SGMP

SOCIETY OF GOVERNMENT MEETING PROFESSIONALS

POLICY MANUAL

June 2025

TABLE OF CONTENTS

NATIONAL EDUCATION CONFERENCE POLICIES PAGE 7

AC-1 National Education Conference (NEC) Guidelines
AC-2 On Stage Recognition for Chapters Receiving National Awards
AC-3 Travel/Honoraria for Members to Train at the NEC
AC-4 National Educational Conference (NEC) Cancellation
AC-5 Communications of the Year Award
AC-6 Chapter Operations Awards
AC-7 Programming of the Year Award
AC-8 National Education Conference – Rance R. Willis National Scholarship
AC-9 Gilmer Planner (POY) and Supplier of the Year (SOY) Guidelines
AC-10 SGMP Partnership Award
AC-11 SGMP National President's Award
AC-12 Suitcasing, Outboarding, Outside Events and Co-Exhibiting

CHAPTER POLICIES PAGE 34

C-1 Chapter President Travel
C-2 Chapter Second Vice President Travel
C-3 Chapter Insurance Coverage
C-4 Chapter Employer Identification Number
C-5 Chapter Financial Reporting Schedule to SGMP
C-6 Chapter Cashing for Membership Dues Checks (Exceptions Noted)
C-7 Chapter Board Structure
C-8 Chapter Chartering Dues Revenue Sharing
C-9 Chapter Chartering Membership Requirements
C-10 Chapter Archives/Record Retention
C-11 Chapter Recognition Removal Process – Closure Policy
C-12 Chapter Immediate Past President Vacancy
C-13 Chapter Monthly Program Requirement
C-14 Chapter Educational Program Copyright Protection
C-15 Chapter Paying Honoraria to Members
C-16 Chapter Selling or Distributing Member Contact List
C-17 Chapter Board Term of Office
C-18 Chapter Website Guidelines
C-19 Chapter Board Uncontested Election Process (**Eliminated**)
C-20 Chapter Elections/Voting
C-21 Chapter Board Installation
C-22 Chapter Board Oath of Office
C-23 Chapter Board Members Expressing Personal Views
C-24 Chapter Board Transition Schedule

TABLE OF CONTENTS

C-25 Chapter Financial Reporting Schedule from SGMP
C-26 Chapter Board Job Descriptions
C-27 Chapter President/Treasurers (Newly-Elected) Training (Eliminated)
C-28 Chapter Board Meetings
C-29 Chapter Contracts
C-30 Chapter Education Conferences
C-31 Chapter Board Strategic Planning Meeting/Retreat
C-32 Chapter Trustee Appointment
C-33 Chapter Name and/or Logo Changes

CHAPTER FINANCES POLICIES PAGE 81
CF-1 Chapter Budget Approval
CF-2 Chapter Budget Forms
CF-3 Chapter Budget Guidelines to Protect Non-Profit Status ("80/20")
CF-4 Chapter Budget Chart of Accounts
CF-5 Chapter Financial Management Rules
CF-6 Chapter Banking Transactions Rules
CF-7 Chapter Banking Signature Card
CF-8 Chapter Debit Cards Guidelines
CF-9 Chapter Financial Accounts Transition Schedule
CF-10 Chapter Treasurer Responsibilities
CF-11 Chapter Accounting Procedures Requirements
CF-12 Chapter Receipts Requirements
CF-13 Chapter Deposits Requirements
CF-14 Chapter Cash Transactions Tracking Requirements
CF-15 Chapter Check Writing Requirements
CF-16 Chapter Audit Requirements
CF-17 Chapter Financial Transactions Documentation Requirements
CF-18 Chapter Monthly Review of Financial Accounting Forms
CF-19 Chapter IRS Tax Reporting Forms 990 & 990-PF
CF-20 Chapter Savings, CDs and Assets
CF-21 Chapter Dues Revenue Sharing for Existing Chapters
CF-22 Chapter Sponsorship of National Education Conference **(Eliminated)**
CF-23 Chapter Purchases of Gift Cards (and form)

GENERAL POLICIES PAGE 107
G-1 Participation in "FAM" Trips

TABLE OF CONTENTS

G-2 Accepting Materials for Publication by SGMP
G-3 Selling or Distributing Member E-mail Addresses
G-4 Selling or Distributing Member Contact List by SGMP
G-5 Maintaining Industry Organization Memberships
G-6 SGMP Logo Usage
G-7 Vendor Contract Signatures
G-8 Conflicts of Interest with RFPs
G-9 Use of Official SGMP Stationary
G-10 Making Official Statements on Behalf of SGMP
G-11 Prohibition of Lobbying Activities
G-12 Sharing Industry Publications
G-13 Loan of SGMP Property
G-14 Volunteering for a National Committee
G-15 Lifetime Memberships for Past National Board Members
G-16 Prohibition of Personal Gain Based on Service to SGMP
G-17 Ownership of SGMP Intellectual Property
G-18 SGMP Representation on EIC/CMP Boards of Directors
G-19 Credit and Crime Checks for Current and New SGMP Employees
G-20 Whistleblower Policy
G-21 Social Media Policy
G-22 Conflict of Interest and Confidentiality
G-23 Hiring Decisions by Executive Director & CEO
G-24 Chapter Group Structure
G-25 Request for Review

MEMBERSHIP POLICIES PAGE 136
M-1 Membership Categories (with Eligibility, Parameters and Dues)
M-2 Membership Processing and Monthly Deliverables from SGMP
M-3 Supplier Paying for Planner's Membership
M-4 Membership Drop/Rejoin Dates
M-5 Membership Anniversary Dates
M-6 Chapter Subsidizing/Paying for Planner's Membership
M-7 Memberships Meeting Multiple Membership Category Criteria
M-8 Non-Reinstatement after Code of Ethics Violation
M-9 Membership Ratio 50/50 Requirement
M-10 Membership Ratio 50/50 Deficiency **(Eliminated)**
M-11 Retiree & Educator/Student Eligibility for Scholarships
M-12 Retiree Member Attendance at NEC Tradeshow
M-13 Retiree Member Participation on Committees

TABLE OF CONTENTS

M-14 Member Name Changes, Member Transfers and Chapter Transfers
M-15 Alternate Supplier Match Program **(Eliminated)**
M-16 Code of Ethics Compliance
M-17 Ethics Investigations
M-18 Ethics & Appeals Committee
M-19 Definition of Member in Good Standing
M-20 Members Attending Chapter Meetings

NATIONAL BOARD OF DIRECTORS POLICIES PAGE 166
NB-1 Site Selection for National Board Meetings
NB-2 Liability Insurance Coverage
NB-3 National Board Travel
NB-4 National Board Member Travel to Speak at Chapters
NB-5 International Travel
NB-6 SGMP Funds for Non-Board Travel
NB-7 Chapter Immediate Past Presidents Elected to National Board
NB-8 National Board Executive Session
NB-9 Issuance of Credit Cards
NB-10 Term of Office for National Board
NB-11 Executive Director Contract

NOMINATIONS & ELECTIONS POLICIES PAGE 183
NE-1 Nominations & Elections Committee
NE-2 Campaigning for National and Chapter Elected Positions
NE-3 Qualifications for National Board
NE-4 Formal Complaint Process for National/Chapter Elections
NE-5 Election Vote Count and Tie-Breaking Procedures
NE-6 Voting in National Elections
NE-7 Chapter Nominations and Elections Committee

NATIONAL FINANCES POLICIES PAGE 197
NF-1 SGMP National Budget
NF-2 Vendor Lists and Chart of Accounts
NF-3 Accounting Software
NF-4 Financial Rules
NF-5 Banking
NF-6 National Banking Signature Cards & Investment Portfolios
NF-7 Bonding

TABLE OF CONTENTS

NF-8 National Debit/Credit Cards **(Eliminated)**
NF-9 National Credit/Debit Cards
NF-10 Changing Access to Financial Accounts
NF-11 National Treasurer Responsibilities
NF-12 Accounting Procedures
NF-13 Receipts
NF-14 Deposits
NF-15 Tracking Chapter Cash Transactions
NF-16 Check Writing Requirements
NF-17 National Audits
NF-18 Reporting
NF-19 Review of Month-End Financial Reports
NF-20 IRS Tax Reporting
NF-21 Savings, CDs and Assets
NF-22 Returned Check Charge
NF-23 Refund Requests
NF-24 Allowable Variances in Actual Spending vs. Budgeted Amounts
NF-25 Headquarters Payroll Adjustments
NF-26 Financial Alert Process
NF-27 Reserve Policy
NF-28 Investment Policy

REGION POLICIES **(ELIMINATED)** PAGE 228
R-1 Regional Structure **(Eliminated)**
R-2 Request for Review **(Eliminated)**

GILMER INSTITUTE OF LEARNING POLICIES PAGE 231
GI-1 Gilmer Institute of Learning Travel
GI-2 National Education Conference Registration
GI-3 CGMP Exam Fee Reimbursement
GI-4 Chapter Immediate Past Presidents Elected/Appointed as Trustee
GI-5 Gilmer Institute of Learning Trustees Annual Meeting
GI-6 Gilmer Institute of Learning Trustee Duties
GI-7 CGMP Class Requirements
GI-8 CGMP Certification Program
GI-9 CGMP National Scholarship Fund
GI-10 Site Selection for Gilmer Institute of Learning Trustee Meetings
GI-11 CGMP Alternative Recertification Program

NATIONAL EDUCATION CONFERENCE

NATIONAL EDUCATION CONFERENCE (NEC) GUIDELINES

SECTION: ANNUAL CONFERENCE POLICY NO: AC-1
DATE OF ORIGIN: OCTOBER 1992
REVISED: SEPTEMBER 2002; JANUARY 2003; APRIL 2008; SEPTEMBER 2008; SEPTEMBER 2009; MARCH 2012; FEBRUARY 2019; OCTOBER 2021; JUNE 2025
REAFFIRMED:

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 National President 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:

- Establishing and approving all conference registration and exhibit fees
- Establishing and approving the conference budget
- Establishing and approving overall schedule
- Establishing and 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/venue(s).

An SGMP site selection committee of two or more SGMP National Board Members appointed by the SGMP National President shall be responsible for recommending the most competitive options to the SGMP National Board. This committee shall be comprised of at least one planner member and one supplier member. The SGMP NEC Site Selection Committee will be responsible for recommending all future conference sites to the National Board. The National Board will vote to confirm the location/venue(s). Selected NEC hosts (CVBs/authorities and hotel(s)) must maintain an SGMP membership from selection through the end of the conference.

Future RFPs for the National Education Conference will be sent to SGMP member convention bureaus/authorities, SGMP member hotel national sales representatives as well as SGMP contract planner members. Furthermore, it shall be the responsibility of SGMP members to confirm their participation in this bid process.

NATIONAL EDUCATION CONFERENCE (NEC) GUIDELINES

SECTION: ANNUAL CONFERENCE POLICY NO: AC-1 (CONTINUED)
DATE OF ORIGIN: OCTOBER 1992
REVISED: SEPTEMBER 2002; JANUARY 2003; APRIL 2008; SEPTEMBER 2008; SEPTEMBER 2009; MARCH 2012; FEBRUARY 2019; OCTOBER 2021; JUNE 2025
REAFFIRMED:

NOTIFICATIONS
If applicable, the prospective host chapter president as well as the participating hotel national sales representatives and convention bureaus/authorities 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.

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.

Only SGMP members are permitted to exhibit at the tradeshow held at the National Education Conference. Member properties 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, and Supplier members are allowed on the tradeshow floor (some restrictions may apply for non- exhibiting 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.

ON-STAGE RECOGNITION FOR CHAPTERS RECEIVING NATIONAL AWARDS

SECTION: ANNUAL CONFERENCE POLICY NO: AC-2
DATE OF ORIGIN: OCTOBER 1992
REVISED: SEPTEMBER 2002; APRIL 2008; OCTOBER 2009; JUNE 2025
REAFFIRMED:

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.

TRAVEL/HONORARIA FOR MEMBERS TO TRAIN AT THE NATIONAL EDUCATION CONFERENCE

SECTION: ANNUAL CONFERENCE POLICY NO: AC-3
DATE OF ORIGIN: OCTOBER 1992
REVISED: SEPTEMBER 1999; APRIL 2008; SEPTEMBER 2008; OCTOBER 2009; NOVEMBER 2010; JULY 2018; FEBRUARY 2019
REAFFIRMED:

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).

NATIONAL EDUCATION CONFERENCE CANCELLATION POLICY

SECTION: ANNUAL CONFERENCE
POLICY NO: AC-4
DATE OF ORIGIN: JULY 2017
REVISED: OCTOBER 2018
REAFFIRMED:

PURPOSE

SGMP recognizes that there are extraordinary and/or emergency circumstances for which National Education Conference attendees and exhibitors would request cancellation of registration and refund. This policy covers cancellations and refunds for the National Education Conference.

POLICY

ATTENDEE REFUNDS AND CANCELLATIONS

If you cannot attend the Conference, you may transfer your registration to another attendee in the same category or request a refund. All cancellations must be in writing.

Registration cancelled more than 90 days before the event will receive a full refund less a $30 handling fee. Registrations cancelled less than 90 days but more than 30 days before the event will be refunded 50% of the registration fee. Registrations cancelled less than 30 days before the event will not be eligible for a refund unless it is in accordance with the Emergency Policy below.

No membership fee will be refunded.

SGMP is not responsible for problems beyond our control such as weather conditions, venue conditions, prepaid parking, etc. No refunds will be given in these situations. The final decision on refunds rests with SGMP National Board of Directors.

EXHIBITOR REFUNDS AND CANCELLATIONS

Exhibit space may be cancelled up to 120 days before the event. All cancellations must be in writing. A full refund less a $250 handling fee will be made. No refund will be made if cancellation is received less than 120 days before the event. In the event of cancellation by an exhibitor at any time, SGMP shall have the right to rent the space to anyone else, without obligation to return the amount already paid, and the right to retain such amount as liquidated damages.

EMERGENCY POLICY

Refunds may be granted if an attendee is unable to attend the conference due to a family death, illness, or other extraordinary circumstance. In such a circumstance, SGMP Headquarters must be contacted by letter or e-mail. Refunds will still be subject to the $30 handling fee and membership

NATIONAL EDUCATION CONFERENCE CANCELLATION POLICY

SECTION: ANNUAL CONFERENCE
DATE OF ORIGIN: JULY 2017
REVISED: OCTOBER 2018
REAFFIRMED:

POLICY NO: AC-4 (CONTINUED)

fee will be retained. A request does not guarantee the refund will be approved. The final decision on refunds rests with the SGMP National Board of Directors' designee.

COMMUNICATIONS OF THE YEAR AWARD

SECTION: ANNUAL CONFERENCE POLICY NO: AC-5
DATE OF ORIGIN: OCTOBER 2017
REVISED: MARCH 2018, SEPTEMBER 2022, OCTOBER 2023; JANUARY 2025
REAFFIRMED:

PURPOSE
The SGMP Communications of the Year Award honors chapters which have adhered to best practices in chapter communications during the last fiscal year.

POLICY
The National Board will assign a Board Liaison(s) to oversee the Awards processes. Chapter submissions will be reviewed, judged and scored based on the following categories:

Award: All chapters meeting the minimum standards for communications will be honored with a commendation. One chapter demonstrating outstanding effort in chapter communications will be honored with the Communications of the Year Award, in each category (website, email, social media and newsletter).

Minimum Standards: The minimum standards to receive a commendation for communications are as follows:

Membership Communications
Chapter completes the following steps each month:

Retention

1. Welcome new chapter members with an email explaining chapter benefits & listing upcoming chapter events.
2. Help remind at-risk and expiring/expired chapter members to renew. If they are struggling to login/renew, please direct them to SGMP Membership membership@sgmp.org for assistance.

Recruitment

1. Review the At-Large chapter roster for local members & reach out to them to encourage them to join your chapter.
2. Review the SGMP Membership Leads guide to help identify potential members in your area. Reach out to them via various communication channels to encourage them to join SGMP. The SGMP Chapter Toolkit includes flyers and scripts to help you with new member outreach.

COMMUNICATIONS OF THE YEAR AWARD

SECTION: ANNUAL CONFERENCE POLICY NO: AC-5 (CONTINUED)
DATE OF ORIGIN: OCTOBER 2017
REVISED: MARCH 2018, SEPTEMBER 2022, OCTOBER 2023; JANUARY 2025
REAFFIRMED:

Programming Communications
Chapter uses a minimum of 2 communications channels to regularly communicate programming opportunities with chapter members. The following best practices are demonstrated.
WEBSITE

1. Website is clean and clear.
    a. Website design is overall attractive, professional, and accessible.
    b. Colors and fonts are professional and accessible.
    c. Graphics and/or photos are professional and applicable to content.
2. Website has a clear and responsive design and navigation.
    a. Buttons/links are active.
    b. Quick links or sitemap is available.
    c. Menus/submenus are logical and consistent.
    d. Social media buttons are featured in header or footer.
    e. Website has an attractive masthead.
3. Website clearly brands the chapter as a regional subsidiary of SGMP.
    a. SGMP logo is listed, with link to www.sgmp.org.
    b. Chapter Board contact information is listed.
    c. Chapter history is presented on any subpage linked from main navigation.
4. Website is focused on chapter professional development opportunities.
    a. Chapter/committee activities are listed.
    b. Calendar of activities is available on the homepage or linked prominently from the homepage.
    c. All events/activities include the following information:
        i. Title of Event/Activity
        ii. Date & Time
        iii. Location (in person or virtual)
        iv. Sponsors, if applicable
        v. Pricing
        vi. Description
        vii. Link to register or registration information

COMMUNICATIONS OF THE YEAR AWARD

SECTION: ANNUAL CONFERENCE POLICY NO: AC-5 (CONTINUED)
DATE OF ORIGIN: OCTOBER 2017
REVISED: MARCH 2018, SEPTEMBER 2022, OCTOBER 2023; JANUARY 2025
REAFFIRMED:

5. Website has few/no errors in spelling, grammar, and writing tone & style is clear and professional.
6. Advertising content is clean, clear, fair, linked, accessible, and not distracting to the main site content.
7. Pages have been tagged with Search Engine Optimization (SEO) parameters to increase keyword search visibility.
8. Website is updated at least monthly.

