

Society of Government Meeting Professionals (SGMP)
Arizona Chapter

Policies and Procedures

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The following policies and procedures are established to apply consistent decisions in the operation and maintenance of the SGMP Arizona Chapter. This Policy and Procedures is subject to change and will be revised as necessary.

DEFINITIONS:

For purposes of these policies and procedures, the following apply:

Government Planner - See Membership Section.

Contract Planner - See Membership Section.

Supplier – See Membership Section.

Associate Supplier – See Membership Section.

Educator/Retiree/Student – See Membership Section.

National Headquarters is defined as the SGMP office that maintains operation of the entire organization.

Chapter means the elected members of the Board and its membership which comprises the Arizona Chapter of the entire national SGMP organization.

Chapter Board means the elected members of the Arizona Chapter that comprise the Board.

Intellectual Property (IP) - See Records Section.

Entire Organization means all members of the Society of Government Meeting Professionals that are affiliated with an approved chapter within the United States.

Member in Good Standing is defined as a member who belongs to the Arizona Chapter for six months and the dues are current and up to date. A member in good standing is permitted to vote in any Arizona Chapter election.

Section 1 - STRUCTURE OF THE SGMP BOARD

Summary – Smaller chapters may experience difficulty in obtaining candidates that are qualified in the specific membership category for the positions of Secretary and/or Treasurer.

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

The Chapter Board must consist of at least five (5) meeting planner members, four of which must be Government Planners. The Immediate Past President is included in this count, but is not elected.

Four (4) of the Chapter Board members may be Suppliers, but at least one member must be a Supplier. The remaining three members may be either Contract Meeting Planners or Suppliers as defined in the National Bylaws.

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The Board position of Secretary, normally designated for a Government or Contract Meeting Planner, may be filled by a Supplier if an eligible Government or Contract Meeting Planner is not elected.

The Board position of Treasurer, normally designated for a Supplier or Contract Meeting Planner, may be filled by a Government Planner if an eligible Supplier or Contract Meeting Planner is not elected.

In either case, the balance of Government Planners and Suppliers on the Board must be maintained.

Director positions would be filled according to the National SGMP Bylaws, i.e., if the Secretary was filled by a Supplier and the Treasurer was filled by a Government Planner; there would be the required balance on the Chapter Board.

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. Therefore, the remaining positions would have to be filled by Government and Contract Meeting Planners.

Policy:

The Chapter Board will consist of the following officers: President, 1st Vice President, 2nd Vice President, Secretary, Treasurer and three Director Positions.

1.1 Duties and Responsibilities

The duties and responsibilities of the Board positions shall be assigned by the Chapter President and agreed upon by the Chapter Board.

Office of the President

The Office of President shall be filled by a Government Planner or a Contract Planner. The President shall perform the following duties:

1. Presides at regular monthly Chapter meetings.
2. Schedules and presides at Chapter Board meetings.
3. In conjunction with the Treasurer; prepares a draft budget annually.
4. Appoints Committee Chairpersons.
5. E.
6. Makes all decisions of the Chapter that do not require voting by the Board or Chapter members.
7. Calls special meetings including Joint of Officers and Committee Chairs.
8. In conjunction with the Treasurer, is responsible for the Chapter banking account.
9. Has signature authority on the Chapter bank account.
10. Works with the 1st Vice President and Secretary to prepare Board agenda.
11. Works with the Board Program Liaison and Program chairs to prepare agenda for Chapter meetings.
12. Serves as Liaison to the National Executive Director and National Headquarters.
13. Serves as Liaison to Region 7 meetings.
14. Attends board meetings.

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The President shall perform any other duties related to the office or as may be directed by The Chapter Board.

