011; July 2013</b>	
<b>Reaffirmed:</b>	

**PURPOSE**

The purpose of the regional structure is to:

- Create smaller focus teams to work on projects and ideas
- Address geographic issues and/or create chapter partnerships
- Direct dialogue with the National Board at scheduled meetings
- Shift financial responsibilities from chapters to national organization
- Offer more efficient response tools to regions
- Involve region leaders and broader base membership

**POLICY**

SGMP will be divided into seven regions. Each region will be appointed a National Board member liaison. Chapter Presidents and Chapter Second Vice Presidents will be the regional representatives for their respective chapters.

The seven regions are:

- |          |                                                                                                 |
|----------|-------------------------------------------------------------------------------------------------|
| Region 1 | Greater Pittsburgh; National Capital; New England; North Carolina; Old Dominion                 |
| Region 2 | Central Florida; Florida Capital; Georgia Peach; Rocket City Alabama; Tennessee                 |
| Region 3 | Buckeye; Crossroads of America; Kentucky Bluegrass; Michigan                                    |
| Region 4 | Chicago; Heart of Illinois; Missouri Capital; Louisiana                                         |
| Region 5 | Houston Gulf Coast; North Texas; San Antonio Alamo; Texas Lone Star Capital; Wild West Oklahoma |
| Region 6 | Greater Oregon; Northern Lights; Pacific Northwest; Rocky Mountain                              |
| Region 7 | Arizona; Sacramento; San Francisco Bay Area; Southern California                                |

<b>SUBJECT:</b> <b>REQUEST FOR REVIEW</b>	<b>SECTION: REGIONS</b> <b>Policy No: R-2</b>
<b>Date of Origin: April 2008</b>	
<b>Revised: July 2009; October 2009</b>	
<b>Reaffirmed:</b>	

**PURPOSE**

The Chapter President or Chapter Second Vice President may submit position/issue papers to their National Board Liaison for National Board consideration. All requests requiring a response must be in writing using the “Request for Review” form that is available in the Member’s Only section of the SGMP website.

**POLICY**

- Requests for Review may come from any region or be presented by all regions as one request
- Request for Reviews will be sent to the National Board Liaison after a regional conference call
- Once the National Board receives the Request for Review from the National Board Liaison, the board will discuss it and respond in writing within 30 days of receipt
- If adopted by the board, standard operating procedures will be created for the Request for Review item

# **GILMER INSTITUTE OF LEARNING**

<b>SUBJECT:</b> <b>GILMER INSTITUTE OF LEARNING TRAVEL</b>	<b>SECTION: GILMER INSTITUTE</b> <b>Policy No: GI-1</b>
<b>Date of Origin: July 2006</b> <b>Revised: April 2008; September 2008; October 2009; March 2010;</b> <b>November 2010</b> <b>Reaffirmed:</b>	

**PURPOSE**

To itemize those expenses for which SGMP (national) will potentially assume for up to two meetings annually.

**POLICY**

**Transportation**

**Air & Rail:** All travel by air or by rail shall be done at the lowest available fare for nonstop or direct routes between the traveler’s originating city and the business site. Reservations will be handled by the SGMP Headquarters Office. All tickets will be coach-class tickets.

Travel related costs, not to exceed \$600, include airfare, extra baggage charges, change fee. **\*\*It is the policy that SGMP will only pay penalties if a change of flight is caused by SGMP, business related, or there is a personal emergency for the traveler. “Emergencies” are personal family illness or death. If such emergency occurs, the traveler shall submit appropriate documentation to SGMP headquarters. .**

A change for non-SGMP business purpose is not considered a personal emergency and, therefore, would result in the cost of the airline ticket and change fee being paid by the individual traveler.

**Privately Owned Vehicle:** All travel by private automobile will be reimbursed at the prevailing U.S. General Services Administration (GSA) rate available at [www.gsa.gov](http://www.gsa.gov) (not to exceed the lowest available airfare for the same destination). Transportation to/from a Trustee’s home or work to/from airport will be reimbursed in full at the prevailing U.S. GSA rate.