Social Media

1. Post at minimum 3-5 times per week.
2. Use a social media scheduling tool to synchronize your social media postings.
3. Focus on branding and storytelling.
4. Advertise chapter events.
5. Link back to any registration forms, membership forms, or website, as applicable.
6. Use engaging graphics, photos, or videos in at least 75% of posts.
7. Share SGMP National posts via your social media channels.

Email

1. Send no more than 2-3 all-member communications in any week. Consider a monthly summary blast to reduce email volume.
2. Use your AMS contact center or Constant Contact to create attractive and engaging emails.
3. Focus on branding and storytelling.
4. Advertise chapter events.
5. Linkback to any registration forms, membership forms, or website, as applicable.
6. Use engaging graphics or photos.
7. Use appropriate and accessible fonts and graphics to promote a professional look to all emails.
8. Make available a webpage or plain-text version of your emails for those without HTML email available.

Newsletter

1. Send monthly or quarterly, summarizing recent and upcoming activities and events.
2. See email best practices for additional information.

COMMUNICATIONS OF THE YEAR AWARD

SECTION: ANNUAL CONFERENCE POLICY NO: AC-5 (CONTINUED)
DATE OF ORIGIN: OCTOBER 2017
REVISED: MARCH 2018, SEPTEMBER 2022, OCTOBER 2023; JANUARY 2025
REAFFIRMED:

Other Channels

Other communications channels might include:

1. Phone Calls
2. Office Visits
3. Flyer Distribution
4. News Media

Communications of the Year: Chapters may compete for the Communications of the Year Award by demonstrating excellence in any of the Key Performance Indicators (KPIs)/Metrics shown below. Chapters should document both the specific communications resulting in the positive KPIs/Metrics, as well as the successful KPIs/metrics themselves.

For example, if submitting for the award based on a successful social media campaign, the chapter should submit 4-6 examples of social media posts within the evaluation period; and the chapter should submit documentation of increased profile impressions, profile reach, followers, or engagement.

As another example, if submitting for the award based on a successful website initiative, the chapter should submit a listing of webpages for review (with links); and the chapter should submit evidence of page views, users, time on page, or the bounce rate.
Below are examples of the KPI/Metrics you might include with your sample:

Website KPI/Metrics:

- Total Users (should be greater than your chapter membership number in any month)
- Total Unique Users (should be greater than or equal to your chapter membership number in any month)
- Time on page (greater than 50 seconds)
- Bounce rate (lower than 40%)

Social Media KPI/Metrics

- Profile impressions
- Profile reach
- Followers

COMMUNICATIONS OF THE YEAR AWARD

SECTION: ANNUAL CONFERENCE POLICY NO: AC-5 (CONTINUED)
DATE OF ORIGIN: OCTOBER 2017
REVISED: MARCH 2018, SEPTEMBER 2022, OCTOBER 2023; JANUARY 2025
REAFFIRMED:

- Audience growth rate
- Engagement rate
- Video plays
- Posting frequency
- Clicks
- Shares

Email KPI/METRICS:

- Unsubscribe rates – increasing unsubscribe rates indicate that the email content does not engage or interest your chapter members.
- Share and forward rates – high share/forward rates indicate engaging and interesting content.
- Click-through rates – high rates indicate engaging and interesting content.
- Conversion rates – high rates indicate engaging and interesting content that is resulting in registrations/renewals.

JUDGING CRITERIA

Overall, our Awards Committee will verify that:

1. You have met the minimum standards for best practices in chapter communications (all submissions). If you have met the minimum standards, your chapter will receive a communications commendation.
2. You have increased engagement across at least one communications channel (if submitting for communications of the year).
    a. The specific communications efforts submitted for review meet the standards of best practices listed above.
    b. The key performance indicators (KPIs) or metrics submitted indicate a significant increase in engagement.
    c. The following scale will be used to award points for the communications of the year award:

COMMUNICATIONS OF THE YEAR AWARD

SECTION: ANNUAL CONFERENCE POLICY NO: AC-5 (CONTINUED)
DATE OF ORIGIN: OCTOBER 2017
REVISED: MARCH 2018, SEPTEMBER 2022, OCTOBER 2023; JANUARY 2025
REAFFIRMED:

The specific communications efforts submitted for review meet the standards of best practices listed above.

0 – The specific communications efforts, as evidenced by submitted documentation, does not meet best practices for the communications channel according to the standards listed above.

1 – The specific communications efforts, as evidenced by submitted documentation, minimally meets most best practices for the communications channel according to the standards listed above.

2 – The specific communications efforts, as evidenced by submitted documentation, minimally meets all best practices for the communications channel according to the standards listed above.

3 – The specific communications efforts, as evidenced by submitted documentation, meets all best practices for the communications channel according to the standards listed above.

4 – The specific communications efforts, as evidenced by submitted documentation, meets all and exceeds some best practices for the communications channel according to the standards listed above.

5 – The specific communications efforts, as evidenced by submitted documentation, exceeds all best practices for the communications channel according to the standards listed above.

The key performance indicators (KPIs) or metrics submitted indicate a significant increase in engagement.

0 – KPIs/Metrics demonstrate negative growth or reduction in audience size or engagement over the period of time covered by the specific communications effort. Example: negative growth

1 – KPIs/Metrics demonstrate no growth or improvement in audience size or engagement over the period of time covered by the specific communications effort. Example: 0% growth

2 – KPIs/Metrics demonstrate minimal growth or improvement in audience size or engagement over the period of time covered by the specific communications effort. Example: 5% growth

3 – KPIs/Metrics demonstrate some growth or improvement in audience size or engagement over the period of time covered by the specific communications effort. Example: 20% growth

COMMUNICATIONS OF THE YEAR AWARD

SECTION: ANNUAL CONFERENCE POLICY NO: AC-5 (CONTINUED)
DATE OF ORIGIN: OCTOBER 2017
REVISED: MARCH 2018, SEPTEMBER 2022, OCTOBER 2023
REAFFIRMED:

4 – KPIs/Metrics demonstrate significant growth or improvement in audience size or engagement over the period of time covered by the specific communications effort. Example: 50% growth

5 – KPIs/Metrics demonstrate maximal growth or improvement in audience size or engagement over the period of time covered by the specific communications effort. Example: more than 50% growth

To apply for a Commendation, please submit the following:

Evidence of compliance to membership communications best practices

1. Does your chapter welcome new chapter members at least monthly?
    - Yes, by email (please include a copy of your welcome email)
    - Yes, by phone
    - No
2. Does your chapter remind at-risk and expiring/expired chapter members to renew, at least monthly?
    - Yes, by email (please include a copy of your reminder email)
    - Yes, by phone
    - No
3. Does your chapter regularly review the at-large chapter roster for local members & conduct outreach to encourage them to join the local chapter?
    - Yes
    - No
4. Does your chapter regularly conduct outreach to non-members?
    - Yes, please describe how
    - No

Evidence of compliance to programming communications best practices

1. Please indicate which of the following communications channels you use to regularly communicate with your members about chapter programming. Note that to qualify for a commendation, you must select at least 2 for judging. *checkbox*
    - Website

- Social Media

COMMUNICATIONS OF THE YEAR AWARD

SECTION: ANNUAL CONFERENCE POLICY NO: AC-5 (CONTINUED)
DATE OF ORIGIN: OCTOBER 2017
REVISED: MARCH 2018, SEPTEMBER 2022, OCTOBER 2023; JANUARY 2025
REAFFIRMED:

- Email
- Newsletter
- Other

2. (WEBSITE) Please provide us with the login credentials for a "dummy" member account for your chapter's website so that we may more easily review and score your site.
3. (SOCIAL MEDIA) Please provide link(s) to your social media account(s). Include all accounts you regularly use.
4. (SOCIAL MEDIA) Does your chapter use a social media scheduling tool? If yes, which one?
5. (SOCIAL MEDIA) Please provide a recent social media calendar showing posts over at least a 4-week period. The calendar should include posts from a timeframe sometime between July 1, 2023 to present.
6. (SOCIAL MEDIA) Please provide 3 examples of your social media posts demonstrating compliance with the SGMP best practices for social media posting. *File upload*
7. (EMAIL) On what frequency does your chapter send emails?
8. (EMAIL) Please upload up to 3 recent examples of emails your chapter has sent to your membership. *File upload*
9. (NEWSLETTER) On what frequency does your chapter send newsletters?
10. (NEWSLETTER) Please upload up to 3 recent examples of newsletters your chapter has sent to your membership. *File upload*
11. (OTHER) If your chapter uses other communications channels, please describe what your chapter does to communicate with members and how these efforts meet SGMP goals and best practices for chapter communications. *Text area*

To apply for the Communications of the Year Award, please submit the following additional information:
Standard: The specific communications efforts submitted for review meet the SGMP standards of best practices for communications.

1. You may select any communications channel in which you believe your chapter has demonstrated excellence (website, social media, email, newsletter, other). Please upload samples of a specific communications effort or campaign for evaluation. Note that you should include enough information for our judging panel to review your work for evaluation of compliance with SGMP best practices for this communications channel. *File*

upload

COMMUNICATIONS OF THE YEAR AWARD

SECTION: ANNUAL CONFERENCE POLICY NO: AC-5 (CONTINUED)
DATE OF ORIGIN: OCTOBER 2017
REVISED: MARCH 2018, SEPTEMBER 2022, OCTOBER 2023; JANUARY 2025
REAFFIRMED:

Standard: The key performance indicators (KPIs) or metrics submitted indicate a significant increase in engagement.

1. Please share evidence of key performance indicators (KPIs) or metrics indicating significant growth in audience or audience engagement. This could be screenshots of your Google Analytics applicable to the period in which you have made website edits; this could be screenshots of your social media analytics applicable to the period in which you launched a specific campaign, or similar evidence. *File upload*

Sample judging form is located on the Chapter Board Toolbox

CHAPTER OPERATIONS AWARDS

SECTION: ANNUAL CONFERENCE
POLICY NO: AC-6
DATE OF ORIGIN: OCTOBER 2017
REVISED: OCTOBER 2023; JANUARY 2025
REAFFIRMED:

PURPOSE

The purpose of this policy is to address the criteria and scoring processes for the Chapter Operations Award in recognition of chapters' outstanding achievements in operations.

POLICY

The National Board will assign a Board Liaison(s) to oversee the Awards processes. Chapter Operations awards do not require an application submission. Awards are presented to the chapter with the highest points at the end of the timeframe specified. All chapters are eligible for the Chapter Operations Awards. Unless otherwise determined for a specific year the applicable chapter operations time frame will be July until the last full month before the National Education Conference in that fiscal year.

Chapters can monitor their own progress throughout the year via Monthly Membership Report, Monthly Chapter Report Status Report and Monthly Financial Report located on the chapter board page.

Each chapter is awarded points as follows:

Categories	**Points**		
Membership	Loss - 0	Maintain - 1	Gain - 2
Education/Programming Offerings	</=5 meetings - 0	6 meetings - 1	7+ meetings - 2
Monthly Chapter Report Submission	</=8 on time - 0	9 on time - 1	10 on time - 2
Monthly Financial Report Submission	</=8 on time - 0	9 on time - 1	10 on time - 2
Year End Financials Submission	Not submitted - 0	Late - 1	On time - 2
Annual Budget Submission	Not submitted - 0	Late - 1	On time - 2
Hosted an active, updated website	Not Updated/No Website - 0	Updated within FY - 1	Regularly Updated - 2
Published at minimum quarterly Formal Scheduled Communication – Policy AC-5	<quarterly - 0	quarterly - 1	monthly - 2
Submitting Application for Communications of the Year (COY) Award – Policy AC-5	no submission - 0		On time - 2
EXTRAS:			
Participation in national membership meetings	</=3 meetings - 0	4-5 meetings - 1	6+ meetings - 2
Participation in quarterly JLS/JLM	0 meetings - 0	1 meeting - 1	2+ meetings - 2

CHAPTER OPERATIONS AWARDS

SECTION: ANNUAL CONFERENCE
DATE OF ORIGIN: OCTOBER 2017
REVISED: OCTOBER 2023; JANUARY 2025
REAFFIRMED:

POLICY NO: AC-6 (CONTINUED)

Developed a Chapter Board leadership transition program	none - 0	under development - 1	operational - 2
EXCELLENCE	**20+ points**		
HONORS	**16+ points**		
MERIT	**12+ points**		

Headquarters staff will prepare physical and digital award certificates for Excellence, Honors, and Merit along with award checks based upon scoring placement for each winning chapter.

At a minimum, awards and their criteria should be evaluated by a National Board assigned Awards Committee every two years for significance and relevancy.

Current FY standings is located on the chapter board page.

PROGRAMMING OF THE YEAR AWARD

SECTION: ANNUAL CONFERENCE POLICY NO: AC-7
DATE OF ORIGIN: OCTOBER 2017
REVISED: JULY 2019; DECEMBER 2019, SEPTEMBER 2022, OCTOBER 2023; JANUARY 2025
REAFFIRMED:

PURPOSE

SGMP recognizes that chapter programming is an important part of membership education. This policy covers the criteria and processes for scoring the Programming of the Year Award.

POLICY

The GIL Trustees are responsible for establishing operational requirements, evaluation scoring criteria, locating judges; and the time frame for the Programming of the Year Award. Unless otherwise determined for a specific year, the applicable program time frame will be July – April.

EVALUATION SCORING CRITERIA

Standard Program Operations	POINTS			
	0 Points	5 Points	10 Points	20 Points
Submit education calendar by the August 15 deadline (effective July 1, 2025).	Not submitted	>30 days late	1-30 days late	on time
Hold 6 or more single education meetings in the fiscal year, or hold at least 4 multi-session education meetings in the fiscal year with at least 8 total hours of programming.	<2 hours	2-4 hours	4-6 hours	>6 hours
Submit requests for contact hour approval at least 30 days prior to each program.	Not submitted	1-7 days prior	8-30 days prior	>30 days prior
Offer programs applicable to both planners and suppliers at least two 1-hour sessions must be applicable to each group.	0 hours applicable to one group	1 hour applicable to one group	2 hours applicable to one group	2 hours applicable to each group
Offer multiple core competencies (12 total).	0	1-3	4-6	7-12

PROGRAMMING OF THE YEAR AWARD

SECTION: ANNUAL CONFERENCE POLICY NO: AC-7 (CONTINUED)
DATE OF ORIGIN: OCTOBER 2017
REVISED: JULY 2019, DECEMBER 2019, SEPTEMBER 2022, OCTOBER 2023; JANUARY 2025
REAFFIRMED:

There is not a separate application process for this award. This award is based on timely completion of the above items.

Headquarters staff will prepare physical and digital award certificates for First, Second and Third Place along with award checks based upon scoring placement for each winning chapter.

At a minimum, awards and their criteria shall be evaluated by a National Board assigned Awards Committee or designee every two years for significance and relevancy.

NATIONAL EDUCATION CONFERENCE (NEC) – RANCE R. WILLIS DEVELOPMENT NATIONAL SCHOLARSHIP

SECTION: ANNUAL CONFERENCE
POLICY NO: AC-8
DATE OF ORIGIN: MARCH 2018
REVISED: OCTOBER 2026
REAFFIRMED:

PURPOSE

SGMP acknowledges that the purpose of this policy is to address the criteria and scoring processes for the NEC National Scholarship.

POLICY

The Gilmer Institute of Learning's Scholarship and Certification Trustees are to oversee the awarding of the NEC National Scholarship process. Individual scholarship application submissions will be reviewed, judged, and scored based on the following:

- The National Rance R. Willis Planner Development Scholarships are open to government and contract planners.
- Applications are not open to educator, student, retired, or supplier members.
- Scholarships may be available at the chapter level for Suppliers, Educators, Students, or Retiree members. Chapter scholarships are opened after National has announced the national scholarship recipients.
- The full scholarship will cover the cost of registration, up to three (3) nights lodging and roundtrip airfare. Partial financial assistance is available to cover up to three (3) nights lodging, transportation, or conference registration.
- Scholarships are intended for government and contract planners members who might not be able to attend NECwithout financial assistance.
- Members who have previously received a national scholarship may apply but may not be awarded depending on the volume of applications received. Priority is given to first-time applicants and as budget allows.
- Completed applications will be presented to the Gilmer Institute of Learning's Scholarship and Certification Trustees, via a blind numbering system.
- After review and scoring, the Gilmer Institute of Learning's Scholarship and Certification Trustees will provide results to the National Education Director, who merges scoring results with names of candidates.
- Gilmer Institute of Learning's Scholarship and Certification Trustees recommend approval of scholarship awards to the National Board and the National Board votes on approval. Final results are provided back to the National Education Director and Gilmer Trustees for awardee notification.

