



# **Chapter Policy Manual**

## **Louisiana Chapter of the Society of Government Meeting Professionals (SGMP)**

**DRAFT #5**

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## SGMP La Chapter Purpose

### **SGMP LA CHAPTER POLICY MANUAL NO: 1**

DATE OF ORIGIN: July 25, 2022

REVISED:

REAFFIRMED:

The following policy manual was established to familiarize the Louisiana Society of Government Meeting Professionals (SGMP) elected chapter board and its members with the policies, procedures, and expectations of the chapter board and/or a chapter member. In addition, this policy will serve as a guide to facilitate a seamless transition between Chapter Boards.

A copy of this policy manual PDF is available to all members on the Louisiana SGMP website at <https://sgmpla.net>.

This policy manual is a supplement to the [National SGMP Bylaws](#) and the [National SGMP Policy Manual](#).

## Chapter History

### **SGMP LA CHAPTER POLICY MANUAL NO: 2**

DATE OF ORIGIN: July 25, 2022

REVISED:

REAFFIRMED:

The Louisiana Chapter began as a simple gathering of several government employees, convention and visitors' bureaus, and hotels with a vision of learning more about how they could work together to plan and implement successful government meetings. On Thursday, June 29, 2006, at the Louisiana Department of Transportation and Development Training facility in Baton Rouge, the group held an "SGMP Awareness". The goal of the meeting was to discuss how essential the SGMP organization could be in helping to improve government meetings in Louisiana. Ruth Harris, SGMP 1st Vice President at the time, was invited to speak and presented on the topic "What SGMP Can Do for You." After the awareness meeting, a committee was formed to see how many government planners and industry suppliers would be interested in forming a Louisiana Chapter of SGMP and joining as a member.

On August 24, 2006, the formation committee had their first gathering to become an official chapter of SGMP. The meeting was held at the Livingston Building in Capital Park of downtown Baton Rouge. Twenty potential members were in attendance. The committee reviewed key aspects involved in chartering a chapter of SGMP including membership specific requirements, chapter structure, and membership dues. Libby Noto created the initial chapter logo, and it was approved by the committee.

The committee went on to have several meetings throughout the remainder of 2006 as they worked to charter the chapter. Both government meeting planners and industry suppliers worked jointly on the application. By the end of 2006, the application to charter a Louisiana chapter of SGMP was submitted to SGMP National office.

Through tremendous amounts of teamwork and support from the industry, the Louisiana Chapter of the Society of Government Meeting Professionals was officially chartered on March 15, 2007, at the Hampton Inn & Suites in New Orleans with 59 members. The chapter installed their first Chapter Board which included:

President - Libby Noto  
1st Vice President - Sandy Romero  
2nd Vice President - Carolyn Barrett  
Secretary - Faye Need  
Treasurer - Kelli Jumper  
Director (Program Chair) - Geraldine Bordelon  
Director (Membership Chair) - Amanda Millet  
Director (Finance Chair) - Nina Samsiani

By the second year of being a chapter, membership had grown to 65 members. The first SGMP LA Educational Tradeshow was held on September 11, 2008, with a Partner Showcase in Baton Rouge and was a great success. The chapter continued to focus on their goals of developing education and training for all members. In 2008 the first chapter website was created.

The group continued their work to advance the chapter and achieved a major milestone when the Louisiana Department of Administration - State Travel agreed to identify the chapter on the State's website. This simple act helped to solidify the validity of the organization with those in local State government.

## Chapter Board

### **SGMP LA CHAPTER POLICY MANUAL NO: 3**

DATE OF ORIGIN: July 25, 2022

REVISED:

REAFFIRMED:

The SGMP Louisiana Chapter Board Members will serve a two-year term of office that will coincide with the SGMP fiscal year of July 1 to June 30. Chapter members who are interested in running for a board position must first receive approval from their employer. In addition, the member must be in good standing with the chapter for a minimum of six months by April 1. The Chapter board consists of the following positions:

- ✚ President
- ✚ 1st Vice President
- ✚ 2nd Vice President
- ✚ Secretary
- ✚ Treasurer
- ✚ Immediate Past President

Each Board member is asked to agree to the mandatory duties that must be performed to the satisfaction of the entire Board. If a Board member discovers that he/she cannot perform the following mandatory duties of the office, it is recommended that the individual resign.

- ✚ Have the full support of their agency/company as such that they are able to commit to time out of the office to perform Board duties.
- ✚ Attend the Board Retreat and the Annual Chapter Education Conference.
- ✚ All Board members are encouraged to attend the SGMP National Education Conference.
- ✚ All Chapter Board positions must comply with SGMP National Policies and Procedures.
- ✚ Uphold the [SGMP Code of Ethics](#).
- ✚ Comply with and adhere to the [SGMP Bylaws](#).
- ✚ Be responsible and accountable for Board duties.
- ✚ Arrive promptly at the designated time for Board meetings.
- ✚ Attend, if possible, all chapter monthly educational programs.
- ✚ Remain at the Board meeting for its duration.
- ✚ Serve as liaison for and/or have oversight of a Chapter committee.
- ✚ Be prepared to provide applicable committee report(s) at each board meeting.
- ✚ Read and respond to emailed minutes within three days of receipt.
- ✚ Read and respond to emails marked ACTION within two days of receipt.
- ✚ Promptly respond to other Board members communications whether by phone or e-mail
- ✚ As liaison, submit committee reports/articles to newsletter chair and/or editor by the deadline(s).
- ✚ Ensure recognition of all committee members at annual Chapter event.
- ✚ Support and promote Chapter membership, recruitment, and retention efforts.



