



**Old Dominion Chapter  
Society of Government meeting Professionals**

# Policy and Procedures Manual

2010 Revision



# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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## TABLE OF CONTENTS

Subject: ANNUAL EDUCATION CONFERENCE .....	3
Subject: CHAPTER PRESIDENTS' TRAVEL .....	4
Subject: SECOND VICE PRESIDENTS' TRAVEL .....	5
Subject: CHAPTER PRESIDENT/TREASURER (NEWLY-ELECTED) TRAINING.....	6
Subject: CHAPTER INSURANCE .....	7
Subject: CHAPTER EMPLOYER IDENTIFICATION NUMBER .....	8
Subject: CHAPTER FINANCIAL REPORTING SCHEDULE TO SGMP .....	9
Subject: CHAPTER FINANCIAL REVUE.....	10
Subject: FINANCIAL PROTECTION OF CHAPTER FUNDS .....	11
Subject: SIGNATURE AUTHORITY FOR CHAPTER ACCOUNTS .....	12
Subject: CHAPTER CASHING OF MEMBERSHIP DUES CHECKS.....	13
Subject: STRUCTURE OF CHAPTER BOARDS .....	14
Subject: CHAPTER BOARD JOB DESCRIPTIONS.....	15
Subject: CHAPTER BOARD JOB DESCRIPTIONS.....	16
Subject: CHAPTER BOARD JOB DESCRIPTIONS.....	17
Subject: CHAPTER BOARD JOB DESCRIPTIONS.....	18
Subject: CHAPTER BOARD JOB DESCRIPTIONS.....	19
Subject: CHAPTER BOARD ELECTIONS/VOTING .....	20
Subject: CHAPTER BOARD INSTALLATION .....	21
Subject: CHAPTER BOARD OATH OF OFFICE.....	22
Subject: CHAPTER BOARD OATH OF OFFICE.....	23
Subject: PROCESS FOR DISSOLVING A CHAPTER.....	24
Subject: CHAPTER IMMEDIATE PAST PRESIDENT VACANCIES .....	25
Subject: MONTHLY PROGRAMS .....	26
Subject: CHAPTER BOARD MEETINGS .....	27
Subject: RETURNED CHECKS .....	28
Subject: PARTICIPATION IN "FAM" TRIPS.....	29
Subject: CHAPTER ARCHIVES/RECORDS RETENTION.....	30
Subject: CHAPTER ARCHIVES/RECORDS RETENTION.....	31
Subject: CHAPTER ARCHIVES/RECORDS RETENTION.....	32
Subject: CHAPTER ARCHIVES/RECORDS RETENTION.....	33
Subject: MENTORSHIP .....	34
Subject: SITE SELECTION FOR CHAPTER BOARD MEETINGS.....	35
Subject: EDUCATION PROGRAMS PROTECTED BY COPYRIGHT .....	36
Subject: NON-REINSTATEMENT AFTER CODE OF ETHICS VIOLATION .....	37
Subject: CHAPTER BOARD MEMBERS EXPRESSING PERSONAL VIEWS .....	38
Subject: PAYING HONORARIA TO MEMBERS.....	39
Subject: ACCEPTING MATERIALS FOR PUBLICATION .....	40
Subject: SELLING OR DISTRIBUTING MEMBER MAILING LIST.....	41

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

---

Subject: CHAPTER PRESIDENT APPROVAL OF CORRESPONDENCE .....	42
Subject: SGMP LOGO .....	43
Subject: CHAPTER BOARD TERMS OF OFFICE.....	44
Subject: CHAPTER WEBSITES .....	45
Subject: VENDOR CONTRACTS .....	46
Subject: CONFLICT OF INTEREST .....	47
Subject: MEMBERSHIP RATIO/50/50 REQUIREMENT.....	48
Subject: USE OF OFFICIAL SGMP STATIONARY .....	49
Subject: MAKING OFFICIAL STATEMENTS ON BEHALF OF SGMP.....	50
Subject: PROHIBITION OF LOBBYING ACTIVITIES.....	51
Subject: PUBLICATION SHARING .....	52
Subject: POLICY EXCEPTIONS .....	53
Subject: MEMBERSHIP CATEGORIES (WITH ELIGIBILITY, PARAMETERS AND DUES) .....	54
Subject: MEMBERSHIP CATEGORIES (WITH ELIGIBILITY, PARAMETERS AND DUES) .....	55
Subject: MEMBERSHIP CATEGORIES (WITH ELIGIBILITY, PARAMETERS AND DUES) .....	56
Subject: MEMBERSHIP PROCESSING AND MONTHLY DELIVERABLE .....	57
Subject: MEMBERSHIP PROCESSING AND MONTHLY DELIVERABLE .....	58
Subject: MEMBERSHIP PROCESSING AND MONTHLY DELIVERABLE .....	59
Subject: SUPPLIER PAYING FOR PLANNER’S MEMBERSHIP .....	60
Subject: MEMBER NAME CHANGES, MEMBERSHIP TRANSFERS AND CHAPTER TRANSFERS.....	61
Subject: MEMBERSHIP DROP/REJOIN DATES.....	62
Subject: MEMBERSHIP ANNIVERSARY DATES .....	63
Subject: CHAPTER SUBSIDIZING OR PAYING FOR PLANNER’S MEMBERSHIP.....	64
Subject: RETIREE AND EDUCATOR/STUDENT MEMBER ELIGIBILITY FOR SCHOLARSHIPS .....	65
Subject: PROFILE OF PLANNER MEMBERS .....	66
Subject: MEMBERSHIPS MEETING MULTIPLE MEMBERSHIP CATEGORY CRITERIA .....	67
Subject: RETIREE MEMBER ATTENDANCE AT NATIONAL EDUCATION CONFERENCE TRADESHOW .....	68
Subject: VOLUNTEERING FOR A NATIONAL COMMITTEE.....	69
Subject: SGMP FUNDS FOR NON-BOARD TRAVEL.....	70
Subject: NOMINATIONS .....	71
Subject: RETIREE MEMBER PARTICIPATION ON COMMITTEES .....	72
Subject: CHAPTER IMMEDIATE PAST PRESIDENTS ELECTED TO THE NATIONAL BOARD.....	73
Subject: CHAPTER IMMEDIATE PAST PRESIDENTS ELECTED/APPOINTED AS TRUSTEE .....	74
Subject: CGMP EXAM FEE REIMBURSEMENT .....	75
Subject: REFUND REQUESTS .....	76

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: ANNUAL EDUCATION CONFERENCE</b>	<b>Section: ANNUAL CONFERENCE Policy No.: AC-1</b>
<b>Date: JUNE 2004 Revised: Reaffirmed:</b>	

## **PURPOSE**

This section covers all policies related to the Old Dominion Chapter SGMP Annual Education Conference.