NATIONAL EDUCATION CONFERENCE (NEC) – RANCE R. WILLIS DEVELOPMENT NATIONAL SCHOLARSHIP

SECTION: ANNUAL CONFERENCE
POLICY NO: AC-8 (CONTINUED)
DATE OF ORIGIN: MARCH 2018
REVISED: OCTOBER 2026
REAFFIRMED:

- In general, applications are available by November; due to National SGMP in December with awardees notified in January. This timeline may be subject to change without notice.
- Incomplete applications will not be considered.
- After the National scholarships have been awarded, the Gilmer Institute of Learning's Scholarship and Certification Trustees will provide the chapter scholarship template, modified to suit chapter needs, and chapters may begin their process.
- Applicants who were not awarded a national scholarship are encouraged to apply for their chapter scholarship.

NATIONAL EDUCATION CONFERENCE AWARD POLICY – GILMER PLANNER (POY) AND SUPPLIER OF THE YEAR (SOY) GUIDELINES

SECTION: ANNUAL CONFERENCE
POLICY NO: AC-9
DATE OF ORIGIN: MARCH 2018
REVISED: OCTOBER 2023
REAFFIRMED:

PURPOSE

The purpose of this policy is to address the criteria and scoring processes for the Sam Gilmer Planner of the Year (POY) and Supplier of the Year (SOY) Awards. The awards are in recognition of overall exemplary member leadership, volunteerism, activity and involvement in the execution of SGMP's mission and government meetings industry goals.

POLICY

The National Board will assign a Board Liaison(s) to oversee the Awards processes. The Sam Gilmer POY and SOY Awards are based on the service and achievements of an individual to both SGMP on the national level and the government meeting industry, as documented in the submission of the Sam Gilmer Planner/Supplier of the Year Award Nomination Forms.

Award forms are to be submitted by another SGMP member on behalf of the nominee. No self-nominations will be accepted.

A select panel of former Sam Gilmer Award recipients will serve as the evaluation/judging panel. Each member independently is tasked to evaluate and score submitted nomination forms, based upon established criteria and information provided in the nomination form. Each year the panel members must change. No member is allowed to serve two consecutive years. The panel should be made up of a minimum of three members; with at least one planner and one supplier member. No current member of the national board is allowed to serve on the judging panel. No panel member is allowed to submit a nomination. If any nominated member belongs to the home chapter of a panelist, that panelist must recuse themselves from scoring that nomination. The SGMP Executive Director or National Board member designee will be responsible for obtaining the final score sheets for the awards, which will be kept secret and not announced until the National Education Conference (NEC) awards ceremony.

There is the possibility of no award being presented, if the nominees do not meet the minimum criteria.

NATIONAL EDUCATION CONFERENCE – SGMP PARTNERSHIP AWARD

SECTION: ANNUAL CONFERENCE
POLICY NO: AC-10
DATE OF ORIGIN: APRIL 2018
REVISED:
REAFFIRMED:

PURPOSE

SGMP recognizes the value of partnerships in fulfilling its mission. This section covers the SGMP Partnership Award.

POLICY

The SGMP Partnership Award is presented at the National Educational Conference to an organization, agency, company, business, or corporation in recognition of their contribution and/or service in aiding SGMP to achieve its goals over the past year. It is not automatically given each year.

The award recipient is determined by the National Board.

NATIONAL EDUCATION CONFERENCE – SGMP NATIONAL PRESIDENT'S AWARD

SECTION: ANNUAL CONFERENCE
POLICY NO: AC-11
DATE OF ORIGIN: APRIL 2018
REVISED:
REAFFIRMED:

PURPOSE

This section covers the SGMP National President's Award.

POLICY

The SGMP National President's Award is an annual award presented at the National President's discretion, at the National Education Conference (NEC), in recognition of a SGMP member or members who the National President deems has/have made a significant contribution in the pursuit of the Society's mission over the past year.

National Education Conference (NEC) – Suitcasing, Outboarding, Outside Events, and Co-Exhibiting Policy

Section: Annual Conference Policy No: AC-12
Date of Origin: June 2025 (moved into own policy from AC-1)
Revised:
Reaffirmed:

PURPOSE

This section covers Suitcasing, Outboarding, Outside Events, and Co-Exhibiting at the National Education Conference.

POLICY

SGMP values the support from all of our members including our suppliers and understands that systems need to be in place to ensure that value is recognized across the membership.

Co-Exhibiting

All exhibitors must be current members of SGMP and must register for the NEC as an attendee and exhibitor directly through SGMP. Invoices for multiple exhibitors may be paid by a single organization, and a single payment may be applied to multiple invoices. Please contact SGMP for details on multiple invoicing. Note that any refunds on multiple invoices are made to the payor on file. This guarantees that all exhibitors are in direct contact with SGMP and have access to the same information and guarantees as all other exhibitors.

No more than two exhibitors at a time are permitted per single exhibit table.

Outside Events

No other event(s) will be permitted to occur during or conflict with any official SGMP conference function. National Board approval is required for any outside events that occur in conjunction with the NEC.

Suitcasing

Suitcasing is not allowed in the NEC exhibit/tradeshow area. Suitcasing refers to non-exhibiting/non-sponsoring organizations or individuals who attend conferences and solicit business in the tradeshow/exhibit aisles.

Outboarding

Outboarding is not allowed at the NEC. Outboarding refers to non-exhibiting/non-sponsoring organizations or individuals that host meetings, events, or demos outside of the exhibit hall, such as in hospitality suites, restaurants, or public places in close proximity to the conference, and encourage conference attendees to leave official conference programming to attend their events.

National Education Conference (NEC) – Suitcasing, Outboarding, Outside Events, and Co-Exhibiting Policy

Section:	Annual Conference	Policy No:	AC-12 (Continued)
Date of Origin:	June 2025 (moved into own policy from AC-1)		
Revised:			
Reaffirmed:			

SGMP will address all complaints regarding outside events, suitcasing, and outboarding. The offending party may be asked to leave the premises (with no refund), and a notification letter may be sent to the company's leadership. Additional consequences may include suspension from future events as an attendee or exhibitor.

CHAPTERS

CHAPTER PRESIDENT TRAVEL

SECTION: CHAPTERS POLICY NO: C-1
DATE OF ORIGIN: OCTOBER 1982
REVISED: JULY 2002; APRIL 2008; MARCH 2009; OCTOBER 2009; JANUARY 2011; JANUARY 2019
REAFFIRMED: JULY 1992; OCTOBER 2001; JUNE 2024

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 as scheduled by the National Board, with the Chapter Second Vice Presidents at the Joint Leadership Meeting (JLM) at the National Education Conference (NEC). Additional Joint Leadership Meetings may be scheduled at National Board's discretion. Chapters should budget accordingly.

For any meeting scheduled by the National board, or during the JLM at the NEC:

- If the Chapter President is unable to attend, exceptions may be granted by SGMP headquarters in conjunction with the appropriate chapter liaison.
- If not covered by their agency/business, the chapter will pay for airfare, ground transportation, required lodging for 4 nights, non-group meals and incidentals. A Chapter may vote to pay for additional nights if there is a need and funding is available.
- SGMP (National) will only cover the cost of planned group meals.
- The chapter shall pay all expenses for the Chapter 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.

CHAPTER SECOND VICE PRESIDENT TRAVEL

SECTION: CHAPTERS POLICY NO: C-2
DATE OF ORIGIN: NOVEMBER 2000
REVISED: APRIL 2008; MARCH 2009; OCTOBER 2009; JANUARY 2011; MAY 2018; JUNE 2024
REAFFIRMED:

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 as scheduled by the National Board, with the Chapter Presidents at the Joint Leadership Meeting (JLM) at the National Education Conference (NEC). Additional Joint Leadership Meetings may be scheduled at National Board discretion. Chapters should budget accordingly.

For the JLM:

- If the Chapter Second Vice President is unable to attend, exceptions may be granted by SGMP headquarters in conjunction with the appropriate Group liaison.
- If not covered by their agency/business, the chapter will pay for airfare, ground transportation, and required lodging for 4 nights, non-group meals, and incidentals. A Chapter may vote to pay for additional nights if there is a need and funding is available.
- SGMP (National) will only cover the cost of planned group meals.

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

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

CHAPTER INSURANCE COVERAGE

SECTION: CHAPTERS
POLICY NO: C-3
DATE OF ORIGIN: MAY 2002
REVISED: OCTOBER 2009; MARCH 2013
REAFFIRMED: APRIL 2008

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 and Officers (D&O) coverage.

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

CHAPTER EMPLOYER IDENTIFICATION NUMBER

SECTION: CHAPTERS
POLICY NO: C-4
DATE OF ORIGIN: JUNE 1992
REVISED: APRIL 2008; OCTOBER 2009
REAFFIRMED:

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.

CHAPTER FINANCIAL REPORTING SCHEDULE TO SGMP

SECTION: CHAPTERS POLICY NO: C-5
DATE OF ORIGIN: JUNE 1992
REVISED: NOVEMBER 2000; JULY 2002; DECEMBER 2004; JANUARY 2006; APRIL 2008; OCTOBER 2009; NOVEMBER 2010; SEPTEMBER 2014; JANUARY 2018; JUNE 2025
REAFFIRMED:

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, (if the 15th of the month falls on a Saturday, Sunday or Federal Holiday, the report will be due the next business day). Failure to submit the annual financial report by August 15 will result in the National Board Liaison, National Treasurer, the National Treasurer's Committee and/or the SGMP Headquarters working with the chapter to obtain the report. If chapter annual budgets are not received by July 31, the National Board Liaison, National Treasurer, the National Treasurer's Committee and/or the SGMP Headquarters will work with the chapter to complete the budgets. 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 National Board Liaison, National Treasurer, the National Treasurer's Committee and/or the SGMP Headquarters will work with the chapter to meet reporting requirements.

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.

CHAPTER CASHING OF MEMBERSHIP DUES CHECKS (EXCEPTIONS NOTED)

SECTION: CHAPTERS POLICY NO: C-6
DATE OF ORIGIN: JANUARY 2000
REVISED: OCTOBER 2009; JULY 2010; APRIL 2011; MARCH 2017
REAFFIRMED: APRIL 2008

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 planner or supplier 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.

CHAPTER CASHING OF MEMBERSHIP DUES CHECKS (EXCEPTIONS NOTED)

SECTION: CHAPTERS POLICY NO: C-6 (CONTINUED)
DATE OF ORIGIN: JANUARY 2000
REVISED: OCTOBER 2009; JULY 2010; APRIL 2011; MARCH 2017
REAFFIRMED: APRIL 2008

Renewal planner or supplier 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.

CHAPTER BOARD STRUCTURE/VARIANCE/VACANCIES

SECTION: CHAPTERS POLICY NO: C-7
DATE OF ORIGIN: APRIL 1994
REVISED: APRIL 2008; OCTOBER 2009; JANUARY 2012; DECEMBER 2013; FEBRUARY 2019; JANUARY 2025
REAFFIRMED:

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 1st 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 noaccepted 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 or Contract Planner member). In that situation, a nomination for the position of Secretary may be accepted by a qualified 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.

CHAPTER BOARD STRUCTURE/VARIANCE

SECTION: CHAPTERS POLICY NO: C-7 (CONTINUED)
DATE OF ORIGIN: APRIL 1994
REVISED: APRIL 2008; OCTOBER 2009; JANUARY 2012; DECEMBER 2013; FEBRUARY 2019; JANUARY 2025
REAFFIRMED:

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 nomination for the position of Treasurer (by a qualified Supplier or Contract Planner member). In that situation, a nomination for the position of Secretary may be accepted by a qualified 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).

Filling of vacancies outside of election cycle
Per SGMP Bylaws (Article VII, Section 7) A vacancy in the office of President shall be filled by the First Vice President. If the First Vice President is not willing or able to serve as President, the Chapter Board will follow procedures for a chapter election to fill the vacant office of chapter president.

Other vacancies that occur due to death, resignation or other cause shall be filled no later than 60 days after the vacancy has occurred, by appointing another member to the unexpired term by a majority vote of the Chapter Board. An Officer or Director must resign within 90 days of leaving an occupation which qualified them for membership in SGMP, unless they acquire employment in a position which qualified them to serve on the Chapter Board. However, Officers or Directors who can document potential employment in occupations which would qualify them to serve on the Chapter Board in the position to which they were elected would be permitted to serve for 90 days during this transition.

In order to fill a vacancy, the Chapter President or Trustee will complete the following steps:

1. Complete chapter board appointment eligibility form – located in the chapter board section of the SGMP.org website.
2. SGMP Headquarters will confirm the individual's eligibility to serve
3. Chapter Board votes to approve the appointment.
4. Oath of office administered to the approved appointee.
5. Signed Code of Ethics form for new chapter board member submitted to SGMP.

CHAPTER CHARTERING DUES REVENUE SHARING

SECTION: CHAPTERS
POLICY NO: C-8
DATE OF ORIGIN: NOVEMBER 1990
REVISED: OCTOBER 2009; OCTOBER 2013
REAFFIRMED: JULY 1992; APRIL 2008

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).

CHAPTER CHARTERING MEMBERSHIP REQUIREMENTS

SECTION: CHAPTERS
POLICY NO: C-9
DATE OF ORIGIN: NOVEMBER 1990
REVISED: MARCH 2009, OCTOBER 2009; MARCH 2017
REAFFIRMED: JULY 1992; APRIL 2008

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.

CHAPTER ARCHIVES/RECORD RETENTION

SECTION: CHAPTERS POLICY NO: C-10
DATE OF ORIGIN: SEPTEMBER 1995
REVISED: NOVEMBER 1995, APRIL 2008; OCTOBER 2009; JULY 2012
REAFFIRMED:

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.

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

CHAPTER ARCHIVES/RECORD RETENTION

SECTION: CHAPTERS POLICY NO: C-10 (CONTINUED)
DATE OF ORIGIN: SEPTEMBER 1995
REVISED: NOVEMBER 1995, APRIL 2008; OCTOBER 2009; JULY 2012
REAFFIRMED:

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.

CHAPTER ARCHIVES/RECORD RETENTION

SECTION: CHAPTERS POLICY NO: C-10 (CONTINUED)
DATE OF ORIGIN: SEPTEMBER 1995
REVISED: NOVEMBER 1995, APRIL 2008; OCTOBER 2009; JULY 2012
REAFFIRMED:

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

CHAPTER ARCHIVES/RECORD RETENTION

SECTION: CHAPTERS POLICY NO: C-10 (CONTINUED)
DATE OF ORIGIN: SEPTEMBER 1995
REVISED: NOVEMBER 1995, APRIL 2008; OCTOBER 2009; JULY 2012
REAFFIRMED:

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.

CHAPTER RECOGNITION REMOVAL/CLOSURE PROCESS

SECTION: CHAPTERS POLICY NO: C-11
DATE OF ORIGIN: SEPTEMBER 2000
REVISED: APRIL 2008; OCTOBER 2009; FEBRUARY 2010; MARCH 2017; JANUARY 2018; APRIL 2018
REAFFIRMED: MARCH 2010

PURPOSE

Portions of this policy originated in the SGMP bylaws and were created to document the scenarios and processes in which SGMP chapter recognition would be removed and the chapter closed.

POLICY

An SGMP chapter shall be deemed to have forfeited its right to continue as a chapter for either of the following reasons:

VIOLATION

The chapter has violated the purpose of SGMP or the provisions of its bylaws, or has maintained chapter policies or practices in conflict with SGMP's bylaws or National Policy Manual.

If one 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.

Within 10 days of receipt of letter, the Chapter President has the opportunity to respond to the National President. 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.

CHAPTER RECOGNITION REMOVAL/CLOSURE PROCESS

SECTION: CHAPTERS POLICY NO: C-11 (CONTINUED)
DATE OF ORIGIN: SEPTEMBER 2000
REVISED: APRIL 2008; OCTOBER 2009; FEBRUARY 2010; MARCH 2017; JANUARY 2018; APRIL 2018
REAFFIRMED: MARCH 2010

CHAPTER DECISION

- Formal chapter notification, through coordination with the designated National Board liaison, that the chapter can no longer successfully fulfill the goals and mission of SGMP, due to lack of membership, resources and/or operational funds.

  Chapter dissolution would require majority consensus obtained through vote by both, the chapter board and the chapter members, along with formal communication to the National Board. The National Board may either accept and vote accordingly, or accept and choose to take additional actions to assist the chapter.

- If chapter dissolution is accepted, the following actions are to be taken and completed within a three-month timeframe;
  - Pay all outstanding bills, invoices, and chapter scholarship expenses.
  - Close all existing chapter accounts.
  - Provide remaining bank balances to National, which will be utilized for National Education Conference scholarship purposes, with chapter members being given first opportunity.

- Chapter members who wish to retain their SGMP membership will be provided the following options via correspondence from National:
  - Planners, retirees, educators and students can either select the chapter they wish to join or remain a Member At Large.
  - A supplier member can either remain a Member At Large; or at a chapter's discretion, may be able to either join the chapter without a planner match; or join with a chapter- required planner match.

Governance Document References
BYLAWS Article VII, Section 9C

CHAPTER IMMEDIATE PAST PRESIDENT VACANCY

SECTION: CHAPTERS
POLICY NO: C-12
DATE OF ORIGIN: MARCH 2001
REVISED: APRIL 2008; OCTOBER 2009; MARCH 2010
REAFFIRMED:

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.