In addition, the Chapter has adopted procedures for the following Board positions

✚ President

- Check mail and email and distribute to appropriate Board members and committee chairs.
- Monitor all Board and committee activities.
- Inform Chapter members of National activities and announcements.
- Review and revise Chapter Policy Manual with the entire Chapter Board on a yearly basis.
- Be responsible for Chapter bank account and debit card, in conjunction with the Treasurer.

✚ 1<sup>st</sup> Vice-President

- Fill in for the President at all Chapter meetings in his/her absence.
- In the event of vacant Treasurer Board Seat, the 1<sup>st</sup> Vice-President will serve as Treasurer.

✚ Second Vice President

✚ Secretary

- E-mail draft minutes to the Board President prior to next Board meeting.
- Send special greeting cards to members or their families for various situations such as sickness, death, weddings, birth announcements, retirements, and congratulations.
  - Present host properties with a thank you token at monthly Chapter meetings.
  - Check mail and email and distribute to appropriate Board members and committee chairs. Monitor all Board and committee activities.

✚ Treasurer

- Develop and provide a detailed Annual Budget detailing income and expenses with Board, at annual retreat.
- Attend and participate in National meetings, conference calls and events representing the Chapter.
- Keeps all records pertaining to income and expenses and keeps all funds in a checking account. Under no circumstances may any member borrow funds from any SGMP account.
- Tracks chapter revenue for record keeping including in chapter financial binder. Collect funds at Chapter meetings from Fundraising/Sponsorship Committee chair/representative for raffles auctions.
- Complete form R -1048 for Chapter President's signature and submittal to the department of revenue
- Pay vendors in accordance with agreement terms.
- Invoice Chapter Meeting no shows. Based on policy.
- Create invoices for newsletter advertisers as directed by Fundraising and Sponsorships Newsletter Chair.
- Create invoices for website hotel banners as directed by website contact.

- Checks
  - The Treasurer and President shall have the authorization to sign checks.
  - Checks made payable to individuals for anticipated expenses must be returned if not used.
  - A receipt for all purchases, along with a completed reimbursement form must be submitted to the Treasurer to request a reimbursement.
  - Requests for checks should be submitted at a Board meeting. Any requests outside of these times should be made directly to the Treasurer with a copy to the President.

 Immediate Past President

No chapter specific duties.

## Chapter Committees

### **SGMP LA CHAPTER POLICY MANUAL NO: 4**

DATE OF ORIGIN: July 25, 2022

REVISED:

REAFFIRMED:

SGMP LA currently has six (6) Chapter Committees actively working to improve services to members and the Louisiana meeting planning industry. Our Chapter finds it beneficial to designate committees to assist the Chapter officers in the organizational and administrative aspects of running a successful Chapter. In their areas of concern, these committees will consider objectives, discuss options, make recommendations, and implement Chapter decisions when called on to do so. Service on committees can also identify Chapter members who have special skills that may make them good officer candidates. Please contact our committee chairs if you have any questions or have an interest in joining a committee.

#### Communications Committee

- The Communications Committee is the voice of SGMP LA through our newsletter, Louisiana Lagniappe, our various social media outlets, and our website. Our committee members generate most of the content that is shared with the membership via these channels. Our goal is to share information, resources and best practices that are relevant to our membership and content that will enhance our planners and supplier's roles within their organization.
- For more information or to join the committee, please contact [Communications@sgmpla.net](mailto:Communications@sgmpla.net)

#### Community Involvement Committee

- SGMP LA members are eager to volunteer and be active within our community. This committee works to find and create opportunities in and that directly benefit our local communities. These opportunities include but are not limited to volunteering at a food bank, hosting a school supply drive, and participating in a Habitat for Humanity build.
- For more information or to join the committee, please contact [2ndVP@sgmpla.net](mailto:2ndVP@sgmpla.net)

#### Education and Programming Committee

- The Education and Programming Committee provides educational opportunities to enhance member's personal and professional development. This committee plans our monthly education luncheons, books guest speakers, secure meeting locations, and plans food and beverage menus. This committee also oversees member participation in GMS and CGMP certification.
- For more information, to host meetings, or to join the committee, please contact [Programs@sgmpla.net](mailto:Programs@sgmpla.net)

#### ✚ Fundraising and Sponsorship Committee

- The Fundraising and Sponsorship Committee generates revenue for our chapter through ad revenue in our newsletter and on our website. Revenue raised directly benefits our members via education scholarships and the hiring of paid speakers.
- For more information, to purchase ad placement, or to join the committee, please contact [President@sgmpla.net](mailto:President@sgmpla.net)

#### ✚ Hospitality Committee

- The Hospitality Committee serves to promote fellowship throughout the chapter. This committee helps to foster and promote a friendly, welcoming, and caring community within our chapter. The general work of the hospitality committee is to welcome new members, connect with existing members to ensure our chapter retains members, celebration member birthdays and anniversaries, and communication about member career milestones.
- For more information or to join the committee, please contact [Secretary@sgmpla.net](mailto:Secretary@sgmpla.net)

