

Standard Operating Procedures Manual



Arizona Society Of Certified Public Managers[®], Inc.

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**ARIZONA SOCIETY OF CERTIFIED PUBLIC MANAGERS[®], INC.
STANDARD OPERATING PROCEDURES MANUAL**

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SUBJECT: INTRODUCTION

Purpose of this Manual: This Manual contains the *Standard Operating Procedures* (SOP) that are applicable to the operation of the Arizona Society of Certified Public Managers[®], Inc. (ASCPM) and its members, and is based on the manual of the American Academy of Certified Public Managers[®] (AACPM). It shall serve the membership by providing criteria, guidelines, and procedures necessary to carry out the Society's programs and operations, in support of those established by the AACPM. This is a dynamic document that should reflect continued changes and improvements in the organization. Its objective is to be as complete as necessary to provide members with the basic information to perform the functions of the Society, yet not so rigid that the organization becomes stagnant and unable to change.

Revisions: It will be the responsibility of an SOP Committee, as established by the President on an as-needed basis, to maintain the Standard Operating Procedures Manual. This shall include all changes to the policies and procedures resulting from AACPM Board or House of Delegates meetings, changes to the AACPM Constitution and Bylaws, and/or changes to the ASCPM Bylaws and Rules of Procedure. It is the responsibility of ASCPM committee chairpersons to notify the Board in writing of recommended changes to the committee procedures outlined in this manual. The ad-hoc SOP Committee will review proposed changes to ensure that they are consistent with the applicable Bylaws and Rules of Procedure, and prepare the proposed Standard Operating Procedures Manual updates for Board review and approval. Revisions shall be adopted by a majority vote of the Board.

Distribution: The Board of Directors shall reprint and redistribute the manual as directed by the Board. Distribution shall include ASCPM Board Members and others as directed by the Board. Physical distribution of this Manual can be done electronically, digitally, or by printed copy.

Procedures not addressed: Any questions of parliamentary procedures not covered in this Manual should be determined in accordance with the latest edition of *Roberts Rules of Order, Newly Revised*.

SUBJECT: PRIVACY POLICY

The Arizona Society of Certified Public Managers[®], Inc (ASCPM) hereby adopts the following Privacy Policy:

Recognition of a Member's Expectation of Privacy: ASCPM understands and respects the privacy expectations of our members and accepts our obligation to keep your information secure and confidential. We assure you that we will never sell membership information to any organization for any reason, including the sale of address labels for marketing purposes, conferences, or other events. ASCPM will continue to maintain standards to ensure that member information is private and secure at all times.

Member Information: Member information means personal information that we collect about you such as name address (home and/or work), employer, phone number (home and/or work), fax number, email address(es), year of certification, Society offices held, and professional fields of work.

Collection, Use, and Disclosure of Member Information: ASCPM will collect, retain and use information about our members only when there is a legitimate business reason. ASCPM will allow general access to member information only so far as is allowed under policies adopted by the American Academy of Certified Public Managers[®] (AACPM) House of Delegates. ASCPM will allow complete access to member information to sitting Board members for legitimate business purposes. The Membership Chair, as keeper of member information, will be the only Board member allowed to change member information in our files. All Board members agree to respect member confidentiality and privacy.

We will not disclose your personal information that has been collected by the Society to anyone outside the AACPM and its member Societies unless we have received proper authorization from you or we are required to do so by judicial process, regulatory authority (subpoena, request by regulator, etc.), or due process procedures.

Information We Collect and How We Obtain It: We collect, retain, and use personal information about our members from various sources. For example, the Society may collect:

- Information provided to us on Society membership applications, lists, and forms;
- Information pertaining to your relationship with local Societies of the Academy;
- Information provided to us directly from the member, such as when applying for committee assignments, society or national elections; and

- Information collected from you or your supporting organization when registering for local, regional, or national professional development conferences.

Protection of Member Information: ASCPM has established procedures to ensure that all member information is accurate, current and complete. We pledge to respond in a timely manner to requests to correct inaccurate information. Members should recognize that the main source of the information we receive is from the Society members. The members themselves play a vital role in the maintaining of correct information at both the local and national level. It is important for you to contact the Society regarding incorrect information or changes in personal contact information.

ASCPM maintains appropriate security standards and procedures regarding access to member information as required by prudent business practices.

Online Privacy: ASCPM does not collect any personal information from those who visit our website (www.ascpm.org). While there is some information that is collected while you are visiting our website, this information does not identify you personally. Our web site host will collect the following information:

- The type of browser and operating system used to access the site;
- The date and time you access the site; and
- The pages you visit.

This information is used to help make the site more useful to those who use it. Our site DOES NOT place “cookies” on your PC; there is no record or tracking of IP addresses from which our site is accessed.

If you link to another site, you are no longer on the Society website and are subject to the privacy policy of the new site.

Your Right to Opt-Out: By joining the Arizona Society and the Academy, you implicitly agree to allow personal information, as submitted by you and contained in the Society and Academy membership databases, to be used only by the Arizona Society, the Academy and its member Societies for organization specific purposes.

You have the right to tell us not to print/list your personal information in our public Membership Directory in whatever form it takes, printed and/or electronic. To do so, you must “opt-out” of having this information published by indicating such on your local Society application form. If you opt-out, your information will not be available to other affiliated professional or business organizations for which the Academy’s House of Delegates has determined there is a legitimate business purpose for making that information available.

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DATE: 11/01/04

REPLACES:

Changes in Our Privacy Policy: The Society will periodically review this policy and reserves the right to amend it. No amendment will affect our commitment to keep your information secure and we will notify you of changes before they become effective.

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REPLACES: 11/01/04

SUBJECT: DEFINITIONS

The following terms and definitions shall apply in all matters pertaining to the Society:

AACPM or Academy: American Academy of Certified Public Managers[®], Inc.

ASCPM or Society: Arizona Society of Certified Public Managers[®], Inc.

Board of Directors: The Seven members of the Society elected to office: President, Vice President, Secretary, Treasurer, and three (3) Members-at-Large. Only Regular or Retiree Members in good standing may be elected to the Board of Directors.

CPM: Certified Public Manager[®]

Delegate: A Regular Member of the Society in good standing selected to represent the Society at the AACPM House of Delegates. Delegates serve for one year.

In Good Standing: "In good standing" means that all Society and Academy dues for the current year have been remitted.

Member: Any person in any membership classification (Regular, Associate, Ex-Officio, Honorary or Retiree) in good standing.

Officers: Individuals serving a term on the Board of Directors, listed above.

Society: An organization chartered by the AACPM, composed of Certified Public Managers[®] and/or categories of members so designated by the Society.

Society Year or Membership Year or Fiscal Year: A calendar year.

Term of Service: The seven (7) members of the Board of Directors are elected to two year terms on a staggered basis, with three (3) positions elected in odd numbered calendar years, and four (4) positions elected in even numbered calendar years. The Board, at their first regularly scheduled meeting following the annual elections, selects officers and standing committee chairs for the year. Officers, committee chairs and committee members serve from January 1 to December 31 of the year for which they were elected/appointed.

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DATE: 12/10/09

REPLACES: 11/01/04

SUBJECT: STATEMENT OF PURPOSE

The purpose of the Arizona Society of Certified Public Managers[®], Inc. shall be as follows:

- To unite Certified Public Managers[®] in a professional organization that promotes networking and continual growth;
- To encourage the acceptance of public management as a profession established upon an underlying body of knowledge;
- To promote high professional, educational, and ethical standards in public management practices;
- To improve communication, cooperation, and coordination among public entities;
- To foster leadership through example and innovation;
- To facilitate positive changes which enhance the delivery of public services.

SUBJECT: VISION, MISSION, AND GOALS

Our Vision. The vision of an organization states its destination. For the Society, it is:

“By 2013, the Arizona Society of Certified Public Managers[®] is viewed as the preferred professional organization for public sector managers in Arizona.”

Our Mission Statement. The mission statement provides a road map to reach the vision. For the Society, it is:

The Arizona Society of Certified Public Managers[®], Inc. provides a forum for its membership to enhance their management and leadership skills through education and networking opportunities to effect excellence in public service.

Our Goals. The overarching goals of the Society are as follows:

- To unite public managers through professional affiliation;
- To provide ongoing education and networking opportunities for ASCPM members statewide;
- To promote ASCPM as the ideal professional organization for public sector managers;
- To expand and enhance membership; and
- To enhance communication among ASCPM membership, its Board, and the AACPM.

Our Tagline. The tagline is a statement or saying that provides an instant look at what the organization stands for. For the Society it is:

“Fostering a High Standard of Leadership, Professionalism and Ethics in Public Service”

STANDARD OPERATING PROCEDURES

SUBJECT: CODE OF ETHICS

Purpose: Members of the Society must maintain a high standard of conduct in order to appropriately serve the public. The standard of conduct set forth in this Code of Ethics provides basic principles for the exercise of public managerial responsibilities. By acceptance, members assume an obligation to the Society and Academy and agree to comply with their Bylaws.

The **Code of Ethics** states that members shall:

- Perform their professional duties with honesty and fairness;
- Contribute to the advancement of the dignity and integrity of the public management profession;
- Respect the sensitivity of information obtained in the course of their professional activities and not disclose any information that is deemed confidential;
- Uphold the rights of others in all of their personal and professional activities;
- Use neither their positions with the Society, Academy nor their public employment to secure privileges or advantages for themselves or others;
- Neither offer, give, nor accept any payment or gift to influence, or appear to influence, the judgment of public officials or the exercise of their public responsibilities;
- Seek to maintain the highest degree of professionalism;
- Maintain and advance their knowledge of the public management field and contribute to the growth of the profession;
- Work to raise the standards of excellence of the profession and to facilitate professional development of all practitioners.

Proposal of Revisions: The Bylaws & Ethics Committee shall be responsible for submitting proposed changes or amendments to the Code of Ethics.

Approval of Revisions: The Code of Ethics may be amended by a majority vote of the membership casting a valid vote at a duly called election of the Society in accordance with the provisions set forth in this manual.

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DATE: 12/10/09

REPLACES: 11/01/04

SUBJECT: BYLAWS AND RULES OF PROCEDURE

Purpose: There exists a Bylaws and Rules of Procedure for the Arizona Society of Certified Public Managers[®], Inc. consistent with the Statement of Purpose. The latest version is dated November 2009 and is incorporated into these SOPs by reference.

Proposal of Amendments: Any proposed amendments must first be submitted to a Bylaws and Ethics Committee as established by the Board of Directors, then must be filed with the Society Secretary at least one month prior to the election at which the amendments are to be considered by the membership. The Secretary shall give at least 10 days notice of the substance of proposed amendments to the Board of Directors and to all members in good standing.