CHAPTER MONTHLY PROGRAM REQUIREMENTS

SECTION: CHAPTERS POLICY NO: C-13
DATE OF ORIGIN: MARCH 1991
REVISED: APRIL 2008; OCTOBER 2009; APRIL 2011; OCTOBER 2011; SEPTEMBER 2013; DECEMBER 2016; JUNE 2024
REAFFIRMED:

PURPOSE

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

POLICY

Chapters must have a minimum of 6 - 8 continued education units (CEUs) per calendar year. These CEUs shall cover topics related to meeting management as outlined by SGMP's twelve core competencies of education. The subject matter of the remaining meetings/events may pertain to meeting management, career and/or personal development, or be focused around networking.

Educational programs should be no less than one hour in length and are not required to be face-to-face meetings. If a chapter selects to hold multi-program events then a minimum of 8 individual programs are required.

All chapters must send their fiscal year meetings calendar (just include each meeting's topic; may include speaker or location to SGMP Headquarters by September 15. 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 15th day of the month following that program.

CHAPTER EDUCATIONAL PROGRAM
COPYRIGHT PROTECTION

SECTION: CHAPTERS
POLICY NO: C-14
DATE OF ORIGIN: NOVEMBER 2000
REVISED: APRIL 2008
REAFFIRMED:

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.

CHAPTER PAYING HONORARIA TO MEMBERS

SECTION: CHAPTERS POLICY NO: C-15
DATE OF ORIGIN: JANUARY 2001
REVISED: APRIL 2008; SEPTEMBER 2008; NOVEMBER 2010
REAFFIRMED:

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).

CHAPTER SELLING OR DISTRIBUTING MEMBER CONTACT LISTS

SECTION: CHAPTERS
POLICY NO: C-16
DATE OF ORIGIN: APRIL 2008
REVISED: OCTOBER 2009; SEPTEMBER 2011
REAFFIRMED:

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.

CHAPTER BOARD TERM OF OFFICE

SECTION: CHAPTERS POLICY NO: C-17
DATE OF ORIGIN: NOVEMBER 1990
REVISED: APRIL 2008; OCTOBER 2009; MARCH 2013, SEPTEMBER 2020, AUGUST 2022
REAFFIRMED:

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.

Due to the COVID-19 pandemic on September 17, 2020, the National Board via vote suspended the 10-year limit for members to serve service on a chapter board via elections or appointment September 2020 through terms ending June 30, 2023. As of August 16, 2022, this exception to policy was extended through terms ending June 30, 2025.

Due to the COVID-19 pandemic on September 17, 2020, the National Board via vote suspended the 2-term limit per position to serve on a chapter board via elections or appointment September 2020 through terms ending June 30, 2023. As of August 16, 2022, this exception to policy was extended through terms ending June 30, 2025.

Terms beginning July 1, 2024 will revert back to time limits per bylaws.

CHAPTER WEBSITE GUIDELINES

SECTION: CHAPTERS POLICY NO: C-18
DATE OF ORIGIN: APRIL 2008
REVISED: OCTOBER 2009; AUGUST 2019, OCTOBER 2023
REAFFIRMED:

PURPOSE

All chapters are required to maintain chapter website or page on the National website.

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. The chapter logo should always be visible on the home page and can be spelled out.
3. The SGMP mission statement should be on the website, either linked or written out. If the chapter has its own mission statement it should be located on the website.
4. Information about the chapter history should be included (i.e., when it was chartered, etc.) This is not the history of SGMP, but the chapter's history.
5. Programs should be listed as far out as possible and include the following information as available:
    a. Meeting information (including date and time)
    b. Location
    c. Speaker
    d. Program topic
    e. Reservation contact information
    f. Cost of meeting (member and non-member) and if there is a meal.
6. Mechanism to contact chapter leaders
    a. Contact us form or generic email address that is accessible to multiple chapter board members. This can be multiple email addresses or one main contact email.
    b. Chapter board email addresses shall be listed behind a member's only section of the website. (Because of phishing scams, it is recommended that individual member email addresses not be listed on a public page.)
7. Membership contact information for people who need membership information should be listed.
8. Calendar (either visual or a list of dates) to remind members of upcoming chapter events; list out as far as possible. This should include NEC and any other national meetings applicable to members.
9. Chapters with satellite chapters will include a page on their website for satellite information. If the satellite chooses to host their own website, the parent chapter's satellite page will link to the independent satellite website.

CHAPTER WEBSITE GUIDELINES

SECTION: CHAPTERS
POLICY NO: C-18 (CONTINUE)
DATE OF ORIGIN: APRIL 2008
REVISED: OCTOBER 2009; AUGUST 2019, OCTOBER 2023
REAFFIRMED:

OVERALL PRESENTATION

1. Format is visually appealing with professional layout.
2. Easy to navigate within website.
3. ADA Compliant

CHAPTER BOARD UNCONTESTED ELECTIONS PROCESS

SECTION: CHAPTERS
POLICY NO: C-19
DATE OF ORIGIN: APRIL 2008
REVISED: NOVEMBER 2010
REAFFIRMED:
ELIMINATED: MARCH 2013

CHAPTER BOARD ELECTIONS/VOTING

SECTION: CHAPTERS POLICY NO: C-20
DATE OF ORIGIN: APRIL 2008
REVISED: SEPTEMBER 2008; OCTOBER 2009; APRIL 2011; MARCH 2013; JUNE 2025
REAFFIRMED:

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 and elections committee chair.

CHAPTER BOARD INSTALLATION

SECTION: CHAPTERS
POLICY NO: C-21
DATE OF ORIGIN: APRIL 2008
REVISED: OCTOBER 2009
REAFFIRMED:

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.

CHAPTER BOARD OATH OF OFFICE

SECTION: CHAPTERS POLICY NO: C-22
DATE OF ORIGIN: MARCH 2009
REVISED: OCTOBER 2009; SEPTEMBER 2014
REAFFIRMED:

PURPOSE

Elected Chapter Boards will be given the standard Oath of Office at the beginning of their term of office.

POLICY

The individual who has been selected (*as referenced in Policy C-21*) will give the "Oath of Office" (as shown below) to the Chapter Board.

* * * * * * *

"It is now my pleasure and privilege to install the new board members of the *(name)* Chapter of the Society of Government Meeting Professionals."

"Will the newly elected board members please come forward as I call your name?

President	(*name)*	First Vice President	*(name)*
Second Vice President	*(name)*	Secretary	*(name)*
Treasurer	*(name)*	Directors Planner Director	*(name)*
Supplier Director	*(name)*	Planner/Supplier Director	*(name)*
Immediate Past President	(*name)*"		

* * * * * * *

FACE THE CHAPTER BOARD MEMBERS AND SAY:

"Please raise your right hand and repeat after me:

"I accept the responsibility / as a member of the Board / of the *(name)* Chapter of the Society of Government Meeting Professionals / and promise to fulfill / to the best of my ability/ and in accordance with the Bylaws / the duties of the office / to which I have been elected."

TURN TO THE MEMBERS PRESENT AND SAY:

"As important as this day is to your newly-elected board members, it must also be as important to you, the membership of the chapter. You must be equally obligated to support the board in its work and to cooperate in all chapter activities. In so doing, all of us will increase the effectiveness of ourselves, our chapter, and our National Society."

CHAPTER BOARD OATH OF OFFICE

SECTION: CHAPTERS
POLICY NO: C-22 (CONTINUED)
DATE OF ORIGIN: MARCH 2009
REVISED: OCTOBER 2009; SEPTEMBER 2014
REAFFIRMED:

"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!**"

* * * * * * *

CHAPTER BOARD MEMBERS EXPRESSING PERSONAL VIEWS

SECTION: CHAPTERS
POLICY NO: C-23
DATE OF ORIGIN: APRIL 2008
REVISED: OCTOBER 2009
REAFFIRMED:

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.

CHAPTER BOARD TRANSITION SCHEDULE

SECTION: CHAPTERS
POLICY NO: C-24
DATE OF ORIGIN: MARCH 2010
REVISED:
REAFFIRMED:

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 31st of that year.

CHAPTER FINANCIAL REPORTING SCHEDULE FROM SGMP

SECTION: CHAPTERS POLICY NO: C-25
DATE OF ORIGIN: JANUARY 2002
REVISED: APRIL 2008; SEPTEMBER 2008; OCTOBER 2009
REAFFIRMED:

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, under the Members Only section.

CHAPTER BOARD JOB DESCRIPTIONS

SECTION: CHAPTERS POLICY NO: C-26
DATE OF ORIGIN: MARCH 2009
REVISED: OCTOBER 2009; JANUARY 2012; OCTOBER 2013; JANUARY 2018; FEBRUARY 2019; JUNE 2025
REAFFIRMED:

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 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.

CHAPTER BOARD JOB DESCRIPTIONS

SECTION: CHAPTERS POLICY NO: C-26 (CONTINUED)
DATE OF ORIGIN: MARCH 2009
REVISED: OCTOBER 2009; JANUARY 2012; OCTOBER 2013; JANUARY 2018; JUNE 2025
REAFFIRMED:

- 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.

CHAPTER PRESIDENT, CONTINUED

- 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 website 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 submissions to SGMP: By the 15th of the following month*. (If the 15th of the month falls on a Saturday, Sunday or Federal Holiday the report will be due the next business day.)

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* (If the 15th of the month falls on a Saturday, Sunday or Federal Holiday the report will be due the next business day) *(subject to change to an earlier July date*).
- Chapter Annual Education Calendar
  - *Due date for submission to SGMP Headquarters: September 15 of each year* (If the 15th of the month falls on a Saturday, Sunday or Federal Holiday the report will be due the next business day) *(subject to change to an earlier July date).*

CHAPTER BOARD JOB DESCRIPTIONS

SECTION: CHAPTERS POLICY NO: C-26 (CONTINUED)
DATE OF ORIGIN: MARCH 2009
REVISED: OCTOBER 2009; JANUARY 2012; OCTOBER 2013; JANUARY 2018; FEBRUARY 2019; JUNE 2025
REAFFIRMED:

FIRST VICE PRESIDENT

- The First Vice President shall be a Government Planner or Contract Plannermember.
- 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.

SECOND VICE PRESIDENT

- The Second Vice President shall be a 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 members.
- The Second Vice President shall serve as a chapter representative and shall participatein 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 Plannermember.
- 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.

CHAPTER BOARD JOB DESCRIPTIONS

SECTION: CHAPTERS POLICY NO: C-26 (CONTINUED)
DATE OF ORIGIN: MARCH 2009
REVISED: OCTOBER 2009; JANUARY 2012; OCTOBER 2013; JANUARY 2018; FEBRUARY 2019; JUNE 2025
REAFFIRMED:

SECRETARY, CONTINUED

- 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 younotes.
- The Secretary should adhere to national standards of minutetaking.

TREASURER

- The Treasurer shall be a 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 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 fiscalreport
    - *Due date for submission to SGMP Headquarters: August 15 of each year.* (If the 15th

of the month falls on a Saturday, Sunday or Federal Holiday, the report will be due the next business day.) *(Subject to change to an earlier July date.)*

- 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).* (If the 15th of the month falls on a Saturday, Sunday or Federal Holiday the report will be due the next businessday.)

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: 15th of the month for previous month that closed out.* (If the 15th of the month falls on a Saturday, Sunday or Federal Holiday the report will be due the next business day.)
- The Treasurer must submit the month-end report to SGMP Headquarters eachmonth
    - *Due date for submission of Treasurers Report to SGMP Headquarters: 15th of the month for previous month that closed out.* (If the 15th of the month falls on a Saturday, Sunday or Federal Holiday the report will be due the next business day.)

DIRECTORS (3)

- There will be three Directors: one Government Planner, one Supplier and either one Government Planner, Contract Planner, 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 maybe prescribed by the Chapter Board.

CHAPTER PRESIDENT/TREASURER (NEWLY-ELECTED) TRAINING

SECTION: CHAPTERS
POLICY NO: C-27
DATE OF ORIGIN: MARCH 2009
REVISED: JULY 2009; OCTOBER 2009
REAFFIRMED:
ELIMINATED: SEPTEMBER 2013

CHAPTER BOARD MEETINGS

SECTION: CHAPTERS POLICY NO: C-28
DATE OF ORIGIN: JULY 2010
REVISED: SEPTEMBER 2013; SEPTEMBER 2014; DECEMBER 2016; JANUARY 2025; OCTOBER 2025
REAFFIRMED:

PURPOSE
To provide guidelines for chapter boards of directors' board meetings.

POLICY
Chapter Boards of Directors are required to hold at minimum six chapter board meetings each fiscal year. These meetings can be in person or virtual.

Chapter financial and membership reports must be reviewed and accepted monthly by the chapter board, but can be done via email if no board meeting is scheduled for that month. Each month's approval needs to be recorded in the minutes for the next held board meeting.

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 and one work related absence per fiscal year. [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.]

CHAPTER CONTRACTS

SECTION: CHAPTERS
POLICY NO: C-29
DATE OF ORIGIN: APRIL 2011
REVISED:
REAFFIRMED:

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.

CHAPTER EDUCATION OR REGIONAL CONFERENCES

SECTION: CHAPTERS
POLICY NO: C-30
DATE OF ORIGIN: OCTOBER 2011
REVISED: OCTOBER 2013; JUNE 2024
REAFFIRMED:

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 multi-educational event may count as up to four of the required educational CEUs per fiscal year. This count may not exceed the number of educational clock hours provided.

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. A multi-educational event may count as up to four of the required CEUs per fiscal year. This count may not exceed the number of educational clock hours provided.

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.

CHAPTER BOARD STRATEGIC PLANNING MEETINGS/RETREATS

SECTION: CHAPTERS
POLICY NO: C-31
DATE OF ORIGIN: JANUARY 2012
REVISED:
REAFFIRMED:

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.

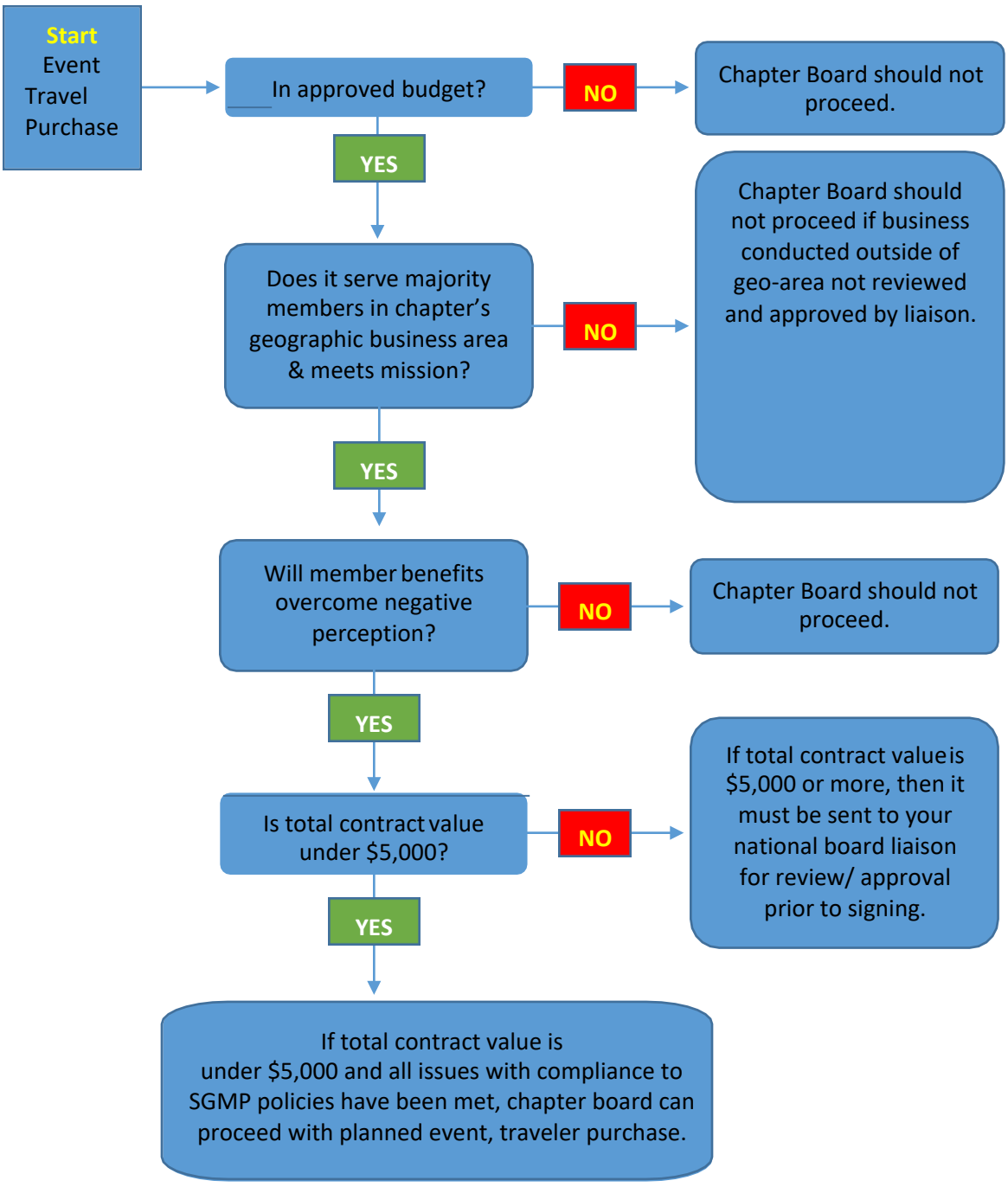
It is certainly reasonable, and can be quite beneficial, to hold a Chapter Board retreat at a location that can be isolated from the typical daily professional and personal interruptions, so that your chapter leadership can better focus and strategize as a team. A one or potentially two night stay could 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.