#### ✚ Membership Committee

- The Membership Committee is responsible for the major functions related to management of chapter membership. This includes ensuring and overseeing membership database maintenance, developing and implementing member recruitment and retention strategies, and employing and enhancing communication and outreach to promote members' involvement and connection to the chapter.
- For more information or to join the committee, please contact [Membership@sgmpla.net](mailto:Membership@sgmpla.net)

## Mail and Post Office Box Guidelines

### **SGMP LA CHAPTER POLICY MANUAL NO: 5**

DATE OF ORIGIN: July 25, 2022

REVISED:

REAFFIRMED:

The Louisiana Chapter will maintain a post office box for the receipt of all official chapter correspondence. The Chapter President and/or Secretary will be responsible for checking the post office box bi-weekly. Keys to the post office box (chapter has 2 keys) will be assigned to the Chapter President and/or Secretary. If the key is lost/misplaced, it must be replaced at the Board member's expense. Keys are to be returned to the chapter board president upon vacating the chapter board position.

The current mailing address for the Louisiana Chapter is:

Louisiana SGMP  
Post Office Box 84285  
Baton Rouge, Louisiana 70884

Board members obtaining mail from the post office box have the following responsibilities:

- ✚ Date each piece of mail received
- ✚ Distribute each piece of mail to the appropriate person as soon as possible or at the next scheduled monthly chapter meeting.

## Chapter Website

### **SGMP LA CHAPTER POLICY MANUAL NO: 6**

DATE OF ORIGIN: July 25, 2022

REVISED:

REAFFIRMED:

The Louisiana chapter website is [www.sgmpla.net](http://www.sgmpla.net).

Wild Apricot is the chapter's website platform effective December 1, 2018. The chapter pays an annual fee for the service. All website content is the responsibility of the chapter. The Chapter Communications Committee will be responsible for updates to the chapter website.

The Chapter Program Committee will be responsible for ensuring Chapter events are reflected on the website and that registration information is accurate.

Monthly updates include but are not limited to:

- ✚ Posting the Chapter newsletter - Louisiana Lagniappe
- ✚ Recognizing new members
- ✚ News announcements on the home page
- ✚ President's letter

## Newsletter

### **SGMP LA CHAPTER POLICY MANUAL NO: 7**

DATE OF ORIGIN: July 25, 2022

REVISED:

REAFFIRMED:

Louisiana Lagniappe, the SGMP Louisiana Chapter's Newsletter, is published monthly. The newsletter will be distributed electronically to chapter members in addition to other SGMP chapters and interested individuals. The monthly newsletter will also be available on the Louisiana Chapter website, Facebook page and other social media outlets. Board and chapter members are encouraged to submit articles, photographs, etc. for the monthly newsletter.

The Chapter President and Communications Committee Chair will review and approve the newsletter before it is distributed.

Newsletter requirements:

- ✚ Will have an introduction letter written by the Chapter President
- ✚ Will list upcoming events and how/where to register
- ✚ Will spotlight new members

Newsletter distribution:

- ✚ Done via MailChimp
- ✚ Distribution includes all current Chapter members, current prospects, the National Board, the Gil Trustees, and all other SGMP Chapter Presidents.

## Chapter Budget and Expenses

### **SGMP LA CHAPTER POLICY MANUAL NO: 8**

DATE OF ORIGIN: July 25, 2022

REVISED:

REAFFIRMED:

The chapter will use the guidelines to create the chapter budget:

- ✚ The chapter President and the chapter Treasurer and/or other chapter board members will create the proposed budget.
- ✚ The proposed budget is presented to the chapter board at the board retreat held in July of the beginning of the fiscal year where the Chapter Board has the opportunity to provide feedback on and revise the proposal.
- ✚ The final chapter budget will be presented at the next scheduled monthly chapter meeting.
- ✚ Submit the chapter budget to the SGMP National Headquarters for approval.
- ✚ Chapter expenses greater than \$500, per National Policy CF-6, that are not included in the chapter budget requires board review and approval.



## Financial Signature Authority

### **SGMP LA CHAPTER POLICY MANUAL NO: 9**

DATE OF ORIGIN: July 25, 2022

REVISED:

REAFFIRMED:

All chapter account numbers (checking, savings, etc.), as well as the name of the financial institution(s) where all chapter accounts are located will be provided to SGMP National Headquarters by the Chapter Treasurer.

The Chapter will require three (3) board members, the Chapter President, the Immediate Past President, and the Chapter Treasurer, to hold signature authority for the chapter's financial accounts. Additionally, SGMP National Headquarters Executive Director is to be given full access to the bank account, as well as signatory authority on the chapter account. The Chapter Treasurer maintains and stores the Chapter checkbook. Once a check is issued a second, different board member, should review and initial each check stub to verify accuracy of expense.

Debit card:

- ✚ The Chapter President and the Chapter Treasurer are each issued a debit card tied to the Chapter bank account.
- ✚ The debit card can be used to pay Chapter expenses to include but not limited to venue fees, speaker fees, and food and beverage costs.

When given a choice of which form of payment to use, the Chapter should choose the route that costs the Chapter the least amount of money. For example: there are often credit card transaction/processing fees when paying for a speaker fee. If the speaker accepts, the Chapter should issue a written check to avoid transaction /processing fees.

## Community Involvement

### **SGMP LA CHAPTER POLICY MANUAL NO: 10**

DATE OF ORIGIN: July 25, 2022

REVISED:

REAFFIRMED:

Louisiana chapter will support multiple organizations each two-year board cycle.