## **POLICY**

The Annual Education Conference is the responsibility of the Education Committee or assigned to a special committee set up by the president. The Chairperson will provide the majority of oversight of the Annual Education Conference and will hire contractors as appropriate.

The Committee will be responsible for ensuring educational and financial objectives are met. This oversight will include:

- Establishing all conference registration and exhibit fees
- Establishing the conference budget
- Selecting educational offerings

### **Site Selection**

A statewide bid process will be used to solicit the Annual Education Conference site. An RFP will be sent to all SGMP chapter supplier members.

### **Use of Logo**

The Chapter Logo will be incorporated into all conference materials.

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: CHAPTER PRESIDENTS' TRAVEL</b>	<b>Section: CHAPTERS Policy No.: C-1</b>
<b>Date: OCTOBER 1982 Revised: JULY 2002; APRIL 2008; MARCH 2009; OCTOBER 2009 Reaffirmed: JULY 1992; OCTOBER 2001</b>	

## **PURPOSE**

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

## **POLICY**

The Chapter Presidents will meet twice annually; once in January at a joint leadership meeting at the site of the annual conference and once at the National Education Conference.

For the January Joint Leadership meeting:

- If the Chapter President is unable to attend, there will be no substitutions
- SGMP (national) will cover the cost of two nights' lodging and group meals (two breakfasts and two lunches)
  - ◇ The Chapter pays airfare, ground transportation, dinner and incidentals
- SGMP Headquarters will make all hotel reservations for all Leadership meetings, unless otherwise instructed by SGMP

The Chapter shall pay all expenses for the Chapter President to attend the National Education Conference.

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

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: SECOND VICE PRESIDENTS' TRAVEL</b>	<b>Section: CHAPTERS Policy No.: C-2</b>
<b>Date: NOVEMBER 2000 Revised: APRIL 2008; MARCH 2009; OCTOBER 2009 Reaffirmed:</b>	

## **PURPOSE**

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

## **POLICY**

The Second Vice Presidents will meet twice annually: once in January at a joint leadership meeting at the site of the annual conference and once at the National Education Conference.

For the January Joint Leadership meeting:

- If the Chapter President is unable to attend, there will be no substitutions
- SGMP (national) will cover the cost of two nights' lodging and group meals (two breakfasts and two lunches)
  - ◊ The Chapter pays airfare, ground transportation, dinner and incidentals
- SGMP Headquarters will make all hotel reservations for all Leadership meetings, unless otherwise instructed by SGMP

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

SGMP elected leaders are required to stay at host hotel—*without exception*—to prevent any liability or attrition issues.

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: CHAPTER PRESIDENT/TREASURER (NEWLY-ELECTED) TRAINING</b>	<b>Section: CHAPTERS Policy No.: C-27</b>
<b>Date: MARCH 2009 Revised: JULY 2009; OCTOBER 2009 Reaffirmed:</b>	

## **PURPOSE**

This policy covers the importance of training incoming Chapter Presidents and Treasurers on their new roles and responsibilities as well as the resources available to them to assist in managing and leading their chapters.

## **POLICY**

Orientation training for newly-elected Chapter Presidents and Treasurers will be given at SGMP Headquarters in May/June, prior to the beginning of their term of office on July 1.

## **Funding**

- SGMP (national) will pay for airfare, two nights' lodging and group meals (two breakfasts and two lunches)
- The Chapter will pay for ground transportation, dinner and incidentals

Participation will be open to ALL Chapter Presidents and Treasurers. Travel expenses for returning Presidents and Treasurers will be the responsibility of the Chapter.

Attendance is restricted to only the returning or newly-elected Chapter Presidents and Treasurers. There will be NO substitutions.



# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: CHAPTER INSURANCE</b>	<b>Section: CHAPTERS Policy No.: C-2</b>
<b>Date: JUNE 2004 Revised: Reaffirmed:</b>	

## **PURPOSE**

This policy was developed to provide insurance coverage for chapters.

## **POLICY**

Liability insurance for chapter boards of directors is provided by the national organization of SGMP.

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: CHAPTER EMPLOYER IDENTIFICATION NUMBER</b>	<b>Section: CHAPTERS Policy No.: C-4</b>
<b>Date: JUNE 1992 Revised: APRIL 2008; OCTOBER 2009 Reaffirmed:</b>	

## **PURPOSE**

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

## **POLICY**

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

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: CHAPTER FINANCIAL REPORTING SCHEDULE TO SGMP</b>	<b>Section: CHAPTERS Policy No.: C-5</b>
<b>Date: JUNE 1992 Revised: NOVEMBER 2000; JULY 2002; DECEMBER 2004; JANUARY 2006; APRIL 2008; OCTOBER 2009 Reaffirmed:</b>	

## **PURPOSE**

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

## **POLICY**

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

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

- Revenue checks will be withheld from chapters that have not submitted their year-end financial report by August 15 of each calendar year
- Chapters in arrears for 90 days of submitting their required monthly and/or "other" required reports will forfeit revenue sharing checks

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

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

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

All chapter reports and information submitted to SGMP Headquarters should be directed to the SGMP Administrative Assistant, unless otherwise instructed by the Executive Director.

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: CHAPTER FINANCIAL REVUE</b>	<b>Section: CHAPTERS Policy No.: C-4</b>
<b>Date: JUNE 2004 Revised: Reaffirmed:</b>	

## **PURPOSE**

This policy covers the requirement that each chapter obtain an annual review of chapter financial records.