Office of First Vice President

The Office of First Vice President shall be filled by a Government Planner or Contract Meeting Planner. The First Vice President shall serve for the President in the absence of the President or when requested by the President. The First Vice President shall assume the duties of the President in case of vacancy. The First Vice President shall perform the following duties:

1. Serves for the President if the President is absent.
2. Assists the President as needed.
3. Works with the Secretary in establishing Board agendas 2 weeks prior to Board meeting.
4. Serves as Liaison to the Bylaws Committee.
5. Assists the Treasurer in registration/check-in if needed.
6. Attends board meetings.

The First Vice President shall perform any other duties related to the office or as may be directed by The Chapter Board.

Office of Second Vice President

The Office of Second Vice President shall be filled by a Supplier or Contract Planner. The Second Vice President shall serve for the President in the absence of the President and First Vice President. The Second Vice President shall perform the following duties:

1. Secures locations for all Chapter monthly meetings.
2. Obtains sponsorships for all monthly meetings.
3. Works with monthly sponsor to obtain advertising for the website.
4. Develops matrix for 3 month website turnover.
5. Assists the Treasurer at registration/check-in and receives payment from meeting attendees at monthly meetings.
6. Serves as Liaison to Region 7.
7. Serves as Liaison to the Scholarship Committee.
8. Attends board meetings.

The Second Vice President shall perform any other duties related to the office or as may be directed by The Chapter Board.

Office of Secretary

The Office of Secretary shall be filled by a Government Planner or Contract Planner. The Secretary shall perform the following duties:

1. Takes the minutes at all Board Meetings.
2. Presents minutes of past meetings to the Board for approval.
3. Sends meeting notices to membership, a minimum of 3 times, before each meeting.
4. Works with Treasurer to create monthly meeting name tags.
5. Assists the President with Chapter correspondence.
6. Establishes board agenda items while working with 1st VP, two weeks prior to meeting.
7. Coordinates the Chapter Archive Files.
8. Attends board meetings.

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Office of Treasurer

The Office of Treasurer shall be filled by a Supplier or Contract Planner. The Treasurer shall perform the following duties:

1. Oversees financial records of the organization as required.
2. Downloads meeting reservations and creates spreadsheet (check-in sheets).
3. Performs registration/check-in at monthly meetings and receives payment from all meeting attendees.
4. Works with Secretary to generate monthly name tags.
5. Works with Fundraising Committee establishing financial guidelines.
6. Notifies hotel of final count of attendees 72 hours prior to meeting.
7. Invoices all "No Shows" and "Non-Payment" after monthly meetings and collects money.
8. In conjunction with the President, balances account after each meeting.
9. In conjunction with the President, makes all bank deposits.
10. Attends board meetings.

Directors

There shall be three (3) Directors: one (1) shall be filled by a Supplier; one (1) shall be filled by either a Government Planner or a Contract Planner; and one (1) shall be filled by a Government Planner, Contract Planner or Supplier. Directors may serve as Committee Liaisons and perform all duties and related functions as directed by The Chapter Board. Directors will be voting members of the Chapter Board.

Director (1) shall perform the following duties:

1. Serves as Liaison to the Program Committee.
2. Works with Program Chair to develop monthly programs that meet SGMP requirements.
3. Obtains the monthly presenter's biography and forwards to President two weeks prior to meeting.
4. Prepares program handouts for meetings.
5. Distributes program and meeting handouts at monthly meetings.
6. Obtains audio/visual equipment if required for monthly meetings.
7. Brings host and presenter awards to meetings.
8. Prepares evaluation form, distributes to attending members, tallies results, and provides information to Chapter.
9. Submits evaluation report to President within one week after meeting.
10. Attends board meetings.

Director (2) shall perform the following duties:

1. Serves as Liaison to the Membership Committee.
2. Must obtain approval of the Board before disseminating any materials on behalf of the organization.
3. Must obtain approval of the Board before advertising SGMP on another website.
4. Attends board meetings.

Director (3) shall perform the following duties:

1. Serves as Liaison to the Hospitality Committee whose responsibility is to oversee the activities for the Special Events and Community Service Sub-Committees.
2. Solicits items for monthly raffle.
3. Oversees the ticket sale of the monthly raffle.
4. Submits all monthly raffle proceeds to the Treasurer or the President at the end of the monthly meeting.

