

Society of Government Meeting Professionals Membership Guide

Processing Applications — Deadlines

Monthly Schedule

All applications and monies to be processed for the month are to be received at SGMP's Membership Office by the last working day of each month. Applications are processed as received by the membership office. Applications should NOT be held by the chapter.

SGMP's Membership Office mails new member welcome packets to approved members.

Packet includes:

- welcome letter • membership certificate • membership card •
- membership directory
- Advantage Magazine

Suppliers also receive:

- advertising opportunities for Advantage Magazine & Directory
- mailing label order form

SGMP's Membership Office emails Chapter Membership Chairs and Chapter Presidents the following on a monthly basis:

Chapter Membership Chair Mailing includes:

- chapter membership report •
- new member list • membership changes report • monthly drop report

Chapter President Mailing includes:

- chapter membership report
- new member list • monthly drop report

Membership Application Checklist

- Applicant has completed ALL address information including ZIP code and area codes.
- Applicant has indicated the chapter affiliation in the space provided.
- Supplier and Associate Supplier have completed the planner/contract planner match information. Planners/contract planners may join at any time — no supplier match required.
- A completed planner profile **must be** included with all planner applications.
- Payment method must accompany the application.

Important Information to Remember

- Contract planner applications **must also include** a signed “category verification” form.
- Applicant has selected the correct category of membership.
- Applicant has signed and dated the application form.
- Membership Chair has signed the application indicating that he/she has verified the information provided by the applicant.
- Membership Chair has completed the “Chapter Use Only” portion of the application.
- Membership Chairs **must** not hold checks for more than 30 days. After thirty (30) days, the check must be returned to the applicant.

SGMP's Membership Office Responsibility

- If the information on the application(s) is incomplete, inaccurate or illegible, SGMP's Membership Office **will return the application and payment to the Membership Chair for further action.**

Membership — General Information

JOINING/TRANSFERRING CHAPTER MEMBERSHIPS

- Members-At-Large (aka MAL) are individuals who join SGMP without designating a chapter. If there are MAL's in your area, you should contact them about joining your Chapter.
- Any member who wants to transfer to another chapter must complete a transfer form and forward it to SGMP's Membership Office. If a supplier is transferring to another chapter – a planner match may be required in order that the chapter they are

transferring to may maintain their required planner to supplier ratio. All transfers **must** be approved by the Chapter President.

SGMP APPLICATIONS

- Please be sure to forward the ORIGINAL membership application form — **copies and faxes of the application are not acceptable.** Since the individual is a member of the national organization (and is encouraged to affiliate with a chapter) the original paperwork must be on file at Headquarters.
- Additional membership applications are available from the Membership Office and on line at www.sgmp.org.

MEMBERSHIP RECORD CHANGES

- Please remember that members must submit, in writing, email is preferable, changes to their membership record (name, address, phone/FAX numbers, etc.) directly to the Membership Office. A report of these changes will be emailed to the Chapter Membership Chair each month.

MEMBERSHIP RENEWALS

- Members are given **90** days to pay their membership dues. They receive 3 notices and a drop letter.

Example: 01/01 anniversary month
12/01/00 = 1st notice; 01/01/01 = 2nd notice;
and 02/01/01 = 3rd notice with “Drop” letter

Membership Chairs are encouraged to review the membership report each month and contact individuals whose membership is about to expire.

MEMBERSHIP APPLICATIONS RECEIVED DIRECTLY AT SGMP'S MEMBERSHIP OFFICE

- SGMP's Membership Office forwards to the Chapter Membership Chair any applications that are received directly from the prospective member.

CHAPTER PAYMENT FOR DUES

- Chapters are not allowed to pay dues for members. If a chapter holds an event where the membership is included in the registration fee for the event and a check for dues is written by the chapter, this must be indicated on the chapter check, by providing the member(s) name at the bottom of the check or include a cover letter indicating which membership(s) the check cov-

ers and whether it is an “individual” or “organization” membership.

CHAPTER MEMBERSHIP REPORTS

- Review your membership report carefully. If you have questions, please be sure to submit them to SGMP's Membership Office. Call 1/800/827-8916

Membership — Policies

- Chapter Presidents and Chapter Membership Chairs requested that they be given responsibility for collecting application forms and monies from prospective members. Therefore, the following policies were approved by SGMP's National Board of Directors in August, 1993, to take effect October 1, 1993. As long as the chapters follow these policies, they will remain in effect. However, if the policies are not followed, the Board of Directors may revert back to having SGMP's Membership Office handle complete processing of applications including collecting the applications and monies.
- All new member applications will emanate from the Chapter Membership Chairs. It will be their responsibility to make sure that the application is complete, legible and correct, the correct payment is included, and the planner match is included for all new supplier members.
- New member welcome packets will be mailed to all approved members.
- SGMP's Membership Office will email or mail the monthly chapter reports.
- All membership forms mailed directly to SGMP Headquarters or Membership Office will be forwarded, without processing, to the appropriate chapter membership chair. If the prospective member fails to designate chapter affiliation, SGMP's Membership Office will call him/her and encourage local chapter affiliation.