## **POLICY**

The Chapter will have a review of its financial records, prior to year-end financial reporting deadlines.

A copy of the year-end financial review will be submitted to SGMP National Headquarters by AUGUST 15 of each calendar year.

National Board will designate staff to perform an audit of each chapter's finances and a fee will be charged for this service.

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: FINANCIAL PROTECTION OF CHAPTER FUNDS</b>	<b>Section: CHAPTERS Policy No.: C-5</b>
<b>Date: JUNE 2004 Revised: Reaffirmed:</b>	

## **PURPOSE**

The safety and security of SGMP funds is crucial to the stability of the organization. This policy covers the requirement for securing the safety of funds.

## **POLICY**

Chapter funds will be maintained in a federally insured (FDIC) banking institution.

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: SIGNATURE AUTHORITY FOR CHAPTER ACCOUNTS</b>	<b>Section: CHAPTERS Policy No.: C-6</b>
<b>Date: JUNE 2004 Revised: Reaffirmed:</b>	

## **PURPOSE**

This policy covers the requirements for authorized signatures on chapter bank accounts.

## **POLICY**

Chapter checking, savings, and investment account numbers, as well as the name of the financial institutions where all chapter accounts reside, shall be provided to SGMP National Headquarters, by the Treasurer.

The Chapter will require two (2) board members (chapter president and chapter treasurer) to hold signature authority for the chapter's checking, savings, and investment accounts. The payee of the chapter checks and the signature line are not to be the same, unless two signatures are required by chapter policy. These members' names, along with a current copy of the signature cards on file with the banking institution, will also be provided to SGMP National Headquarters.

As chapter officers change, signature cards will be updated at the banking institution and SGMP National Headquarters, within thirty (30) calendar days of the change.

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: CHAPTER CASHING OF MEMBERSHIP DUES CHECKS</b>	<b>Section: CHAPTERS Policy No.: C-6</b>
<b>Date: JUNE 2000 Revised: OCTOBER 2009, July 2010 Reaffirmed: APRIL 2008</b>	

## **PURPOSE**

This policy implements the audit recommendation regarding chapters cashing checks intended for membership dues.

## **POLICY**

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

An exception would be for funds received for memberships being paid through registrations for local conferences. In this case, a chapter check or chapter debit card 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.

Renewing member dues are not allowed to be collected as part of registration fees.

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

- 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.
- The following items are submitted together to SGMP within 30 days of the completion of the event: the SGMP membership application form, the conference registration form, and a copy of the attendee's check or credit card information that was provided for conference registration and new member dues.

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

<b>Subject: STRUCTURE OF CHAPTER BOARDS</b>	<b>Section: CHAPTERS Policy No.: C-8</b>
<b>Date: JUNE 2004 Revised: Reaffirmed:</b>	

## **PURPOSE**

The Chapters may experience difficulty in securing candidates qualified in the specific membership category for the positions of chapter secretary and/or treasurer.

The purpose of this policy is to provide limited flexibility in the membership categories of chapter officers that will maintain the mandatory balance between planner and supplier representation.

## **POLICY**

The chapter board must have at least five meeting planner members; at least four of which must be government meeting planners. The Immediate Past President is included in this count, though not elected.

Four of the chapter board members may be Suppliers; but at least one member must be a Supplier, the remaining three may be either Contract Meeting Planners or Suppliers, as designated in the National Bylaws, Article VII, and Section 3. A., 1 and 2.

The position of Secretary, which is designated for Government or Contract Meeting Planner, may be filled by a qualified Supplier, in the event a qualified Government or Contract Meeting Planner is not elected.

The position of Treasurer, designated for a Supplier or Contract Meeting Planner, may be filled by a qualified Government Meeting Planner, in the event a qualified Supplier or Contract Meeting Planner is not elected.

In either case, the balance of Government Meeting Planners and Suppliers on the Chapter Board must be maintained. Therefore, Director positions to be filled would be according to the National Bylaws, Article VII, Section 3.A, 1 and 2. For instance, if the Secretary was filled by a Supplier and the Treasurer was filled by a Government Meeting planner, the balance on the Chapter Board would be maintained. However, if the Treasurer and Secretary positions were both filled by a Supplier, then only one of the Directors elected could be a Supplier, because the Chapter Board would be at the maximum of four Supplier officers. The remaining positions would have to be filled by Government and Contract Meeting Planners.



# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

<b>Subject: CHAPTER BOARD JOB DESCRIPTIONS</b>	<b>Section: CHAPTERS Policy No.: C-26</b>
<b>Date: MARCH 2009 Revised: OCTOBER 2009 Reaffirmed:</b>	

## **PURPOSE**

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

## **POLICY**

Job descriptions of the officers and directors of the Chapter Board 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

## **VOTING BOARD MEMBERS**

- Attend monthly board meetings, monthly education programs, special events, and outreach functions as required
- Attend annual Chapter Board retreat
- Attend SGMP National Education Conference in May/June
- 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 SGMP Headquarters in Alexandria, Virginia, for a two-day orientation and training at the beginning of the fiscal year/their term of office (SEE Policy C-27)
- 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

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

<b>Subject: CHAPTER BOARD JOB DESCRIPTIONS</b>	<b>Section: CHAPTERS Policy No.: C-26 (continued)</b>
<b>Date: MARCH 2009 Revised: OCTOBER 2009 Reaffirmed:</b>	

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

**Monthly Reports:**

- Submit Monthly Chapter Summary Report to SGMP Headquarters
  - ◊ Due date for submission to SGMP: By the 10th of each month (for the previous month’s report)

**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
- Prepare and submit a Year-End Financial Report
  - ◊ Due date for submission to SGMP Headquarters: August 15 of each year

**FIRST VICE PRESIDENT**

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

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: CHAPTER BOARD JOB DESCRIPTIONS</b>	<b>Section: CHAPTERS Policy No.: C-26 (continued)</b>
<b>Date: MARCH 2009 Revised: OCTOBER 2009 Reaffirmed:</b>	