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5. Submits proposals to the Board for approval prior to award of any special event.
6. Oversees a community service project.
7. Creates and oversees any hospitality events.
8. Attends board meetings.

1.2 Immediate Past President Vacancies

Policy: Vacancies for this office must be filled by the first available Past president in closest succession to that for which the vacancy exists.

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

1.3 Term of Office for Officers and Directors

Policy: The term of office for SGMP Arizona Chapter Officers and Directors will commence on July 1 of the election year and end on June 30 in the next election year. An Officer or Director is then eligible to seek re-election to the same position, not to exceed four years in any one position. An Officer or Director appointed to fill an unexpired term shall be eligible for election to the same office. No Officer or Director shall serve more than ~~ten~~ total years in an elected and/or appointed position.

Chapter Presidents may not participate in an election for more than his/her allowable term. If a Chapter President has completed his/her term and there is no replacement, the Chapter has six months from the end of the President's term to find an eligible member to serve. The National Headquarters will extend its full support and resources to assist the chapter in finding an eligible replacement. If a replacement cannot be found within the six-month period, the National Headquarters shall initiate action to disband the Chapter.

Section 2 – ADMINISTRATIVE

2.1 Logo Standard

Policy: The acronym "SGMP" shall always be used in upper case, as well as the abbreviation "AZ" for Arizona.

2.2 Non-Reinstatement of Unethical Members

Policy: Any member who has been deemed unethical and whose membership has been revoked shall not be reinstated as a member of SGMP.

2.3 Use of Official SGMP Stationery

Policy: Correspondence from the Arizona Chapter shall be on official Chapter stationery that displays the approved Chapter SGMPAZ Logo, or Society of Government Meeting Professionals. Chapter will be allowed to select colors for printed materials.

2.4 Official Statements

Policy: If members of the Chapter Board or its members address any views on certain issues to the public, whether oral or written, it shall be explicitly stated that the statement reflects the opinions of the Chapter and not necessarily those of the entire organization.

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2.5 Prohibition of Lobbying Activities

Policy: Arizona Chapter members representing SGMPAZ are not permitted to participate in lobbying efforts.

2.6 Campaign/Elections for SGMPAZ Office

Policy: Candidates for office may distribute campaign materials to the Chapter President at the monthly Chapter meetings between January 15th and March 31st in an election year. Each Candidate is responsible for assuring the information is delivered to meet the specific needs of each Chapter meeting.

Chapter President shall be responsible to distribute all campaign materials that have been sent to the Chapter membership. Chapter President will display all campaign material provided by candidates at Chapter meetings held during the election timeframe.

Candidates may also mail campaign materials to individual members during this same time period if they choose to do so.

Planners may not solicit funding from supplier members in their professional capacity as sales representatives to assist with the cost of campaign materials.

Candidates are discouraged to expend an excessive amount for campaign purposes.

Chapter President shall be prohibited from actively endorsing any candidate(s) which may include campaigning for the candidate at a Chapter event.

Chapter Treasurer prohibits disbursement of any funds to support a particular candidate.

Candidates are not allowed to participate in or produce campaign video presentations in the Chapter nominations and elections process.

Section 3 - MEMBERSHIP

3.1 Membership Categories

Policy: The SGMP Arizona Chapter is comprised of the following members:

Government Planner: A federal, state, educational institution, or local government employee who has the responsibility to plan and implement any type of meeting, conference, or convention as part of their official duties. Employees of private organizations, 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. A government planner member in good standing may vote in an election.

Contract Planner: Individuals, organizations, or companies who operate under contract to government agencies, and receive payment directly from a government agency, 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.] A contract planner in good standing may vote in an election.

