



**SACRAMENTO CHAPTER OF
SGMP**

POLICY & PROCEDURE MANUAL

UPDATED 10/06/16

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BOARD

1. Board Ground Rules (7/7/01, 7/29/05, 5/31/16)

- Support the Board – speak w/one voice
- Come to the meetings prepared
- Limit sidebars
- Keep communication lines open
- Maintain the confidence of the Board
- There are no bad ideas
- Cell phones off or on vibrate
- Be concise
- For evening board meetings, remember to have snacks and beverages
- Agree to submit agenda items and set time limits
- Accept change and new ideas
- Be specific about work assignment expectations, performance measures and deadlines
- Minimize interruptions
- Start on time/end on time
- Respect speaker/one speaker at a time
- Question the idea – not the person
- Everyone participates
- There are no dumb questions
- Give honest feed back
- 100% involvement
- Meet commitments and ask for help when it's needed as early as possible, don't wait till the last minute.
- Be respectful of each other and recognize differences
- Celebrate success by recognizing board and committee leaders/ members as they achieve results
- Don't hesitate to take on an unpopular position you believe in

2. Board Terms

- Two year terms will be implemented in 2011. (3/4/10, 7/1/15)

3. Board Meetings

- Board Meetings will be held at a date and time agreed to by Board Members. (12/5/06)

4. Missed Board Meetings

- If a Board member misses more than two meetings, it will be at the discretion of the Board whether that member will continue on the Board. (4/5/06). Considerations include work commitments, illness or other non-personal absences. Absences must be requested from at least two board members, with one being the chapter President, 48 hours or more prior to a scheduled board meeting. (10/2016)

5. Chapter Treasury

- The Chapter will fund Board members to attend chapter sponsored events (02/04/10).

- If the Chapter Treasury can support the financing, the Chapter will fund the Board members needing assistance to attend the National Conference. This is to include Non-Exhibiting Suppliers. Funding to include registration, hotel and transportation. (12/4/06, 5/31/16)
6. Chapter President Authority
 - The Chapter President has authority to spend up to \$150 without Board approval for any expense in representing the Sacramento Chapter. (4/5/06)
 7. Program Liaison (2/2016)
 - The Board member who is the meeting program liaison may obligate the Chapter up to \$500 without prior approval. Committee expenditures over \$500 require Board approval. (8/7/10, 2/2016)
 8. Chapter Check List (2/2016)
 - National SGMP presented to all chapters a required meeting format for Board Meetings. Sacramento SGMP Board implemented use of the format and supporting documents in July 2000.
 - The chapter is required to track attendance of the members (09/03/09).
 - The chapter programs are to be submitted to National by 9/15 each year and posted on the chapter website upon National Office approval. (09/03/09, 2/2016, 10/2016)
 - The Chapter President's monthly report to National includes acknowledging the Treasurer's Report. (1/21/06, 5/2016)
 - Bank statements are required with the Treasurer's Report effective March 2001. (3/01)
 9. Return on Investment
 - The Board will examine return on investment for each major project. (12/5/01)
 - Return on investment will be measured within 60 days after the event (5/2016)
 - Major projects are: silent auction or speakers and any project over \$500 (5/2016)
 - Individual education projects are not considered major projects (5/2016)
 10. Committee Advances/Reimbursements
 - Committee expenses must be pre-approved prior to expense (5/2016)
 - Board liaisons may spend up to \$50 in each fiscal year to use with each of their committees. (8/7/10)
 - Requests for advancements or reimbursements should be approved by the Committee's Board Liaison prior to the requestor faxing the request to the President for signature. The President will fax the approved request back to the requestor. It is the requestor's responsibility to submit it to the Treasurer. (4/5/06, 5/2016)
 11. Strategic Plan
 - The Chapter Board re-implemented the Strategic Plan (7/08)
 - The Sacramento Chapter Board implemented utilization of a Business Plan for setting goals and objectives for the Chapter, (1/21/06, 10/2016)

CHAPTER MEETINGS

1. Locations
 - Sacramento SGMP will give member hotels or other member venues first opportunity to host the Chapter meeting. (1/7/99)

2. Procedures

- SGMP Affiliate Supplier & Affiliate Associate Supplier Members presenting their SGMP membership number, may attend two monthly meetings in the calendar year (Silent Auction and the Annual Education Conference/Tradeshow does not count toward the two meetings), the fee is \$25.00. They must submit on their third visit a membership application with applicable fees. (1/8/2010)
- Non-SGMP Supplier (*Hotel/CVB/CVA/Meeting Industry Supplier*) may attend two monthly meetings in the calendar year, the fee is \$25 (Silent Auction and the Annual Conference / Tradeshow does not count towards the two meetings and the \$25 fee does not apply to those two events, as those prices vary). They must submit on their third visit a membership application with applicable fees. (1/8/2010)
- All Members to pay \$5 to attend monthly meetings (07/19/07)
- Monthly meetings will be scheduled the first Thursday of the month whenever possible unless changed by the Board. (1/7/99)

