

SGMP Rocket City-Alabama Chapter Policy Manual



Policies and operating procedures for the Rocket City-Alabama Chapter
of the Society of Government Meeting Professionals

Rocket City-Alabama
Chapter (RCAC) SGMP
Policy Manual

Policies and procedures for operating the Rocket
City-Alabama Chapter of the Society of Government
Meeting Professionals

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Introduction

We are the Rocket City-Alabama Chapter (RCAC) of the Society of Government Meeting Professionals (SGMP). This chapter was chartered on April 27, 2009. Represented in our membership are four categories:

- a) Employees of federal, state, county, and city government and organizations or companies operating under contract to government agencies. This membership is hereby known as *Government Planner* or *Contract Planner*.
- b) Employees of companies or organizations; i.e., hotels, travel agencies, convention & visitors bureaus, consulting firms, airlines, printers, exhibit managers, security services, etc., who provide facilities and services to government or contract planners. This membership is hereby known as *Supplier*.
- c) Other categories that can be represented are *Associate Supplier*, i.e., individuals with organizations or companies that are compensated through retainer or commission from suppliers; and *Educator/Student*; i.e., individuals who would not otherwise qualify for any other membership category. This particular category is a nonvoting one and is only open to anyone not falling within the categories above.

SGMP by-laws and policy manual are to be adhered to by all chapters; therefore, the purpose of this manual is to provide flexible procedures for membership and elected board officials that are unique to the RCAC.

This policy manual is reviewed once a year by the board members. Any changes and/or additions to the manual throughout the year require board review and approval.

A copy of the RCAC Policy Manual is available to all membership on the RCAC website.

Chapter Board

The Chapter Board will serve a two-year term of office that will coincide with the SGMP fiscal year of July 1 to June 30. Candidates for board officers must be members in good standing for a minimum of six months by April 1. Chapter board consists of:

President
1st Vice President
2nd Vice President
Secretary
Treasurer
Board of Directors:
 Government Planner
 Supplier (2)
 Immediate Past President

Chapter Board officers are required to attend 10 board meetings, one all-day planning meeting, serve as a board liaison and/or committee chair, and attend the regular scheduled monthly chapter meetings. Specific board member responsibilities unique to RCAC:

- 1) Treasurer will provide a monthly statement to SGMP Headquarters in a timely fashion
- 2) Secretary will take all notes at the board meetings, transcribe and provide to the board members for review. Upon approval, submit approved minutes to SGMP Headquarters by the 10th of each month. Lateness of minutes constitutes a monetary fine by SGMP Headquarters.
- 3) President will prepare agenda for monthly board meeting

Chapter Board members are required to meet for a one day planning meeting before the end of the fiscal year (June 30th). This meeting has the following objectives:

- 1) Develop the monthly meeting schedule to include the required number of educational programs earning Educational Contact Units (ECUs), and career and/or personal development.
- 2) Finalize the cost for attendance at the monthly chapter meetings, to include the price for planners, suppliers, and guests.
- 3) Approve the yearly financial report for submission to SGMP Headquarters
- 4) Approve the chapter budget for the new fiscal year
- 5) Update the RCAC Policy Manual as needed
- 6) Discuss other items of chapter interest as needed

Mailing Address/Website

1. The RCAC will maintain a post office box for the receipt of all official correspondence. The Chapter 2nd Vice President or Chapter Treasurer will check the post office box bi-weekly. Post office keys (two) will be signed for by elected board officials. If a key is lost/misplaced by the signatory, it must be replaced at his/her expense.
2. Person(s) picking up mail have the following responsibilities:
 - a) Date each piece of mail received
 - b) Distribute each piece of mail to the appropriate person within five (5) calendar days.
3. Current mailing address for RCAC is:

Rocket City-Alabama Chapter of SGMP
PO Box 782
Huntsville, AL 35804

4. The chapter website was developed by StarChapter and RCAC pays an annual fee for this service. The chapter is responsible for the website content. Current website address is:

www.rocketcity-alabamachapter.org

Financial

The chapter budget will provide written guidance on properly allocating chapter expenses based on estimated incoming revenue. The chapter will develop an annual budget, based on a twelve (12) month fiscal year, starting July 1st and ending June 30th of the following year.

The chapter will use the following timeline to develop the chapter budget:

- Chapter President and Chapter Treasurer and/or other chapter board members develop the preliminary budget
- Proposed budget is presented to the Chapter Board at the board planning meeting
- Present the final chapter budget at the next scheduled membership meeting
- Submit the chapter budget to SGMP National Headquarters for approval to meet established deadline

Chapter expenses that are not included in the chapter budget require board review and approval.