Approval of Amendments: The Bylaws and Rules of Procedure may be amended by a majority vote of the membership casting valid votes at a duly called election. An amendment is effective upon adjournment of the election at which it is adopted, unless otherwise stated. Upon adoption of an amendment to the Bylaws and Rules of Procedure, the Secretary may correct punctuation, grammar or numbering where appropriate, so long as the correction does not alter the meaning of the amendment.

SUBJECT: STRATEGIC PLAN

Purpose: A strategic plan is an important foundation for all organizational planning and budgeting activities. The primary purpose of a strategic plan is to focus the organization's attention upon the things that must be accomplished to achieve its mission. It begins with high-level goals or the organization's highest priorities and leads to the formulation of long and short-range objectives. Objectives are operational in nature. The Society's Strategic Plan is designed to be the working document for the Board. It should include the goals that the ASCPM Board wishes the Society to achieve during their tenure; evolve to reflect the priorities of each successive Board; and be updated as goals and objectives are achieved.

Plan Development: The Society Board should update the Operational Plan portion of the Strategic Plan at the beginning of each year. The Strategic Plan itself will be reviewed and changed as appropriate no less than biannually.

Components: The components of a strategic plan should be developed in the following order to enable the establishment of objectives that are consistent with the organization's intended purpose or mission:

- Vision Statement - The Society's philosophy and destination.
- Mission Statement - A road map to reach the vision. It identifies the broad purpose of the organization and answers the question, "Why does the ASCPM exist?"
- Goals - High level, overarching goals or priorities formulated to attain the mission.
- Objectives - A series of progressive steps established to achieve the Society's goals, including objectives accomplished in the previous year, and the Operational Plan to add specificity as to "how" the objectives will be attained. Objectives should be SMART (specific, measurable, achievable, responsible and time certain). Objectives not reached can be carried forward to the next plan year. Types of objectives to include are:

Short term - activities that can be completed within the current fiscal year.

Mid-term – activities that require more than one but less than three years.

Long term - activities that require more than three but less than five years.

Plan Distribution: Once the ASCPM Board has updated the plan to reflect its goals, it should be distributed to each Board Member, and others as deemed appropriate.

Annual Call for Issues: Each year, the Society President will solicit input on issues from the membership. The Call for Issues will serve as both the initiation of new ideas and the "Evaluation and Feedback" phase for performance on existing issues. Using this process, the Society will remain up-to-date on those issues of current importance to the members. A list of pressing issues and strategies will result from this process, and will be updated each year thereafter.

Input received will be compiled and reviewed in terms of the entire Strategic Plan, culminating in a report to the membership. This communication will provide important checks and balances in the overall process and should ensure that the annual Operational Plan is in line with the goals and directives spelled out in the Strategic Plan.

Annual Review of Issues: Annually, the Board of Directors will review the activities performed to satisfy strategic planning initiatives during the previous year. This will be done for accountability and will compare the previous year's projected activities to the activities that were actually completed. Previous accountings will be updated.

Biannual Update of Strategic Plan: Biannually, in even numbered years, the Board of Directors will review the strategic plan along with the annually solicited input in an attempt to focus on those issues presenting the most immediate concern to the Society and its members. Each new issue will be measured against existing issues, resulting in a prioritized listing which will represent the Society's most pressing issues and the Action Plan to address those issues.

This prioritized list of recommendations will then become part of the biannual update of the Strategic Plan. The Board will review the recommendations along with related information to determine if the issues are currently adequately addressed within the ASCPM budget and Strategic Plan. These reviews may result in adjustment or introduction of goals and directives which define and guide the ASCPM for the upcoming year and years to come, as appropriate. The ASCPM Board will take into consideration current personnel and budget availability, as well as other uncontrollable outside factors affecting ASCPM, such as the status of volunteerism.

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REPLACES: 11/01/04

SUBJECT: FINANCIAL POLICIES AND PROCEDURES

Fiscal Year: The Society fiscal year is established as a calendar year.

Corporate Registration: The Society was incorporated on June 18, 1987 in the state of Arizona. Its corporation charter number is 318030 0004. Between January 1 and April 15 of each year, the Society pays an annual fee for its corporate registration. The registered agent for the corporation, who under Arizona law is required to be an Arizona resident, prepares the annual registration form and provides it to the Treasurer for payment to the Arizona Corporation Commission.

Federal Identification Number: The ASCPM Federal Identification is #74-2515515.

Tax Status: The Society is tax-exempt under Section 501(c)(6) of the Internal Revenue Service Code. A tax return is required to be filed annually to maintain exempt status.

Bank Accounts: All monies shall be deposited into federally insured accounts with financial institutions recommended by the Treasurer and approved by the Board of Directors. The Board shall decide upon an investment strategy for ASCPM funds and will empower the Treasurer to implement that strategy. Each year, upon a change in the Society Board, it is the Treasurer's responsibility to secure new signature authorization cards from the bank. The signature cards are to be signed by the President and Treasurer.

Deposit of Funds: To provide better financial control over funds received, all deposits will be made into the checking account. Funds in excess of current needs will then be transferred into savings, investments, etc. to maximize interest income.

Financial Records: The financial records of the Society are the responsibility of the Treasurer. The records are maintained on a cash basis in that revenue and expenses are recognized in the year in which they occur.

Financial Reports: Financial statements are issued monthly to the members of the Board. Monthly the Treasurer will prepare cumulative statements for the year-to-date as follows: Statement of Financial Position, Statement of Activities (income and expenses), and a Statement of Cash Flows. The Treasurer shall distribute the statements at the Board meeting in the month immediately following the month of record.

Budget Report: The Treasurer, in consultation with Board members and Committee Chairs, shall develop a proposed annual budget for each fiscal year, and shall prepare a written report for approval at the annual meeting.

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Audits: The books shall be audited annually, no later than March 30 of the following year, by an Audit Committee appointed by the Board of Directors. The audit report shall be presented to the Board for acceptance.

Fiduciary Responsibility: All Board members, and those others who are empowered in their various roles, positions, and committees to encumber and commit Society funds to fulfill their various responsibilities, have a fiduciary responsibility to act in the best interest of the Society when making decisions that affect Society funds. This includes issues such as working within an approved budget, communicating with the Board, and “best value” purchasing.

Budget Overruns/Adjustments: The budget as approved by the Board during its Annual Elections Meeting is a working document outlining a plan for the receipt and expenditures of funds months before the actual budget term begins. The Board is responsible for remaining within the “spirit” of the approved budget but also has the authority to approve line item overruns and make other adjustments as needed during the course of the budget cycle. All changes to the budget will be fully documented in the minutes of Board meetings.

SUBJECT: PURCHASE AND CONTROL OF SOCIETY PROPERTY

Purpose: From time to time, it may become necessary and beneficial for the Society to purchase tangible, personal property of significant value for the purpose of conducting its business. Once acquired, the property will be placed in the possession of a Board-approved person(s) who will use the property in an appropriate manner for the benefit of the Society and its members. The relationship thus created between the Society and these person(s) will be a gratuitous bailment, the specific terms of which will be specified by contract.

Ownership: Any property acquired under this Procedure will be deemed to be personal property regardless of the manner in which it may be attached, installed, or otherwise joined to any other property. The Society shall be deemed to have retained the title to the property at all times and the bailee (person[s] having/using the property) shall be deemed to have lawful possession upon (a) receipt of property and (b) completion of a contract.

Contract: The contract shall be executed by the ASCPM Treasurer, representing the bailor, and by the bailee. The contract will specify at least the following:

- Description of Item
- Bailee name and physical location of Item
- Purpose of Bailment
- Term of possession
- Statement of care and use
- Statement of Maintenance and repair
- Statement of inspection
- Return provisions

Inventory of Assets: An inventory of all assets shall be conducted by the Treasurer annually prior to the final meeting of the Board of Directors, and shall be reported to the Board as part of the Treasurer's Report. Information on the location and condition of each asset shall be a part of the report. The Board shall determine the disposition of any asset(s) deemed impaired, obsolete, damaged, or otherwise unusable.

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REPLACES:

SUBJECT: BAILMENT CONTRACT

The following bailment contract is created between the Arizona Society of Certified Public Managers[®], Inc. [ASCPM] (the "Bailor"), current address of record is at P.O. Box 33744, Phoenix, AZ 85067-3744, and _____ (the "Bailee"), current address of record at _____.

Property: The property covered under this contract will be _____, purchased {insert date here} with Society check # {check #}. Software License Agreement/Equipment Model and Serial Numbers are as follows: Model #: _____; Serial #: _____. Bailee will advise Bailor of the physical location of the property and also advise Bailor within three (3) days of any changes in location of the property.

Purpose: (Example - It has been determined that the ability to mass-produce CDs containing various documents pertaining to ASCPM activities and structure for distribution among the membership is beneficial to the organization. Bailee has volunteered to compile/create/update master discs, which will be copied using this equipment.) The Board of Directors has approved both the purchase and proposed use of this equipment and has accepted the Bailee as the custodian thereof.

Term: The term of this contract will begin on {insert date here} and end on {insert date here}. Term will be renewed on an annual basis thereafter upon agreement by both parties. It is the responsibility of the ASCPM Board to initiate the renewal request.

Care and Use: The Bailee agrees to use reasonable care in the operation of the aforementioned property only in the manner for which it was designed, adhering to the operating conditions and procedures recommended by the manufacturer.

Maintenance: If necessary and appropriate, the Bailee agrees to perform any periodic maintenance required of this equipment, provided it is within the expertise of the Bailee to do so, to maintain the equipment in good operating condition. The Bailee is responsible for notifying the ASCPM Board if his ability to follow recommended maintenance procedures is restricted.

If necessary and appropriate, the Bailee agrees to promptly notify the ASCPM Board of any repairs needed on this equipment. Bailee will be expected to provide estimated repair costs, if possible. The Board will make the decision on repair – or other disposition - prior to the Bailee taking any action.

Inspection: The Bailor, or Bailor's Agent, reserves the right to inspect the aforementioned property at any time with reasonable notice given to the Bailee.

Return: Upon completion of the term of this contract, the _____ will be returned to the Bailor in a manner and/or at a time and place agreed upon by both parties but no later than thirty (30) days after the end of this contract. Bailor will be responsible for expenses associated with this return. It is expected that the Bailee will return _____ to the Bailor in good repair and operating condition, excluding reasonable wear and tear, unless Bailor had been notified otherwise.

Loss/Damage: The Bailee is expected to protect _____ from foreseeable hazards and damage. In the event that _____ is lost or damaged beyond repair due to circumstances outside of the Bailee's control, Bailor assumes responsibility for incurring that loss. Should there be evidence that the Bailee acted in a careless and callous manner with regard to protecting _____, Bailee agrees to replace with an exact or similar piece. Any insurance purchased to cover the loss/damage to this equipment will be the responsibility of the Bailor.

Notice: Bailee is expected to use the most expeditious manner in contacting Bailor when circumstances warrant.