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Supplier: Individuals, organizations, or companies who solicit business from and/or provide facilities and services to government planners outside of direct assistance in the planning and implementation of meetings. Suppliers include, but may not be limited to, hotel representation firms, travel agents, convention and visitors' bureaus, consulting firms, registration firms, airlines, printers, exhibit managers, security services, audio/visual firms, etc. A supplier member in good standing may vote in an election.

Associate Supplier:

Individuals, organizations or companies that are compensated through retainer or commission from suppliers (e.g., 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. An associate supplier member in good standing may vote in an election.

Educator/Retiree/Student: Educators, Retirees, and Students who would not otherwise qualify for any other membership category (e.g., a retired government planner who works under contract for planners or suppliers) would have to join as a contract planner or supplier. These type members are ineligible to vote and are not counted towards the matching requirement.

NOTE: An individual that qualifies in more than one SGMP membership category is required to apply for membership in the category with the highest membership fee.

3.2 Membership Dues

Policy: The payment for the following membership dues must accompany the membership application or renewal. Rates are effective October 1, 2010.

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

There is no additional fee to affiliate with the Arizona Chapter. Members of SGMP are welcome to attend a meeting of any Chapter in the United States. However, only a Chapter member in good standing can participate in the specific activities of the Arizona Chapter, i.e., voting in Chapter elections, appearing on the mailing list for announcements, etc.

3.3 Membership Processing

Policy: It is preferred that membership application packages which include the completed paperwork and payment be sent directly from the applicant(s) to SGMP headquarters via mail, fax or email. However, a Chapter Membership Chair or Chapter representative may accept an application package on behalf of SGMP. 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

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headquarters by the end of the last working day of a month will be reflected in that month's membership processing records and monthly membership report.

If the Chapter Membership Chair or representative receives an application package, it must be submitted to SGMP headquarters immediately, 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.

Supplier applicants must join the SGMP Arizona Chapter with a matching government planner and submit a check in the appropriate amount with their applications to SGMP or to the Membership Chair. There will be no exception to this policy. This policy also applies to supplier members who allowed their membership to lapse and now want to rejoin.

If a current SGMP member is sponsoring the new member, the sponsor's name must appear on the "Sponsor" line of the application.

New SGMP members are approved or disapproved by the SGMP National Headquarters. If an application is not approved, the National Membership Chair will inform the National membership office and the Chapter Membership Chair.

3.4 Membership Drops

Policy: A member who allows their membership to lapse by not submitting the renewal payment within 90 days of their anniversary date will be dropped from the roster. If they want to rejoin the Arizona Chapter, they will be required to submit another membership application and will be subject to a new anniversary date once the application is accepted and approved by the National Headquarters.

When a planner member allows his/her membership to lapse and wants to rejoin the same Chapter less than a year after their former anniversary month, the planner cannot be matched with a new Supplier application.

3.5 Membership Ratio

Policy: The Arizona Chapter will comply with the 50/50 Planner/Supplier ratio requirement. The Arizona Chapter acknowledges that a mandated supplier freeze will go into effect when the planner ratio falls below 50% for three consecutive months.

3.6 No Subsidizing Planner Memberships

Summary: It is of the utmost importance that employees of government agencies who plan meetings see the value of a membership in SGMP. Paying for one's own dues to belong to SGMPAZ provides some assurance of a commitment to participate in order to get the most value from the membership. This policy disallows the subsidizing or making payment in full for membership dues for government planners.

Policy: SGMP will not allow the practice of using any funds, other than the government planner's own funding (whether the employer's funding or personal funding), for the initial membership application or annual renewal.

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3.7 Membership Renewals/Anniversaries

On the last day of the anniversary month, payment is due for membership renewals. However, members are notified 90 days prior to anniversary date to make renewal payment. During this period, the Membership Chair will send two notices with no drop letter, but the third notice will include a formal drop letter.

Members are given 90 days to pay their membership renewal dues, during which time they will receive up to three invoices from SGMP. 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 (<i>if needed</i>)
◆ January (13th month)	sent 3rd invoice (<i>if needed</i>)
◆ February (14th month)	dropped from roster

Membership Chairs are encouraged to review the Membership Report monthly and contact individuals whose membership will soon lapse.

