



MISSOURI STATE CAPITAL CHAPTER

POLICIES AND PROCEDURES MANUAL

Revised – August 10, 2006
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Revised – August 12, 2009
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Policies & Procedures
Missouri State Capital Chapter

Board Retreat Selection Process	Section: Board Retreat Policy No. BR-1
Date: September 10, 2004 Revised: August 12, 2009 Revised: October 12, 2011	

Summary:

This section covers the annual board retreat and how the location is determined.

Policy:

The length of the meeting is based upon the agenda. The board liaison sends out the RFP in accordance to the timeline that is set by the board to all the supplier members of the chapter. All proposals must be received in conjunction with the timeline.

After receiving all the bids, the board liaison will summarize the proposals according to price and location. The board will then review all the bids and award the meeting to the selected property. The property will be announced during a monthly meeting. The board liaison will work directly with the property to make arrangements for the meeting space, meals and sleeping accommodations.

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Committees	Section: Committees Policy No. C-1
Date: September 10, 2004	Revised: August 12, 2009
Revised: August 10, 2006	Revised: September 23, 2010
Revised: August 2, 2008	Revised: October 12, 2011

Summary:

This section summarizes the general criteria for every committee.

Policy:

A specified board member will serve as a liaison to each committee. The board member will select the chair or co-chairs of their respective committees. They can be a government meeting planner, contract planner, associate supplier or supplier. Anyone can serve on any committee, but may only chair or co-chair ONE committee.

All purchases to be made by a committee must be approved by the board, based on pre-determined budget guidelines. Each committee chairperson is required to follow the committee specific job description they are issued once selected as a committee chairperson. Committee chairperson to sign off on and date expenses and return to Board Liaison.

In order to be recognized by the Awards Committee and to receive points on the Scholarship form, members must actively participate on the committee(s).

All committees must keep records for permanent retention. For specification, refer to National Policy and Procedures G-2. Committee chairs will be provided a thumb drive with past year(s) files for inclusion of current files. The chair will be required to sign a waiver for possession of thumb drive and responsible for replacement expense if the thumb drive is lost or stolen.

Board approved reimbursable expenses will be made only if expense report and receipts (invoice and/or other documents) are submitted within 30 days of expenditure.

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Awards & Honors Committee	Section: Committees Policy No. C-2
Date: September 10, 2004 Revised: May 8, 2006 Revised: August 2, 2008	Revised: August 12, 2009 Revised: February 4, 2010 Revised: September 23, 2010 Revised: October 12, 2011

Summary:

This section summarizes the various awards and honors given to chapter members.

Policy:

Planner and Supplier of the Year Awards:

These awards are selected by the chapter board based upon nomination from quarterly recognition nominations or nominees from the general membership or board.

An email is sent to the membership asking for nominees for each of the awards.

If a board member is nominated, that member must recue themselves from voting.

President’s Award:

This is an optional award that can be selected and presented by the president, if he/she so chooses.

Quarterly Recognition Awards:

Quarterly recognition awards will be chosen by the Board based on contributions to the Chapter as submitted by committees. Names will be submitted by board members who have worked with the individuals. The board will vote each quarter. All of the names submitted will be considered by the board (along with names submitted by the organization) for the Planner and Supplier of the Year awards.

The timeline for the quarterly recognition awards is April 1 – March 31 of each calendar year.

The awards will be designated by seasons with the following timeframe:

- January – March: Winter Award Recipient
- April – June: Spring Award Recipient
- July – September: Summer Award Recipient
- October – December: Fall Award Recipient

Appreciation Awards:

These are certificates of appreciation given to various suppliers and planners (members and non-members), who donate items to various functions throughout the year; i.e., Silent Auction, Holiday Extravaganza, Charity Raffle, monthly meetings, door prizes, sponsorships, etc. Period covered for the accumulation of points would be June 1 thru May 31, of each year. The guidelines for the various levels are:

\$1 - \$1000 - Bronze Level – certificate of appreciation

\$1001 - \$2500 – Silver Level – certificate of appreciation in a nice silver frame

\$2501 - \$5000 – Gold Level – certificate of appreciation in a nice gold frame

\$5000 and up – Diamond or Platinum Level – Diamond acrylic self standing plaque

There have been times when the levels have been lowered, in order to have a Diamond winner based upon board approval.

Attendance Awards:

These awards are given to members who attend every function. The board tallies the attendance of members at all functions, including the monthly educational meetings, the annual tradeshow, the charity event and the holiday extravaganza, from June 1 through May 31. The awards will be presented at the June meeting. Awards will be determined by the board. Board members are eligible for the attendance award. In order to qualify, attendees are responsible for signing in at all functions, at the registration desk. The attendance records will be kept by the treasurer.

Silver Spoon Award:

This is an award given to the best culinary event of the year. It will be voted on by the board.



MOCAP SGMP
PO Box 105255
Jefferson City, MO 65110

Sponsorship and Donation Form Sheet

Name: _____

Property/Agency: _____

Mailing Address: _____

City/State/Zip: _____

Phone Number: _____ E-mail Address: _____

Examples of Donations: Room rental for meeting or meal space, AV equipment, speaker cost (meal, travel, or room), complimentary room nights, gift certificates, centerpieces, printing, door prize and/or silent action gifts/baskets.

Events: Monthly Meetings, Holiday Extravaganza, Silent Auction, or Charity Baskets.

Item donated/description	Event	Price Value

GRAND TOTAL: _____

This information provided is used for the Award Program in June. Please use the time period of **June 1-May 31** to determine your donations for the fiscal year. This information should be e-mailed to the **Awards and Honors Committee, no later than one week prior to the June Awards Ceremony of the current year.**

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COMMUNICATIONS COMMITTEE PROCEDURES	Section: Committees Policy No. C-3
Date: September 10, 2004 Revised: March 7, 2006 Revised: August 2, 2008	Revised: February 4, 2010 Revised: September 23, 2010 Revised: October 12, 2011

Summary:

This procedure covers the responsibilities of the Communications Committee. The chair of the committee will receive a thumb drive with the past year(s) files. The chair will need to sign a waiver for possession of the thumb drive.

Policy:

The Communications Committee will be responsible for publication of the chapter’s newsletter and the chapter’s website. This committee is also responsible for providing information on the chapter activities to the SGMP national newsletter.