Termination: This contract can be terminated by either party with thirty-day (30) notice, by certified mail.

This contract is set forth and accepted by the parties on this _____ day of _____, 20____.

Accepted for ASCPM, Inc.:

Accepted for Bailee:

Signature

Signature

Name Printed

Name Printed

SUBJECT: TRAVEL & EXPENSE REIMBURSEMENT

Travel: These guidelines apply to all Board members and any other person traveling on official Society business. In all cases, the traveler is responsible for obtaining an economical and efficient means of travel.

- A) All persons are to first seek travel assistance from their respective employers.
- B) Board members requiring reimbursement for routine travel (i.e., travel to and from Society meetings) shall seek prior oral approval from the Society President. Written approval from the President is required for non-routine Board travel.
- C) For all Society-sponsored travel by any other person, a written request should be submitted to the President for authorization to incur travel expenses.
- D) In determining the most efficient and economical means of travel, travel time and transportation costs should be considered. Generally, the following modes of transportation are considered to be the most cost-efficient :
 - Commercial air transportation at coach. Business or super saver rates. Travelers electing to fly first class will only be reimbursed for coach or super saver rates, unless otherwise agreed to by the President
 - Taxi or airport limousine service to/from hotel and other minimal vicinity travel
 - Rental cars for extensive vicinity travel or when taxi or limousine service is not practical or available
 - Private automobile when both efficient and cost-effective. The traveler will be reimbursed for approved mileage at a rate using the current General Services Administration (GSA) guidelines. These can be found at <http://www.gsa.gov> and then look for MIE (meals and incidental expenses).
- E) The traveler is responsible for all travel arrangements and initial ticket purchases from personal resources. Cash advances may be available under certain circumstances. Requests for advances should be submitted to the President.
- F) The Board may approve other expenses that are in the best interest of the Society.

Meals: The maximum meal allowance available to the traveler is reimbursed using the current GSA guidelines (see item D4 above for web site to find guidelines).

Lodging: A traveler will be reimbursed for the actual expenses for lodging. Amount shall not exceed the event site rate, if applicable, or the standard rack rate for a single room. Actual expenses for lodging shall be substantiated by paid receipts.

Incidental travel expenses: Incidental expenses for the purpose of conducting official business while on travel status will be reimbursed when supported by paid receipts. The President will first approve expenses claimed without receipts.

Conference or convention registration fees: Any person requiring reimbursement for conference or convention expenses shall have prior approval by the Board. Original paid receipts should be forwarded to the Treasurer for payment.

Other reimbursable expenses: Reimbursement of expenses such as postage, printing, supplies, etc., requires justification and prior approval from the President or Treasurer.

Reimbursement of Expenses: Requests for reimbursements should be forwarded to the Treasurer on the official expense reimbursement form with original paid receipts. An example of the form is included in Section 8.10, however, the actual copy used should be obtained from the Treasurer at the time of the reimbursement request to ensure up to date reimbursement rate information is included.

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SUBJECT: TRAVEL & EXPENSE REIMBURSEMENT

ASCPM EXPENSE REIMBURSEMENT FORM

ARIZONA SOCIETY OF CERTIFIED PUBLIC MANAGERS®, INC.
P.O. Box 33744
PHOENIX, ARIZONA 85067-3744

DATE	TRANSPORTATION	MEALS	HOTEL	OTHER, INCIDENTALS	REMARKS
		Breakfast			
		Lunch			
		Dinner			
		Breakfast			
		Lunch			
		Dinner			
		Breakfast			
		Lunch			
		Dinner			
		Breakfast			
		Lunch			
		Dinner			
		Breakfast			
		Lunch			
		Dinner			
		Breakfast			
		Lunch			
		Dinner			
TOTALS					Grand Total

Form revised 03/19/02

I certify that this reimbursement claim is true and accurate.

Signature: _____
Typed or Printed Name:

THE STANDARD OPERATING PROCEDURE GOVERNS ALL TRAVEL AND OTHER REIMBURSEMENTS BY ASCPM. Columns are for dollar amounts only except the date column which is a date file and the remarks column which is a text file. Columns automatically sum to give totals at the bottom and the bottom row sums to give grand total at the right. Even dollars can be entered without a decimal. Fractions of dollars require a decimal. Receipts must accompany all items claimed except private car mileage, small tolls, taxi fare, subway travel, and meals. Meals included in Registration Fee cannot be claimed separately as meal expenses. For travel requiring written authorization per the SOP, the authorization must accompany the claim for reimbursement.

SUBJECT: RESPONSIBILITIES, AUTHORITIES OF THE BOARD OF DIRECTORS

The officers (i.e., Board of Directors or Board) of the Society shall be the President, Vice-President, Secretary, Treasurer, and three Members-at-Large. All officers shall be Regular or Retiree members of the Society. The Immediate Past President shall be a non-voting member of the Board, and shall be invited to all Board functions and shall be available as an advisor to the Board.

Powers and Functions: The Board shall be responsible for making the Society and its activities useful to its members in their professional work. Between regularly called meetings of the membership, the Board of Directors may perform the functions that the membership itself might perform. Specific duties for each office are enumerated in Sections 9.10 through 9.60 of this manual.

Meetings of the Board: The Board of Directors shall meet at least semi-annually during the calendar year. Special meetings of the Board may be called by the President, or at the request of at least three Board members. Four members of the Board constitute a quorum.

Terms of Office: All Board Members shall serve for two years, beginning January 1 and ending December 31 of the same year. Three Board members are elected in odd numbered years; and four are elected in even numbered years.

Appointment of an officer: All Board Members shall be elected at-large by vote of the Society membership from a slate of nominees presented by the Elections Committee. Election to Officer positions shall be conducted by the Board members at the first regularly scheduled meeting of the new year.

Vacancy of office: In the event of the absence, death or resignation of:

- President: The Board of Directors shall elect a new President from among their membership to fill the office for the unexpired term.
- Any other Officer: The President shall appoint an eligible member to fill the office for the unexpired term.

Eligibility: Service in an office for an unexpired term does not make that officer ineligible for nomination or election to any office.

Removal of an officer: An officer may be discharged for misconduct or neglect of duty in office. The procedure for determining removal of an officer is as follows:

- A) A charge of improper conduct or neglect of duty is made;

- B) A confidential investigation is made by the Bylaws & Ethics Committee of all allegations against the officer;
- C) If the Committee finds substance to the allegations, a resolution is prepared preferring specific charges. In the event the Committee finds no validity to the allegations, a resolution is likewise prepared exonerating the member;
- D) The Committee provides written notification to the accused of all charges and provides for the presentment of the resolution of charges and rebuttal by the accused before a closed meeting of the Society's Board of Directors;
- E) The Board of Directors shall decide, by majority vote, upon both the question of guilt and the penalty to be imposed;
- F) The decision of the Board of Directors shall be final.

SUBJECT: DUTIES & RESPONSIBILITIES OF THE PRESIDENT

The President shall be the chief executive officer of the Society and shall be responsible for the management of its operation. The President shall supervise the administration of the Society, including the implementation of policies adopted by the Board of Directors and the committees of the Society.

The President shall preside at the meetings of the Society and the Board of Directors. The President is further responsible for working with the Vice-President in the formation of new Chapters and in developing their affiliation with the Society, appointing committees, and monitoring and directing Society activities to ensure objectives are being met.

More specifically, these duties include, but are not limited to:

- A) Act as the primary liaison between the Society and the Academy;
- B) Appoint standing and special committee chairs as needed. All appointments are subject to the approval of a majority of the officers;
- C) Be a member ex-officio, without vote, on all committees;
- D) Cause to be sent to each member of the Board of Directors the agenda for all Society meetings at least 2 days prior to the meeting;
- E) Determine the location of the Board meetings, with majority approval of the Board;
- F) Coordinate activities of issues and motions including bringing an issue forward, accepting motions/seconds, summarizing discussion, conducting the vote, and delegating any subsequent tasks;
- G) Authorize Treasurer to disburse funds under Board guidelines in accordance with the approved budget. The President shall be an authorized signatory for Society checks;
- H) Arrange and meet annually with the Arizona CPM Program Director and CPM Program Coordinator to determine joint program/Society activity opportunities, including participation in the annual CPM Program graduation and any others determined to be mutually beneficial;
- I) Request reports from Committee Chairs for each Board of Directors meeting;
- J) Keep the Vice-President informed of all Society activities;

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- K) Prepare the Society annual report for submission to the Academy as requested by the Academy Secretary;
- L) Subject to the direction of the incoming President, be responsible for the completion of unfinished business through January 31 following their term of office; and
- M) Deliver to the incoming President, all files, papers and other property belonging to the Society immediately upon retiring from office.

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SUBJECT: LIST OF PAST SOCIETY PRESIDENTS

The following is a history of the Past Presidents of the Society.

1989	Van Fulgum
1990	John Smalling
1991	Maude Shingler
1992	Maude Shingler
1993	John Smalling
1994	John Smalling
1995	Laura Dillingham
1996	Jeffrey A. Kramer
1997	Jeffrey A. Kramer
1998	Lawrence "Al" Ramsey
1999	Lawrence "Al" Ramsey
2000	Gregory D. Hyland
2001	Gregory D. Hyland
2002	Jose De La Torre
2003	Gregory D. Hyland
2004	Gregory D. Hyland
2005	Margo Dorrrough / Gregory D. Hyland
2006	Wilma L. Himel / Larry Gordon
2007	Michael Veucasovic
2008	Jeffrey A. Kramer
2009	Jeffrey A. Kramer
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SUBJECT: DUTIES & RESPONSIBILITIES OF THE VICE-PRESIDENT

The Vice-President shall be an aide to the President, shall perform the duties, temporarily, of the President in the absence or disability of the President; and shall perform other duties as directed by the President.

More specifically, these duties include, but are not limited to:

- A) Serves as Chair of the Mentoring and the Bylaws & Ethics Committees;
- B) Serve as liaison to standing and special committees; serve as ex-officio member without vote on all committees of which they are not specifically a member.
- C) Serves as the primary point of contact for potential new Chapters; and
- D) Deliver to the incoming Vice-President all files, papers and other property belonging to the Society immediately upon retiring from office.

SUBJECT: DUTIES & RESPONSIBILITIES OF THE SECRETARY

The Secretary shall record the minutes of all meetings of the Board of Directors; serve as custodian of the Bylaws and Rules of Procedure, Standard Operating Procedures, Strategic Plan, records and files of the Society; initiate contact with the Board and Chapter Presidents as required; and perform other duties as directed by the President.