Policy: The anniversary month of membership will be the month the membership is accepted and approved by the SGMP National Headquarters. Therefore, membership will be effective for one year from that anniversary month regardless of the renewal payment date. E.g., if a member's anniversary month is May, but the renewal payment is not received and credited until July, the anniversary remains May.

Members are encouraged to process their renewal membership on the SGMP National Website by credit card.

Any member whose dues are delinquent for a period of 30 days past their anniversary date will be automatically dropped. The member will have to submit a new application in order to rejoin.

3.8 Membership Record Changes

If pertinent data of a member's record changes (employer name, member name, address, phone, fax number, email, or to add a designation), the member must submit the changes in writing directly to the National Headquarters. Headquarters will notify the Chapter on the monthly membership report.

3.9 Members-at-Large

Policy: Members-at-Large are individuals who join SGMP without designating a Chapter. Chapter Boards are encouraged to review the list of Members-at-Large and make contact with those individuals that are in their respective areas for chapter affiliation.

3.10 Membership Transfer to Another Chapter

If a member of one SGMP Chapter wants to transfer to another Chapter, he/she must complete a transfer form and forward to National Headquarters. A planner match is not required for supplier members who wish to transfer, but the Chapter President must accept and approve the transfer of the incoming supplier member. If the Arizona Chapter is in a freeze status, the supplier will be allowed to transfer but must join with two planners.

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3.11 Membership Fees to Attend Meetings

The Chapter Board will establish fees to be charged members and non-members who attend meetings, special seminars, workshops, and conferences and social events organized and sponsored under the direction of The Chapter. These fees will be used to offset the cost of holding the event, for the general support of the Chapter, but not for profit.

The following fees will be applied for attendance at monthly meetings:

- Government Planner Member \$00.00
- Contract Planner \$20.00
- Non-Member Contract Planner \$25.00
- Supplier Member \$25.00
- Non-Member Supplier \$35.00
- Educator \$10.00
- Retired Member \$10.00
- Student \$-0-

Members will make payment in the form of a Check, Cash, Cashier's Check, Money Order, or Purchase Order.

Online registration will close 48-hours prior to meeting. All members, including planners and suppliers, who attend the meeting after this time are considered "walk-ins" and will be charged an additional \$10.00 fee.

Members who register to attend but do not show up at the meeting will be billed as a "no-show". Members may cancel up to 48-hours prior to event.

Non-Members:

First meeting: Non-members may attend a meeting at no additional fee over and above the Chapter fee stated above.

Second meeting: Non-members are subject to an additional fee over and above the Chapter fee stated above.

Third Meeting within a 12-month Period: After attending a third meeting, non-members must submit a membership application and comply with the new member requirements including submission of the dues payment.

Fees for Members, Non affiliated with Local Chapter:

Members who are affiliated with other chapters or members-at-large may not be charged higher fees than non-members.

First meeting: Members may attend at no additional fee over and above the chapter fee stated above.

Second meeting: Members are subject to an additional fee over and above the Chapter fee stated above.

Third Meeting within a 12-month Period: After attending a third meeting, members must apply for an additional membership, comply with the new member requirements including submission of the dues payment, and become affiliated with the Chapter they have visited the third time.

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Section 4 - FINANCIAL

4.1 Chapter Budget

Chapter Treasurer will solicit input for the annual budget prior to preparation. The Board will be required to approve the annual budget by a majority vote. Upon approval, the Chapter Treasurer will submit the annual budget to SGMP Headquarters by July 31st each year.

The Arizona Chapter may exceed the approved budget for expenditures \$500 or under without obtaining a majority vote of the Board.