Signature Authority

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

The Chapter will require two (2) board members, Chapter President and Chapter Treasurer, to hold signature authority for the chapter's financial accounts. Additionally, SGMP Headquarters automatically has signatory authority on the chapter account and receives a monthly statement electronically from the bank. The payee of the chapter checks and the signature line are not to be the same unless two (2) signatures are required by chapter policy.

As chapter officers change, the outgoing Chapter Treasurer will coordinate with the incoming Chapter Treasurer and the incoming Chapter President to update the signature cards with the chapter's financial institution(s) and provide the required documentation to SGMP National Headquarters within thirty (30) days of the change.

Charity

In an effort to give back to the Alabama community, our chapter will adopt a charitable organization to support each two-year election year.

Based on guidelines established by the incoming board, the following apply:

Suggestions for the Chapter Charity will be solicited from the chapter membership. Information on each charity will be presented at a monthly chapter meeting

To provide the chapter membership with the opportunity to present information about their preferred charity, the following options are available

- Present the information themselves
- Have a representative from the charity present the information
- Combination of both with a time limit set by the chapter board, or the previous Charity Committee Chair

The chapter will ask the previous Chapter Charity Chair to consolidate the information and develop an electronic ballot for the Chapter Charity voting process. This ballot will be sent to the chapter membership.

The secretary will consolidate the results.

In there is a tie vote, the chapter board will break the tie.

The charity receiving the most votes will be announced to the membership. Volunteer(s) will be solicited from the membership to be the Committee Chair/Co-Chair to develop a plan to support the selected charity.

Newsletter

The chapter will publish a quarterly newsletter. The newsletter will be distributed to the chapter membership and other interested individuals electronically. It will be available for viewing on the RCAC website, and may be downloaded from the website.

Board members will be responsible for soliciting articles and photographs from the chapter membership for the newsletter and for its final design. Deadlines will be established according to the quarterly schedule.

The Chapter Board will review and approve the newsletter before it is distributed to the chapter membership and posted on the chapter website.

Publication Schedule

July – September newsletter will be published in October

October – December newsletter will be published in January

January – March newsletter will be published in April

April – June newsletter will be published in July

Advertisement

Organizations and/or individuals who are interested in advertising in the Chapter Newsletter will coordinate directly with any chapter board member.

The rates and an advertisement application form will be made available to the general membership electronically and posted to the RCAC website.

Honors and Awards

The chapter will have an annual Awards Recognition Banquet. The following awards/honors are mandatory:

1. Planner of the Year Award
2. Supplier of the Year Award
3. Silver Spoon Award
 - a. Venue that provided the best meal
4. Program of the Year Award

The following award may be presented at the discretion of the Chapter President:

Presidents Award

- The criteria for nomination will be provided at the beginning of each fiscal year (July 1st-June 30th).
- The Banquet Chair(s) will coordinate the nomination and selection process.
- The Chapter Board will provide input on the types of awards to the event chair(s).
- The cost of the awards may not exceed the amount included in the chapter budget.
- The chapter board will decide when to have this function, but generally, we prefer to have this in the fall.

Other awards may be considered by the Chapter Board or general membership as required.

Chapter Meeting Fees

Monthly Invoice for No Shows

The Rocket City-Alabama Chapter of SGMP continues to make a financial commitment on behalf of its member meeting planners and suppliers when individuals confirm reservations and fail to attend the monthly chapter meetings. We refer to these as "No Shows." The chapter is billed for the meals based on our final reservation number submitted. We have absorbed the cost of those meals for individuals with reservations who have not shown up at monthly chapter meetings.

The Chapter Treasurer will send an invoice for the monthly meeting fee to each chapter member who completes the RSVP process but does not show up at the monthly chapter meeting. Members will have up to three (3) business days to cancel their reservation by sending an email to the designated Point of Contact. This policy will become effective at the September 2012 Chapter Meeting.

To ease this change in policy, The Rocket City-Alabama Chapter of SGMP will allow each chapter member one (1) waiver per fiscal year (July through June). After the first "No Show," the Chapter Treasurer will send an invoice for each additional occurrence to the appropriate members.

Administrative Fee for Failure to RSVP

We continue to experience individuals who attend the monthly chapter meeting but have not completed the RSVP process. This continues to create challenges for the host hotel in ensuring adequate seating and catering arrangements.

The Rocket City-Alabama Chapter of SGMP will begin charging a \$5.00 Administrative Fee when chapter members attend the monthly chapter meeting without completing and confirming the RSVP process. Reservations for monthly chapter meetings must be made by the date provided in the monthly meeting notice that is sent to the chapter membership. The Chapter Treasurer will coordinate this policy. This policy will become effective at the September 2012 Chapter Meeting.

Revision History

Date	Update Description	Author
September 21, 2010	Original	Chapter Board
June 21, 2012	Revision	Patty Barron for Chapter Board
July 16, 2012	Revision	Patty Barron for Chapter Board
July 26, 2012	Revision	Patty Barron for Chapter Board