- Effective April, 2000, chapters below a 50/50 percent planner-to-supplier ratio (based on a three (3) month average) will not be permitted to accept supplier memberships until that chapter maintains a minimum 50/50 ratio for three (3) consecutive months.

Additional membership policies are listed below. The month and year the policy was approved appears in parentheses following the policy.

- SGMP will not accept nor condone payment for potential government meeting planners from supplier members. This official policy was effective July 1, 1993. (4/93)
- The application must be legible. It is recommended that it be typed or printed. (7/86)
- The application must indicate the Chapter to which the person wishes to affiliate. (7/86)
- Payment must be included with the application submitted to SGMP's National Membership Office. Applications are not processed for approval until payment has been received. (7/86)
- A member who allows their membership to lapse, will be dropped and, if they wish to rejoin must submit a membership application. If the drop is a Supplier, they MUST be matched with a new meeting planner to rejoin. (7/86)
- The Anniversary Month of Membership will be the month the membership is approved. Therefore, membership will run one year from that anniversary month regardless of their renewal payment, i.e. a membership anniversary month of May, and the renewal payment is not received and credited until July, the anniversary month remains "MAY." (7/86) Clarification of policy — A meeting planner whose membership drops and then rejoins will receive a new anniversary date. (7/96)

- SGMP Members are responsible for reporting any change in their name, address, telephone number or status to the SGMP's Membership Office. (10/86)
- Any planner member whose membership has lapsed and rejoins the same chapter less than a year after their former anniversary month cannot be matched with a new supplier application. (7/96)
- Membership Chairs may not hold checks for more than thirty (30) days. After thirty days, the check must be returned to the Supplier if no match is available. The check and application must be forwarded to the National Membership Office if it is a membership category that does not require a match (i.e. government planner, contract planner, educator/student). (7/96)
- Supplier members submitting applications for membership must have a matching Meeting Planner application and payment. No application from a supplier will be accepted, either for initial membership or for rejoining, (after membership has elapsed,) without a matching planner application and payment. (11/88)
- SGMP Headquarters will notify a Chapter anytime its meeting planner membership reaches 50% or lower of the total Chapter membership. The Chapter will be encouraged to recruit additional meeting planners to bring their membership ratio closer to 50%. Their monthly membership statistics will be monitored closely and if in a reasonable time, their Chapter meeting planner membership has not been raised to an acceptable level, the National Membership Chairperson will recommend National Board action. (9/90)

- Membership Types (7/86)

ORGANIZATIONAL: The membership belongs to a company or agency. However, there must be an individual appointed by the company/agency to act as their SGMP member representative. This type of membership is transferrable within the company/agency upon formal notification. A substitute, in the absence of the regular representative of the company/agency, may attend Chapter meetings, but only ONE person.

INDIVIDUAL: Belongs to the individual even though they may represent a company or agency. This type of membership is movable with the individual, but is not transferable to another. There is no substitute allowed with the individual membership.

- Membership Categories

Government Planner: Employed by Federal, state and local government meeting planners. Includes military and quasi-government associations and organizations.

Contract Planner: Individuals, organizations or companies 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 are contract planners by this definition.

Associate Supplier: Individuals, organizations or companies that are compensated through retainer or commission from suppliers (i.e., hotels, conference centers, cities, etc.) will be considered associate suppliers. This means that individuals, organizations or companies whose income in the planning or placement of government meetings, conferences or conventions is derived from suppliers are also considered suppliers.

Supplier: Organizations providing facilities and services to government planners and contract planners. Supplier organizations may include hotels, transportation, audio-visual, travel services, convention and exhibit services, trade publications, tour operators, caterers and convention bureaus.

Education/Retired/Student: Educators, students and retirees who would not otherwise qualify for any other membership category (e.g., a retired government planner who works under contract for planners or suppliers would have to join as a contract planner or supplier). This is a non-voting category and does not count towards the matching requirement.

- An individual that qualifies in more than one SGMP membership category is required to apply for membership in the category with the highest membership fee. (11/98)
- The Meeting Fees (those fees collected for guests attending meetings, other than their first visit) must be accounted for by the Chapter and the checks/cash collected turned over to the Chapter Treasurer, or in the Treasurer's absence to the Chapter President for deposit. This money belongs to the Chapter. (10/86)
- There is no additional fee to affiliate with a Chapter. Members of SGMP are welcome to attend meetings of any of the Chapters. However, only a Chapter member can participate in the specific activities of the Chapter, i.e. voting in the Chapter elections, and be on the mailing list for specific announcements and activities of that Chapter. The Chapter operating funds are based on their affiliated membership. (30% of the fee is returned to the Chapter to fund their operations). (7/86)
- Membership cards for Suppliers will contain the NAME OF THE PROPERTY and the NAME OF THE DESIGNATED MEMBER. (11/91)
- Membership Dues (4/05)

Government Meeting Planner	\$ 50
Contract Planner	\$125
Associate Supplier	\$225
Supplier	\$300
Student/Educator/Retiree	\$ 25