4.2 Chapter Financial Review

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

Chapter must complete the SGMP Treasurer's Template in accordance with National Headquarters requirements and submit all receipts, bank statements, and supporting backup information that have been recorded in the year-end report for the specified tax year. Chapter must retain all records for a particular tax year together in one secure location. Yearly records must be maintained for a seven year period. These financial records must be kept permanently at SGMP Headquarters under the Chapter Records Retention Program.

SGMP Headquarters will file the appropriate IRS 990 tax form for each chapter. Once the tax form has been filed, SGMP Headquarters will advise the Chapter of its tax status, which will include a copy of the chapter's *Public Disclosure*.

4.3 Chapter Financial Reporting

Policy: The Arizona Chapter will submit required the Annual Financial Report by the designated deadline stated above. Failure to submit the report by August 15th will result in SGMP National Headquarters' withholding the Chapter's revenue sharing funds until the required report is received.

If the Internal Revenue Service (IRS) levies penalty charges against SGMP for late filing of SGMP Income Tax Return because of a Chapter's late submission, SGMP National Headquarters will deduct the IRS imposed penalty fee from the Chapter's revenue sharing funds.

4.3 Signature Authority for Chapter Accounts

Policy: The Arizona Chapter President, Treasurer, and the National CEO will be required to sign a signature card at a banking institution which must be federally insured by the FDIC. The Chapter Treasurer will be responsible to provide a copy of the signature cards to SGMP National Headquarters, along with the name of the financial institution(s) and all account numbers for checking, savings, and investment accounts.

As the members of the Chapter Board change, the Chapter President and Treasurer will be responsible to update the signature cards at the banking institution and submit to SGMP National Headquarters within thirty (30) calendar days.

4.4 Checks for Membership Dues

Policy: The Arizona Chapter shall not cash or deposit any check received for membership dues, and will be required to submit the original check to SGMP National Headquarters. One exception would be for funds received for memberships that are paid through registrations for

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local conferences. The Chapter Treasurer would then make copies of all checks received for conference fees and submit along with the Chapter check that was written for memberships.

4.5 Tracking Incoming/Outgoing Donations - Community Service

Summary: During the year, members of the Arizona Chapter shall organize activities whose purpose may be to raise funds to support the Chapter's scholarship program and/or to provide a community service donation to local non-profit organization(s).

Policy: In order to maintain financial accountability, the monies collected from these fund raising activities are given to the Chapter Treasurer. The Chapter Treasurer shall be responsible for tracking incoming donations which may be goods, cash, or services, as a result of raffles, silent auctions, etc. The Chapter Treasurer shall also be responsible for tracking outgoing donations that may be made to non-profit organizations for the Chapter's community service effort.

Section 5 - EDUCATION

5.1 Monthly Programs

The Arizona Chapter will conduct ten meetings per calendar year. At least eight (8) of these meetings must be educational and pertain to topics related to meeting planning and the hospitality industry. The remaining two meetings may pertain to career and/or personal development. The educational meetings will be evaluated and a summary provided with the monthly report.

5.2 Education Program Protected by Copyright

Policy: The Arizona Chapter will exercise due diligence when planning the use of educational programs that are developed by outside sources. If the Arizona Chapter wants to present a program that is copyright protected, the Chapter will obtain prior written permission from the program's originator.

Section 6 - TRAVEL

6.1 No Honoraria to Members

Policy: Arizona Chapter members are prohibited from accepting honoraria to speak at chapter meetings/conferences. However, members may accept reimbursement of travel expenses if offered by the requesting chapter.

6.2 Travel Assistance for Chapter President Meetings and 2nd Vice President Meetings

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 Second Vice President is unable to attend, there will be no substitutions
- ◆ SGMP (National) will cover the cost of lodging for two nights and for 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

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

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

Attending Board member must submit the original receipts on an expense report to the Chapter Treasurer for reimbursement within 30 days.

6.3 Hardship Travel Assistance: Chapter Presidents Meetings

Policy: The National organization will allocate an amount annually to be directed to the Chapter budget for the purpose of hardship travel assistance to attend the January Chapter Presidents meetings. Chapter President will manage requests and allocation of funds. If the Arizona Chapter President does not use funds for this purpose, they will not be carried over in the next fiscal year, but returned to the treasury of the National organization.