## **SECOND VICE PRESIDENT**

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

## **SECRETARY**

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

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

<b>Subject: CHAPTER BOARD JOB DESCRIPTIONS</b>	<b>Section: CHAPTERS Policy No.: C-26 (continued)</b>
<b>Date: MARCH 2009 Revised: OCTOBER 2009 Reaffirmed:</b>	

## **TREASURER**

- The Treasurer shall be a Supplier, Associate Supplier or Contract Planner member
- Newly-elected Treasurers shall travel to National Headquarters in Alexandria, Virginia, for a two-day orientation and training at the beginning of the fiscal year/their term of office (SEE Policy C-27)
- The Treasurer shall ensure the accurate financial records of the chapter are kept in accordance with the Society's financial policies and procedures
- The Treasurer shall be responsible, in conjunction with the President, for the safekeeping of funds in such depositories as are approved by the Chapter Board
- The Treasurer shall be the principal signatory on all disbursements
- The Treasurer shall maintain Chapter funds in an approved local bank insured by the FDIC
- The Treasurer is responsible for insuring all spending transactions are properly approved
- The Treasurer is charged with the responsibility and custody of the chapter's bank accounts and assets and must accurately account for all transactions that take place within the chapter's financial accounts
- The Treasurer must maintain accurate records of the chapter's income and expenses on a monthly basis on the SGMP-approved chapter budget form
- The Treasurer must ensure that the chapter's non-profit status remains in good standing

### **Annual Reports:**

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

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

<b>Subject: CHAPTER BOARD JOB DESCRIPTIONS</b>	<b>Section: CHAPTERS Policy No.: C-26 (continued)</b>
<b>Date: MARCH 2009 Revised: OCTOBER 2009 Reaffirmed:</b>	

## **Monthly Reports:**

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

## **DIRECTORS (3)**

- There will be three (3) Directors: one a Government Planner member, one a Supplier or Associate Supplier member, and one either a Government Planner, Contract Planner, Supplier or Associate Supplier member
- The Directors serve as committee liaisons or committee chairs and shall perform all other duties as are incident to the office or as may be prescribed by the Chapter Board

## **IMMEDIATE PAST PRESIDENT**

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

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: CHAPTER BOARD ELECTIONS/VOTING</b>	<b>Section: CHAPTERS Policy No.: C-20</b>
<b>Date: APRIL 2008 Revised: SEPTEMBER 2008; OCTOBER 2009 Reaffirmed:</b>	

## **PURPOSE**

This policy was created to clarify the chapter election process using the Chapter's website.

## **POLICY**

Chapter elections may take place online through the chapter's website, provided it is a secure site.

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.

The voting shall be done by written or website ballot, except when there is only one nominee for each office or vacant position, in which case, the election may be made by voice (SEE POLICY C-19).

The membership number must be included on the written or the Web site ballot.

When voting at a chapter meeting, each chapter member attending must officially sign in with their membership number. If a member is unable to attend the chapter meeting, in which an election will be held, they may submit an absentee ballot, which must include their membership number.

All ballots with membership numbers will be reviewed to make sure of no duplication. If the membership number appears more than once, the ballot will not be counted. All voting must adhere to the published timeframes.

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: CHAPTER BOARD INSTALLATION</b>	<b>Section: CHAPTERS Policy No.: C-21</b>
<b>Date: APRIL 2008 Revised: OCTOBER 2009 Reaffirmed:</b>	

## **PURPOSE**

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

## **POLICY**

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

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

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

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

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

<b>Subject: CHAPTER BOARD OATH OF OFFICE</b>	<b>Section: CHAPTERS Policy No.: C-22</b>
<b>Date: March 2009 Revised: OCTOBER 2009 Reaffirmed:</b>	

**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-23*) 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 .....(name) Planner Director

.....(name) Supplier Director

.....(name) Planner/Supplier Director

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 \_\_\_\_\_ 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."



# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: CHAPTER BOARD OATH OF OFFICE</b>	<b>Section: CHAPTERS Policy No.: C-22 (continued)</b>
<b>Date: March 2009 Revised: OCTOBER 2009 Reaffirmed:</b>	

***Chapter 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!**

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: PROCESS FOR DISSOLVING A CHAPTER</b>	<b>Section: CHAPTERS Policy No.: C-10</b>
<b>Date: JUNE 2004 Revised: Reaffirmed:</b>	

## **PURPOSE**

This policy covers the process that will be followed in the event that a chapter will be dissolved.

## **POLICY**

1. National President calls the respective Chapter President to advise him of a forthcoming letter.
2. National President will send a letter (to addressee only with a return receipt required) to Chapter President (and each member of his board), advising him/her that he/she can present the chapter's views to the National Board.
3. Response from the Chapter President is required in 10 days from Chapter President in ONE response).
4. National Board hears Chapter presentation.
5. National Board makes decision of fate of Chapter.
6. National Board issues letter of withdrawal of recognition to Chapter, if appropriate.

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: CHAPTER IMMEDIATE PAST PRESIDENT VACANCIES</b>	<b>Section: CHAPTERS Policy No.: C-11</b>
<b>Date: JUNE 2004 Revised: Reaffirmed:</b>	

## **PURPOSE**

This policy covers how the Chapter may fill the immediate past president position on the chapter board.

## **POLICY**

Chapter Immediate Past Presidents' vacancies will be filled by the first available past president in closest succession to that for which the vacancy exists.

The immediate Past President may not serve in an additional Chapter Board position while serving his/her term as Immediate Past president.

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

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: MONTHLY PROGRAMS</b>	<b>Section: CHAPTERS</b> <b>Policy No.: C-12</b>
<b>Date: JUNE 2004</b> <b>Revised:</b> <b>Reaffirmed:</b>	

## **PURPOSE**

This policy covers the required number of monthly education program chapters must deliver to members.

## **POLICY**

The Chapter must have at least ten (10) meetings per calendar year. At least eight (8) of these must be educational in nature and cover topics related to meeting management concerns. The subject matter of the remaining meetings may pertain to career & personal development. All programs should be evaluated and a summary provided with the monthly report.