3. Bounced Check Policy

- Board approved a charge equal to the amount the bank charges the Chapter. (12/1/01)

DIRECTORY

1. Publication

- It is our understanding the Directory is no longer being produced, the 3 year contract expired. (1/26/06)

ELECTIONS

1. Eligibility

- Anyone who is a member of the Sacramento Chapter, and is a member in good standing for six months, can run for a Board position. (12/01/12)
- Anyone who is a member of the Sacramento Chapter, and is a member in good standing for six nine months, can run for a Board position. (4/5/08)

2. Campaigning (03/06/13)

- Candidates for chapter board elections must adhere to campaign policies as defined by SGMP HQ.
- Candidates' campaign materials must first be approved by chapter's Communication's Director before posting on any chapter social media outlet.

MISCELLANEOUS

1. Supplier Name Change

- The National SGMP Office charges a \$25.00 transfer fee when hotel properties change the hotel supplier's name. A membership transfer form needs to be completed and sent in with the payment to the National Office. If the membership transfer form is submitted at the same time as the renewal application then the \$25.00 charge is waived. (2/2016)

2. Familiarization (FAM) Trips

- Sacramento SGMP will not support Familiarization (FAM) Trips. (12/20/88)

3. Vision Statement

- The Sacramento SGMP Chapter is universally recognized within the industry as the premier resource for the government meeting profession. (8/31/05)

4. Mission Statement

- Expand the knowledge and expertise of Government Meeting Professionals through education, training, advocacy and industry relations to ensure cost-effective meetings and provide added value to each organization. (8/00 and 7/7/01 added "provide")

5. Sacramento Chapter Board Handbook

- The Sacramento Chapter Board adopted using "The Board Team Handbook" recommended by the National Board for inclusion into the Board Officers Handbook. (1/21/06)
- Sacramento Board drafted and adopted the Sacramento Chapter board Handbook that identifies Board Officers and Committees and lists duties and responsibilities. (5/01)

6. Committees

- Board will give committee members 10 raffle tickets to their volunteers (one-time only during the fiscal year of service per committee) as a token of appreciation. These tickets would be a different color from other raffle tickets to distinguish them as volunteers. Will be given at the end of the year or the event. Board members will not receive tickets. (1/8/11)
- Any committee may obligate the Chapter up to \$250 without prior approval as long as it's within their approved budget. Committee expenditures over \$250 require Board approval. (8/7/10, 2/2016)
- Committees structures are annually reviewed by the Board and adjusted based on the Chapter's Business Plan and goals for the year. (1/21/06, 2/2016)
- The following committees have been set for the Chapter: (7/97, 1/7/99, 5/2016)
 - Membership
 - Retention
 - Recruitment
 - Hospitality
 - Meeting registration
 - Education
 - Monthly Program
 - Workshop Education
 - Optional Activities (Events after meetings)
 - Monthly Workshop Logistics
 - Fundraising committee
 - Silent Auction
 - Elections & Awards
 - Scholarships to Conference
 - Planner/Supplier of the Year
 - Chapter Elections
 - Programs and Communications of the Year
 - Communications
 - Newsletter
 - Website
 - Public Relations
 - Bylaws
 - Financial

- Budgets
- Guideline/Procedures

NEWSLETTER

1. Name

- PonyXpress redesigned (01/09/10)

WEBSITE

1. Next meeting notice is to be posted the day after the monthly chapter meeting (01/09/10)
2. E. Curtis Design selected as Webmaster (07/13/08)
3. Advertising Rates for web site Ads: \$175 for the introductory non-member rate to advertise on the Web site. (09/06/07)

TRAVEL REIMBURSEMENT

1. Official Approved Travel

- Private car mileage will be reimbursed .54 cents per mile based on State per diem travel reimbursement rates. (4/05/08, 4/2016)
- The following expenses supported by receipts, will be reimbursed for members representing the Sacramento Chapter on official travel:
 - Lodging
 - Meals (Breakfast, Lunch, and Dinner)
 - Transportation (Airfare, Cab fare, and Car Rental)
 - Private car mileage with map detailing mileage (5/2016)

All expense claims will be submitted within 30 days of expense. If expenses are incurred that include members other than yourself, attach a list of names. All expense claims must be accompanied by receipts with the exception of private car mileage and gratuities. (3/6/03, 5/2016)