**Parking:** Parking fees will be reimbursed in full.

**Airport/Hotel Transfers for Airport/hotel or Business Site Transfers:** Individual travelers are encouraged to use airport shuttle.

**Taxis:** Local travel by taxi is authorized for all business purposes, as well as for transportation from hotel to dining establishments.

<b>SUBJECT:</b> <b>GILMER INSTITUTE OF LEARNING</b> <b>TRUSTEES TRAVEL</b>	<b>SECTION: GILMER</b> <b>INSTITUTE</b> <b>Policy No: GI-1(continued)</b>
<b>Date of Origin: July 2006</b> <b>Revised: April 2008; September 2008; October 2009; March 2010;</b> <b>November 2010</b> <b>Reaffirmed:</b>	

**Subsistence**

Gilmer Institute of Learning Trustees will be reimbursed for actual and necessary expenses incurred in the performance of their duties up to \$110 per day. These expenses include meals, mileage, airport transportation, transfers, airport parking and gratuities.

**Claims for Reimbursement**

Gilmer Institute of Learning Trustees may apply for reimbursement for reasonable meal expenditures up to \$110 per day, including tax and tip, when on official SGMP business. (Guidelines: \$15 for breakfast; \$25 for lunch; \$70 for dinner).

Upon completion of travel, the SGMP Expense Report, accompanied by receipts for all transportation, meals and other expenses, must be submitted within 30 days from the dates of travel.

**Other Reimbursable Travel Expenses:** In addition to lodging, meals and transportation, the following actual expenses incurred as a necessary part of approved travel may be reimbursed (receipts are required in most all cases):

1. Reasonable tips paid by the Trustee for valets, housekeeping and ground transportation. Tips paid in conjunction with meals are included in the meal allowance and cannot be claimed separately.
2. Commercial transportation expenses paid by the Trustee. Receipts are required for each individual ride in a commercial vehicle.
3. Parking fees paid by the Trustee; receipts are required
4. Internet, telephone, fax and other similar charges paid by the traveler for official Gilmer Institute of Learning business; receipts are required.
5. The actual cost of one personal telephone call per day, not to exceed \$5 per day.

**EXCEPTION:** If a Gilmer Institute of Learning Trustee will not be attending the entire conference or other event at which the Trustee meeting is held, SGMP will not cover any travel expenses (unless in case of an “emergency,” as previously described).



<b>SUBJECT:</b> <b>NATIONAL EDUCATION CONFERENCE</b> <b>REGISTRATION</b>	<b>SECTION: GILMER</b> <b>INSTITUTE</b> <b>Policy No: GI-2</b>
<b>Date of Origin: July 2006</b> <b>Revised: April 2008; October 2009</b> <b>Reaffirmed:</b>	

**PURPOSE**

This policy establishes registration costs at the National Education Conference.

**POLICY**

SGMP (national) will provide complimentary registration to the SGMP National Education Conference for the Gilmer Institute of Learning Trustees who are not able to receive support from other sources.

<b>SUBJECT:</b> <b>CGMP EXAM FEE REIMBURSEMENT</b>	<b>SECTION: GILMER  INSTITUTE</b> <b>Policy No: GI-3</b>
<b>Date of Origin: April 2008</b> <b>Revised: January 2009; October 2009; March 2010; April 2011</b> <b>Reaffirmed:</b>	

**PURPOSE**

This policy covers the criteria for reimbursement of the Certified Government Meeting Professional (CGMP) certification fees.

**POLICY**

There are two options available for reimbursement of CGMP fees. Members are only eligible for one of these reimbursement options.

Upon successfully passing the exam, SGMP (national) will reimburse planner and supplier members up to \$250 for the CGMP course & exam fees, which cannot be reimbursed by any other source. For the national reimbursement plan, the SGMP Gilmer Institute of Learning Education Trustees and the SGMP Executive Director & CEO and/or Deputy Director will review all applications for reimbursement.

Chapters are authorized to provide scholarships for CGMP certification fees, using the SGMP-approved form.