More specifically, these duties include, but are not limited to:

- A) Maintain all files, both permanent and year-specific;
- B) Record minutes of all business meetings (Board of Directors, Membership, special meetings, etc.);
- C) Submit draft minutes to Board within 7 days; edit requested changes; provide final copy at next Board meeting for approval;
- D) Request reports on prior year activities from Chapter Presidents for annual meeting;
- E) Incorporate approved changes into official Bylaws and Rules of Procedure, and Standard Operating Procedures; distribute as directed by the Board; and
- F) Deliver to incoming Secretary all files, papers, and other property belonging to the Society immediately upon retiring from office.

SUBJECT: DUTIES & RESPONSIBILITIES OF THE TREASURER

The Treasurer shall assume responsibility for the financial affairs of the Society and act as Chief Financial Officer. As such, the Treasurer shall make recommendations concerning the Society's financial affairs to the President; and perform other duties as directed by the President.

More specifically, these duties include, but are not limited to:

- A) Exercise control over all monies belonging to the Society;
- B) Keep complete and accurate account of all revenues and expenditures, which shall be subject at all times to examination by the Board of Directors;
- C) Distribute written Treasurer's reports at all meetings of the Society and the Board of Directors;
- D) Maintain the official membership database;
- E) Chair the Finance Committee and lead development of the Society's annual proposed budget and accompanying report for presentation at the Annual meeting;
- F) Implement the budget as approved by the Board of Directors and keep the President apprised of potential budgetary overruns;
- G) Disburse funds only upon the receipt of original invoices, approved invoice copies, and properly executed vouchers;
- H) Transmit membership dues payment and official membership roster to the Academy no later than March 30 of the membership year. Repeat quarterly as needed; and
- I) Deliver to the incoming Treasurer all files, papers and other property belonging to the Society immediately upon retiring from office.

SUBJECT: DUTIES & RESPONSIBILITIES OF THE MEMBERS-AT-LARGE

The Members-at-Large shall perform duties as assigned by the President with concurrence of the majority of the Board. More specifically these duties and responsibilities are discussed below for each Board Member at-Large, and include but are not limited to:

Programs & Publicity Member-at-Large

The Programs & Publicity Member-at-Large shall be responsible for the following:

- A) Chair the Newsletter and Web Page Committees;
- B) Arrange the membership meetings including securing a speaker, securing a location, notifying the membership at least 10 days prior to the meeting, and taking reservations/RSVP's as necessary;
- C) Arrange other programs and activities as directed by the President and the Board of Directors;
- D) Prepare and distribute press releases as appropriate to highlight Society activities;
- E) Oversee the Society Awards program, including the application, evaluation and acquisition of the awards each year for presentation; and
- F) Deliver to the incoming Programs & Publicity Member-at-Large all files, papers and other property belonging to the Society immediately upon retiring from office.

Education & Scholarship Member-at-Large

The Education and Scholarship Member-at-Large shall be responsible for the following:

- A) Chair the Scholarship and Conference Committees;
- B) Arrange and participate in an annual planning meeting with the Arizona CPM Program Director and CPM Program Coordinator to determine what joint educational opportunities, scholarships, or other opportunities may be available between the Society and the Program;
- C) Chair the Society Conference Committee. Coordinate the planning and execution of an annual Arizona Public Management Conference, including location, program, registration and marketing activities; and

- D) Deliver to the incoming Education & Scholarship Member-at-Large all files, papers and other property belonging to the Society immediately upon retiring from office.

Membership & Benefits Member-at-Large

The Membership and Benefits Member-at-Large shall be responsible for the following:

- A) Chair the Membership and Member Benefits Committees;
- B) Develop membership recruitment strategies and materials;
- C) Arrange and participate in an annual planning meeting with the Arizona CPM Program Director and CPM Program Coordinator to determine what membership recruitment opportunities may be available between the Society and the Program;
- D) Pursue strategic partnership arrangements and opportunities to develop and expand benefits available to the Society's membership;
- E) Maintain the membership database, and distribute the Society's Membership Directory each year to members and for posting to the web site;
- F) Issue invoices for membership renewals no later than November 1 of the calendar year; and
- G) Deliver to the incoming Membership & Benefits Member-at-Large all files, papers and other property belonging to the Society immediately upon retiring from office.

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SUBJECT: DUTIES & RESPONSIBILITIES OF THE IMMEDIATE PAST-PRESIDENT

The Immediate Past-President shall be an ex-officio member of the Board of Directors, and shall serve in an advisory role. In addition, the Immediate Past-President shall perform other duties as directed by the President.

More specifically, these duties include, but are not limited to:

- A) Act as chair of the Past-President's Committee if said committee is called into duty by the President.
- B) Provide guidance and advice to the President and Board members as requested.

SUBJECT: RESPONSIBILITIES, AUTHORITIES OF SOCIETY DELEGATES

The House of Delegates is the governing body of the American Academy. It governs the Academy with all powers necessary to perform this function. It may adopt rules consistent with the Academy Constitution and Bylaws. It is the judge of the Academy election and of the qualifications of its members.

Members: The House of Delegates is composed of up to three (3) delegates from each Society; the Academy Board of Directors; and the four preceding Academy Past Presidents. The Society's Delegates shall be Regular members in good standing and shall be selected by the Society Board of Directors. A Delegate elected to the Academy Board of Directors ceases to be a Society Delegate at the beginning of their term as an Academy officer. In such event, the Society Board shall appoint a replacement Delegate to complete the unexpired term.

Term and Certification of Delegates: The term of service as a Society Delegate shall be for one year, shall begin at the beginning of the annual AACPM Conference in the year in which the member was certified, and shall end at the start of the next annual AACPM Conference the following year. The President of the Society shall certify to the Academy Board of Directors the names and addresses of its delegates prior to the start of the meeting of the House of Delegates, when requested by the Academy Board. After the House of Delegates meeting and if necessary, for example as might be the case with a change in officers or a retirement, the Society may amend the names of its delegates.

Meetings: The House of Delegates meets during the annual meeting of the Academy and at such other times and places as the Academy may prescribe.

Duties: Society Delegates are expected to have reviewed materials sent them, especially that provided prior to the Annual Meeting, and to be prepared to discuss and vote on those issues brought before the House. At the Annual Meeting, Delegates need to report promptly for roll call and sign in and conduct themselves in accordance with parliamentary procedures, especially that pertaining to recognition by the Chair prior to speaking.

Voting: Each Society Delegate to the House of Delegates is entitled to one vote in person on all questions brought before duly called meetings of the Academy, by e-mail vote when such action is deemed appropriate by the Academy Board, or by mail for the election of a President-Elect should that office become vacant (Academy SOP Section 9.00). Although each Society Delegate is expected to vote their own vote, the Delegates should caucus prior to the House of Delegates meeting while at the annual meeting to discuss key issues and their impact and importance to the Arizona Society and its members.

SUBJECT: LIST OF PAST SOCIETY DELEGATES TO THE ACADEMY

The following is a history of the Past Society Delegates to the AACPM House of Delegates.

1989	John McMurdie
1990	Annette Berger, Maude Shingler
1991	<i>-Records Not Available-</i>
1992	John Smalling, Valerie Trill, Maude Shingler
1993	John Smalling
1994	John Smalling
1995	Laura Dillingham, Stephanie Gallegos, Patricia Trueblood
1996	Jeffrey A. Kramer, Lawrence "Al" Ramsey
1997	Jeffrey A. Kramer, Lawrence "Al" Ramsey
1998	Jeffrey A. Kramer, Lawrence "Al" Ramsey, Michael Veucasovic
1999	Jeffrey A. Kramer, Lawrence "Al" Ramsey, Larry Gordon
2000	Jeffrey A. Kramer, Larry Gordon, Gregory D. Hyland
2001	Larry Gordon, Marilyn Stewart, Jose De La Torre
2002	Larry Gordon, Gregory D. Hyland, Michael Veucasovic
2003	Larry Gordon, Gregory D. Hyland, Michael Veucasovic
2004	Larry Gordon, Gregory D. Hyland, Marilyn Medearis
2005	Jeffrey A. Kramer, Cynthia Mercurio, Michelle Lowman
2006	Hazel Best-Shaw, Martha Rozen, Michael Veucasovic
2007	Hazel Best-Shaw, Kay Eldridge, Michael Veucasovic
2008	Jeffrey A. Kramer, Kay Eldridge, Michael Veucasovic
2009	Jeffrey A. Kramer, Larry Gordon, Holly Granillo
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2026	

SUBJECT: RESPONSIBILITIES, AUTHORITIES OF COMMITTEES

Several committees are specifically referred to in the Bylaws and Rules of Procedure. Those listed and the purposes for each are:

- A) **Programs & Publicity.** The Programs & Publicity Committee is responsible for the general membership meetings including securing a speaker, securing a location, notifying the membership at least 10 days prior to the meeting, and taking reservations/RSVP's as necessary; producing materials to submit to the Academy Newsletter; coordination with the Society web site hosting vendor to keep the site updated; administering the Society awards program; preparing and distributing press releases as appropriate to highlight Society activities; and arranging other programs and activities as directed by the President and the Board of Directors.
- B) **Education & Scholarship.** The Education & Scholarship Committee is responsible for coordinating the planning and execution of an annual Arizona Public Management Conference, including location, program, registration and marketing activities; for arranging and participating in an annual planning meeting with the Arizona CPM Program Director and CPM Program Coordinator to determine what joint educational opportunities may be available between the Society and the Program; and to annually solicit applications for and award a scholarship(s) in conjunction with CPM Program if mutually agreed between the two organizations to do so.
- C) **Membership & Benefits.** The Membership & Benefits Committee is responsible for pursuing strategic partnership arrangements and opportunities to develop and expand benefits available to the Society's membership; to develop membership recruitment and retention strategies; and for arranging and participating in an annual planning meeting with the Arizona CPM Program Director and CPM Program Coordinator to determine what membership recruitment opportunities may be available between the Society and the Program.

Bylaws-empowered committees: The Programs & Publicity, Education & Scholarship, and Membership & Benefit Committees are specifically authorized by the Society Bylaws to independently perform their functions and duties and to inform the Board of their decision(s). The Board has no authority over the committees' decisions.

Ad-hoc committees: Special or ad-hoc committees shall be established by the Board of Directors as deemed necessary to undertake specific projects or assignments and dissolved upon completion of the project or assignment.

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REPLACES: 11/01/04

Reporting Requirements: Committee Chairs for the Program & Publicity, Education & Scholarship, and Membership & Benefit Committees are required to report on their committee activities monthly during the year at each Board of Directors meeting. Ad-hoc and special committee chairs shall report on their committee activities twice during the year – once for the President to prepare the Society Annual Report for the AACPM House of Delegates and once for the year end meeting of the Society. The Board has established a reporting format for committee reports, which is included as section 11.05 of this SOP. Requests for committee reports will be made in such a manner as to allow both adequate time for their preparation and for the Board to review them prior to the meeting for which the report was requested.