Educational Committee will submit programs to National Headquarters for CEA Certification.

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: CHAPTER BOARD MEETINGS</b>	<b>Section: CHAPTERS Policy No.: C-28</b>
<b>Date: JULY 2010 Revised: Reaffirmed:</b>	

## **PURPOSE**

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

## **POLICY**

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

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

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

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

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

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: RETURNED CHECKS</b>	<b>Section: FINANCE</b> <b>Policy No.: F-1</b>
<b>Date: JUNE 2004</b> <b>Revised:</b> <b>Reaffirmed:</b>	

## **PURPOSE**

This policy covers the fee assessed for returned checks.

## **POLICY**

The Chapter will assess a fee of \$40 for any returned check.

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: PARTICIPATION IN "FAM" TRIPS</b>	<b>Section: GENERAL Policy No.: G-1</b>
<b>Date: JUNE 2004 Revised: Reaffirmed:</b>	

## **PURPOSE**

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

## **POLICY**

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

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: CHAPTER ARCHIVES/RECORDS RETENTION</b>	<b>Section: CHAPTERS Policy No.: C-10</b>
<b>Date: SEPTEMBER 1995 Revised: NOVEMBER 1995; APRIL 2008; OCTOBER 2009 Reaffirmed:</b>	

## **PURPOSE**

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

## **POLICY**

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

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

**Retention Period:** The time period indicates the minimum length of time that the record/information should be retained. Retention periods apply to the information, regardless of the physical format (paper, microfilm, computer disk or tape, optical imaging, CDROM) 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.**



# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: CHAPTER ARCHIVES/RECORDS RETENTION</b>	<b>Section: CHAPTERS Policy No.: C-10 (continued)</b>
<b>Date: SEPTEMBER 1995 Revised: NOVEMBER 1995; APRIL 2008; OCTOBER 2009 Reaffirmed:</b>	

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

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

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

### **Retention**

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

## **2. General Correspondence**

Routine correspondence

### **Retention**

Record copy: Retain for three years and then destroy. Duplicate copies: Retain until no longer needed, then destroy.

## **3. Acknowledgement Files**

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

### **Retention**

Record copy: Retain for three months after acknowledgment and/or referral and destroy. Duplicate copies: Retain until no longer needed and destroy.

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

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

### **Retention**

Record copy: Permanent.

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: CHAPTER ARCHIVES/RECORDS RETENTION</b>	<b>Section: CHAPTERS Policy No.: C-10 (continued)</b>
<b>Date: SEPTEMBER 1995 Revised: NOVEMBER 1995; APRIL 2008; OCTOBER 2009 Reaffirmed:</b>	

## 5. Executive Correspondence

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

### Retention

Record copy: Permanent

## 6. Feasibility Studies

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

### Retention

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

## 7. Policies and Procedures Manual

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

### Retention

Record copy: Permanent

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

### Retention

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

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: CHAPTER ARCHIVES/RECORDS RETENTION</b>	<b>Section: CHAPTERS Policy No.: C-10 (continued)</b>
<b>Date: SEPTEMBER 1995 Revised: NOVEMBER 1995; APRIL 2008; OCTOBER 2009 Reaffirmed:</b>	

## **9. Nominations and Elections**

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

### **Retention**

Record copy: Three years, plus current

## **10. Education Conferences**

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

### **Retention**

Five years, plus current

## **11. Newsletters**

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

### **Retention**

Permanent

## **12. Insurance records**

### **Retention**

Permanent

## **13. Membership records**

Includes copies of membership applications and reports from SGMP Headquarters

### **Retention**

Three years, plus current

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: MENTORSHIP</b>	<b>Section: GENERAL Policy No.: G-3</b>
<b>Date: JUNE 2004 Revised: Reaffirmed:</b>	

## **PURPOSE**

The Old Dominion Chapter supports ongoing communication and support to members. This policy covers one mechanism in place to ensure regular communication between members.

## **POLICY**

The Old Dominion Chapter will be responsible for administering an on-going "Mentoring Program." The Mentoring Program will provide support and technical assistance to any member on request or deemed needed by the Board. (October 91).

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: SITE SELECTION FOR CHAPTER BOARD MEETINGS</b>	<b>Section: GENERAL Policy No.: G-4</b>
<b>Date: JUNE 2004 Revised: Reaffirmed:</b>	

## **PURPOSE**

This policy covers the process by which sites for Old Dominion Chapter meetings will be selected.

## **POLICY**

Site selection for Chapter meetings will be the responsibility of the Education Committee. All meetings will be held in member properties.

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: EDUCATION PROGRAMS PROTECTED BY COPYRIGHT</b>	<b>Section: GENERAL Policy No.: G-5</b>
<b>Date: JUNE 2004 Revised: Reaffirmed:</b>	

## **PURPOSE**

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

## **POLICY**

The Chapter will exercise due diligence when planning the use of educational programs developed by outside sources.

In the event that the Old Dominion Chapter wants to deliver a program with copyright protection, written permission must be obtained from the program's originator.

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: NON-REINSTATEMENT AFTER CODE OF ETHICS VIOLATION</b>	<b>Section: MEMBERSHIP Policy No.: M-8</b>
<b>Date: JANUARY 2001 Revised: APRIL 2008; DECEMBER 2009 Reaffirmed:</b>	

## **PURPOSE**

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

## **POLICY**

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

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: CHAPTER BOARD MEMBERS EXPRESSING PERSONAL VIEWS</b>	<b>Section: CHAPTERS Policy No.: C-23</b>
<b>Date: APRIL 2008 Revised: OCTOBER 2009 Reaffirmed:</b>	

## **PURPOSE**

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

## **POLICY**

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



# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: PAYING HONORARIA TO MEMBERS</b>	<b>Section: GENERAL Policy No.: G-7</b>
<b>Date: JUNE 2004 Revised: Reaffirmed:</b>	

## **PURPOSE**

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/conferences. Members can, however, accept reimbursement of travel expenses if offered by the requesting chapter.