<b>SUBJECT:</b> <b>CHAPTER IMMEDIATE PAST PRESIDENTS</b> <b>ELECTED/APPOINTED AS TRUSTEE</b>	<b>SECTION: GILMER</b> <b>INSTITUTE</b> <b>Policy No: GI-4</b>
<b>Date of Origin: January 2009</b> <b>Revised: October 2009</b> <b>Reaffirmed:</b>	

**PURPOSE**

This policy was created to clarify the positions of Chapter Immediate Past Presidents elected and/or appointed as a trustee of the Gilmer Institute of Learning.

**POLICY**

Chapter Immediate Past Presidents, who run and are elected or appointed to serve on the Gilmer Institute of Learning may only serve on one board of directors. It is in the best interest of both the chapter and the SGMP (national) organization to have a clear separation and, thus, to avoid a conflict of interest.

<b>SUBJECT:</b> <b>GILMER INSTITUTE OF LEARNING</b> <b>TRUSTEES ANNUAL MEETING</b>	<b>SECTION: GILMER</b> <b>INSTITUTE</b> <b>Policy No: GI-5</b>
<b>Date of Origin: February 2010</b> <b>Revised:</b> <b>Reaffirmed: March 2010</b>	

**PURPOSE**

This policy originated in the SGMP bylaws and was created to declare the required annual meeting provision for Trustees of the Gilmer Institute of Learning.

**POLICY**

The Gilmer Institute of Learning Trustees shall meet at least once a year in conjunction with the National Education Conference. Special meetings may be called by the Advisory Chair, the Operations Chair, or as requested by The National Board.

<b>SUBJECT:</b> <b>GILMER INSTITUTE OF LEARNING</b> <b>COMMITTEES</b>	<b>SECTION: GILMER</b> <b>INSTITUTE</b> <b>Policy No: GI-6</b>
<b>Date of Origin: February 2010</b> <b>Revised: September 2013</b> <b>Reaffirmed: March 2010</b>	

**PURPOSE**

This policy originated in the SGMP bylaws and was created to define the Gilmer Institute of Learning committees' membership and tasks.

**POLICY**

The Gilmer Institute of Learning has three committees made up of a total of three planners and three suppliers:

The Scholarship and Certification Committee is to set criteria and execute or review all chapter scholarship programs, national scholarship programs and leadership programs.

The Fundraising Committee is to execute or review the silent auction, oversee fundraising and corporate sponsorships, and review chapter fundraising events.

The Education and Programming Committee is to promote or review the CGMP certification, the Contact Hours program, and the education and resource library; to maintain chapter program standards; and, to coordinate with the National Education Conference programs and speakers.

<b>SUBJECT: GILMER INSTITUTE OF LEARNING CGMP CLASS REQUIREMENTS</b>	<b>SECTION: GILMER INSTITUTE Policy No: GI-7</b>
<b>Date of Origin: July 2014 Revised: Reaffirmed:</b>	

**PURPOSE**

This policy establishes guidelines for chapters who wish to host a CGMP class.

**POLICY**

For a chapter to host a CGMP class, the following guidelines will apply:

The chapter is responsible for:

- Sending a deposit of \$595 to SGMP Headquarters
- Securing a minimum of ten (10) paid registrants
- Securing a location for the class
- Paying for any meeting room, food and beverage, and audio visual costs, if applicable
- Marketing the class by posting on the chapter website, include in the chapter newsletter, use of social media if applicable to that chapter, and inform nearby chapters

SGMP Headquarters is responsible for:

- Collecting the \$595 and registration form from each registrant
- Paying the honorarium of any adjunct instructor (if Education and Training Director is not available)
- Covering the travel costs for either the Education and Training Director or adjunct instructor
- Posting the dates on the National website, a minimum of three months prior to class dates
- Refunding the deposit of \$595 to the chapter after ten people have registered and paid

If the chapter is unable to fill the class with the minimum of ten registrants 15 days prior to the class, the deposit will be forfeited to SGMP and placed in the scholarship fund.