CHAPTER BOARD STRATEGIC PLANNING MEETINGS/RETREATS

SECTION: CHAPTERS
DATE OF ORIGIN: JANUARY 2012
REVISED:
REAFFIRMED:

POLICY NO: C-31 (CONTINUED)



CHAPTER TRUSTEE APPOINTMENT

SECTION: CHAPTERS
DATE OF ORIGIN: DECEMBER 2014
REVISED: OCTOBER 2015
REAFFIRMED:

POLICY NO: C-32

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 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 is 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 NAME AND/OR LOGO CHANGES

SECTION: CHAPTERS
POLICY NO: C-33
DATE OF ORIGIN: SEPTEMBER 2017
REVISED:
REAFFIRMED:

PURPOSE

SGMP recognizes that there may be occasions where a chapter may request to change their chapter name and/or their chapter logo. This policy covers the processes associated with such changes.

POLICY

The Chapter Board is responsible for establishing a task force. The task force is responsible for researching options to include preparing drafts and/or samples, surveying chapter membership for consensus, and making recommendations to the Chapter Board on chapter name and/or logo change(s). The Chapter Board is to vote on acceptance of the recommendation.

Once the chapter name and/or logo change(s) are approved by the Chapter Board, the Chapter President is to submit the requested changes and rational to the chapter's National Board Liaison, who will present the request for change to the National Board for discussion and vote.

The National Board Liaison will be responsible for reporting back to the chapter.

The Chapter Board is responsible for overseeing changes to all chapter-level required changes to include, all chapter operational documents and forms, chapter policy manual, agreements/contracts, website and other social media. The Chapter Treasurer and Chapter President are to work with the National Treasurer and/or National Executive Director, as needed, on changes to all financial reporting and accounts.

CHAPTER FINANCES

CHAPTER BUDGET APPROVAL

SECTION: CHAPTER FINANCES
POLICY NO: CF-1
DATE OF ORIGIN: SEPTEMBER 2009
REVISED: OCTOBER 2009
REAFFIRMED:

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.

CHAPTER BUDGET FORMS

SECTION: CHAPTER FINANCES
POLICY NO: CF-2
DATE OF ORIGIN: SEPTEMBER 2008
REVISED:
REAFFIRMED:

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.

CHAPTER BUDGET GUIDELINES TO PROTECT NON-PROFIT STATUS (THE 80/20 RULE)

SECTION: CHAPTER FINANCES
POLICY NO: CF-3
DATE OF ORIGIN: SEPTEMBER 2008
REVISED: OCTOBER 2009
REAFFIRMED:

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

CHAPTER BUDGET CHART OF ACCOUNTS

SECTION: CHAPTER FINANCES
POLICY NO: CF-4
DATE OF ORIGIN: SEPTEMBER 2008
REVISED: MARCH 2009; OCTOBER 2009
REAFFIRMED:

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.

CHAPTER FINANCIAL MANAGEMENT RULES

SECTION: CHAPTER FINANCES POLICY NO: CF-5
DATE OF ORIGIN: SEPTEMBER 2008
REVISED: OCTOBER 2009; APRIL 2011; JUNE 2014; JANUARY 2025
REAFFIRMED:

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.

9. Community service donations backed by funds collected are exempt from this policy.

CHAPTER BANKING TRANSACTIONS RULES

SECTION: CHAPTER FINANCES
POLICY NO: CF-6
DATE OF ORIGIN: SEPTEMBER 2008
REVISED: OCTOBER 2009; JULY 2018
REAFFIRMED:

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, the Chapter President and the SGMP National Executive Director. 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 National 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.

CHAPTER BANK SIGNATURE CARD

SECTION: CHAPTER FINANCES
POLICY NO: CF-7
DATE OF ORIGIN: SEPTEMBER 2008
REVISED: OCTOBER 2009; JANUARY 2025
REAFFIRMED:

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.

The SGMP National Executive Director shall be added as a signatory to the Chapter's bank signature card.

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.

CHAPTER DEBIT CARD GUIDELINES

SECTION: CHAPTER FINANCES
POLICY NO: CF-8
DATE OF ORIGIN: SEPTEMBER 2008
REVISED: OCTOBER 2009; SEPTEMBER 2013
REAFFIRMED:

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.

CHAPTER FINANCIAL ACCOUNTS TRANSITION SCHEDULE

SECTION: CHAPTER FINANCES
POLICY NO: CF-9
DATE OF ORIGIN: SEPTEMBER 2008
REVISED: OCTOBER 2009
REAFFIRMED:

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.

CHAPTER TREASURER RESPONSIBILITIES

SECTION: CHAPTER FINANCES
POLICY NO: CF-10
DATE OF ORIGIN: SEPTEMBER 2008
REVISED: OCTOBER 2009; JANUARY 2025
REAFFIRMED:

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 treasurer shall submit the monthly chapter financial report with bank statements to SGMP Headquarters and the National Treasurer per current method by the 15th of each month.

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 may also assist with fundraising and sponsorship with the chapter.

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.

CHAPTER ACCOUNTING PROCEDURES REQUIREMENTS

SECTION: CHAPTER FINANCES
POLICY NO: CF-11
DATE OF ORIGIN: SEPTEMBER 2008
REVISED: OCTOBER 2009
REAFFIRMED:

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.

CHAPTER RECEIPTS REQUIREMENTS

SECTION: CHAPTER FINANCES
DATE OF ORIGIN: SEPTEMBER 2008
REVISED: OCTOBER 2009
REAFFIRMED:

POLICY NO: CF-12

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 CF-16 for timeline guidelines.

CHAPTER DEPOSITS REQUIREMENTS

SECTION: CHAPTER FINANCES
DATE OF ORIGIN: SEPTEMBER 2008
REVISED: OCTOBER 2009
REAFFIRMED:

POLICY NO: CF-13

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-16 for timeline guidelines.

CHAPTER CASH TRANSACTIONS TRACKING REQUIREMENTS

SECTION: CHAPTER FINANCES
POLICY NO: CF-14
DATE OF ORIGIN: SEPTEMBER 2008
REVISED: OCTOBER 2009
REAFFIRMED:

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.

CHAPTER CHECK WRITING REQUIREMENTS

SECTION: CHAPTER FINANCES
POLICY NO: CF-15
DATE OF ORIGIN: SEPTEMBER 2008
REVISED: OCTOBER 2009
REAFFIRMED:

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.

CHAPTER AUDIT REQUIREMENTS

SECTION: CHAPTER FINANCES POLICY NO: CF-16
DATE OF ORIGIN: SEPTEMBER 2008
REVISED: OCTOBER 2009; MARCH 2010; APRIL 2011; AUGUST 2014
REAFFIRMED:

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)

CHAPTER FINANCIAL TRANSACTIONS DOCUMENTATION REQUIREMENTS

SECTION: CHAPTER FINANCES POLICY NO: CF-17
DATE OF ORIGIN: SEPTEMBER 2008
REVISED: OCTOBER 2009; JANUARY 2018; JANUARY 2025
REAFFIRMED:

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 the 15th of the month. (If the 15th of the month falls on a Saturday, Sunday or Federal Holiday the report will be due the next business day.)

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.

CHAPTER MONTHLY REVIEW OF FINANCIAL ACCOUNTING FORMS

SECTION: CHAPTER FINANCES
POLICY NO: CF-18
DATE OF ORIGIN: SEPTEMBER 2008
REVISED: OCTOBER 2009; JANUARY 2018
REAFFIRMED: NOVEMBER 2010

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 IncomeStatement**
  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 ReceivableSheet**
  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.

CHAPTER MONTHLY REVIEW OF FINANCIAL ACCOUNTING FORMS

SECTION: CHAPTER FINANCES
POLICY NO: CF-18 (CONTINUED)
DATE OF ORIGIN: SEPTEMBER 2008
REVISED: OCTOBER 2009; JANUARY 2018
REAFFIRMED: NOVEMBER 2010

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.

CHAPTER IRS TAX REPORTING FORMS 990 & 990-PF

SECTION: CHAPTER FINANCES POLICY NO: CF-19
DATE OF ORIGIN: SEPTEMBER 2008
REVISED: MARCH 2009; OCTOBER 2009; JANUARY 2018
REAFFIRMED:

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 10 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.

CHAPTER SAVINGS, CDS, AND ASSETS

SECTION: CHAPTER FINANCES
POLICY NO: CF-20
DATE OF ORIGIN: APRIL 2009
REVISED: OCTOBER 2009
REAFFIRMED:

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.

CHAPTER DUES REVENUE SHARING FOR EXISTING CHAPTERS

SECTION: CHAPTER FINANCES
POLICY NO: CF-21
DATE OF ORIGIN: NOVEMBER 2008
REVISED: OCTOBER 2009; APRIL 2011; AUGUST 2013
REAFFIRMED:

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).

CHAPTER SPONSORSHIP OF NATIONAL EDUCATION CONFERENCE

SECTION:	CHAPTER FINANCES	POLICY NO:	CF-22
DATE OF ORIGIN:	NOVEMBER 2008		
REVISED:	JANUARY 2009; OCTOBER 2009; APRIL 2011		
REAFFIRMED:			
ELIMINATED:	OCTOBER 2013		

CHAPTER PURCHASES OF GIFT CARDS

SECTION: CHAPTER FINANCES
POLICY NO: CF-23
DATE OF ORIGIN: JANUARY 2011
REVISED:
REAFFIRMED:

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-23]

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

PARTICIPATION IN "FAM" TRIPS

SECTION: GENERAL
POLICY NO: G-1
DATE OF ORIGIN: SEPTEMBER 1987
REVISED:
REAFFIRMED: JULY 1992; JANUARY 2003; APRIL 2008

PURPOSE

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

POLICY

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

ACCEPTING MATERIALS FOR PUBLICATION BY SGMP (NATIONAL)

SECTION: GENERAL POLICY NO: G-2
DATE OF ORIGIN: SEPTEMBER 2000
REVISED: JANUARY 2003; APRIL 2008; OCTOBER 2009
REAFFIRMED:

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 ofmembership
- 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.

SELLING OR DISTRIBUTING MEMBER EMAIL ADDRESSES

SECTION: GENERAL POLICY NO: G-3
DATE OF ORIGIN: JULY 2000
REVISED: APRIL 2008; OCTOBER 2009; SEPTEMBER 2011
REAFFIRMED:

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.

SELLING OR DISTRIBUTING MEMBER CONTACT LIST BY SGMP (NATIONAL)

SECTION: GENERAL POLICY NO: G-4
DATE OF ORIGIN: OCTOBER 1992
REVISED: JANUARY 2003; APRIL 2008; OCTOBER 2009; OCTOBER 2011
REAFFIRMED:

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

MAINTAINING INDUSTRY ORGANIZATION MEMBERSHIPS

SECTION: GENERAL
POLICY NO: G-5
DATE OF ORIGIN: JANUARY 1989
REVISED: OCTOBER 2009; MARCH 2018
REAFFIRMED: JULY 1992; APRIL 2008

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 Events Industry Council (EIC) and any other pertinent organization deemed appropriate by the National Board.

SGMP LOGO USAGE

SECTION: GENERAL
POLICY NO: G-6
DATE OF ORIGIN: JUNE 1995
REVISED: OCTOBER 2009
REAFFIRMED: APRIL 2008

PURPOSE

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

POLICY

The acronym "SGMP" shall always be used in upper case.

VENDOR CONTRACT SIGNATURES

SECTION: GENERAL POLICY NO: G-7
DATE OF ORIGIN: SEPTEMBER 1995
REVISED: JANUARY 2003; APRIL 2008; OCTOBER 2009
REAFFIRMED:

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.

CONFLICTS OF INTEREST WITH RFPS

SECTION: GENERAL POLICY NO: G-8
DATE OF ORIGIN: JUNE 1995
REVISED: MARCH 2003; APRIL 2008; OCTOBER 2009
REAFFIRMED:

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.

USE OF OFFICIAL SGMP STATIONARY

SECTION: GENERAL
POLICY NO: G-9
DATE OF ORIGIN: DECEMBER 1995
REVISED: OCTOBER 2009
REAFFIRMED: APRIL 2008

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.

MAKING OFFICIAL STATEMENTS ON BEHALF OF SGMP (NATIONAL)

SECTION: GENERAL POLICY NO: G-10
DATE OF ORIGIN: JANUARY 1996
REVISED: SEPTEMBER 1999; APRIL 2008; OCTOBER 2009
REAFFIRMED:

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.

PROHIBITION OF LOBBYING ACTIVITIES

SECTION: GENERAL
POLICY NO: G-11
DATE OF ORIGIN: NOVEMBER 1997
REVISED:
REAFFIRMED: APRIL 2008; OCTOBER 2009

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.

SHARING INDUSTRY PUBLICATIONS

SECTION: GENERAL
POLICY NO: G-12
DATE OF ORIGIN: NOVEMBER 1997
REVISED: SEPTEMBER 2008; OCTOBER 2009
REAFFIRMED: APRIL 2008

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.

LOAN OF SGMP PROPERTY

SECTION: GENERAL POLICY NO: G-13
DATE OF ORIGIN: JANUARY 1995
REVISED: JANUARY 2003; APRIL 2008; SEPTEMBER 2008; OCTOBER 2009
REAFFIRMED:

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 theevent)

VOLUNTEERING FOR A NATIONAL COMMITTEE

SECTION: GENERAL POLICY NO: G-14
DATE OF ORIGIN: DECEMBER 2003
REVISED: NOVEMBER 2004; SEPTEMBER 2005; JANUARY 2006; APRIL 2008; OCTOBER 2009; JULY 2012; JULY 2014; OCTOBER 2015; SEPTEMBER 2018; OCTOBER 2018; FEBRUARY 2019; DECEMBER 2023
REAFFIRMED:

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, or 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 National committees and/or task forces. Members of the National Board and The Gilmer Trustees may serve on a chapter committee, but not as chair or co-chair.

All SGMP (National) committee appointments are for two-year terms. At the end of the term members may be re-appointed to the 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.

Each SGMP National Committee will be allowed up to two volunteer members from each chapter; with the exception of the National Capital Chapter, of which due to its membership size, will be allowed up to three members per National Committee.

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
- Communications
- Other committees or task forces approved by the National Board

LIFETIME MEMBERSHIPS FOR PAST NATIONAL BOARD MEMBERS

SECTION: GENERAL POLICY NO: G-15
DATE OF ORIGIN: MARCH 2005
REVISED: APRIL 2008; OCTOBER 2009; DECEMBER 2013
REAFFIRMED:

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.

PROHIBITION OF PERSONAL GAIN BASED ON SERVICE TO SGMP

SECTION: GENERAL
POLICY NO: G-16
DATE OF ORIGIN: NOVEMBER 2010
REVISED:
REAFFIRMED:

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.

OWNERSHIP OF SGMP INTELLECTUAL PROPERTY

SECTION: GENERAL
POLICY NO: G-17
DATE OF ORIGIN: NOVEMBER 2010
REVISED:
REAFFIRMED:

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.

SGMP Representation on EIC/CMP Board of Directors

Section:	General	Policy No:	G-18
Date of Origin:	November 2010		
Revised:	March 2018		
Reaffirmed:			

PURPOSE

This policy covers the process for the appointment of members to serve on the EIC/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 EIC/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.

CREDIT AND CRIMINAL CHECKS FOR CURRENT AND NEW SGMP EMPLOYEES

SECTION: GENERAL
POLICY NO: G-19
DATE OF ORIGIN: NOVEMBER 2012
REVISED:
REAFFIRMED:

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.

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 ofemployment.
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 consentform.
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 theapplicant that the employment offer isconfirmed.

CREDIT AND CRIMINAL CHECKS FOR CURRENT AND NEW SGMP EMPLOYEES

SECTION: GENERAL POLICY NO: G-19 (CONTINUED)
DATE OF ORIGIN: NOVEMBER 2012
REVISED:
REAFFIRMED:

E. 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.)
F. 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 assuch.)
G. In the event that the results of the background check influences a decision to withdrawan employment offer or separate employment, the hiring official will inform the individual.
H. Copies of all file reports will be kept in a confidential, secured container atSGMP Headquarters.

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.

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.

WHISTLEBLOWER POLICY

SECTION: GENERAL
POLICY NO: G-20
DATE OF ORIGIN: SEPTEMBER 2013
REVISED:
REAFFIRMED:

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.

SOCIAL MEDIA

SECTION: GENERAL
POLICY NO: G-21
DATE OF ORIGIN: SEPTEMBER 2013
REVISED:
REAFFIRMED:

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.

CONFLICT OF INTEREST

SECTION: GENERAL
POLICY NO: G-22
DATE OF ORIGIN: JUNE 2014
REVISED:
REAFFIRMED:

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

HIRING DECISIONS BY EXECUTIVE DIRECTOR & CEO

SECTION: GENERAL
POLICY NO: G-23
DATE OF ORIGIN: JULY 2014
REVISED:
REAFFIRMED:

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:

- 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.
- An individual residing in the same household as the employee; or
- 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.