Each edition of the newsletter and website will contain the following information:

- Chapter calendar of events
- Committee reports
- Review of past programs/events
- Articles for upcoming programs/events
- List of board members with contact information
- Name of the chapter’s newsletter, date and volume or issue number must appear on the cover
- Name, address and phone number of the Missouri State Capital Chapter (MOCAP)
- Any other pertinent information that the board deems appropriate

Newsletter Timeline:

The current newsletter is distributed by email format. For those unable to receive by electronic distribution, a paper copy will be mailed or faxed to those members. The newsletter will also be made available on the chapter website. A member email distribution list will be maintained by the committee.

It is the responsibility of the Communications Committee chair to set deadlines for articles to be submitted to the newsletter, and to compile submitted articles into the next edition of the newsletter. Normal deadline for submitting articles would be one to two weeks before the end of each fiscal quarter, for a publication date the following month. Newsletters must be printed, published and distributed within 30 days of the ending date of the issue period (i.e., if the newsletter is bi-monthly covering January and February, the distribution date must be by the end of March). Website updates will be made as needed. Sponsorship guidelines and cost will be established by the board. Any change or addition to the newsletter or website must be reviewed and approved by the president or another designated board member, in the absence of the president, before posting.

Sponsorship:

Website and newsletter sponsorship specifications to the policy.

Website sponsorship:

On a first-come, first-serve basis, the chapter will offer website sponsorship to its supplier members, pricing and size to be determined by chapter board, based upon recommendations from the Communications Committee. Currently, there are only ten spaces available on the chapter website, approximately 2.5 inches square in size, at a price of \$200 for twelve months or a special rate of \$350, if the property wishes to advertise on the website and the newsletter. The ads will primarily be an Internet hyperlink to the supplier's website and will consist of a graphic/photo (either in .jpg, .gif, .tif, or photo available for scanning) with the agency's name. Availability of sponsorship will be announced to the supplier membership by email, as sponsorship space becomes available.

Once notified that the supplier has been accepted for sponsorship by the end of October of each calendar year, an invoice will be provided to the supplier by December 31 of the same calendar year. Suppliers must submit payment by January 31 of the next calendar year for the advertisements to appear on the website. Suppliers will also be instructed on whom to contact to get their business logo onto the website.

Newsletter Sponsorship:

On a first-come, first-serve basis, the chapter will offer newsletter sponsorship to its supplier members, pricing and size to be determined by chapter board, based upon recommendations from the Communications Committee. Currently, there are only ten spaces available, approximately four inches wide by three inches tall, at a price of \$200 for one year (four quarterly newsletters).

Once notified that the supplier has been accepted for sponsorship by the end of October of each calendar year, an invoice will be provided to the supplier by December 31 of the same calendar year. Suppliers must submit payment by January 31 of the next calendar year for the advertisements to appear on the website. Suppliers will also be instructed on whom to contact to get their business logo onto the website.

Website Sponsorship Submission Form

On a first-come, first serve basis, MOCAP will offer website sponsorships to its supplier members. Currently, there are only ten spaces available, approximately 2.5 inches square in size, at a price of \$200 for one year or a special rate of \$350 if the property wishes to advertise on the website and the newsletter.

Once notified that the Supplier has been accepted for sponsorship, payments (made to SGMP MOCAP), will be due within 30 days of acceptance. Invoices and receipts will be provided upon request. Individuals expressing an interest in sponsorship, but not returning their sponsorship layout and payment to us within 30 days, will forfeit their opportunity and the sponsorship will go to the first person on a waiting list. Individuals on the waiting list will have first opportunity to purchase sponsorship space at the end of the sponsorship period.

The ads will primarily be an Internet hyperlink to the supplier's website and will consist of a graphic/photo (either in .jpg, .gif, .tif or photo available for scanning).

Please complete the following and include with payment:

Company Name:

Contact Person:

Address/City/State/Zip:

Phone Number:

Email:

Price: \$200 for a full year or \$350 for dual sponsorship in the newsletter and website

All sponsorships will remain the same for a full year. Adjustments may be made due to staffing, organization changes, etc, at the discretion of the Newsletter/Website Editor. No ad will be placed on the website without having first been paid in full. If you have any questions, please contact the current President of MOCAP.

-Checks need to be made payable to SGMP MOCAP

-For Credit Card Payment, complete the following information:

Amount to be charged on card:

Type of Card:

Card Number:

Expiration Date:

Cardholder Signature: _____

Newsletter Sponsorship Submission Form

On a first-come, first serve basis, MOCAP will offer newsletter sponsorships to its supplier members. Currently, there are only ten spaces available, approximately four inches wide and three inches tall, at a price of \$200 for one year or a special rate of \$350 if the property wishes to advertise on the website and the newsletter.

Once notified that the Supplier has been accepted for sponsorship, payments (made to SGMP MOCAP), will be due within 30 days of acceptance. Invoices and receipts will be provided upon request. Individuals expressing an interest in sponsorship, but not returning their sponsorship layout and payment to us within 30 days, will forfeit their opportunity and the sponsorship will go to the first person on a waiting list. Individuals on the waiting list will have first opportunity to purchase sponsorship space at the end of the sponsorship period.

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Contact Person:

Address/City/State/Zip:

Phone Number:

Email:

Price: \$200 for a full year or \$350 for dual sponsorship in the newsletter and website

All sponsorships will remain the same for a full year. Adjustments may be made due to staffing, organization changes, etc, at the discretion of the Newsletter/Website Editor. No ad will be placed on the website without having first been paid in full. If you have any questions, please contact the current President of MOCAP.

-Checks need to be made payable to SGMP MOCAP

-For Credit Card Payment, complete the following information:

Amount to be charged on card:

Type of Card:

Card Number:

Expiration Date:

Cardholder Signature: _____



MO CAP CHAPTER INVOICE
Society of Government Meeting Professionals
Po Box 105255
Jefferson City, MO 65110-5255

INVOICE #2011-01 (Number accordingly)

TO: Name
 Agency Name
 Address
 City, State ZIP

Check one:

_____ Sponsorship slot on MOCAP website \$200.00
(12 months)

OR

_____ Sponsorship slot on MOCAP website \$175.00
(12 months) at special rate for dual
sponsorship



MO CAP CHAPTER INVOICE
Society of Government Meeting Professionals
Po Box 105255
Jefferson City, MO 65110-5255

INVOICE #2011-01 (Number accordingly)

TO: Name
 Agency Name
 Address
 City, State ZIP

Check one:

_____ Sponsorship slot on MOCAP newsletter \$200.00
(12 months)

OR

_____ Sponsorship slot on MOCAP newsletter \$175.00
(12 months) at special rate for dual
sponsorship

**Policies & Procedures Manual
Missouri State Capital Chapter**

NOMINATIONS & ELECTIONS COMMITTEE PROCEDURES	Section: Committees Policy No. C-4
Date: September 10, 2004 Revised: August 2, 2008	Revised: February 4, 2010 Revised: September 23, 2010 Revised: October 12, 2011

Summary:

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

Policy:

Nominations & Elections Committee Criteria:

The criteria for the Nominations & Elections Committee are as follows:

- The Immediate Past President serves as Board Liaison and/or Chair of the Nominations and Elections Committee.
 - 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.
 - The Nominations and Elections committee is empowered to solicit candidates, establish criteria for evaluating candidates, accept, interview, evaluate and reject candidates for the Chapter Board. Candidate criteria and job descriptions of board positions will be sent to interested candidates.
 - The committee is composed of members who volunteered to be on the committee provided they are not seeking a board position in the election.
 - This committee will ensure all national and chapter election policies are followed.
 - The committee will verify professional certifications before a candidate's name will be placed on the ballot.
 - The committee will submit a slate of candidates to the National Board, for approval, before the slate is finalized.
 - The committee will arrange to handle the distribution and counting of ballots in the election.
 - All nominees for office will be notified by telephone and/or in writing of the election results.
- The Nominations & Elections Committee will verify that all nominees are members in good standing and there is a proper ratio of planners and suppliers, with a maximum of four (4) suppliers, according to the National SGMP Bylaws.

Nominations & Qualifications Procedures:

In an election year, the Nominations and Elections Committee chair or designee will announce at a monthly membership meeting the deadline for submission of nominations for office.

Nomination Procedures:

- A member may nominate themselves as a candidate for office.
- A member may nominate another member as a candidate for office, provided they have the permission of that person.
- Retired members may not run for an elected chapter board position

Candidates must:

- Qualify for the office category they are seeking;
- Be a member in good standing (dues are paid and current);
- Be a member in SGMP for at least one (1) year from the time of nomination with no break in service and
- Submit a photo and complete business biography by the deadline imposed to be listed on the ballot.

Voting Procedures:

The Nominations & Elections Committee will prepare a ballot form and an official letter accompanying the ballot, with a list of the candidates and a questionnaire (should elaborate on work experience) about each person. Ballots must be distributed in accordance with the timeline approved by the National Board.

The Nominations & Elections Committee will announce the slate of officers at the March membership meeting.

Ballots will be distributed to all members in good standing, no later than 15 days prior to the voting deadline.

Ballot package includes:

- The ballot
- A list of candidates including their bio and picture, and the office they seek.

Ballots will require the voter's membership number on it, when returned to insure verification.

All ballots are counted by a specified committee member (if possible, chair) and verified on the closing date, by the entire committee. The results of the count will be noted on an official master ballot.

The committee will immediately notify the chapter president of the results of the election.

The committee chair or designee will announce at the April meeting, the results of the election.

The new board will be installed at the June membership meeting.

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Missouri State Capital Chapter**

HOLIDAY EXTRAVAGANZA/ SILENT AUCTION COMMITTEE	Section: Committees Policy No. C-5
Date: September 10, 2004 Revised: March 7, 2006 Revised: August 2, 2008	Revised: August 12, 2009 Revised: February 4, 2010 Revised: September 23, 2010 Revised: October 12, 2011

Summary:

The Missouri State Capital Chapter hosts a holiday extravaganza with silent auction. Money raised from the event is used for educational purposes such as monthly meeting programs and scholarships to the National Educational Conference. The chair of the committee will receive a thumb drive with the past year(s) files. The chair will need to sign a waiver for possession of the thumb drive.

Policy:

A committee made up from the general membership will be formed in July of each year. The committee will be divided into two sub-committees with co-chairperson(s) for each subcommittee, at least one co-chairperson for the Holiday Extravaganza subcommittee and at least one co-chair for the Silent Auction subcommittee. All will work closely with the chosen site on layout of the room and the guarantee for the event.

Holiday Extravaganza co-chairperson responsibilities are as follows:

- Will determine with the board, the criteria for the request for a proposal (RFP).
- Will draft a cover letter and RFP to be sent to all supplier members. The RFP shall be mailed out in compliance with the timeline.
- Only bids from current members in good standing will be considered.
- Ensure all bids are back in compliance with the timeline, to be voted on by the committee.
- Shall call the location awarded bid to confirm dates and location are still available and let them know they were awarded the bid.
- Shall call all of the other bidders, thank them for their bid and let them know another location has been chosen. Thank you letters from the co-chairperson should also follow.
- The location for the event shall be announced at the membership meeting.
- Send thank you letters out after the event, to each sponsor.
- Turn in, within 30 days, all sponsors to the nominations/awards committee for recognition at the June awards meeting.
- Provide the Communications Committee with information and/or articles for the newsletter and website.

Silent Auction Subcommittee co-chairperson will:

- At the site visit of the facility, determine set up arrangements for the Silent Auction room.
- Provide the Communications Committee with information and/or articles for the newsletter and website.
- Ensure preparation and dissemination of Silent Auction donation forms.
- Review list and follow-up on donations.
- Track items donated and value amounts.
- Send thank you letters out after the event, to each sponsor.
- Turn in, within 30 days, all sponsors to the nominations/awards committee for recognition at the June awards meeting.

Responsibilities of the Holiday Extravaganza subcommittee:

- Review and discuss the bids returned. A vote of the committee to determine the location for the event will take place at this time.
- Decide which other SGMP chapters will be invited (St. Louis, Kansas City, Illinois).
- Select, create and distribute via email an invitation.
- Request labels for all invitees.
- Select and order name tags for the event.
- Decide on cost for the event and cutoff date for registration.
- Send out invitations.
- Compile work schedule for registration table, the evening of the event.
- Determine who will receive RSVP's for event.
- Order special name tags.

Responsibilities of the Silent Auction subcommittee:

- Copies of the list of donated items.
- Bid sheets, blank bid sheets and pens to place by each bid sheet.
- Calculator with a tape and an extra tape, notepad, pens, receipt book---chapter treasurer can make some ahead of time and the money bag that zips up, stapler, extension cord.
- The committee will be responsible for finalizing the details and transportation of donated items.