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

- ✚ Suggestions for the organization 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

## Advertisement/Sponsorship

### SGMP LA CHAPTER POLICY MANUAL NO: 11

DATE OF ORIGIN: July 25, 2022

REVISED:

REAFFIRMED:

The rates and advertisement/sponsorship application form can be found on the Louisiana Chapter website at [www.sgmpla.net](http://www.sgmpla.net). Below are examples of the current sponsorship levels.



### Supporter Opportunities

<u>Opportunity</u>	<u>Description</u>	<u>Investment</u>
Leader Sponsor	<ul style="list-style-type: none"> <li>● Host an Education Meeting (either at your property or online)               <ul style="list-style-type: none"> <li>○ Dedicated 5 minute overview of your property during meeting</li> <li>○ Distribute marketing material at meeting</li> <li>○ Ability to have table signage/pop-up banners displayed</li> <li>○ Giveaway branded swag</li> <li>○ Lead a tour of property</li> <li>○ Introduce the speaker</li> </ul> </li> <li>● Complimentary registration for 1 additional meeting in calendar year</li> <li>● Half-page linked ad in our monthly eNewsletter for one year</li> <li>● Acknowledgment on our Announcements PowerPoint at each luncheon for one year</li> <li>● Linked logo on our website for one year</li> <li>● Promoted on SGMP social media accounts during host month</li> </ul>	<b>\$700</b>
Sustaining Sponsor	<ul style="list-style-type: none"> <li>● Host an Education Meeting (either at your property or online)               <ul style="list-style-type: none"> <li>○ Dedicated 5 minute overview of your property during meeting</li> <li>○ Lead a tour of property</li> <li>○ Introduce the speaker</li> </ul> </li> <li>● Half-page linked ad in our monthly eNewsletter for one year</li> <li>● Linked logo on our website for one year</li> <li>● Promoted on SGMP social media accounts during host month</li> </ul>	<b>\$550</b>
Supporting Sponsor	<ul style="list-style-type: none"> <li>● Host an Education Meeting (either at your property or online)</li> <li>● Half-page linked ad in our monthly eNewsletter for six months</li> <li>● Linked logo on our website for six months</li> </ul>	<b>\$400</b>
Contributing Sponsor <i>(eNewsletter Advertising)</i>	<ul style="list-style-type: none"> <li>● Linked ad in our monthly eNewsletter               <ul style="list-style-type: none"> <li>○ Equivalent to quarter-page size</li> <li>○ Ad shared on our Instagram page or Instagram Story 1 time per month</li> </ul> </li> <li>● Linked logo on our website</li> </ul>	12 Months: <b>\$375</b> 6 Months: <b>\$275</b>
Collaborating Sponsor <i>(Website Advertising)</i>	<ul style="list-style-type: none"> <li>● Linked ad on our website               <ul style="list-style-type: none"> <li>○ Equivalent to quarter-page size</li> <li>○ Ad shared on our Instagram page or Instagram Story 1 time per month</li> </ul> </li> </ul>	12 Months: <b>\$300</b> 6 Months: <b>\$200</b>
Featured Sponsor <i>(Meal Sponsorship)</i>	<ul style="list-style-type: none"> <li>● Provide the meal for an Education Luncheon               <ul style="list-style-type: none"> <li>○ Dedicated 5 minute overview of your property during the luncheon</li> <li>○ Photo taken during luncheon posted on our website and social media</li> </ul> </li> </ul>	<b>\$250*</b>

\*depends on registered # of attendees. These are average costs

## Honors and Awards

### **SGMP LA CHAPTER POLICY MANUAL NO: 12**

DATE OF ORIGIN: July 25, 2022

REVISED:

REAFFIRMED:

The chapter will hold its annual awards ceremony during the annual SGMP LA Education Conference. The criteria for nomination will be provided at the beginning of each fiscal year (July 1 – June 30). A subcommittee under the Program Committee 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. Other awards may be considered by the Honors and Awards subcommittee. Chapter Board members are eligible for all awards.

The following are the mandatory awards to be presented:

- ✚ Planner of the Year Award
- ✚ Supplier of the Year Award

Voted on By membership

- ✚ Silver Spoon Award – the venue that provided the best meal according to votes from the meeting evaluations, in the case of a tie, committee members will choose.
- ✚ Program of the Year Award – the program that received the highest rating from meeting evaluations, in the case of a tie, committee members will choose.

The Presidents Award(s) may be presented at the discretion of the Chapter President. This award is to recognize a Chapter member who has gone above and beyond.

Other optional Award(s) to consider are: Novice Planner of the Year, Novice Supplier of the Year, Recognized Recruiter.