SUBJECT: DUTIES & RESPONSIBILITIES OF THE ELECTIONS COMMITTEE

Purpose: This is an empowered committee selected annually by the Board of Directors to conduct Society nominations and elections. The committee shall be composed of three Society Members who are not members of the Board of Directors.

Committee Members: The committee members shall be nominated by the President and approved by the Board.

Committee Chairperson: The committee members shall select a Chair from among their membership.

Nominations/Election process and timetable: The following schedule is recommended:

NOMINATIONS

4 months prior to elections Committee Chairperson provides President and Committee Members with nomination guidelines, duties & responsibilities of each office, and nomination submission deadline. President notifies membership of election opportunity with responses directed to the Committee Chair.

2 months prior to elections Committee Chairperson receives completed nominations. Committee reviews and compiles nominations. Committee may solicit additional nominations in an effort to have at least one (1) more candidate than positions open. Committee ensures that all nominees agree to serve and are members in good standing.

ELECTION

4 weeks prior to elections Committee prepares official ballot. Actual deadline for proxy voting to be included on ballots. Committee Chairperson distributes official ballots to members. Distribution includes one ballot to each member in good standing. Ballots may be distributed by mail, e-mail or electronic survey method.

1 day prior to elections Committee Chairperson receives proxy ballots by mail by midnight one day prior to the convening of the date at which the duly scheduled elections are to be certified.

Election day Ballots are cast by each member at the time called for by the President of the Society. Committee members collect and count all ballots. The number of candidates equal to the number of openings on the Board receiving the highest number of votes will be declared winners.

Election results are announced by the Society President or Elections Committee Chairperson.

- 1 year later** The Secretary shall retain all ballots for one year and destroy them at the conclusion of the next election.

Criteria for nomination: Any member of the Society may nominate a Regular Member in good standing of the Society for office. Self-nominations are acceptable.

Procedures/Guidelines: In addition to the timetable of events, the following shall apply:

- A) Nominations must be complete before acceptance by Elections Committee.
- B) In addition to the submission deadline, the name, mailing address, telephone and FAX numbers and email address of the Chairperson of the Elections Committee (who is the recipient of completed nominations) shall be included with the opening of nominations announcement.
- C) Nominations must be received by the date specified in the opening of nominations announcement. Nominations received after this date will not be considered.
- D) The Elections Committee may solicit nominations for Board members if less candidates than the number of positions open are submitted.
- E) One vote per Member. Members may submit ballots in person, by mail or by electronic balloting.
- F) The number of candidates equal to the number of openings on the Board receiving the highest number of votes will be declared the winners.

Nomination requirements:

- A) Nominee's name, address, telephone, email address, and FAX number.
- B) Nominator's name, address, telephone, email address, and FAX number (if not a self-nomination).
- C) One-half page biography in which nominee outlines those skills or experience that they believe best prepares them to serve on the Board of Directors.

Election ballot attachments: Besides the actual ballot itself, a brief biography (approximately 1/2 page) of each candidate (see item c above) shall be included.

SUBJECT: DUTIES AND RESPONSIBILITIES OF THE BYLAWS & ETHICS COMMITTEE

Purpose: This committee shall be responsible for proposing changes or amendments to the Bylaws and Rules of Procedure of the Society and the Code of Ethics, as well as receiving and investigating charges of misconduct brought against a Board member.

Committee members: The committee shall consist of the Vice President and two (2) or more members nominated by the Vice President and approved by the Board. Each member shall serve a one-year term.

Committee chair: The Vice President shall chair the committee.

Bylaws Proposals: The committee shall receive all proposed Bylaws revisions as proposed by any legitimate source: Board of Directors, Committee recommendations, general membership, etc. The committee will review all proposed revisions for their effect on the Society and present their recommendations to the Board of Directors by the deadline specified by the Board. The Board shall cause the recommendations to be presented to the Society membership for approval in accordance with the provisions of the Bylaws and Rules of Procedure.

Investigations: The committee shall receive all allegations of misconduct or neglect of duty brought against a Board Member. A confidential investigation of the charges brought forth will proceed with due diligence as outlined in SOP 9.00. Committee members will name an Investigation Chair and propose an alternate member to the Board for approval if the accused officer is the Vice-President. The Committee should consult with the current President (or Vice-President, if the President is the accused) if funding is needed to carry out the investigation.

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REPLACES: 11/01/04

SUBJECT: DUTIES AND RESPONSIBILITIES OF THE FINANCE COMMITTEE

Purpose: This committee shall prepare the Society's annual budget for review, modification if necessary, and adoption at the year end meeting of the Society. This committee shall also be responsible for the audit of the Society's financial records and for compliance with any approved recommendations.

Committee members: The committee shall consist of the Treasurer, and two (2) or more members nominated by the Treasurer and approved by the Board.

Committee chair: The Treasurer shall chair the committee.

Annual Budget: This Committee shall develop an annual proposed budget and prepare a written report. The budget and report shall be presented for approval at the annual meeting of the Society.

Annual Audit: This Committee shall be responsible to ensure the completion of an annual audit of the Society's finances. The Audit Committee may perform the audit itself, through the appointment of an ad-hoc audit committee, or solicit the contribution of an outside auditor. The Finance Committee will present the audit findings and recommendations to the Society Board. Presentation of the audit report, and any remedial proposals in response to the findings and recommendations, will be a part of this committee's report to the Board.

Accounting Standards: This committee shall be responsible for monitoring compliance with the known and accepted standards of accounting principles and practices. It is suggested that the annual audit be conducted by individuals who are familiar with current acceptable practices for non-profit organizations.

SUBJECT: DUTIES AND RESPONSIBILITIES OF THE PROGRAMS & PUBLICITY COMMITTEE

Purpose: This committee is responsible for providing the program for Society luncheon business meetings, providing Society contributions to the AACPM newsletter; coordinating with the web hosting vendor to keep the Society website updated; providing publicity items related to the Society; and other duties as assigned by the President.

Committee chair: The committee chair shall be one of the At-Large Board Members.

Committee members: The committee shall be nominated by the Chair and approved by the Board.

Sub-Committees: Sub-committees may be formed by the Chair, as approved by the Board of Directors, to deliver the different components of the committee's responsibilities.

Prior Approval: Publication material must be reviewed and approved by the Program & Publicity Committee prior to its distribution to the membership, AACPM newsletter, web hosting vendor, media outlets or other intended recipients.

PROGRAM

Committee Responsibilities: The committee is responsible for planning and executing the regular Society business meeting/luncheon. The committee will be responsible for the following (this list is not to be considered as all-inclusive):

- A) Arrange for a luncheon location
- B) Arrange for speaker, prepare and mail invitation letter
- C) Prepare and distribute invitation to the luncheon
- D) Record RSVP's to get accurate meal count
- E) Confirm arrangements with location based on RSVP's
- F) Prepare an agenda for the meeting (to include at a minimum)
 - President's welcome and announcements
 - Treasurer's report
 - Membership report
 - Introduction of Speaker
 - Speaker/Program
 - Any other topics as directed by the Board
- G) Prepare or have prepared a thank you certificate or other gift for the speaker
- H) Introduce speaker and present thank you gift upon conclusion of presentation
- I) Prepare and mail thank you letter to speaker after event

AACPM NEWSLETTER SUBMISSIONS

Suggested newsletter content: The AACPM newsletter is a vital method of communication with the Society's membership, and as such is one of the most important services provided to the members. The AACPM newsletter is published 4 times annually, and the committee is expected to provide material to the AACPM newsletter editor for each issue. Possible topics for the newsletter contributions are as follows:

- Announcement of the upcoming ASCPM Conference
- Announcement of Award and/or Scholarship winners
- Announcement of Society Board of Director Election winners
- Provide details of recent ASCPM events

WEB SITE (www.ascpm.org)

Suggested web site content: The web site provides an excellent communication medium with the Society members, and should be regularly maintained and updated so as to keep the information on the site accurate and current. It is recognized by these SOPs that the technology in this arena is constantly evolving, and may necessitate variations from these general provisions. Possible topics for the web site are as follows:

- On-line membership application
- Board Member Directory
- General Society information
- Governance Documents (Bylaws and Rules of Procedure, Strategic Plan, SOPs)
- Benefits of Membership
- Calendar of Events and Activities
- Links to AACPM and the Arizona CPM Program
- Membership Directory
- Photos of past events
- Links to Society networking sites (LinkedIn, Facebook, etc.)
- Other information as approved by the Board

PRESS RELEASES

Suggested press release content: The committee is responsible for preparing and distributing press releases announcing significant news items related to the Society or its members. Press releases should be distributed to as many media outlets as possible statewide. Possible topics for press releases are as follows:

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- Announcement of new Board of Directors (annually)
- Announcement of members receiving Awards
- Announcement of members elected to national offices
- Announcement of significant Society events
- Other items as approved by the Board

SUBJECT: DUTIES AND RESPONSIBILITIES OF THE MEMBERSHIP & BENEFITS COMMITTEE

Purpose: This committee shall oversee the Society membership recruitment and retention efforts and shall identify, develop and obtain benefits for Society members. This committee shall also be responsible for updating and keeping current the Society Brochure and issuing membership certificates (see SOP Section 18.00)

Committee chair: The committee chair shall be one of the At-Large Board Members.

Committee members: The committee members shall be nominated by the Chair and approved by the Board.

Sub-Committees: Sub-committees may be formed by the Chair, as approved by the Board of Directors, to deliver the different components of the committee's responsibilities.

MEMBERSHIP

Membership recruitment/retention: The committee shall develop and implement membership recruitment and retention strategies to maintain a healthy membership base for the Society. Specific activities should include, but not be limited to:

- A) Presentations to graduating classes of approved Supervisory programs.
- B) Ensure a presence at Arizona CPM Program graduation ceremonies.
- C) Send invitations to return to non-renewing members.
- D) Contact former members who have been gone for longer periods of time.

MEMBER BENEFITS

Member Benefits: The committee shall endeavor to identify, locate, develop and acquire benefits to extend to members of the ASCPM. Benefits may include free or reduced cost products or services, and should provide mutual benefit to members and the benefit provider. Particular emphasis should be placed on benefits that are not readily available through other organizations, and on locally oriented items that will result in higher levels of participation or usage.

SUBJECT: DUTIES AND RESPONSIBILITIES OF THE EDUCATION & SCHOLARSHIP COMMITTEE

Purpose: The Education & Scholarship Committee is responsible for arranging and participating in an annual planning meeting with the Arizona CPM Program Director and CPM Program Coordinator to determine what joint educational opportunities may be available between the Society and the Program (Consortium Member); and for administering the Scholarship application, selection and award process.

Committee chair: The committee chair shall be one of the At-Large Board Members.

Committee members: The committee members shall be nominated by the Chair and approved by the Board as specified below in the specific area of responsibility.

