

## **SMEI Policy Document**

### **Policy #1: SMEI Travel Expense Reimbursement Policy for Chapter Leaders**

All Travel Expenses must be submitted on an authorized SMEI Expense Form. Please check with SMEI administration to verify that your travel is an authorized expense prior to booking. SMEI will not be responsible for reimbursing travel expense for unauthorized trips. An expense report must be completed within 30 days. If an expense report is not submitted within 30 days of the last day of travel, SMEI will not reimburse for expenses.

Expense reports must include all appropriate details (reason for trip, destination, etc.)

Original receipts must be provided for all expenditures.

Lodging is usually arranged by SMEI staff, and reimbursement will apply only to the approved lodging accommodations.

Rental vehicles, and other ground transportation are not reimbursed.

Meal expenses are not reimbursed.

Flight arrangement must be for lowest discounted coach fare and be made at least 30 days in advance of your departure, unless late notification of function does not reasonably allow.

If you use your personal vehicle to travel to an SMEI approved event, you will be reimbursed at \$.485 per mile. Personal use of vehicle is to be pre-authorized and is not reimbursable for in-town (local) travel. The total actual transportation costs reimbursed by SMEI shall not exceed the cost of round trip air coach, where available on routes involved.

Family travel expenses are the responsibility of the member.

### **Policy #2: SMEI Board of Director's Travel**

SMEI does not reimburse members of the Board of Directors for travel expenses or meeting registration fees.

### **Policy #3: SMEI Chapter Leader Travel Expense Reimbursement for Annual Conference**

**Chapters in formation or with less than the minimum paid 25 members.**

The prevailing annual budget will dictate the funding available and will be subject to approval by the SMEI Finance committee.

**Chapters which have achieved and maintain the minimum paid 25 members.**

The prevailing annual budget will dictate the funding available and will be subject to approval by the SMEI Finance Committee.

**Additional SMEI Travel Expense Coverage**

Chapters may raise sponsorship revenue and make a request that it be allocated to cover SMEI Annual Conference travel expenses not covered in the existing budget. Requests will be subject to approval of the SMEI Finance Committee.

**Approved Event Travel Expense Form**

SMEI HQ will issue an approved event travel expense form for each applicable event. This form must be used to submit requests for reimbursement. Requests not submitted within 30 days of the last day of the event will not be reimbursed.

## **Policy #4: Chapter Catering & Venue Expense Policy**

**Event Venues**

Chapter leaders will be responsible for assisting SMEI staff in locating a venue that will provide billing on a direct account basis with SMEI head office; For smaller events, chapters will locate a private room in a restaurant where members will pay their own check; registrations will be required online, members and non-members would be charged a fee for registration and would be responsible for paying their own guest check at the event. SMEI will not contract with venues which require a credit card for guarantee or form of payment. Should a venue require credit card payment, an SMEI member may provide their card and submit an approved expense form and receipt for reimbursement from SMEI.

SMEI staff will be responsible for providing the caterer with the final guarantee for meal service.

SMEI will authorize one or two chapter leaders to be the local liaison with the venue/caterer and these authorized individuals will be responsible for ensuring the catering/service is provided according to the banquet event order and signing off the event catering bill at the conclusion of the event service if required.

**Event Expense Reimbursement**

Incidental expenses paid out of pocket by members for chapter events may be reimbursed using the approved SMEI Chapter Event Expense form. Event expenses approved in the budget may be submitted for reimbursement. Event expenses that have not been approved in the budget must be approved in advance of the transaction. Chapter Event expense forms must be submitted with detailed receipts attached within 30 days of the event in order to qualify for reimbursement. Credit card receipts are not considered valid as receipts.

**Speaker Remuneration**

SMEI does not pay speakers who present at regularly scheduled chapter events. Speakers for special workshops can be paid, and this is done on a revenue share basis which can take into account registration fees and the speaker's onsite book, audio and video sales. Chapters wishing to get funding for workshop speakers must prepare a business plan, marketing plan and budget for the workshop and submit it along with the proposed speaker contract for approval by the SMEI board of directors. In some cases, a presenter works with SMEI on a regular chapter event, followed by a workshop on the same or consecutive days. Typically the planning and approval process needs to be completed a minimum of 4 months in advance of the event. Proposals submitted less than 90 days before an event date will not be considered.