## Meeting Fees

### **SGMP LA CHAPTER POLICY MANUAL NO: 13**

DATE OF ORIGIN: July 25, 2022

REVISED:

REAFFIRMED:

Cash, check, or credit card may be used to pay registration fees. Credit card payments are subject to a \$2.00 credit card fee. If the registration fee is paid with cash or a check, a \$2.00 credit adjustment will be made to the registration fee. The fee structure can be reviewed at any time but is reviewed at the Board Retreat. Changing fees requires a Board approval. Fees are as follows:

#### Planner Member

Monthly Meeting Fee \$20

Virtual Meeting \$15

#### Planner (First Time Guest)

Monthly Meeting Fee \$0

Virtual Meeting \$15

#### Planner (Guest)

Monthly Meeting Fee \$15

Virtual Meeting \$15

#### Supplier Member

Monthly Meeting Fee \$30

Virtual Meeting \$15

#### Supplier (First Time Guest)

Monthly Meeting Fee \$0

Virtual Meeting \$15

#### Supplier (Guest)

Monthly Meeting Fee \$40

Virtual Meeting \$15

#### Associate Member

Monthly Meeting Fee \$25

Virtual Meeting \$15

#### Annual Education Conference

Meeting Fee \$ to be determined annually by Program Committee

Other state SGMP Chapter Members the registration fee will be is identified by their membership category:

Planner	\$20
Supplier	\$30

## Late Fees

### **SGMP LA CHAPTER POLICY MANUAL NO: 14**

DATE OF ORIGIN: July 25, 2022

REVISED:

REAFFIRMED:

The chapter will charge a \$10.00 fee regardless of membership type to chapter members who register to attend the monthly chapter meeting after the posted registration deadline on [www.sgmpla.net](http://www.sgmpla.net).

## Cancellation of Registration for Monthly Meetings

### **SGMP LA CHAPTER POLICY MANUAL NO: 15**

DATE OF ORIGIN: July 25, 2022

REVISED:

REAFFIRMED:

Should an individual complete the monthly meeting registration process and have to cancel their registration, the member will have up to five (5) business days prior to the monthly meeting date to cancel their registration by logging on to [www.sgmpla.net](http://www.sgmpla.net) and cancelling their registration. No refunds will be given. Instead a credit in the value of the registration amount will be issued on their SGMPLA.net account. The credit expires after 6 months.

If notice is received between 4 business days and/or the day before the monthly meeting date but the member does not attend the event, the chapter Treasurer will send an invoice for the monthly meeting fee. The individual will have 14 days to submit payment (check or credit card.) If for some reason a member is unable to unregister from an event via the website, they should email [Programs@sgmpla.net](mailto:Programs@sgmpla.net) for assistance.

If the Chapter cancels a meeting, i.e., due to inclement weather, and a member has paid for attendance, a credit will be granted on the member's SGMPLA.net account for up to 6 months. If the credit is unused after 6 months, the member forfeits the credit.

If a member/guest registers to attend a meeting in-person and switches to virtual attendance option less than four (4) days prior to the scheduled meeting date, then the member/guest will be responsible to pay the in-person registration fee.



## No-Show Registrants

### **SGMP LA CHAPTER POLICY MANUAL NO: 16**

DATE OF ORIGIN: July 25, 2022

REVISED:

REAFFIRMED:

The chapter continues to make a financial commitment on behalf of its members. When individuals confirm their attendance and fail to attend the monthly chapter meetings, the Louisiana Chapter refers to those individuals as “no shows.” The chapter is billed for the meals which are guaranteed based on the final number of registrants. The chapter has absorbed the cost of those meals based on the final number of registrants.

The Chapter Treasurer will send an invoice for the monthly meeting fee to each chapter member who completes the registration process but does not show up at the monthly chapter meeting and has not previously paid the registration fee within 30 days of the meeting.

Individuals who have previously paid the registration fee but become "no shows", forfeit the event registration fee and are entitled to no credits or refunds.

Emergency situations leading to ‘no shows’ will be considered on an individual basis by the SGMP La Board Members for refund or transfer of registration for future meeting requests.

## Attending a Monthly Meeting Without Pre-Registering

**SGMP LA CHAPTER POLICY MANUAL NO: 17**

DATE OF ORIGIN: July 25, 2022

REVISED:

REAFFIRMED:

The chapter will charge a \$10.00 late in addition to the late meeting registration fee regardless of membership type to chapter members who attend the monthly chapter meeting without completing the registration process in advance on [www.sgmpla.net](http://www.sgmpla.net). Reservations for monthly chapter meetings must be made by the date provided in the monthly meeting notice email that is sent to the chapter membership and outlined on the chapter website. The Chapter Treasurer will coordinate this effort.

Lunch meals during meetings can not be guaranteed for those attending meetings without completing advanced registration process.

## Collection of Outstanding Balances

### **SGMP LA CHAPTER POLICY MANUAL NO: 18**

DATE OF ORIGIN: July 25, 2022

REVISED:

REAFFIRMED:

All monthly meeting and annual chapter retreat registration fees should be paid in advance of the event when possible but no later than 30 business days following the event. All registration fees paid more than 30 business days after the event will be considered late and are subject to an additional \$10 late fee.

Should a registration fee not be received within 45 days, the member/guest will be unable to attend future meetings until the balanced is resolved and will be reported to SGMP National.

## Annual Education Conference

### **SGMP LA CHAPTER POLICY MANUAL NO: 19**

DATE OF ORIGIN: July 25, 2022

REVISED:

REAFFIRMED:

The planning/execution of the Annual Education Conference is the responsibility of the Programs Committee or an assigned special committee set-up by the Chapter President. The registration fee to attend the Annual Education Conference will be set annually by the Programs Committee with approval from the Board Members. The Chapter Board may elect to offer a scholarship to a planner member of the chapter to help defray the cost of attending. See page 42 of the SGMP LA policy manual for more information Chapter Scholarships.