CHAPTER GROUP STRUCTURE

SECTION: GENERAL
POLICY NO: G-24
DATE OF ORIGIN: JULY 2017
REVISED: OCTOBER 2018
REAFFIRMED:

PURPOSE

The purpose of the chapter group 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 liaison at scheduled meetings and/or conference calls.
- Shift financial responsibilities from chapters to national organization.
- Offer more efficient response tools to groups.
- Involve group leaders and broader base membership.

POLICY

SGMP will be divided into eight groups. Each group will be appointed a National Board member liaison. Chapter Presidents and Chapter Second Vice Presidents will be the group representatives for their respective chapters.

The eight chapter groups are:

Group 1	National Capital; Old Dominion
Group 2	Central Florida; Florida Capital; Georgia Peach; North Carolina
Group 3	Louisiana, Rocket City Alabama; Tennessee
Group 4	Michigan; Northern Lights
Group 5	Missouri State Capital; Rocky Mountain; Wild West
Group 6	North Texas; San Antonio Alamo; Texas Lone Star Capital Group
Group 7	Arizona; Sacramento
Group 8	Greater Oregon; Pacific Northwest

REQUEST FOR REVIEW

SECTION: GENERAL POLICY NO: G-25
DATE OF ORIGIN: APRIL 2008
REVISED: JULY 2009; OCTOBER 2009; OCTOBER 2017
REAFFIRMED:

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 group or be presented by all groups as one request.
- Request for Reviews will be sent to the National Board Liaison after a group 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.

SOCIETY OF GOVERNMENT MEETING PROFESSIONALS

REQUEST FOR REVIEW

Reference Policy G-25, please use this form to submit issues to the National Board (through your National Board Liaison) for consideration. If length or complexity is such that this form cannot be used, follow the format outlined below. Fill out the top portion of this form and attach it to the documentation you are submitting.

The issue will be discussed at the National Board meeting following receipt of the form. A decision to approve, disapprove, modify or hold for further discussion will be communicated to the submitting party or parties within 30 days following this meeting.

Date:		**Chapter:**	
Submitted by:			
Email Address:			
Phone:			

A. Issue or question to be resolved and your recommendation

B. Background and Rationale

C. Describe possible impacts of a favorable or unfavorable decision

D. Have other alternatives been considered? If so, what are they?

Final Decision: ☐ **Approved** ☐ **Disapproved** ☐ **Modified**

Date Resolved:	
Date Submitter Notified:	

MEMBERSHIP

MEMBERSHIP CATEGORIES (WITH ELIGIBILITY, PARAMETERS AND DUES)

SECTION: MEMBERSHIP POLICY NO: M-1
DATE OF ORIGIN: OCTOBER 1982
REVISED: JULY 1992; OCTOBER 2001; APRIL 2008; DECEMBER 2009; JULY 2010; AUGUST 2013; MARCH 2017; OCTOBER 2018; FEBRUARY 2020; SEPTEMBER 2020; OCTOBER 2023; DECEMBER 2023
REAFFIRMED:

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. Individuals who are the sole proprietor of or are employed or engaged by (including those that receive commission from hotels), a meeting management company or site selection company; and provide meeting services including strategic and financial management and/or professional meeting management services to/for government clients.

Supplier: Organizations that provide 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 and exhibit services, trade publications, tour operators, professional speakers, caterers, and convention bureaus.

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; MARCH 2017; OCTOBER 2018; FEBRUARY 2020; SEPTEMBER 2020; OCTOBER 2023; DECEMBER 2023
REAFFIRMED:

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 their 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, they shall forfeit their Retiree membership. This is a non-voting category and does not count toward the matching requirement. If a retiree's membership lapses the National Board may upon request from a chapter vote to allow the member to rejoin as a retiree.

APPLICANT ELIGIBILITY AND MEMBERSHIP PARAMETERS

If a person qualifies for membership in more than one category, they 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 or Life 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.

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).

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; MARCH 2017; OCTOBER 2018; FEBRUARY 2020; SEPTEMBER 2020, OCTOBER 2023; DECEMBER 2023
REAFFIRMED:

- 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 SGMPBYLAWS).

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.

Any SGMP member may affiliate with one chapter of their 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.) An individual may also elect to join multiple chapters, at their discretion for an additional fee of $25 per chapter (planners) or $100 per chapter (suppliers). Members have all of the chapter member rights in their additional chapters joined.

A new member choosing not to affiliate with a chapter is placed in the "At Large" chapter, for which there are no specific organized activities for "At Large" members only.

Each membership is with the national organization and includes a chapter affiliation. If a member is affiliated with multiple chapters they will have multiple national memberships.

Educator/Student members or Retiree members are not eligible for national 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 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; MARCH 2017; OCTOBER 2018; FEBRUARY 2020; SEPTEMBER 2020; OCTOBER 2023; DECEMBER 2023
REAFFIRMED:

MULTI-MEMBER SUPPLIER DISCOUNT

Supplier membership rate option for, including, but not limited to:

- Property-level personnel
- Convention & Visitors Bureau
- Audio-Visual personnel
- Transportation personnel

After purchasing the first chapter membership at $400, suppliers may purchase additional memberships for the same chapter at a discounted rate of $300 each (a savings of $100), refer to the Membership Dues rates below.

In compliance with Membership Policy M-2, a planner match may be required with all additional single chapter memberships.

The multi-member supplier discount does not apply to hotel brands, membership in multiple chapters, or other membership categories.

MULTI-MEMBER CONTRACT PLANNER DISCOUNT

After purchasing the first chapter membership at $140, a contract planner company may purchase additional memberships for the same chapter at a discounted rate of $115 each (a savings of $25), refer to the Membership Dues rates below.

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; MARCH 2017; OCTOBER 2018; FEBRUARY 2020; SEPTEMBER 2020, OCTOBER 2023; DECEMBER 2023
REAFFIRMED:

As of December 2023:

Government Planner	$55
Additional Chapter(s) up to 3 total	$25
Contract Planner	$140
Additional Chapter(s) up to 3 total – Same Member	$25
Additional Contract Planners (same company, same chapter)	$115
Supplier	$400
Additional Chapter – Same Member	$100
Additional Supplier (same property, same chapter)	$300
Educator/Student	$25
Retiree	$25
Honorary	$00

MEMBERSHIP PROCESSING AND MONTHLY DELIVERABLES FROM SGMP (NATIONAL)

SECTION: MEMBERSHIP POLICY NO: M-2
DATE OF ORIGIN: OCTOBER 1982
REVISED: SEPTEMBER 2001; APRIL 2008; DECEMBER 2009; APRIL 2012; MARCH 2017; JANUARY 2018
REAFFIRMED:

PURPOSE

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

POLICY

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, email, or online through the National webpage. A Chapter Membership Chair or chapter representative may accept an application on behalf of SGMP, but that is not the preferred method. SGMP headquarters will be responsible for determining that the application package is complete, correct and legible.

A complete application consists of a fully and legibly completed application with payment.

Any application that is received (and is complete, 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.

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, along with a clearly marked checklist of what needs to be completed and resubmitted in order for the application to be considered complete.**

All application and payments processed for a month must be received (and be complete, 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.

MEMBERSHIP PROCESSING AND MONTHLY DELIVERABLES FROM SGMP (NATIONAL)

SECTION: MEMBERSHIP POLICY NO: M-2 (CONTINUED)
DATE OF ORIGIN: OCTOBER 1982
REVISED: SEPTEMBER 2001; APRIL 2008; DECEMBER 2009; APRIL 2012; MARCH 2017; JANUARY 2018; FEBRUARY 2019
REAFFIRMED:

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 and are responsible for going online to renew their membership and generating their own invoice. Email renewal notices are automatically sent to members 90, 60 and 30 days prior to membership expiration date. Additional notices are sent 5 days and 15 days post expiration date.

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 60 days past their anniversary date will be automatically dropped. A member who allows their membership to drop must submit another membership application to rejoin.

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 10th of the following month (if the 10th of the month falls on a Saturday, Sunday or Federal Holiday, the report will be due the next business day), SGMP will complete and distribute to the National Board the monthly membership report with final numbers for the just- ended month. Each quarter, all chapters' membership counts (for revenue share percentages) will be reviewed, with notes sent to chapters where appropriate.

MEMBERSHIP PROCESSING AND MONTHLY DELIVERABLES FROM SGMP (NATIONAL)

SECTION: MEMBERSHIP POLICY NO: M-2 (CONTINUED)
DATE OF ORIGIN: OCTOBER 1982
REVISED: SEPTEMBER 2001; APRIL 2008; DECEMBER 2009; APRIL 2012; MARCH 2017; JANUARY 2018; FEBRUARY 2019
REAFFIRMED:

By the 10th 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 (one-page report itemizing all chapters and SGMPtotal)
- Chapter membership report (summary of members in good standing by category/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-droppedmembers)*

*for chapter follow-up

Each member will receive an automated email confirmation notification acknowledging receipt of new or renewal dues at the time dues are received.

APPLICATION "MATCH" RESPONSIBILITIES & PROCEDURES

In the case of a "supplier freeze" that is mandated (by national) or voluntary (by chapter)— where a new Supplier member can only join along with a new planner member—the following processes are put in place:

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 As there may be instances where the match blank may be missed during the online application, the supplier information can be added by the planner by submitting a written request to SGMP Headquarters and within 30 days, the supplier must join the same chapter as that planner.

MEMBERSHIP PROCESSING AND MONTHLY DELIVERABLES FROM SGMP (NATIONAL)

SECTION: MEMBERSHIP POLICY NO: M-2 (CONTINUED)
DATE OF ORIGIN: OCTOBER 1982
REVISED: SEPTEMBER 2001; APRIL 2008; DECEMBER 2009; APRIL 2012; MARCH 2017; JANUARY 2018
REAFFIRMED:

- 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

- During a "supplier freeze," a supplier applicant cannot join SGMP without a planner match. 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.
- 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

There are no match responsibilities for chapter leaders/members.

SUPPLIER PAYING FOR PLANNER'S MEMBERSHIP

SECTION: MEMBERSHIP POLICY NO: M-3
DATE OF ORIGIN: JULY 1993
REVISED: SEPTEMBER 2001; APRIL 2008; DECEMBER 2009; FEBRUARY 2019
REAFFIRMED:

PURPOSE

This policy covers the scenario of 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 members.

MEMBERSHIP DROP/REJOIN DATES

SECTION: MEMBERSHIP POLICY NO: M-4
DATE OF ORIGIN: JULY 1986
REVISED: SEPTEMBER 2001; APRIL 2008; DECEMBER 2009; MARCH 2017, MARCH 2020
REAFFIRMED:

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 60 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 planner member who has been dropped and wants to rejoin the same chapter less than one year after his/her former anniversary date cannot – in the instance of a "supplier freeze" being in place – be matched with a new supplier membership application.

Due to the COVID-19 pandemic, on March 27, 2020, the National Board via vote extended membership grace period from 60 to 90 days beginning with expiration of February 28, 2020 through June 30, 2021. As of July 1, 2022, grace periods return to 60 days.

MEMBERSHIP ANNIVERSARY DATES

SECTION: MEMBERSHIP POLICY NO: M-5
DATE OF ORIGIN: JULY 1986
REVISED: SEPTEMBER 2001; APRIL 2008; DECEMBER 2009
REAFFIRMED:

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.

CHAPTER SUBSIDIZING OR PAYING FOR PLANNER'S MEMBERSHIP

SECTION: MEMBERSHIP
POLICY NO: M-6
DATE OF ORIGIN: NOVEMBER 2002
REVISED: SEPTEMBER 2008; DECEMBER 2009
REAFFIRMED: APRIL 2008

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.

MEMBERSHIPS MEETING MULTIPLE MEMBERSHIP CATEGORY CRITERIA

SECTION: MEMBERSHIP POLICY NO: M-7
DATE OF ORIGIN: OCTOBER 1992
REVISED: SEPTEMBER 2002; APRIL 2008; SEPTEMBER 2008; DECEMBER 2009
REAFFIRMED:

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.

NON-REINSTATEMENT AFTER CODE OF ETHICS VIOLATION (MEMBERS)

SECTION: MEMBERSHIP
POLICY NO: M-8
DATE OF ORIGIN: JANUARY 2001
REVISED: APRIL 2008; DECEMBER 2009
REAFFIRMED:

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.

MEMBERSHIP RATIO 50/50 REQUIREMENT

SECTION: MEMBERSHIP POLICY NO: M-9
DATE OF ORIGIN: JANUARY 2000
REVISED: APRIL 2000; MARCH 2004; APRIL 2008; DECEMBER 2009; NOVEMBER 2012; MARCH 2017; FEBRUARY 2019
REAFFIRMED:

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, as counted on the national level.

POLICY

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

A mandated "supplier freeze" (where a new Supplier member must join with a new planner member) may go into effect for all chapters, by national board vote, when the national planner ratio falls below 52 percent for two consecutive months in the monthly membership report. The national board will vote ASAP after that report and will consider the same action for every subsequent month until the planner ratio in a monthly membership report is at 52 percent or above in two consecutive months.

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.

MEMBERSHIP RATIO 50/50 DEFICIENCY

SECTION: MEMBERSHIP
POLICY NO: M-10
DATE OF ORIGIN: JULY 2006
REVISED: APRIL 2008; DECEMBER 2009
ELIMINATED: MARCH 2017

RETIREE AND EDUCATOR/STUDENT MEMBER ELIGIBILITY FOR SCHOLARSHIPS

SECTION: MEMBERSHIP
POLICY NO: M-11
DATE OF ORIGIN: APRIL 2008
REVISED: DECEMBER 2009; OCTOBER 2015; APRIL 2016
REAFFIRMED: NOVEMBER 2010

PURPOSE

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

POLICY

Retiree and Educator/Student members are not eligible to receive national scholarships to attend the national educational conference. Retiree and Educator/Student members are eligible to receive chapter scholarships to attend either the national or regional/chapter educational conferences.

RETIREE MEMBER ATTENDANCE AT NATIONAL EDUCATION CONFERENCE TRADESHOW

SECTION: MEMBERSHIP
POLICY NO: M-12
DATE OF ORIGIN: APRIL 2008
REVISED: SEPTEMBER 2008; DECEMBER 2009
REAFFIRMED:

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.

RETIREE MEMBER PARTICIPATION ON COMMITTEES

SECTION: MEMBERSHIP
POLICY NO: M-13
DATE OF ORIGIN: APRIL 2008
REVISED: DECEMBER 2009
REAFFIRMED:

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.

MEMBER NAME CHANGES, MEMBERSHIP TRANSFER AND CHAPTER TRANSFERS

SECTION: MEMBERSHIP POLICY NO: M-14
DATE OF ORIGIN: MARCH 2008
REVISED: APRIL 2008; DECEMBER 2009; MARCH 2017
REAFFIRMED:

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 of an individual in any member category is completed upon that member's request.

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

ALTERNATE SUPPLIER MATCH PROGRAM

SECTION: MEMBERSHIP POLICY NO: M-15
DATE OF ORIGIN: JULY 2009
REVISED: DECEMBER 2009; MARCH 2010; NOVEMBER 2010
ELIMINATED: MARCH 2017

CODE OF ETHICS COMPLIANCE

SECTION: MEMBERSHIP
POLICY NO: M-16
DATE OF ORIGIN: JULY 2009
REVISED: FEBRUARY 2010
REAFFIRMED: MARCH 2010

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.

ETHICS INVESTIGATIONS

SECTION: MEMBERSHIP
POLICY NO: M-17
DATE OF ORIGIN: JULY 2009
REVISED: NOVEMBER 2010
REAFFIRMED:

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.

ETHICS INVESTIGATIONS

SECTION: MEMBERSHIP
DATE OF ORIGIN: JULY 2009
REVISED: NOVEMBER 2010
REAFFIRMED:

POLICY NO: M-17 (CONTINUED)

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

ETHICS & APPEALS COMMITTEE

SECTION: MEMBERSHIP
POLICY NO: M-18
DATE OF ORIGIN: AUGUST 2010
REVISED:
REAFFIRMED:

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.

ETHICS & APPEALS COMMITTEE

SECTION: MEMBERSHIP
DATE OF ORIGIN: AUGUST 2010
REVISED:
REAFFIRMED:

POLICY NO: M-18 (CONTINUED)

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.

DEFINITION OF MEMBER IN GOOD STANDING

SECTION: MEMBERSHIP
POLICY NO: M-19
DATE OF ORIGIN: MARCH 2013
REVISED:
REAFFIRMED:

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 11th 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.

MEMBERS ATTENDING CHAPTER MEETINGS

SECTION: MEMBERSHIP
POLICY NO: M-20
DATE OF ORIGIN: DECEMBER 2023
REVISED:
REAFFIRMED:

PURPOSE

To establish the ability for SGMP members to attend chapter meetings across SGMP.

POLICY

SGMP has adopted the policy that all SGMP members may attend any chapter meeting without being a member. If a chapter charges for their meetings, all SGMP members shall be charged at the same rate as chapter members per membership type.

If an SGMP member routinely attends a specific chapter's meetings they are not a member of, the SGMP member should consider joining that chapter as a secondary membership per policy M1.

NATIONAL BOARD

SITE SELECTION FOR NATIONAL BOARD MEETINGS

SECTION: NATIONAL BOARD POLICY NO: NB-1
DATE OF ORIGIN: JULY 1992
REVISED: SEPTEMBER 1999; APRIL 2008; OCTOBER 2009; MARCH 2010; OCTOBER 2012; DECEMBER 2015; JANUARY 2025
REAFFIRMED:

PURPOSE

The National Board holds meetings and this policy is designed to cover the process by which sites for SGMP's National Board in-person meetings will be selected and outline national/ chapter interactions at these meetings. The national board prefers to make an effort to engage with area members if there is a chapter at or near where the meeting is held.