6.4 Eligible Expenditures

When a Board member and/or scholarship recipient is in travel status, the following expenditures are allowable: economy airfare including baggage fees up to \$600, pre-approved ground transportation, and per diem expenses for lodging and meals. The Chapter Treasurer will make reimbursement of the eligible expenses upon submittal of receipts to the Chapter Treasurer.

Section 7 - RECORDS

7.1 Ownership of Intellectual Property (IP)

Policy: SGMP Arizona Chapter shall retain legal property rights over all IP related to all tangible assets and products authored for the purpose of the SGMP Arizona Chapter, such as: SGMP manuals, Board and Program agendas, bank statements, checkbooks, Board minutes, treasurer financial reports, newsletters, photos, programs, and/or historical files. This may also include, but is not limited to, ideas, designs and inventions; logos, phrases, symbols, and designs that are created and become part of the SGMP Arizona Chapter website.

Each SGMP Board member shall acknowledge that all SGMP related files and/or documents are the property of the SGMP Arizona Chapter. Upon the member's resignation, termination or end of term from the Board, all IP must be submitted on a CD, a flash drive, or sent electronically to the Chapter President within seven (7) working days.

7.2 Records Retention

The purpose of this policy is to describe the records to be retained and the destruction schedule for records maintained by the National SGMP organization, the Arizona Chapter and its committees.

Policy: The National SGMP organization and its affiliated chapters will perform a biennial inventory of records maintained and the designated Chapter officers will be responsible for forwarding applicable records to National Headquarters. Records that have attained their retention period should be destroyed by shredding. If record is electronic, the records should be deleted.

NOTE: No record shall be destroyed that pertains to any pending legal case, claim action, or audit.

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The following is a short description of the purpose and content of the record and its retention period.

7.2.1 Policies and Procedures Manual contains the policies and procedures that govern the operation and administration of the Arizona Chapter.

Retention Period: Permanent

7.2.2 Membership records include copies of applications and reports from National Headquarters.

Retention Period: Three years, plus current

7.2.3 Financial Records may include annual budget reports, invoices, financial reviews, bank statements, tax returns, and canceled checks.

Retention Period:	Audit/Financial Reviews	Permanent
	Bank statements	Four years, plus current
	Invoices	Seven years
	Cancelled checks	Permanent: File w/paper pertaining to transaction
	Tax returns	Permanent

7.2.4 Nominations and Elections Documents include nomination forms, election ballots, correspondence and documentation related to national and chapter elections.

Retention Period: 3 years, plus current

7.2.5 Insurance Documents

Retention Period: Permanent

7.2.6 Educational Conferences Records include all documents such as registration lists, vendor and facility contracts.

Retention Period: Five years, plus current

7.2.7 Information Technology (IT) Equipment Analysis includes studies conducted before the installation of any IT technology or equipment. The studies and systems analyses for the initial establishment and major changes of these systems.

Retention Period: For the life of the technology or equipment plus one year.

7.2.8 Newsletters – Designated chapter member shall forward two copies to National Headquarters and maintain two copies on file with the Arizona Chapter.

Retention Period: Permanent

7.2.9 Committee and Conference Files includes records created by a committee or conference, which has been created by the National or Chapter Boards of Directors, including advisory committee's relating to executive establishment, organization, membership, and policy. They may include agendas, meeting minutes, final reports and related records documenting the accomplishments of official boards and committees.

Retention Period: Permanent

7.2.10 General Correspondence may include hard copy letters or copies of emails

Retention Period: Three years

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Duplicate Copies: Retain until no longer needed, and then destroy

7.2.11 National and Chapter Written Histories include 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 audio-visual chapter histories.

Retention Period: Permanent

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

Approved by the Arizona Chapter Board on:

Date