



SGMP SATELLITE CHAPTERS

**SGMP IS GROWING ITS
NETWORK OF
CHAPTERS AND
SATELLITE CHAPTERS!**

WHAT IS A SATELLITE CHAPTER?

It is a smaller group that is formed with 5-10 people in areas where a chapter is not currently active or started!

It can grow to a full chapter, or remain a satellite group.

**MORE INFO:
WWW.SGMP.ORG**



SATELLITE CHAPTERS – BASIC FORMATION & OPERATIONS

A. BASIC START:

1. Minimum number of persons required will be five (5), but groups will be encouraged to start with ten (10) whenever possible.
2. The satellite chapter will model their membership on the national chapter goals with balance between suppliers and planners. They will not be required to maintain balance. The goal is to grow membership and extend our association reach.
3. Members are full voting members of SGMP and eligible for all benefits.
4. Memberships will be recorded in the Monthly Membership Report (MMR) separately from the parent chapter. This will be done to not impact their planner/supplier ratio and not impact the full chapter numbers if they grow enough to begin a separate chapter.
5. At twenty (20) members, the satellite can determine if they will set a goal to reach chapter status or remain a satellite.

B. SATELLITE STRUCTURE:

1. The satellite chapter will be required to meet quarterly/four (4) times a year. This can be educational, networking or both.
2. The satellite chapter will select a leader who will serve as the Satellite Liaison to the parent chapter. They will be invited to participate in chapter board meetings. They will be an ex-officio board member and able to participate in all discussions. They will serve in this role for two years. They are not term limited.
3. The chapter president and the satellite liaison will establish a meeting schedule for regular updates and mentoring outside of the board meeting time.
4. The Parent Chapter can determine who will be the designated connection to the satellite – sometimes it may be the IPP, a designated volunteer – instead of the Chapter President.
5. The Parent Chapter is the mentor group to the satellite chapter. It is highly suggested that board members establish a buddy system to mentor the leaders in the satellite chapter and to encourage membership growth.
6. The Satellite Liaison is responsible for completing a monthly chapter report just like chapters.
7. Information that is shared with chapters that is of concern to membership chairs, program chairs, leaders will also be shared with the satellite liaison, example: email to all officers of a chapter will also include the satellite liaison.

C. EDUCATION/PROGRAMS:

1. Education programming will be available at the parent chapter meetings and can be available at the satellite chapter too. Satellite chapter education programs will be shared with the parent chapter program chair who will submit them for approval from the national education director.
2. Parent chapters are required to use a virtual tool at their regular meetings to allow for participation by satellite chapter members. (example – zoom)
3. CGMP will be supported and encouraged for all members.

D. SATELLITE CHAPTER FINANCES:

1. The parent chapter will receive funds on behalf of the satellite chapter and will pay expenses for the satellite chapter. All documentation rules will apply.
2. Parent chapters will include the satellite meeting date/registration on their website. Suggested use of independent landing page for the satellite.
3. A report of income to expenses will be shared with the Satellite Liaison monthly.
4. The parent chapter will establish a revenue and expense line item in their budget for compiling income and expense relative to the satellite chapter.
5. Revenue sharing from national will need to be delineated to reflect the revenue earnings from both the parent and satellite chapters. This will then be recorded for both groups.
6. When membership reaches twenty (20) members and is on track to become a chapter, the satellite chapter will transition to having its own checking account.
7. When the satellite chapter transitions to its own account, all of its assets move to their independent account.



FREQUENTLY ASKED QUESTIONS:



- **Who do I reach out to when I want to start a Satellite Chapter in my area?**

Contact SGMP Headquarters at membership@sgmp.org, or reach out to a chapter president.

- **How do I know if there is a Chapter or Satellite Chapter in my area?**

- Go to: <https://www.sgmp.org/chapters>

- **What is my first step?**

- Have a conversation with a SGMP Member, preferably a key leader of a potential Parent Chapter.

- **When is a Satellite Chapter official?**

- The Satellite Chapter becomes official when the National Board of SGMP vote to accept the new group (a form must be completed and submitted to the Satellite Chapter Workgroup Chair).

- **Do we have to balance the supplier and planner ratio?**

- No. The reason is that we want the group to form and grow.

- **How does one become a member of a Satellite if it exists?**

- Join SGMP and select the Satellite Chapter as your “home” chapter.
- If you are already a member, you can elect to transfer and there is a process for this.

- **When do we sign the ethics form?**

- The [SGMP Ethics Form](#) is a standard form required of all board members. It gets signed after the Satellite Chapter is accepted as official by the National

- **What is the time commitment for a leader of a Satellite Chapter?**

- A Satellite Chapter leader will be responsible for coordinating with several people, time commitments will vary depending on the stages of growth.
 - Attend parent chapter board meetings and plan your satellite chapter group meetings.

- **How many meetings does the Satellite Chapter hold annually?**

- Each new Satellite Chapter is asked to hold minimally 4 quarterly meetings each year. The meetings can be virtual or in-person.

- **How does the Satellite Chapter pick the Parent Chapter?**

- All interested parties have the option to communicate with a Parent Chapter for support in their geographic location, however geography is not a requirement for choosing the parent group.

- **How do we pick the Satellite Leader and a Liaison from the Parent Chapter?**

- A Parent Chapter can identify SGMP Members who may be interested in supporting the development of a Satellite Chapter.
- The Satellite Chapter can select the leader or it may be the person who spearhead the initiative. This is still an informal group.

- **What are the benefits of a Satellite Chapter?**

- Key benefits will be networking and educational programming.
- Building your personal brand and network as a member.

- **Can a Satellite Member participate in Parent Chapter activities?**

- Yes, Satellite Members can participate in a variety of activities within a Parent Chapter.
 - Some of these include volunteering on a committee, recruiting new members, and helping grow leaders to serve the Satellite Chapter to become a full chapter.

- **What resources are available for starting a Satellite Chapter?**

- A new Satellite Chapter will always be paired with a Parent Chapter for additional supports and there is a workgroup that meets monthly.