Upon completion of the event, the entire committee will meet to evaluate the event and provide recommendations to the board, for future events.

Holiday Extravaganza Chairperson(s)

Position Description

The Holiday Extravaganza Chairperson(s) is directly, and/or indirectly through delegation, responsible for overseeing the Annual Holiday Extravaganza Event. The following duties and responsibilities fall under this chairperson(s).

GENERAL

Schedule committee meetings:

- Coordinate date and location logistics
- Meeting notifications
- Preparation of agenda
- Meeting Minutes
- Maintain attendance list
- Oversee responsibilities that are distributed among the committee

Obtain Board approval for all committee expenditures.

Maintain:

- List of any contributions of value made to the committee or its operations, to include description and monetary value.
- Complete a newsletter article after event
- Maintain all records on thumb drive for the purpose of keeping accurate records

Work cooperatively with the Silent Auction Committee and Chairperson(s).

RFP/LOCATION & DATE

Draft a cover letter and RFP to be mailed to each member CVB/CVC and to all member properties located within a city with no CVB/CVC member. This RFP should be mailed out according to the chapter timeline. Ensure all bids are back in a timely manner. The chairperson(s) should call a committee meeting for all proposals to be reviewed and voted upon. The chairperson(s) will contact the awarded location to confirm dates and inform them they received the bid. Contact all other bidders to inform them that another location was chosen. Announce the location at the monthly membership meeting.

PLANNING & EXECUTION OF EVENT

- Schedule committee meetings as needed to decide what chapters will be invited (St. Louis, Kansas City Illinois, etc).
- Chose and design invitation to be send via email to all members. Organize nametags for the event.
- Discuss and decide on costs (registration amounts) for the event and cutoff date for the registration.
- Work with members on sponsorships.

PLANNING & EXECUTION OF EVENT, continued

- If there are sponsors, work to get appropriate signage for recognition
- Email invitations.
- Conduct a site visit of the chosen location; if necessary – this should be limited to the chairperson(s), Silent Auction chairperson(s), Holiday Extravaganza Board Liaison(s) and Silent Auction Board Liaison(s).
- Work with location and Silent Auction Chairperson(s) on the layout of the event and room.
- Choose menu (along with the committees input) for the event.
- Collect RSVPs for the event.
- Provide meal guarantees to the location.
- Schedule times for individuals/committee members to work the registration table the night of the event.

EVENT WRAP-UP

- Send out thank you letters after the event to each sponsor via email.
- Submit all sponsors and amounts to the Nominations and Awards Committee for recognition at the June Awards Meeting.
- Keep accurate and detailed records to turn over to new chairperson(s) for the following year's event.
- Write article recap for upcoming newsletter.

Silent Auction Committee Chairperson(s)

Position Description

The Silent Auction Committee Chairperson(s) is directly, and/or indirectly through delegation, responsible for overseeing the successful completion of the following duties and responsibilities.

GENERAL

Schedule committee meetings:

- Coordinate date and location logistics
- Meeting notifications and preparation of agenda
- Maintain attendance list

Obtain Board approval for all committee expenditures.

Provide committee-related articles for MOCAP Gazette, as necessary.

Maintain a committee email distribution list.

Planning & Execution of Event

- Sign agreement provided by Board Liaison to maintain the thumb drive.
- Request silent auction items from general membership and outside sources.
- Send broadcast email reminders and requests.
- Collect all silent auction items prior to event.
- Number all items and make photocopies of certificates (so originals do not get put out on the tables at the auction).
- Provide bid sheets and pens for silent auction, including item description, starting bid and bid increments.
- Assist Holiday Extravaganza Chairperson in determining event site.
- Work with Holiday Extravaganza Chairperson on layout of event at site.
- Schedule individuals/committee members to assist with layout of silent auction the day of the event.
- Schedule individuals/committee members to assist with money collection and distribution of silent auction items immediately following event.
- Committee will be responsible for finalizing the details and transportation of donated items.
- Work with Holiday Extravaganza Chairperson to provide seamless event execution. Bring notepad, pens, stapler and extension cord. Chapter Treasurer can bring the receipt book, money bag and calculator with tape.

EVENT WRAP-UP

- Write thank you notes after event to thank all those donating items for silent auction.
- Within 30 days of event submit all sponsors and amounts to the Nominations and Awards Committee for recognition at the June Awards Meeting.
- Keep accurate and detailed records to turn over to new chairperson(s) for the following year's event on thumb drive.
- Return thumb drive to board liaison.

**Policies & Procedures Manual
Missouri State Capital Chapter**

HOSPITALITY COMMITTEE PROCEDURES	Section: Committees Policy No. C-6
Date: September 10, 2004 Revised: March 7, 2006	Revised: August 2, 2008 Revised: August 12, 2009 Revised: October 12, 2011

Summary:

This section details the various responsibilities at the monthly meetings, as well as assisting other committees. The chair of the committee will receive a thumb drive with the past year(s) files. The chair will need to sign a waiver for possession of the thumb drive.

Policy:

The Hospitality Committee goal is to enhance the current membership. This committee also works directly with the membership committee to help mentor the new and transfer members. This committee will meet at least once a year, to coordinate the duties for each monthly meeting. The committee takes care of the following for each meeting:

- Ensure name tags and baskets are at each meeting.
- Purchase raffle tickets for the 50/50 raffles and ensure that they are brought to each meeting.
- Create or update nametags prior to monthly meeting.
- Distribute and collect nametags at monthly meetings.
- Assign 2 committee members to greet attendees at monthly meetings.
- Sell 50/50 raffle tickets at monthly meetings.

**Policies and Procedures
Missouri State Capital Chapter**

MEMBERSHIP COMMITTEE	Section: Committees Policy No. C-7
Date: September 10, 2004 Revised: March 7, 2006	Revised: February 4, 2010 Revised: September 23, 2010 Revised: October 12, 2011

Summary:

This section covers chapter/national membership categories, dues and processing. The chair of the committee will receive a thumb drive with the past year(s) files. The chair will need to sign a waiver for possession of the thumb drive.

Policy:

Membership Categories:

Government Planner:

Federal, state or local government employees who have the responsibility for the planning and the implementation of any type of meeting, conference or convention as part of their official duties. Employees of private organizations, a majority of whose membership is comprised of government employees, may also qualify as government planners, if they plan and implement meetings as part of their official duties.