Sub-Committees: Sub-committees may be formed by the Chair, as approved by the Board of Directors, to deliver the different components of the committee's responsibilities.

EDUCATION

Education Coordination: Annually, in January or February of the year, the Education & Scholarship Member-at-Large shall arrange and participate in a meeting with the Arizona CPM Program Director and CPM Program Coordinator to explore and determine what joint educational opportunities may be available between the Society and the Program. These programs are intended to be of short duration, including partial day seminars, brown bag speaker series, or other similar activities. If this meeting produces potential educational offerings, the Education & Scholarship Member-at-Large shall report to the Society Board the possible offerings with related information (timing, costs, Society involvement) for a decision on whether or not to continue.

Education Committee members and Chair: If the Society and Program decide to pursue a joint education opportunity, the Education & Scholarship Member-at-Large shall Chair a committee that includes at least two other Society members appointed by the Chair and approved by the Board.

Education Program: The committee shall work with the Arizona CPM Program representative(s) to develop and coordinate the opportunity, and shall report progress back to the Board. The committee shall be responsible for arranging or coordinating speakers, locations, registration process and promoting the offerings. All items requiring expenditure of Society funds shall be approved by the Board prior to implementation.

SCHOLARSHIP

Scholarship/award arrangement: The Society scholarship program is a joint effort between the ASCPM and the Arizona CPM Program, and is intended to further the CPM education of a current program participant. Up to two scholarships may be awarded yearly based on mutual agreement between the two parties. Scholarships may be used by the recipient for the program level of their choice, with no more than one scholarship awarded per level each year. If scholarships are awarded, the Society will make payment in the recipient's name directly to the Program for one-half of the registration amount for the program level being awarded, and the Program will waive the remaining half of the registration for the recipient.

Scholarship Committee members and Chair: The committee shall be chaired by the Education & Scholarship Board Member-at-large, and shall include two members appointed by the chair and approved by the Board, at least one of whom shall be an Arizona CPM Program representative.

Application process and timetable of events:

February/March	Board Member-at-Large meets with Arizona CPM Program Director and CPM Program Coordinator to discuss the possibility of awarding scholarships during the next program year. An agreement is reached identifying the number or value of scholarships to be awarded.
April/May	Committee formed and issues notice of scholarship award; prepares application and guidelines for distribution and announcements for all CPM related Programs.
June/July	Committee receives applications. Applications postmarked after the due date will not be considered.
August	Committee reviews applications and selects scholarship recipients. Committee notifies recipients and provides copy of notice of award to CPM Program Coordinator and ASCPM Treasurer.
Annual Meeting	Committee Chair/Board formally announces scholarship award recipients.

Applicant eligibility: Any participant at any level in the CPM Program may apply for the scholarship. Applicants are not required to be members of the Society to be eligible.

Reapplication: The scholarship shall be for one program year. The scholarship recipient(s) may apply again in subsequent years.

Application Criteria: An applicant must submit a standard ASCPM scholarship application form (See SOP Section 11.65), or an electronically generated equivalent, that includes:

- A) Applicant's career plans.
- B) Applicant's Leadership activities.
- C) Applicant's comments on their participation in and contribution to community and civic activities.
- D) Applicant's comments on their participation in Society activities.
- E) Applicant's statement explaining why they are the best candidate.

Evaluation Criteria: The following criteria shall be used for scoring applications:

A) Career Plans/Candidate Statement	30 points
B) Leadership Activities	25 points
C) Community Service	25 points
D) Society Activities	15 points
E) Quality of Application (grammar, error free, clarity)	<u>5 points</u>
Total	100 points

**ARIZONA SOCIETY OF CERTIFIED PUBLIC MANAGERS® and
ARIZONA STATE UNIVERSITY BOB RAMSEY EXECUTIVE EDUCATION PROGRAM
CPM PROGRAM SCHOLARSHIP APPLICATION**

NAME OF APPLICANT: _____

ADDRESS: _____

EMPLOYER: _____

POSITION: _____

CURRENT CPM PROGRAM LEVEL: _____

ARE YOU CURRENTLY AN ASCPM MEMBER (Not Required) YES _____ NO _____

INFORMATION REQUIRED TO ACCOMPANY APPLICATION

Please submit information in response to the following questions.

1. Describe your career plans.
2. Describe your leadership activities.
3. Describe your participation/contribution to community and civic activities.
4. Describe your participation/contribution to the Arizona Society of Certified Public Managers®.
5. Describe why you feel you are the best applicant for this scholarship.

PLEASE NOTE: Application must be accompanied by two letters of reference. Submittal of the requested information, not including the reference letters, must not exceed four (4) pages in length, no less than single-spaced, with no smaller than font size 11.

APPLICATIONS MUST BE POSTMARKED NO LATER THAN (month, day, year) AND RETURNED TO:

(Name of Committee Chair), Chair
Scholarship Committee
(P.O. Box or Street)
(City, State, Zip Code)

Phone: XXX-XXX-XXXX
Fax: XXX-XXX-XXXX
Email: XXXXXXXXXXXXXXX@XXXXXXXXXX.XXX

SUBJECT: DUTIES AND RESPONSIBILITIES OF THE CONFERENCE COMMITTEE

Purpose: The Society shall strive to host or co-host an Annual Arizona Public Manager's Conference. The Conference Committee is responsible for arranging, planning and executing an annual Arizona Public Management Conference, including location, program, registration and marketing activities. The conference shall be one day in length.

Conference Committee Chair and Members: The committee shall be chaired by the Education & Scholarship Board Member-at-Large, and shall include at least four additional Society members appointed by the Chair and approved by the Board.

Committee Responsibilities: The committee is responsible for keeping the ASCPM Board apprised of Conference progress. The Conference Committee will be responsible for the following (this list is not to be considered as all-inclusive):

- Develop conference partnerships with like-minded organizations
- Preparing a Conference budget, for approval by the ASCPM Board
- Selecting site, with approval by the Board
- Arranging for meeting rooms
- Arranging meals/snacks as appropriate
- Planning and coordinating Awards Program
- Proposing a conference theme
- Soliciting for Presentations based on the approved theme
- Selecting and negotiating with presenters as needed on fees, expenses, etc
- Preparing and distributing conference promotional and registration material
- Preparing conference handouts
- Arranging for conference registration desk and personnel to run it
- Arranging for conference session facilitators
- Preparing evaluation forms for the conference events/sessions
- Preparing a Conference summary report for the Board

Suggested divisions of responsibility for sub-committees include:

Site and Logistics – Cultivate partners from other Public Management organizations; Coordinate site, dates, contracts, etc. All contracts require Board of Director approval prior to signature, as do major revisions, additions or deletions from the original contract.

Program and Budget– Develop conference Theme, arrange program content and presenters, coordinate with presenters for audio-visual equipment and other needs, prepare program materials, prepare conference signage, etc. develop conference budget in conjunction with other subcommittees.

Registration – Prepare registration materials; maintain database of registrants; account for all registration receipts; send confirmation of registration to attendees, coordinate on-site registration; make name badges; distribute registration materials, etc.

Marketing and Public Relations – Develop graphic design and text for all promotional materials, including promotional mailing/brochure; seek various avenues for publicity; obtain promotional give-aways for door prizes; distribute promotional mailing/brochure, etc.

Entertainment & Refreshments – Arrange for conference meals, including snack breaks and the Awards Banquet; coordinate non-program activities where appropriate; arrange entertainment if applicable.

Exhibitor and Sponsor Coordination – Solicit exhibitors and sponsorships for events; arrange for exhibitor set-up; coordinate receipt of exhibitor and sponsorship payments; arrange for Sponsor recognition, etc.

Approval of Conference-related matters: The Conference Committee Chair shall update the ASCPM Board on conference matters, and obtain Board approval prior to entering into contracts on behalf of the Society.

Conference Date and Site: The Committee will make a recommendation to the ASCPM Board for the conference date and site at least nine (9) months in advance of when the conference is to be held. Availability of sufficient meeting rooms and overall locale costs are factors to be considered when recommending a date and site for the conference. After the ASCPM Board reviews and approves the date and site, the Committee will negotiate the final contract details with the site host. As this contract obligates the Society to certain financial obligations, the Society President and Treasurer will sign the contract.

Budget: The Committee is responsible for drafting a budget that will be approved by the ASCPM Board no later than nine (9) months prior to the Conference dates. At or about six (6) months prior and three (3) months prior to the Conference, an updated budget, with current revenues/expenses and projections, will be submitted to the ASCPM Board.

The committee will submit a detailed budget that lists the costs of speakers, printing, postage, meals, equipment rental, etc. The budget should include mandatory items with associated costs based on the going rate for printing, audiovisual, room rentals, etc.

Conference Theme and Logo: At least six (6) months prior to the conference, the Committee will develop and propose a conference theme and logo and submit to the ASCPM Board for approval.

STANDARD OPERATING PROCEDURES

Vendor Sponsorship or Donations: The committee will ensure that any solicitation or receipt of sponsors or donations, vendor sponsorship of activities at the conference, donations to registrants' gift packages, donation of vendor time as presenters, or any other activities associated with normal Conference activities are in compliance with any and all state or local ethical restrictions on such activities. Any cash donations by vendors or other for-profit organizations that exceed \$1000 for purposes other than normal Conference activities shall be reviewed and approved by both the Bylaws and Ethics Committee and the Society Board of Directors, with the Board having final authorization. The committee shall coordinate with the Board for the purpose of using the CPM Educational Foundation's 501(c)3 status for vendors or sponsors seeking tax exemptions.

Call for Presentations: The committee will develop program tracks and topics for the Conference based on the approved theme. No later than six (6) months prior to the Conference, the committee will disseminate a call for papers to Society members, Program providers and other appropriate persons. Each presenter who wishes to be considered must submit an abstract, biographical sketch, requested remuneration, and any other factors they consider pertinent to their potential selection.

Presenters: The Committee will evaluate, select and notify presenters by no later than four (4) months prior to the conference. Following notification, the Committee will proceed with negotiating with the presenters. Prior to making any formal commitments, the Committee will communicate back to the ASCPM Board for recommendations on presenters, which will include all costs and other considerations for each presenter.

Upon completion of negotiations, selected presenters should receive a written contact confirming their agreement to present, and include details regarding the date and time of their presentation. Follow-up contact should be made with each presenter at least 30 days before the conference confirming the date, time and other details for the presentation.

For clarification, a "keynote" speaker is someone with exceptional credentials that will add flavor, importance, or impact to the conference theme. This person should provide something to the participants which makes them feel good about having listened to the speaker, for coming to the conference, and for being a member of the Society. Keynote speakers should be carefully chosen and strategically placed within the agenda for impact and to create bridges between portions of a day or portions of the conference.