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: ACCEPTING MATERIALS FOR PUBLICATION</b>	<b>Section: GENERAL Policy No.: G-2</b>
<b>Date: SEPTEMBER 2000 Revised: JANUARY 2003; APRIL 2008; OCTOBER 2009 Reaffirmed:</b>	

## **PURPOSE**

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

## **POLICY**

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

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

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

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

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: SELLING OR DISTRIBUTING MEMBER MAILING LIST</b>	<b>Section: GENERAL Policy No.: G-4</b>
<b>Date: OCTOBER 1992 Revised: JANUARY 2003; APRIL 2008; OCTOBER 2009 Reaffirmed:</b>	

## **PURPOSE**

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

## **POLICY**

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

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

- National planner member mailing list \$375
- State-specific planner member mailing list \$45/state

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: CHAPTER PRESIDENT APPROVAL OF CORRESPONDENCE</b>	<b>Section: GENERAL Policy No.: G-10</b>
<b>Date: JUNE 2004 Revised: Reaffirmed:</b>	

## **PURPOSE**

In order to assure that written correspondence from the Old Dominion Chapter Board reflects the intent of actions taken, this policy covers the review and approval of all correspondence by the Old Dominion Chapter President.

## **POLICY**

The Chapter President will review and approve all written communications, in response to issues, prepared by a member of the Old Dominion Chapter Board.

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: SGMP LOGO</b>	<b>Section: GENERAL Policy No.: G-11</b>
<b>Date: JUNE 2004 Revised: Reaffirmed:</b>	

## **PURPOSE**

This policy covers the formatting of the SGMP National Logo.

## **POLICY**

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

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: CHAPTER BOARD TERMS OF OFFICE</b>	<b>Section: CHAPTERS Policy No.: C-17</b>
<b>Date: NOVEMBER 1990 Revised: APRIL 2008; OCTOBER 2009 Reaffirmed:</b>	

## **PURPOSE**

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

## **POLICY**

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

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.

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: CHAPTER WEBSITES</b>	<b>Section: CHAPTERS Policy No.: C-18</b>
<b>Date: APRIL 2008 Revised: OCTOBER 2009 Reaffirmed:</b>	

## **PURPOSE**

All chapters are required to maintain chapter websites.

## **POLICY**

This policy gives the chapters guidelines for their respective websites.

### **Priority Features**

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

### **Beneficial Elements**

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

### **Overall Presentation**

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

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: VENDOR CONTRACTS</b>	<b>Section: GENERAL Policy No.: G-7</b>
<b>Date: SEPTEMBER 1995 Revised: JANUARY 2003; APRIL 2008; OCTOBER 2009 Reaffirmed:</b>	

## **PURPOSE**

This policy covers contracts made between SGMP and service providers.

## **POLICY**

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

The Old Dominion Chapter President and designee 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.



# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: CONFLICT OF INTEREST</b>	<b>Section: GENERAL Policy No.: G-8</b>
<b>Date: JUNE 1995 Revised: MARCH 2003; APRIL 2008; OCTOBER 2009 Reaffirmed:</b>	

## **PURPOSE**

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

## **POLICY**

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.

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: MEMBERSHIP RATIO/50/50 REQUIREMENT</b>	<b>Section: MEMBERSHIP Policy No.: M-9</b>
<b>Date: JANUARY 2000 Revised: APRIL 2000; MARCH 2004; APRIL 2008; DECEMBER 2009 Reaffirmed:</b>	

## **PURPOSE**

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

## **POLICY**

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

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

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

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: USE OF OFFICIAL SGMP STATIONARY</b>	<b>Section: GENERAL Policy No.: G-9</b>
<b>Date: DECEMBER 1995 Revised: OCTOBER 2009 Reaffirmed: APRIL 2008</b>	

## **PURPOSE**

This policy covers the authorized stationary for official correspondence.

## **POLICY**

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.

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: MAKING OFFICIAL STATEMENTS ON BEHALF OF SGMP</b>	<b>Section: GENERAL Policy No.: G-10</b>
<b>Date: JANUARY 1996 Revised: SEPTEMBER 1999; APRIL 2008; OCTOBER 2009 Reaffirmed:</b>	

## **PURPOSE**

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

## **POLICY**

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

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: PROHIBITION OF LOBBYING ACTIVITIES</b>	<b>Section: GENERAL Policy No.: G-11</b>
<b>Date: NOVEMBER 1997 Revised: Reaffirmed: APRIL 2008; OCTOBER 2009</b>	

## **PURPOSE**

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

## **POLICY**

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

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: PUBLICATION SHARING</b>	<b>Section: GENERAL Policy No.: G-19</b>
<b>Date: JUNE 2004 Revised: Reaffirmed:</b>	

## **PURPOSE**

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

## **POLICY**

Copies of the Old Dominion Chapter Newsletter will be shared with other industry trade publications.

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: POLICY EXCEPTIONS</b>	<b>Section: GENERAL</b> <b>Policy No.: G-20</b>
<b>Date: JUNE 2004</b> <b>Revised:</b> <b>Reaffirmed:</b>	

## **PURPOSE**

This policy covers circumstances when current policies may be overridden for the good of the organization.

## **POLICY**

The Old Dominion Chapter Board and staff will adhere to all SGMP established policies. In the event that these policies do not fit the situation and flexibility is called for, a decision may be made based on providing the best service possible to the requesting party, while maintaining the integrity of SGMP. In all instances, the responsible board member or staff representative will provide confirmation IN WRITING of any arrangements or authorizations made. The written confirmation will be faxed to the requesting party, the responsible board member and a copy kept on file at SGMP headquarters.

In the event that these authorizations are conference related, a second copy will be maintained in a conference file and brought on site for reference.