Contract Planner:

Individuals, organizations or companies operating under contract to government agencies, and are receiving said payments directly from government agencies, to assist in the planning or implementation of meetings, conferences or conventions are contract planners by this definition. Individuals, organizations or companies that are compensated through retainer or commission from suppliers; i.e., hotels, conference centers, cities, etc., will be considered suppliers. This means that individuals, organizations or companies whose income in the planning and placement of government meetings, conference or conventions is derived from suppliers, are also considered as suppliers.

Supplier:

Companies or individuals who solicit business from and/or who provide facilities and services to government planners outside of direct assistance in the planning and implementation of meetings. Suppliers include hotel representation firms, travel agents, convention bureaus, consulting firms, registration services, airlines, printers, exhibit managers, security services, etc.

Associate Supplier:

Individuals, organizations or companies that are compensated through retainer or commission from suppliers will be considered associate suppliers. This means that individuals, organizations

or companies whose income in the planning or placement of government meetings, conferences or conventions is derived from suppliers are also considered suppliers.

Education/Retired/Student:

Educators, students and retirees who would not otherwise qualify for any other membership category (e.g., a retired government planner who works under contract for planners and suppliers, would have to join as a contract planner or supplier). This is a non-voting category and does not count towards the matching requirement.

Membership Dues:

Membership dues are as specified by national guidelines, according to their membership categories. 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.

Members of SGMP are welcome to attend meetings of any of the chapters. However, only a chapter member can participate in the specific activities of the chapter elections, and be on the mailing list for specific announcements and activities of the chapter. A member can attend up to three meetings a year of another chapter. After the third meeting, they must become a member of that chapter, to continue to attend their meetings.

Non-members may attend their first meeting at no additional fee over and above the chapter fee. Non-members are subject to an additional fee over and above the chapter fee for the second meeting they attend. Upon attendance of the third meeting within a twelve (12) month period of time, the non-member must submit a membership application, following current membership requirements with dues payment. Fees charged are as stated in the Society's Membership Application Form.

Membership Processing:

Forward the original membership application form and payment to the national office. Copies and faxes of the application are not acceptable. Since the individual is a member of the national organization, the original paperwork must be on file at the national headquarters.

All applications and monies to be processed for the month, are to be received at the national SGMP office by the last working day of each month.

The application must be legible. It is recommended that it be typed or printed.

The application must have Missouri State Capital Chapter on it, or it may go into the 'Members at Large' category.

A new member form cover sheet must be completed and accompany all applications.

All new planner members must complete a meeting planner profile sheet, which is included as part of the application and renewal. Applications and renewals will not be processed without the profile sheet being completed.

The application for membership is to be approved by the national office. Membership is not official, until done so. The anniversary month of the membership will be the month it is approved by the national board. Membership will run for one year from that date of approval.

Membership Processing, continued:

Example: local chair receives application in May, but not approved by national until July, anniversary will be July.

Any membership applications that are mailed directly to the national office, will be forwarded to the chapter membership chair without processing. If the prospective member fails to designate a chapter affiliation, SGMP's membership office will call the applicant and encourage the local chapter affiliation.

Membership Chair responsibility for new members:

Each new member is to receive the following after their application is processed:

- Welcome letter
- Current membership listing
- Committee sign-up sheet
- Shirt order form
- Sponsorship opportunities
- Schedule of upcoming meetings/events
- Current newsletter
- New member orientation

All new members are assigned to a mentor.

Transferring Membership:

A transfer form must be completed and signed by the member. The chairperson needs to forward updates to necessary board members.

Membership applications and transfer forms may be found on line at www.sgmp.org.

Membership Renewals:

Members are given 90 days to pay their membership dues. They will receive 3 notices and a drop letter. Membership drops will be listed on the monthly membership report.

Membership chair and/or committee is to call on each member up for renewals, to encourage them to watch for their paperwork from the national office. Membership renewals will also be listed in each chapter newsletter.

The chapter may not pay or subsidize the planner renewal fees.

Chapter/Supplier payment for dues:

Chapters are not allowed to pay dues for members. If a chapter holds an event, where the membership is included in the registration fee for the event, and a check for dues is written by the chapter, this must be indicated on the chapter check, by providing the member's name at the bottom of the check or include a cover letter indicating which membership the check covers. Copies of all checks for conference fees will accompany the chapter check written for membership from conferences.

SGMP will not accept nor condone payment for potential government meeting planners from supplier members.

Membership Drops:

A member, who allows their membership to lapse, will be dropped and if they wish to rejoin, must submit a membership application.

Suppliers who drop their membership must be matched with a new meeting planner match to rejoin.

Any planner member, whose membership lapsed and rejoins the same chapter less than a year after their former anniversary month, cannot be matched with a new supplier application.

A meeting planner whose membership drops, must submit a new application to rejoin. They will receive a new anniversary dates based on national board approval of membership.

Ratio:

The chapter must maintain a 50/50 ration of planner and suppliers. If the chapter falls below the 50/50 ratio and remains there for 3 months, they will not be able to accept supplier membership, until the ratio returns to 50/50 for three consecutive months.

Membership Chairperson(s)

Position Description

The Membership Chairperson(s) is directly, and/or indirectly through delegation, responsible for overseeing the successful completion of the following duties and responsibilities:

SGMP MOCAP MEMBERSHIP COMMITTEE

Schedule committee meetings:

- Coordinate date and location logistics
- Meeting notifications
- Preparation of agenda
- Meeting minutes
- Maintain attendance list

Obtain Board approval for all committee expenditures.

Maintain:

- Membership email distribution list;
- Informational list of articles and/or photos of members who submitted them, for purposes of scholarship and awards;
- List of any contributions of value made to the committee or its operations, to include description and monetary value, and
- Maintain all records on thumb drive for the purpose of keeping proper records.

Activities of the Committee:

- Membership Drive
- Membership Survey
- Newsletter updates on Membership
- Call on Renewals and Drops
- Schedule Supplier Focus Meetings

SGMP MOCAP REPORTS

Ensure that the following reports from the national office are reviewed:

- Chapter Change Report
- Chapter Drop Report
- Membership Retention Report
- Membership Renewals Report
- Membership Transfer Report

**Policies and Procedures Manual
Missouri State Capital Chapter**

SCHOLARSHIP COMMITTEE	Section: Committees Policy No. C-8
Date: September 10, 2004 Revised: March 7, 2006 Revised: August 12, 2009	Revised: February 4, 2010 Revised: September 23, 2010 Revised: October 12, 2011

Summary:

This section describes the chapter’s scholarship and the committee’s responsibilities. The chair of the committee will receive a thumb drive with the past year(s) files. The chair will need to sign a waiver for possession of the thumb drive.