POLICY

The SGMP national board determines the potential cities/locations for all National Board meetings and other national leadership meetings as needed.

The National Board votes to determine the selected city and property based on the following criteria in order of importance:

- Cost/price analysis (including airfare, lodging and food per diems, airport transfers,etc.).
- Chapter in area where the board can have a presence, is in need of visit, or is in initial formation stages.
- Potential future SGMP conference or meetingsite.

After the location has been confirmed, SGMP Executive Director notifies the chapter leadership in the city selected and that potential opportunities for engagement and meetings will be coordinated based on the agenda as applicable. The Executive Director ensures the meeting information is posted on the national website a minimum of 30 days in advance of the meeting date.

LIABILITY INSURANCE COVERAGE

SECTION: NATIONAL BOARD POLICY NO: NB-2
DATE OF ORIGIN: SEPTEMBER 1987
REVISED: SEPTEMBER 1991; APRIL 2008; OCTOBER 2009
REAFFIRMED:

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.

NATIONAL BOARD TRAVEL

SECTION: NATIONAL BOARD POLICY NO: NB-3
DATE OF ORIGIN: JUNE 1993
REVISED: SEPTEMBER 2002; JANUARY 2003; APRIL 2008; SEPTEMBER 2008; JANUARY 2009; OCTOBER 2009; NOVEMBER 2010; JANUARY 2015; MAY 2015; JANUARY 2016
REAFFIRMED:

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 including baggage charges (up to two bags per person) and change fee would be reimbursed by SGMP. SGMP would only pay a change fee penalty 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 (not to exceed the lowest available airfare for the same destination or rental vehicle and fuel). 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.

If you are driven in a POV to the airport or train terminal, you may claim the roundtrip mileage from your home to the terminal if the cost does not exceed a one-way taxi fare plus tip. If you drive yourself and park your vehicle, you can claim mileage and parking if the total cost does not exceed the total cost of a roundtrip taxi fare. Use hotel courtesy transportation service between your hotel and airport/train terminal when possible.

NATIONAL BOARD TRAVEL

SECTION: NATIONAL BOARD POLICY NO: NB-3 (CONTINUED)
DATE OF ORIGIN: JUNE 1993
REVISED: SEPTEMBER 2002; JANUARY 2003; APRIL 2008; SEPTEMBER 2008; JANUARY 2009; OCTOBER 2009; NOVEMBER 2010; JANUARY 2015; MAY 2015; JANUARY 2016
REAFFIRMED:

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 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 meal expenditures based on prevailing M&IE per diems for their respective destinations when on official SGMP business. (Guidelines: see http://www.gsa.gov/portal/content/101518.)
Original exact itemized receipts must be submitted for reimbursement.

NATIONAL BOARD TRAVEL

SECTION: NATIONAL BOARD POLICY NO: NB-3 (CONTINUED)
DATE OF ORIGIN: JUNE 1993
REVISED: SEPTEMBER 2002; JANUARY 2003; APRIL 2008; SEPTEMBER 2008; JANUARY 2009; OCTOBER 2009; NOVEMBER 2010; JANUARY 2015; MAY 2015; JANUARY 2016
REAFFIRMED:

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):

- 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.
- Commercial transportation expenses paid by the board member. Receipts are required for each individual ride in a commercial vehicle.
- Parking fees paid by the board member; receipts are required.
- Internet, telephone, fax and other similar charges paid by the traveler; receipts required.

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 as determined by the National President and board annually. 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 early, 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 handle all travel arrangements to the National Education Conference (i.e., lodging accommodations, airfare).

NATIONAL BOARD TRAVEL

SECTION: NATIONAL BOARD POLICY NO: NB-3 (CONTINUED)
DATE OF ORIGIN: JUNE 1993
REVISED: SEPTEMBER 2002; JANUARY 2003; APRIL 2008; SEPTEMBER 2008; JANUARY 2009; OCTOBER 2009; NOVEMBER 2010; JANUARY 2015; MAY 2015; JANUARY 2016
REAFFIRMED:

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.

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.

NATIONAL BOARD MEMBER TRAVEL TO SPEAK AT CHAPTERS

SECTION: NATIONAL BOARD POLICY NO: NB-4
DATE OF ORIGIN: JANUARY 2001
REVISED: APRIL 2008; SEPTEMBER 2008; JANUARY 2009; OCTOBER 2009; NOVEMBER 2010
REAFFIRMED:

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.

INTERNATIONAL TRAVEL

SECTION: NATIONAL BOARD
POLICY NO: NB-5
DATE OF ORIGIN: MARCH 2005
REVISED: OCTOBER 2009
REAFFIRMED: APRIL 2008

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.

SGMP FUNDS FOR NON-BOARD TRAVEL

SECTION: NATIONAL BOARD POLICY NO: NB-6
DATE OF ORIGIN: JANUARY 1996
REVISED: SEPTEMBER 1999; APRIL 2008; OCTOBER 2009
REAFFIRMED:

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.

CHAPTER IMMEDIATE PAST PRESIDENTS ELECTED TO THE NATIONAL BOARD

SECTION: NATIONAL BOARD
POLICY NO: NB-7
DATE OF ORIGIN: APRIL 2008
REVISED: OCTOBER 2009; JANUARY 2012
REAFFIRMED:

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.

NATIONAL BOARD EXECUTIVE SESSIONS

SECTION: NATIONAL BOARD POLICY NO: NB-8
DATE OF ORIGIN: APRIL 2008
REVISED: SEPTEMBER 2008; OCTOBER 2009; NOVEMBER 2010
REAFFIRMED:

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 Executive 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.

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.

NATIONAL BOARD EXECUTIVE SESSIONS

SECTION: NATIONAL BOARD POLICY NO: NB-8 (CONTINUED)
DATE OF ORIGIN: APRIL 2008
REVISED: SEPTEMBER 2008; OCTOBER 2009; NOVEMBER 2010
REAFFIRMED:

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.

ISSUANCE OF CREDIT CARDS

SECTION: NATIONAL BOARD POLICY NO: NB-9
DATE OF ORIGIN: APRIL 2008
REVISED: MAY 2009; JUNE 2009; SEPTEMBER 2013
REAFFIRMED:

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.

TERMS OF OFFICE FOR NATIONAL BOARD

SECTION: NATIONAL BOARD
POLICY NO: NB-10
DATE OF ORIGIN: APRIL 2008
REVISED: OCTOBER 2009
REAFFIRMED:

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.

EXECUTIVE DIRECTOR CONTRACT

SECTION: NATIONAL BOARD
POLICY NO: NB-11
DATE OF ORIGIN: APRIL 2008
REVISED: OCTOBER 2009
REAFFIRMED:

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.

NATION BOARD MEETING ATTENDANCE

SECTION: NATIONAL BOARD
POLICY NO: NB-12
DATE OF ORIGIN: JANUARY 2025
REVISED:
REAFFIRMED:

PURPOSE

This policy covers a process for managing National Board Member absences from board meetings.

POLICY

The SGMP bylaws (Article IV, Section 1) states. an elected Officer or Director may be removed after the third consecutive absence or third non-excused absence per fiscal year from scheduled National Board meetings.

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

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

NOMINATIONS & ELECTIONS

NATIONAL NOMINATIONS & ELECTIONS COMMITTEE

SECTION: NOMINATIONS & ELECTIONS POLICY NO: NE-1
DATE OF ORIGIN: JULY 1989
REVISED: FEBRUARY 1992; APRIL 2008; OCTOBER 2009; NOVEMBER 2010; MARCH 2013
REAFFIRMED:

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.

CAMPAIGNING FOR NATIONAL AND CHAPTER ELECTED POSITIONS

SECTION: NOMINATIONS & ELECTIONS POLICY NO: NE-2
DATE OF ORIGIN: JULY 1989
REVISED: FEBRUARY 1992; MARCH 2003; APRIL 2008; JANUARY 2009; OCTOBER 2009; NOVEMBER 2010; OCTOBER 2011; MARCH 2013; SEPTEMBER 2013; DECEMBER 2013
REAFFIRMED:

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.

CAMPAIGNING FOR NATIONAL AND CHAPTER ELECTED POSITIONS

SECTION: NOMINATIONS & ELECTIONS POLICY NO: NE-2 (CONTINUED)
DATE OF ORIGIN: JULY 1989
REVISED: FEBRUARY 1992; MARCH 2003; APRIL 2008; JANUARY 2009; OCTOBER 2009; NOVEMBER 2010; OCTOBER 2011; MARCH 2013; SEPTEMBER 2013; DECEMBER 2013
REAFFIRMED:

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.

CAMPAIGNING FOR NATIONAL AND CHAPTER ELECTED POSITIONS

SECTION: NOMINATIONS & ELECTIONS POLICY NO: NE-2 (CONTINUED)
DATE OF ORIGIN: JULY 1989
REVISED: FEBRUARY 1992; MARCH 2003; APRIL 2008; JANUARY 2009; OCTOBER 2009; NOVEMBER 2010; OCTOBER 2011; MARCH 2013; SEPTEMBER 2013; DECEMBER 2013
REAFFIRMED:

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).

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.

QUALIFICATIONS FOR NATIONAL BOARD

SECTION: NOMINATIONS & ELECTIONS POLICY NO: NE-3
DATE OF ORIGIN: JULY 1989
REVISED: FEBRUARY 1992; MARCH 2003; APRIL 2008; JANUARY 2009; OCTOBER 2009; NOVEMBER 2010; OCTOBER 2011; MARCH 2013; SEPTEMBER 2013; DECEMBER 2013
REAFFIRMED:

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):

- Have served as a member of a chapter and attended scheduled meetings and other chapter events and activities; and
- 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
- 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
- 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
- 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
- Not be—upon the end of that full term of office—serving more than four years in that National Board position; and
- 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.

FORMAL WRITTEN COMPLAINT PROCESS FOR NATIONAL/CHAPTER ELECTIONS

SECTION: NOMINATIONS & ELECTIONS POLICY NO: NE-4
DATE OF ORIGIN: OCTOBER 2009
REVISED: NOVEMBER 2010; MARCH 2013
REAFFIRMED:

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.

FORMAL WRITTEN COMPLAINT PROCESS FOR NATIONAL/CHAPTER ELECTIONS

SECTION: NOMINATIONS & ELECTIONS POLICY NO: NE-4 (CONTINUED)
DATE OF ORIGIN: OCTOBER 2009
REVISED: NOVEMBER 2010; MARCH 2013
REAFFIRMED:

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:

- Committee chair confirms receipt in writing to the submitter and provides a copy of the completed complaint form to committee members for review.
- 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.
- Committee chair sends complaint/response independently to each committee member.
- 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.
- Committee chair sends committee decision to the submitter, the candidate and the executive director.

FORMAL WRITTEN COMPLAINT PROCESS FOR NATIONAL/CHAPTER ELECTIONS

SECTION: NOMINATIONS & ELECTIONS POLICY NO: NE-4 (CONTINUED)
DATE OF ORIGIN: OCTOBER 2009
REVISED: NOVEMBER 2010; MARCH 2013
REAFFIRMED:

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.

- Complete the standard complaint form in full. Provide a brief narrative which should be no longer than two pages.
- 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.
- 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.
- A few reminders:
    - Please type your complaint directly in the form.
    - Please do not use abbreviations or nicknames.
    - Sign and date the form.
    - Include contact information for future correspondence, with an emailaddress.
- Email the completed complaint form and any attachments to two of the followingemail addresses:
    - To one staff member: either Executive Director & CEO or DeputyDirector (http://www.sgmp.org/about/staff.cfm) AND
    - To one national board member: either President or First VicePresident (http://www.sgmp.org/about/board.cfm)

FORMAL WRITTEN COMPLAINT PROCESS FOR NATIONAL/CHAPTER ELECTIONS

SECTION: NOMINATIONS & ELECTIONS
POLICY NO: NE-4 (CONTINUED)
DATE OF ORIGIN: OCTOBER 2009
REVISED: NOVEMBER 2010; MARCH 2013
REAFFIRMED:

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: _____

Email Address: _____ Chapter Affiliation: _____

Phone number: _____

Today's Date: _____ 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

Signature of Receipt: _____

Date Received: _____ Time Received: _____

ELECTION VOTE COUNT AND TIE-BREAKING PROCEDURES

SECTION: NOMINATIONS & ELECTIONS
POLICY NO: NE-5
DATE OF ORIGIN: APRIL 2011
REVISED: MARCH 2014
REAFFIRMED:

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.

VOTING IN NATIONAL ELECTIONS

SECTION: NOMINATIONS & ELECTIONS
POLICY NO: NE-6
DATE OF ORIGIN: MARCH 2013
REVISED:
REAFFIRMED:

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.

CHAPTER NOMINATIONS & ELECTIONS COMMITTEE

SECTION: NOMINATIONS & ELECTIONS
POLICY NO: NE-7
DATE OF ORIGIN: MARCH 2013
REVISED: OCTOBER 2013
REAFFIRMED:

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

SGMP NATIONAL BUDGET

SECTION: NATIONAL FINANCES
POLICY NO: NF-1
DATE OF ORIGIN: OCTOBER 2009
REVISED:
REAFFIRMED:

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.

VENDOR LISTS AND CHART OF ACCOUNTS

SECTION: NATIONAL FINANCES
POLICY NO: NF-2
DATE OF ORIGIN: OCTOBER 2009
REVISED:
REAFFIRMED:

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.

ACCOUNTING SOFTWARE

SECTION: NATIONAL FINANCES
POLICY NO: NF-3
DATE OF ORIGIN: OCTOBER 2009
REVISED:
REAFFIRMED:

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.

FINANCIAL RULES

SECTION: NATIONAL FINANCES
POLICY NO: NF-4
DATE OF ORIGIN: OCTOBER 2009
REVISED:
REAFFIRMED:

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.

- 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.

- SGMP Headquarters is required to provide sufficient documentation for all financial transactions.

- The National Board is required to provide sufficient documentation and receipts for all financial transactions that are expensed to the national organization.

- 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.

- The National Board and SGMP Headquarters are prohibited from paying for annual membership dues in full or in part with national funds.

- 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.

BANKING

SECTION: NATIONAL FINANCES
POLICY NO: NF-5
DATE OF ORIGIN: OCTOBER 2009
REVISED:
REAFFIRMED:

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.

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.

BONDING

SECTION: NATIONAL FINANCES
POLICY NO: NF-7
DATE OF ORIGIN: OCTOBER 2009
REVISED: APRIL 2011
REAFFIRMED:

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.

NATIONAL CREDIT/DEBIT CARDS

SECTION: NATIONAL FINANCES
DATE OF ORIGIN: OCTOBER 2009
REVISED: SEPTEMBER 2013
ELIMINATED: JANUARY 2016

POLICY NO: NF-8

NATIONAL CREDIT/DEBIT CARDS

SECTION: NATIONAL FINANCES POLICY NO: NF-9
DATE OF ORIGIN: OCTOBER 2009
REVISED: JULY 2012; SEPTEMBER 2013; JANUARY 2016
REAFFIRMED:

PURPOSE
To provide accepted guidelines for the use of SGMP national credit/debit cards.

POLICY
Credit/debit cards may be issued to National President, National Treasurer, Executive Director and Deputy Director as listed on the bank signature card. 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. 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.

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 debit/credit card for the National Treasurer, National President, Executive Director, and Deputy Director.
- ATM withdrawals on SGMP credit/debit cards should be made in emergency situations only and the National Treasurer should be made aware of the transition immediately.
- 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 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.

NATIONAL CREDIT/DEBIT CARDS

SECTION: NATIONAL FINANCES
POLICY NO: NF-9 (CONTINUED)
DATE OF ORIGIN: OCTOBER 2009
REVISED: JULY 2012; SEPTEMBER 2013; JANUARY 2016
REAFFIRMED:

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. Improper or negligent use of the SGMP credit/debit card by the National Treasurer will be immediately reported to the National President who will have the authority to suspend the National Treasurers card privileges.

Further action may be taken by the National Board including, but not limited to, the possible loss of SGMP employment, board position, membership, and/or legal action.

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.

NATIONAL TREASURER RESPONSIBILITIES

SECTION: NATIONAL FINANCES
POLICY NO: NF-11
DATE OF ORIGIN: OCTOBER 2009
REVISED: JULY 2012
REAFFIRMED:

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 10th of every month and post on SGMP's National Board webpage by the 15th 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.

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.

RECEIPTS

SECTION: NATIONAL FINANCES
POLICY NO: NF-13
DATE OF ORIGIN: OCTOBER 2009
REVISED: JULY 2012
REAFFIRMED:

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.

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.

TRACKING CHAPTER CASH TRANSACTIONS

SECTION: NATIONAL FINANCES
POLICY NO: NF-15
DATE OF ORIGIN: OCTOBER 2009
REVISED:
REAFFIRMED:

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 with 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.

CHECK WRITING POLICY

SECTION: NATIONAL FINANCES
POLICY NO: NF-16
DATE OF ORIGIN: OCTOBER 2009
REVISED:
REAFFIRMED:

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.

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.

REPORTING

SECTION: NATIONAL FINANCES
POLICY NO: NF-18
DATE OF ORIGIN: OCTOBER 2009
REVISED:
REAFFIRMED:

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 10th of every month and to the National Board by the 15th 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.