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: MEMBERSHIP CATEGORIES (WITH ELIGIBILITY, PARAMETERS AND DUES)</b>	<b>Section: MEMBERSHIP Policy No.: M-1</b>
<b>Date: OCTOBER 1982 Revised: JULY 1992; OCTOBER 2001; APRIL 2008; DECEMBER 2009 Reaffirmed:</b>	

## **PURPOSE**

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

## **POLICY**

### **Membership Definitions**

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

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

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

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



# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: MEMBERSHIP CATEGORIES (WITH ELIGIBILITY, PARAMETERS AND DUES)</b>	<b>Section: MEMBERSHIP Policy No.: M-1 (continued)</b>
<b>Date: OCTOBER 1982</b> <b>Revised: JULY 1992; OCTOBER 2001; APRIL 2008; DECEMBER 2009</b> <b>Reaffirmed:</b>	

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

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

## **Applicant Eligibility And Membership Parameters**

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

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

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

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

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

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

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: MEMBERSHIP CATEGORIES (WITH ELIGIBILITY, PARAMETERS AND DUES)</b>	<b>Section: MEMBERSHIP Policy No.: M-1 (continued)</b>
<b>Date: OCTOBER 1982 Revised: JULY 1992; OCTOBER 2001; APRIL 2008; DECEMBER 2009 Reaffirmed:</b>	

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

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

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

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

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

## **MEMBERSHIP DUES**

Government Planner	\$55
Contract Planner	\$140
Supplier	\$350
Associate Supplier	\$250
Educator/Student	\$25
Retiree	\$25
Honorary	\$00

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: MEMBERSHIP PROCESSING AND MONTHLY DELIVERABLE</b>	<b>Section: MEMBERSHIP Policy No.: M-2</b>
<b>Date: OCTOBER 1982 Revised: SEPTEMBER 2001; APRIL 2008; DECEMBER 2009 Reaffirmed:</b>	

## **PURPOSE**

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

## **POLICY**

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

A complete membership package consists of a fully and legibly completed application with payment. Where a planner match is required, a fully and legibly completed application with payment for the planner applicant, which is cross-referenced on both applications, is also required. Any application that is received (and is complete and correct and legible) at SGMP headquarters by the end of the last working day of a month will be reflected in that month's membership processing records and monthly membership report.

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

If an application received at SGMP headquarters is deemed incomplete:

- The applicant will be notified that it is on hold at SGMP headquarters with a clearly communicated reason (i.e., no match, no signature, incorrect dues payment, incorrect member category, not legible, etc)
- The applicant will have 30 days from the notification date to complete the application package.
- If not complete within 30 days, the application package will be returned to the applicant.

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: MEMBERSHIP PROCESSING AND MONTHLY DELIVERABLE</b>	<b>Section: MEMBERSHIP Policy No.: M-2 (continued)</b>
<b>Date: OCTOBER 1982 Revised: SEPTEMBER 2001; APRIL 2008; DECEMBER 2009 Reaffirmed:</b>	

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

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

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

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

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

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

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

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

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

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: MEMBERSHIP PROCESSING AND MONTHLY DELIVERABLE</b>	<b>Section: MEMBERSHIP Policy No.: M-2 (continued)</b>
<b>Date: OCTOBER 1982 Revised: SEPTEMBER 2001; APRIL 2008; DECEMBER 2009 Reaffirmed:</b>	

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

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

By the 15th 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 above SGMP total)
- Chapter membership report (summary of members in good standing by category with 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 their grace period)\*
- Chapter dropped member list (detailed list of just-dropped members)\*
- Chapter member changes list (summary of member and record changes)

\*for chapter follow-up

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

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

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

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: SUPPLIER PAYING FOR PLANNER'S MEMBERSHIP</b>	<b>Section: MEMBERSHIP Policy No.: M-3</b>
<b>Date: JULY 1993 Revised: SEPTEMBER 2001; APRIL 2008; DECEMBER 2009 Reaffirmed:</b>	

## **PURPOSE**

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

## **POLICY**

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

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: MEMBER NAME CHANGES, MEMBERSHIP TRANSFERS AND CHAPTER TRANSFERS</b>	<b>Section: MEMBERSHIP Policy No.: M-14</b>
<b>Date: MARCH 2008 Revised: APRIL 2008; DECEMBER 2009 Reaffirmed:</b>	

## **PURPOSE**

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

## **POLICY**

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

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

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

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

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: MEMBERSHIP DROP/REJOIN DATES</b>	<b>Section: MEMBERSHIP Policy No.: M-4</b>
<b>Date: JULY 1986 Revised: SEPTEMBER 2001; APRIL 2008; DECEMBER 2009 Reaffirmed:</b>	

## **PURPOSE**

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

## **POLICY**

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

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

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



# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: MEMBERSHIP ANNIVERSARY DATES</b>	<b>Section: MEMBERSHIP Policy No.: M-5</b>
<b>Date: JULY 1986 Revised: SEPTEMBER 2001; APRIL 2008; DECEMBER 2009 Reaffirmed:</b>	

## **PURPOSE**

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

## **POLICY**

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

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: CHAPTER SUBSIDIZING OR PAYING FOR PLANNER'S MEMBERSHIP</b>	<b>Section: MEMBERSHIP Policy No.: M-6</b>
<b>Date: NOVEMBER 2002 Revised: SEPTEMBER 2008; DECEMBER 2009 Reaffirmed: APRIL 2008</b>	

## **PURPOSE**

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

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

## **POLICY**

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

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: RETIREE AND EDUCATOR/STUDENT MEMBER ELIGIBILITY FOR SCHOLARSHIPS</b>	<b>Section: MEMBERSHIP Policy No.: M-11</b>
<b>Date: APRIL 2008 Revised: DECEMBER 2009 Reaffirmed:</b>	

## **PURPOSE**

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

## **POLICY**

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

People awarded scholarships must attend sessions and events, as well as prepare a written report for the Chapter Newsletter.

Board members are eligible for scholarships if they are in good standing and fulfilling the duties and responsibilities of their office.

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: PROFILE OF PLANNER MEMBERS</b>	<b>Section: MEMBERSHIP Policy No.: M-7</b>
<b>Date: JANUARY 1998 Revised: MARCH 2003; APRIL 2008; SEPTEMBER 2008 Reaffirmed:</b>	

## **PURPOSE**

To ensure that planners seeking membership in SGMP are qualified for membership (i.e., plan meetings), it is important to the stability and integrity of SGMP that every member is qualified in the category to which he/she is applying for membership.