Conference notification: The Committee shall develop a promotional mailer no later than six (6) months prior to the Conference, which should be distributed to the Society membership no later than five (5) months prior to the Conference. Committee should also begin designing the official conference brochure/registration packet six (6) months prior to the Conference and should obtain approval from the Conference Committee for

the printing in order for the mailing to be distributed by no later than four (4) months prior to the Conference.

The committee is responsible for publicizing the conference in the AACPM Newsletter, on the Society website, and other appropriate media.

Conference Proceedings: The committee is responsible for printing and distributing the agenda and handouts for the conference. This is usually handled as part of the registration. A variety of formats can be used including folders, manuals and notebooks. Whatever format is used, handouts should be prepared to provide attendees with conference information and speaker materials. The handouts should include at a minimum: a cover page, a conference agenda, an evaluation form, a list of sponsors, biographical information and material from speakers, and a list of attendees.

Conference and Presenters Evaluation: The Committee will be responsible for developing a Conference and presenters evaluation form. The Committee will compile Conference and presenter evaluations and report to the Board, recommending items for revision or repeating in subsequent conferences.

Conference Financial Closeout: In addition to the Evaluations, and no later than three (3) months after the Conference, the committee is responsible for compiling and submitting a Conference Financial Closeout Report to the Board. Report will detail attendance, revenue/expenses, budget performance based on original budget projections, problems/recommendations and any other issue that the committee deems necessary to be communicated to the Board.

Awards Ceremony: As part of the planning process, the Committee will be responsible for working with the site and arranging for the room and meal for the Awards Ceremony. The Programs & Publicity Chair, as chair of the awards committee, will develop the program for the ceremony. The ceremony information should be included in the registration brochure.

**XXXX ANNUAL ARIZONA PUBLIC MANAGERS CONFERENCE
CALL FOR PRESENTATIONS: DUE <DUE DATE>**

The Arizona Society of Certified Public Managers® issues this "Call for Presentations" for its annual Conference to be held <Date> at the <Location>. Presentations are scheduled to be XX minutes in length. Please return this cover sheet with other required materials postmarked by <Date>. This form may be duplicated or electronically recreated. Submit materials to <Conference Committee Chair Name, Mailing Address, Phone, Fax, E-Mail>.

PRESENTATION TITLE: _____

PRESENTERS: List names as you wish them to appear in the conference brochure.
Correspondence will be sent to the primary presenter. Please type:

NAME OF PRIMARY PRESENTER: _____

Employer: _____

Mailing Address: _____

City/State/Zip: _____

Phone Number: _____ **EMAIL:** _____

ASCPM Member (check one) _____ **yes** _____ **no**

Co-Presenter: _____

Co-Presenter: _____

AUDIO-VISUAL EQUIPMENT NEEDS (check all that apply)

VCR Overhead Slide Projector Flip Chart
 Data Projector Laptop Other (specify): _____

TRACK: INDICATE ONE THAT BEST DESCRIBES YOUR PRESENTATION:

Communication Customer Focus Fiscal Management
 Human Resources Interpersonal Issues Leadership
 Management Employee Development Technology
 Miscellaneous (state area): _____

SUBMISSION GUIDELINES: The following must be completed to be considered:

1. Completed cover sheet;
2. An original signed and dated copy of the Proposal Review Statement form;
3. An abstract describing the presentation, not to exceed 50 words, that will be used in the program brochure if the proposal is accepted; and
4. An abstract of the presentation, not to exceed 500 words, that includes the major objectives of the presentation.

There should be no information on the statement or the abstract that would identify the individual submitting the proposal. A self-addressed, stamped post-card should be included with the packet to facilitate acknowledgment of the receipt of the proposal.

TRACKS FOR CONFERENCE PRESENTATIONS:

This conference will present 90-minute sessions in various topical areas. These areas (defined as tracks) cover a wide range of topics with which the public manager must be familiar. Each track includes specific subject matter that can be presented from a practical or theoretical framework as well as demonstrating techniques/methodologies to measure success. It is impossible to provide a comprehensive listing of all topic areas, but there are some suggested topic areas included for each track.

Communication: The communications track focuses on how formal and informal communications and how they can be more effective.

Customer Focus: Customer-driven organizations are operating in the public sector. How are agencies changing to meet the needs of the customers? How can agencies determine best practices for meeting those needs? How can focus groups be utilized? What is customer satisfaction and why is it important? These and related topics are included in this track.

Fiscal Management: The fiscal track addresses fiscal issues that range from the invoice to the high level financial officer. How do fiscal policies impact the delivery of services? How does performance measurement relate to fiscal policies? How are good budget practices implemented?

Human Resources: The human resources track includes the various personnel issues including areas such as succession planning, conflict resolution, mediation, diversity, and health and safety issues in the public sector.

Interpersonal Issues: This track includes presentations on topics such as motivation, expectations, and high performance team building.

Leadership: Leadership is an essential building block of a strong organization, whether it is the work setting or volunteer activities. The leadership track looks at how leaders are developed, what skills are needed for individuals to become effective leaders, and related topics.

Management: Management involves various competencies. What are the differences between leaders and managers? Can managers be transformed to leaders? What are current theories on management?

Employee Development: Training is an essential component in developing employees. What do we really mean by "training?" How is training delivered? How is audience diversity addressed? How do we know if what is taught is what is learned?

Technology: Technology is changing the way we do our jobs. This track investigates some of the technologies that help us improve our work and lives. It should also include the growing field of information technology and the digital divide.

Miscellaneous: Any topics not included in other tracks may be classified in the miscellaneous category.

PROPOSAL REVIEW STATEMENT:

Presentation proposals will be evaluated on content and relevance to the specific track selected. This is a public management conference with a strong focus on management skills, leadership and interpersonal competencies, quality management, and project management. Proposals that can demonstrate an emphasis on these core areas will be rated more favorably.

AGREEMENT: By submitting this proposal, I agree to allow the ASCPM to use information submitted for marketing of the Conference and in conference materials.

Signature: _____

Date: _____

ASCPM

SECTION: 11.80

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STANDARD OPERATING PROCEDURES

DATE: 12/10/09

REPLACES: 11/01/04

SUBJECT: DUTIES AND RESPONSIBILITIES OF THE COMMITTEES OF THE BOARD

The Board of Directors may establish such committees as it considers desirable to carry out its functions. These special or ad-hoc committees are initiated by the Board to undertake specific projects or assignments and are not specifically named in the Society's Bylaws and Rules of Procedure. The Committee Chair, subject to Board approval, names committee members unless otherwise specified within the SOP.

Representative committees include the following:

Annual Report: Develop, prepare and submit to the Board for presentation to the Academy an annual report for the Society. This committee is chaired by the Immediate Past-President.

Awards: Distribute and receive applications for and select recipients of Society awards for presentation at the Annual Meeting. This committee is chaired by the Programs & Publicity Board Member-at-Large

Mentoring: Assist program graduates wishing to establish Society Chapters with organizing, incorporating, writing bylaws, making application for association with the Society, etc. This committee is chaired by the Vice-President.

Publications: Prepare material for the Academy newsletter, develop and review Society publications, and develop and maintain the Society web page content. This committee is chaired by the Programs & Publicity Board Member-at-Large.

Standard Operating Procedures (SOP): Update and maintain the SOP as directed by the Board of Directors. This committee chair is to be appointed by the President.

Ways and Means: Recommend sources of revenue for the Society. Plan and oversee revenue-generating activities. This committee is chaired by the Treasurer.



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P.O. BOX 33744, PHOENIX, ARIZONA 85067-3744
www.ascpm.org

{Insert Committee Name} Committee Report
{Insert Date}

Activity for prior period

{Insert information here}

Planned activity for next period

{Insert information here}

SUBJECT: SOCIETY MEETINGS

Board of Directors' Meetings: The Society Board shall meet in person on a regular basis at a frequency, time and place proposed by the President. The Society Secretary shall provide a written agenda for the meeting in writing at least 2 days prior to the meeting. A schedule with the dates and locations of all Board meetings shall be published on the Society web site and announced to the membership by the President in his annual welcome email. All Board meetings shall be open to the membership.

Membership Meetings: The membership of the Society shall be invited to meet on a regular basis at a frequency, time and place proposed by the Programs & Publicity Committee Chair and approved by the Board. Each membership meeting should include general business information, and a program relevant to public sector management. The Programs & Publicity Committee Chair shall provide a written notice of the meeting at least 10 days prior to the meeting. A schedule with the dates and locations of all membership meetings shall be published on the Society web site and announced to the membership by the President in his annual welcome email.

Agendas: Example agendas for use for Board of Directors and Membership meetings are located in Sections 12.10 and 12.20 respectively of these SOPs.

Annual Conference: The Society shall strive to hold a yearly educational symposium for the members of the Society. The date(s) shall be proposed by the Education & Scholarship Committee and approved by the Board. Notice of the meeting shall be given to members of the Society at least five (5) months prior to the meeting.

Other meetings: In addition to the specified meetings, the Society may hold such meetings, including Board retreats, strategic planning meetings, committee and/or special meetings and social meetings/events as the Board of Directors prescribes.

Attendance at Meetings: Every Society member in good standing is entitled to attend any and all Society meetings.

Suggested Meeting Procedures:

- A) Conduct meetings based on the latest edition of *"Robert's Rules of Order, Newly Revised"*. A parliamentarian may be appointed prior to meetings.
- B) All committee reports and/or issues to be voted on should be openly discussed and reviewed during the meeting. Prior submittal of items for discussion is permitted provided all voting attendees are provided identical information in a like timeframe.

ASCPM

SECTION: 12.00

PAGE: 2

STANDARD OPERATING PROCEDURES

DATE: 12/10/09

REPLACES: 11/01/04

C) Attendees should be seated in a manner that allows them to face the speaker.

D) The President shall have discretion to recognize and permit speakers as appropriate for the business at hand.



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AGENDA

Board Members: <List Board Members Here>

<Date of Meeting>, 11:30 A.M. – 1:00 P.M.
<Location>
<Address>

Call to Order XXXXXX, President

Introductions

♦ Approve Minutes of XXXX Meeting XXXXXX, Secretary

Standing Committee Reports:

♦ Treasurer's Report XXXXXX, Treasurer
♦ Membership & Benefits Report XXXXXX, Chair
♦ Programs & Publicity Report XXXXXX, Chair
♦ Education & Scholarship Report XXXXXX, Chair

Ad-Hoc Committee Reports:

♦ Bylaws and Ethics XXXXXX, Chair
♦ Conference XXXXXX, Chair
♦ SOP XXXXXX, Chair

Old Business:

♦ XXXXXXXXXXXXXXXX XXXXXX
♦ XXXXXXXXXXXXXXXX XXXXXX
♦ Other Old Business

New Business:

♦ XXXXXXXXXXXXXXXX XXXXXX
♦ XXXXXXXXXXXXXXXX XXXXXX
♦ Other New Business

Motion to Adjourn

♦ Next Meeting – <Date of Meeting>, 11:30 a.m., <Insert Location of Meeting>

“Fostering a High Standard of Leadership, Professionalism and Ethics in Public Service”



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AGENDA

<Date of Meeting>, 11:30 A.M. – 1:00 P.M.