The Chairperson will be tasked with most of the oversight for the Annual Education Conference. The Committee will be accountable for ensuring educational and financial objectives are met. This oversight will include:

- ✚ Adhere to established conference budget from Board Members
- ✚ Selecting and planning educational offerings in alignment with SGMP's core competencies
- ✚ Selecting and planning networking opportunities for attendees
- ✚ Seeking pre-approval from SGMP's GIL for contact hours
- ✚ Creating the Request for Proposal (RFP) for site selection. A statewide bid process will be used to solicit potential sites for the Annual Education Conference. A Request for Proposal (RFP) will be sent to all SGMP chapter supplier members.
- ✚ Collaborate with the Chapter President and Treasurer to determine if scholarships can be offered for registration
- ✚ Collaborate with the Chapter President and Awards Committee Chair to plan the awards recognition ceremony
- ✚ Ensure all conference materials will be branded with the chapter logo.

Should an individual complete the Annual Education Conference registration process and must cancel their registration, the individual may transfer their registration to another planner/supplier from their organization. If this is not an option, then requests for refunds will be considered by Chapter Board Members. If cancellation and refund requests are submitted less than 10 business days prior to the event, refunds will not be considered, reviewed, or issued.

## Registration Table at Monthly Meetings

**SGMP LA CHAPTER POLICY MANUAL NO: 20**

DATE OF ORIGIN: July 25, 2022

REVISED:

REAFFIRMED:

At each Chapter event a registration table is to be set-up. The table should be dressed in the Chapter's branded table runner and any appropriate signage. The table is to be used to check-in chapter members attending the event, to collect payments, and to issue name badges.

The table will be staffed by a member of the hospitality committee and the Chapter Treasurer. Substitutions for staffing the registration table can be made at any time if no more than two (2) chapter members are staffing the registration table at a time.

## Travel

### **SGMP LA CHAPTER POLICY MANUAL NO: 21**

DATE OF ORIGIN: July 25, 2022

REVISED:

REAFFIRMED:

The Chapter does not reimburse travel for any board member(s) or chapter member(s) unless as outlined in the SGMP National Policy Manual. [PDF](#)

## Chapter Board Documents

### **SGMP LA CHAPTER POLICY MANUAL NO: 22**

DATE OF ORIGIN: July 25, 2022

REVISED:

REAFFIRMED:

Key Chapter documents are retained on the chapter's website in a board-member-only area. It is the responsibility of the following positions to upload the following documents as necessary:

Chapter President:

Monthly Board Meeting Agendas

Board Committee Assignments and Responsibilities

Chapter Secretary:

Monthly Board Meeting Minutes

Chapter Letterhead

Chapter Templates

Programs:

Annual Education Conference Program

GMS documents and forms

## **Record Retention**

### **SGMP LA CHAPTER POLICY MANUAL NO: 23**

DATE OF ORIGIN: July 25, 2022

REVISED:

REAFFIRMED:

The Chapter President will maintain a binder of all agendas, minutes, copy of financial statements, and all other handouts for board meetings and educational events. The binders are to be retained for 4 years (two board terms) before being discarded.

The Chapter Treasurer retains a complete financial binder per National policy.

The secretary retains the historical records.



## Policy Manual Revisions

### **SGMP LA CHAPTER POLICY MANUAL NO: 24**

DATE OF ORIGIN: July 25, 2022

REVISED:

REAFFIRMED:

The Chapter Policy Manual is reviewed at the annual Board Retreat. Any Board member or chapter member may propose revisions by notifying the Chapter President in writing no less than seven (7) days before the start date of the annual Board Retreat. The Board, via a quorum vote, must approve all changes to the Chapter Policy Manual. If the changes are approved, the First Vice-President will be responsible for revising the chapter policy manual and updating to the Chapter website.

To maintain records of the revision history of each policy, each policy will be placed on its own page within the Chapter Policy Manual. A header at the top of each page will include:

- Policy Number
- Date of Origin/Approval Date
- Date of Revision - the date of revision section will include a running list of all revision dates.

## Government Meeting Specialist (GMS)

### **SGMP LA CHAPTER POLICY MANUAL NO: 25**

DATE OF ORIGIN: July 25, 2022

REVISED:

REAFFIRMED:

Government Meeting Specialist (GMS) is an in-depth certificate program offered by participating SGMP chapters. Over the course of three years of membership with SGMP, members will earn the certificate through attendance in core competency-based training and gain the general skill set necessary to perform their duties as a government meeting professional.

To qualify for GMS, members must apply, and pay the prevailing fee, to enroll in the program with their respective chapter and maintain records of their attendance and the core competency the program covered. Over the course of three years, the member must meet the minimum criteria of program attendance and categorization to earn the certificate.

Any current SGMP member of a participating chapter can apply for this program and must maintain their membership throughout the program to attend the programs and earn the certificate. The enrollment period is ongoing and can be completed in accordance with the participating chapter's policies.

Each GMS certificate is valid while the member is active and attends and participates in SGMP La monthly educational meetings.

If you have received your *Certified Government Meeting Professional (CGMP)* designation, this program can be used to continue to build your knowledge and be used for recertification.

For more information, please visit the SGMP Louisiana Chapter Website at [www.sgmpla.net](http://www.sgmpla.net).

## Coverage Area

**SGMP LA CHAPTER POLICY MANUAL NO: 26**

DATE OF ORIGIN: July 25, 2022

REVISED:

REAFFIRMED:

The Chapter opens its membership to all eligible citizens of the State of Louisiana and surrounding areas. Membership types as outlined by the [National SGMP Policy Manual](#) determine eligibility.