## **POLICY**

A planner will be used for all new and renewal memberships. Applications for new members and renewals must have the profile information completed before the application will be processed. A signed category verification form must be approved with all Contract Planner applications.

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: MEMBERSHIPS MEETING MULTIPLE MEMBERSHIP CATEGORY CRITERIA</b>	<b>Section: MEMBERSHIP Policy No.: M-7</b>
<b>Date: OCTOBER 1992 Revised: SEPTEMBER 2002; APRIL 2008; SEPTEMBER 2008; DECEMBER 2009 Reaffirmed:</b>	

## **PURPOSE**

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

## **POLICY**

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

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: RETIREE MEMBER ATTENDANCE AT NATIONAL EDUCATION CONFERENCE TRADESHOW</b>	<b>Section: MEMBERSHIP Policy No.: M-12</b>
<b>Date: APRIL 2008 Revised: SEPTEMBER 2008; DECEMBER 2009 Reaffirmed:</b>	

## **PURPOSE**

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

## **POLICY**

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

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: VOLUNTEERING FOR A NATIONAL COMMITTEE</b>	<b>Section: GENERAL Policy No.: G-14</b>
<b>Date: DECEMBER 2003 Revised: NOVEMBER 2004; SEPTEMBER 2005; JANUARY 2006; APRIL 2008; OCTOBER 2009 Reaffirmed:</b>	

## **PURPOSE**

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

## **POLICY**

SGMP members in good standing (Government Planner, Contract Planner, Supplier or Associate Supplier) may serve on only one SGMP (national) committee at a time.

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

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

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

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

National Committees include:

- Membership
- Nominations & Elections

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: SGMP FUNDS FOR NON-BOARD TRAVEL</b>	<b>Section: NATIONAL BOARD Policy No.: NB-7</b>
<b>Date: JANUARY 1996</b> <b>Revised: SEPTEMBER 1999; APRIL 2008;</b> <b>OCTOBER 2009</b> <b>Reaffirmed:</b>	

## **PURPOSE**

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

## **POLICY**

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



# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: NOMINATIONS</b>	<b>Section: NOMINATIONS AND ELECTIONS</b> <b>Policy No.: NE-1</b>
<b>Date: JUNE 2004</b> <b>Revised:</b> <b>Reaffirmed:</b>	

## **PURPOSE**

This policy covers the procedures followed by the Nominations and Election Committee in regards to Chapter Elections.

## **POLICY**

The Nominations and 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 for Chapter offices will be provided to interested candidates.

The Nominations and Elections Chair will ensure all election policies are followed.

Election results will be provided at the May meeting and officers will be installed at the June Banquet. Elected officers will serve for two years.

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: RETIREE MEMBER PARTICIPATION ON COMMITTEES</b>	<b>Section: MEMBERSHIP Policy No.: M-13</b>
<b>Date: APRIL 2008 Revised: DECEMBER 2009 Reaffirmed:</b>	

## **PURPOSE**

Retiree members bring historical knowledge and experience to local chapters.

## **POLICY**

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

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

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: CHAPTER IMMEDIATE PAST PRESIDENTS ELECTED TO THE NATIONAL BOARD</b>	<b>Section: NATIONAL BOARD Policy No.: NB-8</b>
<b>Date: APRIL 2008 Revised: OCTOBER 2009 Reaffirmed:</b>	

## **PURPOSE**

This policy was created to clarify the positions of Chapter Immediate Past Presidents elected to the National Board.

## **POLICY**

Chapter Immediate Past Presidents, who run and are elected to serve on the National Board, may only serve on one board of directors. 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.

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: CHAPTER IMMEDIATE PAST PRESIDENTS ELECTED/APPOINTED AS TRUSTEE</b>	<b>Section: GILMER INSTITUTE Policy No.: GI-4</b>
<b>Date: JANUARY 2009 Revised: OCTOBER 2009 Reaffirmed:</b>	

## **PURPOSE**

This policy was created to clarify the positions of Chapter Immediate Past Presidents elected and/or appointed as a trustee of the Gilmer Institute of Learning.

## **POLICY**

Chapter Immediate Past Presidents, who run and are elected or appointed to serve on the Gilmer Institute of Learning may only serve on one board of directors. It is in the best interest of both the chapter and the SGMP (national) organization to have a clear separation and, thus, to avoid a conflict of interest.

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: CGMP EXAM FEE REIMBURSEMENT</b>	<b>Section: GILMER INSTITUTE Policy No.: GI-4</b>
<b>Date: APRIL 2008 Revised: JANUARY 2009; OCTOBER 2009; MARCH 2010 Reaffirmed:</b>	

## **PURPOSE**

This policy covers the criteria for reimbursement of the Certified Government Meeting Professional (CGMP) certification fees.

## **POLICY**

SGMP will reimburse planner and supplier members up to \$250 for the CGMP exam fees upon successfully passing the exam.

Planners and suppliers will be allowed only one reimbursement per year.

Chapters are authorized to provide scholarships for CGMP certification fees.

Upon successful completion of the CGMP examination, SGMP planners and suppliers are eligible for reimbursement of up to \$250 of the exam fees that cannot be reimbursed by any other source.

Applicants for reimbursement must meet the following established criteria:

1. Be a member in good standing for no less than one year.
2. Have demonstrated active participation in SGMP activities (active participation is defined as service as a board member, committee chair, or active committee involvement, or contributing newsletter articles or making presentations at the chapter and/or national SGMP levels; active participation will be verified by the Chapter President).
3. Provide documentation of successful certification.
4. Apply for reimbursement within 90 days from initial certification.

The SGMP Gilmer Institute of Learning Education Trustees and the SGMP Executive Director and/or Deputy Director will review all applications for reimbursement.

The application for the CGMP Certification Reimbursement Program is located on SGMP's website ([www.sgmp.org](http://www.sgmp.org)).

# Old Dominion Chapter Society of Government Professionals Policy and Procedures Manual

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<b>Subject: REFUND REQUESTS</b>	<b>Section: NATIONAL FINANCE Policy No.: NF-23</b>
<b>Date: JULY 2010 Revised: Reaffirmed:</b>	

## **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.