Policy:

Scholarship funds are allocated to eligible planner and supplier members to attend the Society of Government Meeting Professionals’ National Education Conference (NEC). Applicants can apply for partial or full scholarships, which are defined and approved by the board. All MOCAP members are encouraged to apply for a scholarship. The scholarship eligibility time frame is January through December, and allows for the recipients to be notified, announced and travel plans to be made prior to the annual conference.

The board liaison and chairperson has the authority to revise the scholarship application form at any time, with board approval. The committee shall be made up of board members.

The board liaison is responsible for ensuring that all travel arrangements (including flights, hotel reservations and conference registration for all scholarship recipients) are made. If any travel arrangements are made outside of procedures approved by the Board, SGMP will not reimburse and it will be the responsibility of the individual to pay in full.

Duties to Include:

- The board will determine the budgeted amount and category allocations to be used for scholarships for the upcoming annual national conference.
- Applications will be distributed to the entire MOCAP membership.
- Scholarship recipients will be announced at a monthly membership meeting.

Post-Conference:

The recipients shall submit an expense form along with original receipts for any board-approved conference-related expenses to one of the chairmen no later than 30 days after the conference.

Board-approved reimbursable expenses will be made only if expense report and receipts (invoice and/or other documents) are submitted within 30 days of expenditure.

The recipients shall submit a newsletter article on one of the conference educational sessions, no later than 30 days after the conference. All exceptions must be approved by the board and the Scholarship Chairperson.

Post-Conference, continued:

If awarded a scholarship, the recipient agrees to attend all workshops and sponsored functions, as determined by the board, and to represent the chapter in a professional manner at all times. All recipients of the scholarship must submit the CEU certificate equivalent to the amount of educational sessions provided at the National Conference, to the Scholarship Chairperson no later than 90 days following the National Conference and if all the CEUs are not accounted for, the scholarship recipient is responsible for reimbursement of all costs associated with the entire awarded scholarship (hotel, airfare/mileage and conference registration).

If an applicant chooses to drive rather than fly to the conference, mileage will be reimbursed at the Board-approved lowest cost of an airline ticket, based on current State government FY reimbursement rates. Mileage to and from, along with any fuel receipts, should be turned in no later than 30 days after the trip has been taken, on a expense report, to be submitted to the Treasurer. The fuel receipts will serve solely for documentary purposes. Mileage will not be reimbursed for trips to an airport where the MOCAP SGMP member is utilizing an airline ticket paid for by MOCAP SGMP. (See scholarship application, next page.)

Scholarship Committee Chairperson Position Description

The Scholarship Committee Chairperson is directly, and/or indirectly through delegation, responsible for overseeing the successful completion of the following duties and responsibilities.

GENERAL

Schedule committee meetings:

- Coordinate date and location logistics
- Meeting notifications
- Prepare agenda
- Maintain attendance list
- Obtain board approval for all committee expenditures
- Provide scholarship related articles for MOCAP Gazette
- Maintain a committee distribution list

PLANNING & EXECUTION OF EVENT

- Committee chair will sign agreement to maintain thumb drive
- Board will determine the budgeted amount and category allocations to be used for scholarships for the upcoming NEC
- Applications will be distributed to the entire MOCAP membership
- Scholarship recipients will be announced at a monthly membership meeting
- After NEC, the Committee Chair will return the thumb drive to the Board Liaison.

January 3, 2012

Dear SGMP Missouri State Capital Chapter Member:

Attached is the application to apply for the meeting planner scholarship or the supplier scholarship to attend the 30th Annual Society of Government Meeting Professional's National Education Conference May 16-19, 2012 in New Orleans, Louisiana.

Due to budget constraints the scholarship budget for 2012 was greatly reduced. We anticipate awarding a limited number of scholarships for the 2012 national conference. The scholarship will only cover airfare, lodging, and conference registration fee, pending board approval. If an applicant chooses to drive rather than fly to the conference, mileage will be reimbursed at the board-approved lowest cost of an airline ticket. The scholarship will not cover any other travel-related expenses such as mileage to and from the airport, ground transportation, airline baggage fees, airport parking, any meals not provided at the conference or any incidentals at the hotel. Hotel rooms will be booked with two scholarship recipients per room. If an applicant chooses not to stay in a room with another scholarship recipient, that applicant will be responsible for half the cost of the room per night during the conference.

If you are interested in applying for scholarship funds, consider the following qualifications and chapter expectations:

- ❖ Exhibiting suppliers are ineligible for scholarships;
- ❖ Retired MOCAP Chapter members are ineligible for scholarships;
- ❖ Completed scholarship applications (application form and all relevant documents from committee chairs) will be presented to the MOCAP Board for final review and approval. Applications without the necessary documents will be considered incomplete and will not be considered;
- ❖ Applicants must have a minimum of 60 points to apply for the 2012 NEC in New Orleans. For the 2013 NEC in Orlando, FL, the minimum point requirement will be 75 points.
- ❖ Scholarship recipients agree to represent the chapter in a professional manner at all times while attending the conference;
- ❖ Scholarship recipients agree to attend all educational sessions and sponsored functions during the conference, as determined by the board;
- ❖ Scholarship recipients must submit a copy of the CEU certificate equivalent to the amount of educational sessions provided at the national conference to the scholarship chairperson no later than 90 days following the national conference. If all the CEUs are not accounted for, the scholarship recipient is responsible for reimbursement of all costs associated with the entire awarded scholarship (airfare, lodging, conference registration fee, and any other scholarship-related expenses) within 30 days of this realization;

- ❖ Scholarship recipients must submit within 30 days following the conference to the MOCAP Scholarship Chairperson a written article on a conference session that he/she attended and coordinate articles with other scholarship recipients to ensure no duplication of topics. This article is not eligible for scholarship points under number 8 ;
- ❖ Scholarship recipients agree to pay the chapter any and all expenses related to or caused by a cancellation, for any reason, of their trip; payment must be made in full within 30 days of the date the chapter was notified of the cancellation.