### **Policy #5: Chapter Event Registration**

Chapters will use the SMEI approved online registration system for all events. Chapters will designate one volunteer chapter leader to be responsible for onsite registration at each event. The designated individual will be responsible for verifying and admitting preregistered members and guests and collecting the applicable payment for members and guests who have not preregistered. The designated individual will use the approved onsite registration form supplied by SMEI and will only accept the forms of payment indicated on the registration form. The onsite registration attendant is not authorized to change the registration fees as established and approved by SMEI. The registration forms and registration report submitted on an approved SMEI registration report form must be submitted to SMEI within 3 business days following the event. Failure to provide the registration forms and report to SMEI by the due date may result in a chapter losing their good-standing status.

Chapters may provide a complimentary registration to the speaker for the event at which they speak. No other complimentary registrations are permitted for events that have a registration fee without prior authorization from SMEI, or when formally included in a budget and marketing plan that is approved in advance. Members and volunteer chapter leaders are not permitted to attend events for which there is a registration fee without paying the applicable fee.

### **Policy #6: Vendor Contracts**

Volunteer leaders and members at large are not authorized to enter into contractual relationships with vendors or other 3<sup>rd</sup> parties on behalf of SMEI. All vendor contracts and agreements with vendors and other 3<sup>rd</sup> parties must be executed by SMEI administrative staff.

### **Policy #7: Chapter Budget**

Chapters shall submit an annual budget using the approved budget template to the SMEI President by May 30 each year for the next fiscal year (July 1 – June 30). The SMEI President shall submit the chapter budget to the SMEI Treasurer for approval. When approved, the budget shall be incorporated into the master SMEI Budget. Chapters who do not have an approved budget will not have access to discretionary funds and will not qualify for the annual leadership conference expense reimbursement.

## **Policy #8: Chapter Discretionary Funds**

Chapters may budget annually for discretionary funds. Discretionary funds can be raised through membership dues (over and above the base dues amount set by SMEI annually) and through sponsorship revenue. Chapters in startup mode that have not met the minimum number of paid members or chapters whose membership numbers have dropped below the minimum number of paid members shall have access to 50% of their discretionary funds. Discretionary funds will be available after meeting the following conditions:

1. Budget is approved by the SMEI Treasurer
2. Budget includes allocation for chapter leadership travel expenses for a minimum of the chapter chair for annual conference in the subsequent year
3. Chapter is not operating at a deficit and any deficit from previous years has been repaid
4. All monthly event reports have been submitted on time.

Discretionary funds may be used for:

1. Food & Beverage for an open house for members and guests
2. Allocation towards SMEI's annual leadership conference for additional chapter leaders, and based on SMEI's policy for reimbursable expenses and SMEI Finance Committee approval

## **Policy #9: Chapter Executive Director**

Chapters may elect to fill the role of Executive Director, based on the job description for Chapter Executive Directors approved by SMEI. The Executive Director shall be contracted directly with SMEI and their compensation must be included in the chapter's approved budget. Membership incentives will be allocated from membership dues over and above the base SMEI dues. The chapter may submit a short list of candidates to SMEI. The final selection of the individual will be made by SMEI. The Executive Director will not be a voting member of the chapter leadership team. Compensation shall be as follows:

1. Monthly Honorarium \$100
2. Incentive for a new paid membership \$50
3. Incentive for renewing paid members \$25

## **Policy #10: Qualification of SMEI Speakers**

It is important for the reputation and credibility of SMEI programs that speakers are carefully selected. Speakers will be selected based on the following criteria:

1. Knowledge of the subject matter
2. Speaker agrees that their presentation will be vendor neutral
3. Selection of speaker(s) is made by SMEI Chapter committee decision, not by an individual
4. Speaker(s) agree to provide a signed release agreement authorizing use of their publicity photo

Volunteer leaders of the chapter may not be presenters for their own chapter. They may, however act as a panel moderator or announcer at a chapter event.

## **Policy #11: Conduct of Meetings and Recording of Proceedings**

All SMEI governance meetings, including board, chapter and committee meetings will be conducted using Roberts Rules of Order. An agenda for the meeting will be distributed in advance by the meeting chairperson. A secretary will record the minutes of the meeting using a meeting minutes' template approved by SMEI. The minutes will be distributed to all stakeholders within 5 business days of the conclusion of the meeting by posting in the applicable intranet folder provided by SMEI.