## Board Retreat

### **SGMP LA CHAPTER POLICY MANUAL NO: 27**

DATE OF ORIGIN: July 25, 2022

REVISED:

REAFFIRMED:

To ensure the Chapter has a solid strategic plan, all board members are required to attend an Annual Board Retreat. The strategic planning retreat is held annually in July, as able. All Chapter members are invited to attend the planning retreat to provide input and ideas for the coming year provided they notify the Chapter President no less than 7 days in advance of their plan to attend so adequate accommodations can be made. Any costs to attend will be the responsibility of the Chapter member and are not reimbursed by the Chapter (mileage, lodging, meals, etc.). The Chapter will supply a meal for the Board at the prevailing State of Louisiana Travel regulations.

Goal:

- Review Chapter Policy Manual
- Establish Chapter budget for upcoming fiscal year
- Sign the SGMP Board of Directors Code of Ethics, which is submitted to SGMP Headquarters during election years.
- Develop a strategic plan for the upcoming fiscal year to include strategies for member engagement, fundraising, sponsorships, community involvement and education/programming.
- Assign Board committee roles/responsibilities.

## **Board Meetings**

### **SGMP LA CHAPTER POLICY MANUAL NO: 28**

DATE OF ORIGIN: July 25, 2022

REVISED:

REAFFIRMED:

Chapter Boards are required to hold six (6) meetings each fiscal year (See [SGMP National Policy Manual](#) (Policy C-28).

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 or virtually, should conditions ever warrant such an exception (i.e., COVID).

Chapter Board Meetings are scheduled to be the second Thursday of every month from 10:00 am until 11:25 am.

Board members are expected to know the Board Meeting schedule and plan personal and work-related activities accordingly. Should a Board member not be able to attend the Board Meeting in-person, they should make all efforts to attend via phone or virtually. Board members can vote to approve one absence per fiscal year related to work duties/obligations.

## Social Media

### **SGMP LA CHAPTER POLICY MANUAL NO: 29**

DATE OF ORIGIN: July 25, 2022

REVISED:

REAFFIRMED:

The Chapter's Communications Committee maintains the Chapter's Facebook, Instagram, and LinkedIn social media presence. The committee develops a communication plan and schedules posts accordingly. In addition to the Communications Committee, the Chapter President and the Hospitality Chair have access to all Chapter social media accounts. Posts may include, but are not limited to, monthly meetings information, photos, upcoming events, National news, and welcoming new members.

Facebook:

- At least three posts weekly

<https://www.facebook.com/sgmpla>

Instagram:

- At least two posts monthly

<https://www.instagram.com/sgmplachapter/>

LinkedIn:

- At least one post monthly in the Chapter's group

<https://www.linkedin.com/groups/2012199/>

## Guests

### **SGMP LA CHAPTER POLICY MANUAL NO: 30**

DATE OF ORIGIN: July 25, 2022

REVISED:

REAFFIRMED:

A planner guest may attend two events free of charge. After the second event, they must become a member to attend future events.

**A supplier guest may attend one event free of charge. After the first event, they must become a member in order to attend future events. Are we removing this?????**

## Host Property

### **SGMP LA CHAPTER POLICY MANUAL NO: 31**

DATE OF ORIGIN: July 25, 2022

REVISED:

REAFFIRMED:

The property hosting the Chapter event will have the opportunity to:

- put promotional materials highlighting their property on tables
- speak for 5 minutes about their property at the end of the event
- offer a tour following their 5-minute talk

The property hosting the Chapter's event is permitted to have up to two additional co-workers in attendance at no cost and should notify the Program Chair regarding the total number of attendees at least five business days in advance of the event. Any additional guests from the host property will be charged the prevailing rate outlined in the Louisiana State Travel Regulations for lunch.

The host property is responsible for setting up the meeting space in accordance with the Meeting Room Setup and any guidance from the Chapter Board and Program Committee.

Preference for selection of meeting locations will be given to member properties.



## Strategic Plan

### **SGMP LA CHAPTER POLICY MANUAL NO: 32**

DATE OF ORIGIN: July 25, 2022

REVISED:

REAFFIRMED:

The Chapter Strategic Plan document is reviewed, revised and/or updated at the Annual Board Retreat. This is an active working document that is reviewed and updated at each monthly Board Meeting. The document is maintained by the Chapter President and outlines the goals of the chapter for the fiscal year.

### Read the Plan

## 1099 Forms

### **SGMP LA CHAPTER POLICY MANUAL NO: 33**

DATE OF ORIGIN: July 25, 2022

REVISED:

REAFFIRMED:

The Chapter Programs Chair is required to collect a current W-9 forms from all unincorporated services more than \$600, in advance of payment being issued. This includes but is not limited to:

- speakers
- host properties
- caterers

The Program Committee Chair submits the W-9 forms to the Chapter Treasurer to keep on file for annual tax purposes and to issue to the 1099 forms.

## 1096 Forms

**SGMP LA CHAPTER POLICY MANUAL NO: 34**

DATE OF ORIGIN: July 25, 2022

REVISED:

REAFFIRMED:

The Chapter Treasurer annually submits 1096 forms by IRS deadlines based on 1099 forms collected for the year while conducting Chapter business.