Completed applications must be postmarked no later than February 2, 2012. It is the applicant's responsibility to contact the appropriate SGMP committee chair to submit the SGMP Committee Report. The committee chair will complete the report and submit it to the Scholarship Chairperson prior to the application deadline date as long as it is received by the applicant prior to the application deadline date. It is the applicant's responsibility to submit the completed scholarship application prior to the postmarked date listed above or the application will not be considered. Mail completed applications to:

Society of Government Meeting Professionals
Attn: Scholarship Committee
P.O. Box 105255
Jefferson City, MO 65110-5255

Scholarship recipients will be officially announced at the March 8, 2012 monthly membership meeting. If you have any questions, please the Chapter President, Cathy Easton, at 573-526-5814 or at cathy.easton@pr.mo.gov.

**SGMP Chapter Scholarship Application to Attend
National Education Conference
(Base Responses on Activities Jan. 1 – Dec. 31 (year))**

Name _____ Agency/Hotel _____

Address _____ Fax # _____

Wk # _____ Hm # _____

Registration: \$ _____ # of nights/amount: _____ /\$ _____ Airfare: \$ _____
(Registration for suppliers cannot exceed fee for non-exhibiting suppliers)

Amount Requested: Total: \$ _____

1. **Chapter Membership.**
 _____ 1-2 yrs. (3 points)
 _____ Over 2 yrs. (1 point)
2. **CMP, CGMP, and/or CHSP(C) Certification.** _____ Year Certified (10 pts. each)
3. **Monthly Meeting Attendance.** 2 points per meeting attended. If all were attended an extra 5 points will be awarded. Must be verified by appropriate board member's signature.
 _____ Number of meetings attended (list months)
4. **Monthly Meeting Speaker or Panel Member.** (10 points per engagement) (Include copies of agenda/program and/or recap from the newsletter article.)
 _____ Month(s)/Date(s)
 _____ Topic(s)
5. **Staffed Monthly Registration Table.** (4 points per month)
 _____ Number of months served (list months) (Applicant must get committee chair to complete committee report.)
6. **Committee Involvement.** List committees of which you are a contributing and active member. (Up to 5 points per committee; 10 points if chair/co-chair). Applicant must get committee chair(s) to complete committee member report.
7. **New Members Brought In.** List new members' name(s). Your name must appear as

sponsor on membership application. (8 points per new member - Membership Committee Chair exempt) (Verified by membership chair's signature.)

8. **Chapter Newsletter Contribution.** Written articles. List title and include copy. (5 points per article)

_____ Number of articles written.

9. **National Conference Attendance** (1 point per year; maximum of 3 points)
_____ (Years attended – list dates & locations)

10. **National Involvement.** Articles published in Advantage magazine; presenter at National conference; volunteered at National conference; member of National committee. (10 points each) (copies of articles; agenda/program of National Conference; verification by National for volunteering and/or committee verification)

_____ List all.

11. **Support of Chapter.** Describe other ways you support the Chapter and participate in Chapter activities (fundraising, community involvement projects, mentoring, etc.) (10 points maximum)

12. **Chapter Tradeshow or Regional conference previous year.**

_____ Attended (5 points)

13. **Other.** Describe any other contributions to SGMP during the past year that are not included above. (Use a separate page if necessary) (maximum of 15 points)

14. Are you receiving funds from any other source? No Partial, please explain

15. I certify that the above statements are true and that my supervisor approves time away from work to attend the conference. If I am awarded a scholarship, I agree to attend all conference sessions and events (subject to verification), and I will write an article about the conference for the chapter newsletter.

Scholarship Applicant Signature

Date

SGMP Committee Member Report
_____ Chapter

Member's Name: _____

Committee: _____

Please rate this member's participation in committee activities.

1	2	3	4	5
Not very active				Very active

What kind of scholarship do you think this member deserves?

Full	Partial	Registration fee only
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List specific activities that this member has performed.

Committee Chair's Signature: _____

**Policies & Procedures Manual
Missouri State Capital Chapter**

CHARITY EVENT COMMITTEE	Section: Committees Policy C-9
Date: September 10, 2004 Revised: August 2, 2008	Revised: August 12, 2009 Revised: February 4, 2010

Summary:

This section describes the procedures for the charity event. The chair of the committee will receive a thumb drive with the past year(s) files. The chair will need to sign a waiver for possession of the thumb drive.

Policy:

- The Charity Committee gathers ideas for charity of choice.
- The Charity Committee compiles the ideas and submits choices at a membership committee meeting, for one main charity to be chosen.
- After charity is chosen, the committee will determine what type of event(s) will be held to raise funds. According to the budget approved by the board, a specified dollar amount will be retained by the chapter, as a possible funding source,
- Procedures to be determined based on fundraising event.

**Policies & Procedures Manual
Missouri State Capital Chapter**

JOINT MEETING PLANNERS TRADE SHOW COMMITTEE	Section: Committees Policy No. C-10
Date: September 10, 2004 Revised: March 7, 2006	Revised: August 12, 2009 Revised: February 4, 2010 Revised: October 12, 2011

Summary:

This section covers the Joint Meeting Planner Tradeshow held each year in conjunction with Missouri Travel Council and Missouri Society of Association Executives.

Policy:

The board liaison will be determined each year at the annual board retreat. The members of this committee will consist of the President and the board liaison.

SGMP, MSAE and MTC will coordinate their efforts at the planning meetings. These planning meetings will be attended by the board liaison and/or the President.

The SGMP meeting planners are invited to the event. The board will decide each year, if the planners will pay their own registration fees or if SGMP will pay for their fees.

After the planning committee meets, the SGMP Trade Show committee (president and board liaison) will meet to assign duties for the event.

If a planner RSVPs to attend the show and the chapter pays for their registration, the chapter will bill all no-shows for the registration fee.

**Policies & Procedures Manual
Missouri State Capital Chapter**

PROGRAMS COMMITTEE	Section: Committees Policy No. C-11
Date: September 10, 2004 Revised: October 8, 2005 Revised: August 12, 2009	Revised: February 4, 2010 Revised: September 23, 2010 Revised: October 12, 2011

Summary:

This policy covers the chapter’s monthly educational programs and the committee’s responsibilities. The chair of the committee will receive a thumb drive with the past year(s) files. The chair will need to sign a waiver for possession of the thumb drive.

Policy:

The board will ensure that national office policies and procedures are followed.

The committee will determine locations after the board has determined the meeting dates. Meetings will not be scheduled at a location more than one (1) hour drive from Jefferson City with the exception of the Holiday Extravaganza. The committee is responsible for all planning aspects of the program, including speaker and arrangements. Committee duties include:

- RSVP’s
- Agendas
- Complete evaluations and supply to board members
- Send out monthly membership announcements
- Collect and tabulate evaluations.