REVIEW OF MONTH END FINANCIAL REPORTS

SECTION: NATIONAL FINANCES POLICY NO: NF-19
DATE OF ORIGIN: OCTOBER 2009
REVISED:
REAFFIRMED:

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.

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.

REVIEW OF MONTH END FINANCIAL REPORTS

SECTION: NATIONAL FINANCES
POLICY NO: NF-19 (CONTINUED)
DATE OF ORIGIN: OCTOBER 2009
REVISED:
REAFFIRMED:

- 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.

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.

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.

RETURNED CHECKS

SECTION: NATIONAL FINANCES POLICY NO: NF-22
DATE OF ORIGIN: NOVEMBER 1993
REVISED: APRIL 2008; SEPTEMBER 2008; OCTOBER 2009
REAFFIRMED:

PURPOSE
This policy covers the fee assessed for returned checks.

POLICY
SGMP Headquarters will assess a fee of $40 for any returned check.

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.

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:

- Accept the reasoning and approve the overage amount for the fiscal year budget.
- Deny the reasoning and require the expense related item to be reimbursed to SGMP by the individual making the expense.
- Allow the expense to be applied to SGMP operations, but provide written reprimand to the offending individual.
- 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.

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.

FINANCIAL ALERT

SECTION: NATIONAL FINANCES POLICY NO: NF-26
DATE OF ORIGIN: JANUARY 2013
REVISED:
REAFFIRMED:

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.

RESERVE POLICY

SECTION: NATIONAL FINANCES
POLICY NO: NF-27
DATE OF ORIGIN: OCTOBER 2013
REVISED:
REAFFIRMED:

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.

INVESTMENT POLICY

SECTION: NATIONAL FINANCES
POLICY NO: NF-28
DATE OF ORIGIN: JANUARY 2015
REVISED:
REAFFIRMED:

PURPOSE

This policy sets forth a clear understanding of the guidelines and objectives for the investment of the Society of Government Meeting Professional's (SGMP) liquid funds. It also provides the Executive Director & CEO with an understanding of the guidelines, limitations, and direction that the Board of Directors feel are most appropriate. This policy cannot and shall not dictate as to a regular investment schedule however it can outline contributions or withdrawals to be made based on certain circumstances.

POLICY

The SGMP National Treasurer will provide an investment status report to the National Board of Directors at each National Board meeting with any recommended changes. The National Board of Directors will establish and approval all investment policies for SGMP.

In the instance where the SGMP regular checking account at Fiscal Year End is greater than it was on Fiscal Year Day One by 10% or more, a contribution equal to that surplus should be made to the existing mutual fund account.

In the instance where the SGMP regular checking account at Fiscal Year End is greater than it was on Fiscal Year Day One by less than 10%, the National Treasurer may recommend a contribution equal to that surplus be instead made to the SGMP savings account or that no contributions be made at all.

In the instance where the SGMP regular checking account at Fiscal Year End is less that it was on Fiscal Year Day One, no contributions to investments should be made.

Checking balances will be reviewed quarterly in order to adequately prepare for any action.

REGIONS
(Eliminated October 2017)

REGIONAL STRUCTURE

SECTION: REGIONS POLICY NO: R-1
DATE OF ORIGIN: APRIL 2008
REVISED: JULY 2009; OCTOBER 2009; JULY 2011; OCTOBER 2011; JULY 2013; JANUARY 2016
ELIMINATED: OCTOBER 2017

REQUEST FOR REVIEW

SECTION: REGIONS
DATE OF ORIGIN: APRIL 2008
REVISED: JULY 2009; OCTOBER 2009
ELIMINATED: OCTOBER 2017

POLICY NO: R-2

GILMER INSTITUTE OF LEARNING

GILMER INSTITUTE OF LEARNING TRAVEL

SECTION: GILMER INSTITUTE POLICY NO: GI-1
DATE OF ORIGIN: JULY 2006
REVISED: APRIL 2008; SEPTEMBER 2008; OCTOBER 2009; MARCH 2010; NOVEMBER 2010; JANUARY 2015; MAY 2015
REAFFIRMED:

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 including baggage charges (up to two bags per person) and change fee would be reimbursed by SGMP. SGMP would only pay a change fee penalty 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 http://www.gsa.gov (not to exceed the lowest available airfare for the same destination or rental vehicle and fuel). Transportation to/from a Trustee's home or work to/from airport will be reimbursed in full at the prevailing U.S. GSA rate.

If you are driven in a POV to the airport or train terminal, you may claim the roundtrip mileage from your home to the terminal if the cost does not exceed a one-way taxi fare plus tip. If you drive yourself and park your vehicle, you can claim mileage and parking if the total cost does not exceed the total cost of a roundtrip taxi fare. Use hotel courtesy transportation service between your hotel and airport/train terminal when possible.

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.

SUBSISTENCE

Gilmer Institute of Learning Trustees 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

Gilmer Institute of Learning Trustees may apply for reimbursement for meal expenditures based on prevailing M&IE per diems for their respective destinations when on official SGMP business. (Guidelines: see http://www.gsa.gov/portal/content/101518). Original exact itemized receipts must be submitted for reimbursement.

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):

- 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.

- Commercial transportation expenses paid by the Trustee. Receipts are required for each individual ride in a commercial vehicle.
- Parking fees paid by the Trustee; receipts are required.
- Internet, telephone, fax and other similar charges paid by the traveler for official Gilmer Institute of Learning business; receipts are required.

TRAVEL TO NATIONAL EDUCATION CONFERENCE

Lodging accommodations for Trustees will be covered only for actual time spent during the National Education Conference. Trustees are expected/required to arrive as determined by the National President and board annually. In the event the Trustee is presenting at or co-chairing a pre-con session, travel expenses are authorized for early arrival. If a Trustee 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 Trustee's place of residence, if travel warrants him/her to arrive early, SGMP (National) will cover the cost.

Due to the location of the conference and the Trustee's place of residence, if travel warrants him/her to arrive earlier, a request by the Trustee must be in writing to the National President and National Treasurer explaining reason for early arrival. The Trustee 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 handle all travel arrangements to the National Education Conference (i.e., lodging accommodations, airfare).

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).

NATIONAL EDUCATION CONFERENCE REGISTRATION

SECTION: GILMER INSTITUTE
POLICY NO: GI-2
DATE OF ORIGIN: JULY 2006
REVISED: APRIL 2008; OCTOBER 2009
REAFFIRMED:

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.

CGMP Exam Fee Reimbursement

Section:	Gilmer Institute	Policy No:	GI-3
Date of Origin:	April 2008		
Revised:	January 2009; October 2009; March 2010; April 2011; October 2017; March 2018		
Reaffirmed:			

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 $500 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.

CHAPTER IMMEDIATE PAST PRESIDENTS ELECTED/APPOINTED AS TRUSTEE

SECTION: GILMER INSTITUTE
POLICY NO: GI-4
DATE OF ORIGIN: JANUARY 2009
REVISED: OCTOBER 2009
REAFFIRMED:

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.

GILMER INSTITUTE OF LEARNING TRUSTEES ANNUAL MEETING

SECTION: GILMER INSTITUTE
POLICY NO: GI-5
DATE OF ORIGIN: JANUARY 2009
REVISED: OCTOBER 2009
REAFFIRMED: MARCH 2017

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.

GILMER INSTITUTE OF LEARNING TRUSTEE DUTIES

SECTION: GILMER INSTITUTE
POLICY NO: GI-6
DATE OF ORIGIN: JANUARY 2009
REVISED: OCTOBER 2009
REAFFIRMED: MARCH 2017

PURPOSE

This policy originated in the SGMP bylaws and was created to define the Gilmer Institute of Learning Trustees tasks.

POLICY

The Gilmer Institute of Learning has three sets of trustees made up of a total of three planners and three suppliers:

The Scholarship and Certification Trustees responsibilities are:

- Develop and recommend policies for national NEC scholarships;
- Review applications for national NEC scholarships;
- Manage national NEC scholarship recipients' requirements and duties;
- Advise chapter boards on NEC scholarships policies and best practices;
- Develop and recommend policies for national CGMP scholarships;
- Review and provide updates to CGMP program, as needed;
- Develop and recommend policies for the CGMP certification/re-certification process; and
- Schedule and score CGMP examinations.

The Fundraising Trustees responsibilities are:

- Organize and promote the annual NEC live and online auctions;
- Assist with solicitation of sponsorships for NEC & other national events;
- Consult and advise chapter fundraiser chairs on best practices; and
- Consult with national treasurer to develop new revenue streams.

The Education and Programming Trustees responsibilities are to:

- Provide support for chapters' submissions of monthly programs;
- Advise chapters on government meetings content for monthly programs;
- Provide input on education core competencies;
- Promote and review the contact ours program and the education and resource library; and
- Coordinate the selection of speakers for the NEC sessions.

GILMER INSTITUTE OF LEARNING
CGMP CLASS REQUIREMENTS

SECTION: GILMER INSTITUTE
DATE OF ORIGIN: JULY 2014
REVISED: SEPTEMBER 2017
REAFFIRMED:
POLICY NO: GI-7

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:

- 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

If the enrollment is between six to nine (6-9), and the chapter wants to host the class, the chapter will pay the instructor's travel expenses to include transportation, lodging and meals.

SGMP Headquarters is responsible for:

- Collecting 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
- If the chapter is unable to fill the class with the minimum of ten registrants 60 days prior to the class, the class will be cancelled and paid registrants will be offered another CGMP class.

If SGMP Headquarters cancels the class and member decides not to take the class at another time or location, the registration fee will be refunded upon request.

If member cancels, the registration fee is not refunded, but applied to another CGMP class within one year of original course date. Extenuating circumstances for cancellation and refund requests will be reviewed on a case-by-case basis.

CGMP CERTIFICATION PROGRAM

SECTION: GILMER INSTITUTE POLICY NO: GI-8
DATE OF ORIGIN: JANUARY 2015
REVISED: SEPTEMBER 2017; AUGUST 2019; OCTOBER 2020; DECEMBER 2023
REAFFIRMED:

PURPOSE

This policy covers SGMP's Certified Government Meeting Professional (CGMP) certification program.

POLICY

SGMP owns the CGMP certification program and is responsible for its administration, which includes any updates to the official teaching manual, maintains and updates exam, hires additional course instructors beyond the Education and Training Director, oversees trainers for course and examination, and maintains a current list of all CGMP designated persons with expiration terms.

To be eligible to take the course, you must confirm current SGMP membership and one year of employment in the government meetings or hospitality industry as of the first day of the course and pay the current registration fee.

Participation in the CGMP course is mandatory to take the CGMP certification exam. Should a course participant fail the exam, they may retake the exam with an approved proctor overseeing the exam and pay the current retesting fee. The exam may only be retaken twice within three (3) months of the initial exam administration date. Beyond the third unsuccessful attempt to pass the exam, the course must be retaken.

Recertification for the CGMP is every three years from the date of initial certification. Recertification includes completing the recertification form, paying the current recertification fee and documented completion of required contact hours, as listed below.

1. Contact Hours at SGMP meetings/events – Fulfilling SGMP-approved education contact hours related to the core competencies within the past three (3) years. May fulfill all fifteen (15) Contact Hours via this method, a minimum of ten (10) hours must be in this area.

2. Activities within SGMP – One (1) recertification point (equivalent to one Contact Hour) can be received by professional engagement in any of the following ways:
    a. Writing one article that is published in *Government Connections* magazine.
    b. Serving as a member of a chapter or national committee/task force

c.

CGMP CERTIFICATION PROGRAM

SECTION: GILMER INSTITUTE POLICY NO: GI-8 (CONTINUED)
DATE OF ORIGIN: JANUARY 2015
REVISED: SEPTEMBER 2017; AUGUST 2019; APRIL 2019; OCTOBER 2020; DECEMBER 2023
REAFFIRMED:

3. SGMP Chapter Service – One (1) recertification point (equivalent to one Contact Hour) per year can be received by serving as a member of a chapter board.

4. SGMP National Service – Three (3) recertification points (equivalent to three Contact Hours) per year can be received by professional engagement in any of the following ways:
    a. Serving as a member of the national board
    b. Serving as a trustee of the Gilmer Institute of Learning

5. Contact Hours in the meetings/hospitality industry – You may earn up to five (5) Contact Hours from education at non-SGMP events within the meetings/hospitality industry.

Notices will be sent out from SGMP Headquarters to members with CGMP certifications 90 days prior to the expiration date along with a link to the recertification process. Individuals are responsible for tracking their contact hours for the recertification process.

On at least an annual basis, a full review of the CGMP curriculum and manual is conducted by Gilmer Trustees, selected SGMP CGMP holder members, and the Education and Training Director. It is updated to include recent trends and changes in policy.

After each group exam, responses are reviewed as a quality control feature related to understandability of the questions or need for expansion of training on a particular area. Based on the results of these reviews, questions are updated, deleted, and/or new questions are added.

While the CGMP Manual may be purchased without taking the class, members are not allowed to audit the class or attend the class without taking the exam.

CGMP National Scholarship Fund

SECTION: GILMER INSTITUTE
POLICY NO: GI-9
DATE OF ORIGIN: JANUARY 2015
REVISED:
REAFFIRMED:

PURPOSE

This policy covers the award of National Scholarship monies to fund CGMP accreditation for members in good standing who would otherwise be unable to participate in the program.

POLICY

The Gilmer Institute of Learning Trustees will offer National scholarships annually to complete the CGMP course and examination to both planner and supplier members in good standing. The scholarships will be awarded in July and can be used at any CGMP course throughout that fiscal year, including the National Education Conference. All awards are good for one year. The scholarship covers the cost of the course, course materials, and examination. All travel costs are covered by the SGMP member.

Revenue for this scholarship fund will come from the mid-year online silent auction with the number of scholarships awarded being determined by the amount of dollars raised.

SITE SELECTION FOR GILMER INSTITUTE OF LEARNING TRUSTEE MEETINGS

SECTION: GILMER INSTITUTE
POLICY NO: GI-10
DATE OF ORIGIN: OCTOBER 2015
REVISED: DECEMBER 2015
REAFFIRMED:

PURPOSE

The Gilmer Institute of Learning (GIL) generally holds two meetings annually and this policy is designed to cover the process by which sites for SGMP's GIL meetings will be selected and outline national/ chapter interactions at these meetings. When those meetings are held face-to- face, the GIL prefers to make an effort to engage with area members if there is a chapter at or near where the meeting is held. Over the years, SGMP has arranged for meals, receptions, trainings or other networking gatherings with local chapter leaders or members, but the GIL does not always hold such events or interactions. Due to the sensitive nature of this process, any questions or concerns should be addressed to the Executive Director.

POLICY

The SGMP GIL recommends, and the national board determines the potential cities/locations for all GIL meetings.

SGMP staff prepares and distributes the RFP to all member CVBs and hotels in each selected city. SGMP staff then compiles responses and presents findings (including a cost analysis and recommendation) to the GIL. The GIL then forwards the findings and their recommendation to the National Board. All reviews need to include a minimum of three bids, unless otherwise agreed to by the National Board. The National Board votes to determine the selected city and property based on the following criteria in order of importance:

1. Cost/price analysis (including airfare, lodging and food per diems, airport transfers, etc.)
2. Chapter in area where the board can have a presence, is in need of visit, or is in initial formation stages.
3. Potential future SGMP conference or meeting site.

After the location has been confirmed, SGMP Executive Director/Deputy Director notifies the chapter leadership in the city selected within 10 days of the decision that the GIL will be holding a future meeting in their area and also potential opportunities for engagement and meetings based on the agenda. The Executive Director/Deputy Director ensures the meeting information is posted on the national website a minimum of 30 days in advance of the meeting date.

CGMP Alternative Recertification Program

SECTION: GILMER INSTITUTE
POLICY NO: GI-11
DATE OF ORIGIN: MARCH 2017
REVISED: OCTOBER 2019, DECEMBER 2022
REAFFIRMED:

PURPOSE

SGMP's CGMP Alternative Recertification Program is a simple, self-study program available to certified members who have been unable to earn enough contact hours for the traditional recertification process.

POLICY

The following criteria are required to participate in the CGMP Alternative Recertification Program:

- You must be a member of SGMP in good standing.
- You must apply to participate in the alternative recertification within 30 days from the expiration date of your certification.
- The cost of the alternative recertification program is $250 and is due at the time of registration, and includes the updated CGMP Handbook, the current Power Point presentation and the examination.
- This is a self -study program and does not involve any classroom activity.
- The alternative recertification program examination will be offered every two months. You must schedule the examination within 90 days of registering for the program. You will be notified of the month of the examination.
- Upon successful completion of the exam, your certification is good for three years from your most recent expiration date.
- If you do not pass the exam, you will be able to re-test one time within 60 days of the examination for a $50 re-test fee.
- If you are unable to attend your re-test time, you will forfeit the fee of $50.00 and will not be eligible to be part of this program.
- The Gilmer Trustee's will make every effort to locate an approved proctor in your area for the re-test. However, you may need to travel to a different city or state to take the test. SGMP will not be responsible to reimburse any transportation or mileage costs.
- The test is scored by the Gilmer Trustee's and participants are not allowed to be present during the scoring process. Participants will be notified of their scores within 2 working days of completion of test.
- This is a one-time opportunity; if you are unable to meet the necessary contact hours for future recertification, you must re-take the CGMP class and examination.