## Contracts and Agreements

### **SGMP LA CHAPTER POLICY MANUAL NO: 35**

DATE OF ORIGIN: July 25, 2022

REVISED:

REAFFIRMED:

Only the Chapter President has the authority to enter into contracts and agreements on behalf of the Chapter. Prior to signing contracts or agreements which include financial commitments of the SGMP La Chapter, the Chapter President will forward contracts/agreements for review and approval (expenses outlined in the contract and agreements including speaker fees, speaker travel fees, room rental, deposits, catering, etc.) by SGMP La Chapter Treasurer. Should the Chapter President be unavailable to sign a contract, the 1st Vice President can act on behalf of the President.

Signed copies of all contracts and agreements are to be submitted to the Treasurer's binder as back up documentation for the payment and the Secretary for record retention.

## Chapter Scholarships

### **SGMP LA CHAPTER POLICY MANUAL NO: 36**

DATE OF ORIGIN: July 25, 2022

REVISED:

REAFFIRMED:

The committee is chaired by a Chapter Board member, designated by the Chapter President. The scholarship committee is in place to oversee the distribution of scholarship applications, collections, and submitting applications to the Board for final approval. The committee ensures established scholarship guidelines are followed.

Scholarships should be planned for during annual budget planning at the Annual Board Retreat. The chapter may offer the following scholarships at its discretion:

- ✚ Planner registration to Chapter Annual Education Conference
- ✚ Planner registration to NEC
- ✚ Planner travel costs to NEC (can be full or partial)
- ✚ CGMP class registration for a planner or a supplier

The Chapter Board will appoint the committee chairperson with the understanding this person is not applying for a scholarship.

## Chapter Board Nominations and Elections

### **SGMP LA CHAPTER POLICY MANUAL NO: 37**

DATE OF ORIGIN: July 25, 2022

REVISED:

REAFFIRMED:

Committee chair will be appointed by the Chapter President. The Committee Chair must not be seeking nomination for a chapter board seat. The Nominations and Elections Committee Chairperson will follow the instructions for conducting collection of nominations and electron procedures as outlined or provided by National SGMP Headquarters and the National Policy Manual.

**Link to [National Policy Manual](#)**

CHAPTER BOARD ELECTIONS/VOTING

SECTION: CHAPTERS POLICY NO: C-20

DATE OF ORIGIN: APRIL 2008

REVISED: SEPTEMBER 2008; OCTOBER 2009; APRIL 2011; MARCH 2013

REAFFIRMED:

### **PURPOSE**

This policy outlines the standard method for the voting process to be used in chapter elections and includes the opportunity for an exception to be granted to this policy. The default method has been put in place to support a voting process that respects the privacy of member voters and results in a fair and equitable election.

### **POLICY**

The current Chapter President, or any outgoing Chapter Board officer, may oversee the nominations and elections process, provided they are not seeking another term and there is no Immediate Past President available to preside over the election process. Retiree members may not run for an elected Chapter Board position.

Members can, however, cast more than one vote during the chapter elections if they have a membership with that chapter.

After all candidates have been verified and confirmed by SGMP (National), the approved candidates will be placed into the electronic survey system at SGMP headquarters. The direct link to that election survey will be provided to the chapter nominations & elections committee chair to be distributed to the chapter's voting roster provided by SGMP headquarters. Upon completion of the voting period, the full survey report will be sent to the chapter nominations and elections committee chair. If a chapter has another voting method which supports a voting process that respects the privacy of member voters and ensures a fair and equitable election, that chapter may request an exception to this process from the national nominations and elections

committee by the method announced with the distribution of the chapter nominations and elections timeline.

## Meeting Room Setup

### **SGMP LA CHAPTER POLICY MANUAL NO: 38**

DATE OF ORIGIN: July 25, 2022

REVISED:

REAFFIRMED:

By default, each meeting space should be set according to the below standards unless otherwise directed by the Chapter Board and/or Program Committee.

- ✚ Crescent rounds of six to seven depending on the number of people attending the meeting. (Specific meeting room configurations will depend on nature and scope of the meeting.)
- ✚ The registration area should include: one 8' x 30" table, skirted and draped with two chairs for registration purposes. (The registration tables should be set up outside the meeting room.)
- ✚ One 8' x 30" table skirted and draped should be right inside the meeting room as a place for meeting materials, collection drive items, and/or fundraising items.
- ✚ The American flag (if available) is to be placed to the left of the podium one inch higher than the Louisiana state flag which is to be placed to the right of the podium (when facing the front).



## Passwords

### **SGMP LA CHAPTER POLICY MANUAL NO: 39**

DATE OF ORIGIN: July 25, 2022

REVISED:

REAFFIRMED:

The Chapter President maintains a list of all chapter account log-in information and passwords. The Chapter President may change any password at his/her discretion. The Chapter President may share passwords with the 1<sup>st</sup> vice president and 2<sup>nd</sup> vice president as he/she deems appropriate. Prior to a Board transfer, the outgoing Chapter President will ensure all chapter account log-in information and passwords are up-to-date and provide the updated list to the incoming President.

Sites that have log-in /username information and passwords:

- + Wild Apricot
- + Gmail
- + Mail Chimp
- + Facebook
- + Instagram
- + LinkedIn
- + Queensboro
- + Affini Pay (current payment processor)
- + Stripe (not in use, old payment processor)
- + iPage (domain provider)
- + Geaux Biz (Secretary of State registration)