Meeting evaluation must be summarized and presented to the president within five days after the meeting.

All guests attending MOCAP SGMP functions must have a professional, business relationship relating to SGMP and any of its members. Non-professional guests, including family members and regardless of age, are not permitted to attend MOCAP SGMP functions.

Meetings are held the second Thursday of the month, unless unforeseen circumstances arise.

Policy for host(s) and sponsor(s) (members and non-members) attending meeting:

- The host of a meeting will receive one member lunch complimentary unless the member is a Super Saver. If the member is a Super Saver, the host will then receive one guest lunch complimentary.
- The sponsor of a meeting will receive one member lunch and one (1) guest lunch complimentary unless the sponsor member is a Super Saver. If the sponsor is a Super Saver, the sponsor will then receive two (2) guest lunches complimentary.

Policy, continued:

- If the host and sponsor are the same, the member and 2 guests will receive a complimentary lunch unless they are a Super Saver. If the host/sponsor combination is a Super Saver, they would receive a total of three (3) guest lunches complimentary.
- Any of the above will be a maximum of three (3) complimentary guests.

General:

Schedule committee meetings:

- Coordinate date and location logistics
- Meeting notifications
- Preparation of agenda
- Maintain attendance list

Obtain board approval for all committee expenditures.

Maintain:

- List of any contributions of value made to the committee or its operations, to include description and monetary value.

Print monthly meeting agendas and evaluation sheets for each meeting.

Locations, Menus and Guarantees:

Ensure that the location is secure for each monthly meeting. Responsible for choosing the menu within SGMP's budgeted meal price per person, providing guarantees to the facility, corresponding with the hotel/facility on any other necessary needs; i.e., AV, etc.

Program:

Schedule all educational programs for each monthly membership meeting. This will entail scheduling the presenter(s)/program for their (no more than) 55 minute presentations. Get all necessary information from the presenter(s), such as; the bio, AV needs, etc. Any AV information /needs will need to be communicated to the hotel/facility. Save a seat at a front luncheon table for the presenter(s), introduce the presenter(s), and present the speaker(s) with a speaker gift at the end of the meeting. SGMP will supply the speaker gifts.

Sponsorships:

Schedule all sponsorships for each monthly membership meeting. This will include; but not limited to, promotional table items, centerpieces and planner & supplier giveaways. Responsible for tracking all donations, sponsors, etc. Work with the Honors & Awards Committee for sponsorship amounts, etc., when necessary.

Evaluations:

Print evaluation sheets prior to each monthly membership meeting and at the meeting place at each place setting along with the meeting agenda. After the meeting, collect all completed evaluations. Complete evaluation summary and forward to all board membership prior to the end of the month which the evaluations were collected.

No-Shows:

All members who RSVP (including Super Savers) for the monthly membership meeting, but do not attend, will be charged a no-show fee and invoiced for the no-show amount. Members who cancel without a 3-day notification will also be charged a no-show fee and invoiced for the no-show amount.

Any member who receives an invoice for a no-show fee and does not pay it within a 30-day period, will be considered a member not in good standing with SGMP.

**Policies & Procedures Manual
Missouri State Capital Chapter**

RECORDS RETENTION	Section: General Policy G-1
Date: September 10, 2004 Revised: August 2, 2008	Revised: August 12, 2009

Summary:

This policy covers the responsibility of our chapter's record retention. This process and schedule covers records kept by the national organization, committees and chapters.

Policy:

The board will ensure that national office policies and procedures are followed.

Committee chairs will keep information on thumb drives and will be passed to next chair. An external hard drive will be purchased for backup of the thumb drives. Procedures will be determined by the board.

Policies & Procedures Manual Missouri State Capital Chapter

FINANCES	Section: General Policy No. G-2
Date: September 10, 2004 Revised: June 24, 2006 Revised: August 2, 2008	Revised: August 12, 2009 Revised: September 23, 2010 Revised: October 12, 2011

Summary:

This policy covers the responsibility of our chapter's financial guidelines.

Policy:

Returned checks will be assessed a \$25 fee plus the amount of the check.

Late RSVPs, Late Cancellations, No Shows, Walk-ins (any one who is not pre-registered) will be assessed an additional \$20.00 fee, in addition to the registration fee.

The following fee schedule will be implemented:

Planners - \$5

Suppliers - \$25

First time attendance – Complimentary – for Planners, Retired Planners, and Student Members (With the exception of late RSVP/cancellation or no show fees.)

Second time attendance in a 12-month period:

Non-member Planner - \$25

Non-member Supplier - \$35

Third time attendance in a 12-month period will be expected to bring a membership application and pay the applicable fee.

A nominal charge of \$5 will be assessed for: Retired Planners, Retired Suppliers and Student Members.

Super Saver – for a cost savings to the members, suppliers will be charged for 8 meetings and the planner will be charged for 9 meetings. This will be paid in January and will be based on a calendar year. The months not being charged for are July tradeshow and the Holiday Extravaganza. For suppliers, super saver will apply to all meetings except for the Joint Meeting Planner Tradeshow, Supplier Appreciation Meeting, Holiday Extravaganza and one complimentary meeting. For planners, super saver applies to all meetings except for the Joint Meeting Planner Tradeshow, Holiday Extravaganza, and one complimentary meeting.

Policy, continued:

Since the chapter has a financial obligation associated with planner attendance, individual planner members will be held accountable for their late RSVPs/cancellations or no show fees, which will be the amount of the meal, plus fee. All RSVPs or cancellations should be done by email, prior to the deadline listed on the announcement, as written documentation, to the person indicated on the meeting announcement

Board approved reimbursable expenses will be made only if expense report and receipts (invoice and/or other documents) are submitted within 30 days of expenditure.

Mileage reimbursement for board members will be reimbursed either by the current State government FY reimbursement rates (not exceed the lowest cost of a flight, or a person driving a personal vehicle) or a flat fee determined by the board. Mileage to and from, and with any fuel receipts to should be turned in up to 30 days, after the trip has been taken, on a expense report, to be submitted to the Treasurer. The fuel receipts will serve solely for documentary purposes, only.

Mile reimbursement applies for travel to the yearly board retreat and any other training conference required by National SGMP. Mileage will not be reimbursed for trips to an airport where the MOCAP SGMP member is utilizing an airline ticket paid for by MOCAP SGMP.