<Location>

<Address>

Call to Order

XXXXXX, President

Introductions

Brief Board Updates:

- ◆ Treasurer's Report
- ◆ Membership Update

XXXXXX, Treasurer
XXXXXX, Chair

Guest Speaker:

- ◆ Introduction

XXXXXX, Program Chair

Announcements:

- ◆ Society & Academy News
- ◆ Door Prize Drawings
- ◆ Other Announcements

XXXXXX, President
XXXXXX, Treasurer

Open Forum:

Motion to Adjourn

- ◆ Next Meeting – <Date of Meeting>, 11:30 a.m., <Insert Location of Meeting>

“Fostering a High Standard of Leadership, Professionalism and Ethics in Public Service”

ASCPM

SECTION: 13.00

PAGE: 1

STANDARD OPERATING PROCEDURES

DATE: 12/10/09

REPLACES: 11/01/04

SUBJECT: ANNUAL REPORT

Purpose: The Annual Report is a recap of the Society's accomplishments from the previous year. This year-in-review document includes a variety of information, and strives to answer the questions Who?, What?, When? and Where?

Preparation of report: The President is responsible for preparation of the annual report. The report is prepared once at the end of the year.

Components: The annual report shall be prepared so as to include all information required by the AACPM. The following topics are the minimum recommended for inclusion:

- A) A listing of the Society's current Board members
- B) Chairpersons and members of all standing and ad hoc Society committees
- C) Highlights and accomplishments of the prior year
- D) Challenges faced during the prior year
- E) Goals for the upcoming year
- F) Current ASCPM membership roster

Submittal: The annual report shall be submitted to the ASCPM Board of Directors no later than December 1st of each year. Upon approval by the Board, the Society President shall transmit the report to the Secretary of the American Academy by no later than January 1st of the year following the President's term of office.

ASCPM

SECTION: 14.00

PAGE: 1

STANDARD OPERATING PROCEDURES

DATE: 12/10/09

REPLACES: 11/01/04

SUBJECT: MEMBERSHIP DATABASE

Purpose: A database of members exists to enable the Society to track membership and to communicate to members through mailings, email, the AACPM newsletter, correspondence, etc.

Data collection: The Treasurer will maintain the official membership database. The Society is responsible for submitting membership data along with dues to the AACPM Treasurer. The Treasurer shall coordinate with the Board members to ensure the correct roster is used for Society activities and mailings.

Required data: For consistency of data between the Society and the Academy, the database shall include the following fields at a minimum:

- Name (*Last, First, Middle*)
- Preferred Contact Address
- City, State, Zip
- Preferred Contact Phone (*include area code and extension*)
- FAX Number (*include area code*)
- Email address
- Member Classification (*CPM, Associate, Honorary, Ex-Officio*)
- Date Dues Paid
- Certification Date (*Year CPM attained*)
- Work Title (*optional*)
- Department/Agency (*optional*)
- Home Phone (*optional*)

Membership directory: From the information maintained in the official membership database, the Membership & Benefits Board Member at Large shall produce an annual Membership Directory to be distributed to each member and posted on the Society web site.

Confidentiality: The information contained in the Society database shall remain confidential and will be used strictly for Society and Academy business.

ASCPM

SECTION: 15.00

PAGE: 1

STANDARD OPERATING PROCEDURES

DATE: 12/10/09

REPLACES: 11/01/04

SUBJECT: DUES

Dues: The Society is authorized to assess membership dues and delinquent fees. The amount of each is determined by the Board of Directors, and may be adjusted in accordance with the provisions of the Society Bylaws and Rules of Procedure. Timely receipt of dues is essential to financial planning and to ensure communication with all current Society members.

Membership dues: Annual dues for Regular and Associate members are due and payable to the Society by January 1st of the calendar year of membership those dues are securing. Honorary and Ex-Officio members do not pay dues. Retiree members pay only the amount required for Academy membership, but pay no Society level dues.

Delinquent fees: A delinquent fee may be assessed to members who do not remit dues in a timely manner.

Maintaining records: The Treasurer is responsible for maintaining accurate records of paid members and shall ensure that such members are included in the ASCPM records.

ASCPM

SECTION: 16.00

PAGE: 1

STANDARD OPERATING PROCEDURES

DATE: 06/01/03

REPLACES:

SUBJECT: ENDORSEMENTS AND PROMOTIONS

Policy: ASCPM funds expended for the endorsement or promotion of printed, visual and related materials that bear the ASCPM logo or are presented under the auspices of or in association with the ASCPM, shall support the stated purposes of the organization and:

- A) Shall not further an agenda outside the scope of the ASCPM interests and responsibilities;
- B) Shall not further a philosophical or ideological stance in conflict with ASCPM principles; and
- C) Shall not further the goals of select ASCPM members.

Policy coverage: This policy shall apply to, but not be limited to, the following areas:

- A) Publications (includes newsletters; brochures; or other printed and audio/visual material associated with the ASCPM).
- B) Conferences (includes presentations; exhibits; sponsors; or other audio/visual materials distributed at any conference)
- C) Inappropriate or unauthorized use of the Society name or logo.

Approval of materials: Any issues of endorsement, promotion or other support or association with the Society not covered above will be considered on a case-by-case basis within the guidelines of this policy. When necessary and appropriate, the ASCPM Board of Directors shall provide interpretation of this policy.

ASCPM reserves the right to decline endorsement, promotion or other affiliation with any material, individual or group that does not meet the Society's best interests.

SUBJECT: MEMBERSHIP

Benefits: Membership within the Society provides:

- Membership in the American Academy of Certified Public Managers®;
- Recognition of commitment to professional standards;
- Association with other professional managers;
- Awareness of new developments in theory and practice;
- Opportunity to contribute to professional public management projects; and
- Career development through additional study and application.

Member classification: As established by the Board of Directors, members in the Society shall be classified as one of the following:

REGULAR MEMBER - an individual who has completed a program accredited by the National Certified Public Manager® Consortium.

ASSOCIATE MEMBER - other categories of members with whom affiliation is considered to be in the best interest of the Society.

HONORARY MEMBER - an individual elected to such class of membership by a two-thirds (2/3) vote of the membership voting in a duly noticed election.

EX-OFFICIO MEMBER - an individual elected to such class of membership by a majority vote of the Board of Directors.

RETIREE MEMBER - an individual who has been a Regular Member in good standing with the Society for a minimum of five (5) years, and achieves the status of retired from public service.

Rights and Responsibilities: Members have the following privileges and duties:

ALL MEMBERS

- May use the designation "Member of the Arizona Society of Certified Public Managers®", Inc.
- May attend any Society meetings and speak to any issues before the Society.
- Shall follow professional and ethical principles at all times in conducting Society business.
- Should demonstrate active support in the Society by attending meetings, volunteering for committees, and promoting the professional nature of the Society.

REGULAR MEMBERS

- Shall pay annual membership dues.
- Are eligible to vote on issues before the membership, to hold office on the Board of Directors, and to serve as a Society Delegate.

ASSOCIATE MEMBERS

- Shall pay annual membership dues.
- Are eligible to vote on issues before the membership.
- Are not eligible to hold office on the Board of Directors or to serve as a Society Delegate.

RETIREE MEMBERS

- Shall pay annual membership dues in an amount equal to the AACPM dues only.
- Are eligible to vote on issues before the membership, to hold office on the Board of Directors, and to serve as a Society Delegate.

HONORARY and EX-OFFICIO MEMBERS

- Shall pay no dues.
- Are not eligible to vote on issues before the membership, to hold office on the Board of Directors, or to serve as a Society Delegate.

Certification of a member: A certificate of membership in the Society and a membership pin shall be issued to an individual upon initial admission and receipt of their dues.

Suspension of a member: Suspension may be considered for the following reasons:

- A) Default in the payment of dues or other monetary obligation to the Society
- B) Misconduct or neglect of duty in office

Expulsion of a member: Expulsion may be considered for the following reasons:

- A) Personal conduct or fitness such as to make further affiliation with the Society undesirable.
- B) Misconduct or neglect of duty in office.

Suspension/Expulsion methodology: The following procedure shall be used in determining whether a member shall be suspended or expelled following a charge of improper conduct or conduct unbecoming a member having been made:

- A) A confidential investigation has been made by a Committee formed for said purpose of all allegations made against a member;

- B) The Committee finds substance to the allegations and prepares a resolution proffering specific charges. In the event the Committee finds no validity to the allegations, resolution shall be prepared exonerating the member;
- C) The Committee provides written notification to the accused of all charges and provides for the presentment of the resolution of charges and rebuttal by the accused before a closed meeting of the Society's Board of Directors;
- D) The Board of Directors shall decide, by majority vote, upon both the question of guilt and the penalty to be imposed; and,
- E) The decision of the Board of Directors shall be final.

Reinstatement: Members can be reinstated to member status as follows:

- A) For suspension due to resignation – member shall be reinstated upon becoming a member in good standing and paying all outstanding dues.
- B) For suspension due to nonpayment of dues or other monetary obligations – member shall be reinstated upon payment to the Society.
- C) For suspension or expulsion for cause – member may be reinstated upon written application to the Society President, and review and recommendation for reinstatement by a majority vote of the Board.

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SECTION: 18.00

STANDARD OPERATING PROCEDURES

PAGE: 1

DATE: 12/10/09

REPLACES: 11/01/04

SUBJECT: PUBLICATIONS AND PRINTING

STATIONARY

Consistency: With each new order of letterhead, paper quality, colors, type style and format of the previous order should be repeated. Any deviation from previous specifications shall be approved by the Board.

Letterhead: Format to be used shall be:

- At least 20 lb. White paper, preferably recycled.
- Ink shall be teal (PMS 322).
- Place ASCPM logo .5" from top and .65" from left edge of paper.
- Center Society name (14 pt.) to right of logo.
- Center Society mailing address (14 pt.) beneath Society name.
- Center web address (12 pt.) beneath mailing address.
- Place side bar under logo, .65" from left edge of paper (9 pt. Font).
- Center footer .3" from bottom edge of paper (12 pt. Font, teal color) and print *"Fostering A High Standard of Leadership, Professionalism and Ethics in Public Service"*

Envelopes: Format to be used shall be:

- At least 20 lb. white paper, preferably recycled.
- Ink shall be teal (PMS 322).
- Place ASCPM logo at top left corner.
- Center Society name and mailing address to right of logo (9 pt. font).

Quantities: Stationery is ordered in an economic quantity as needed.

Distribution: The Secretary shall dispense Society stationery to Board members and others as needed.

BROCHURES

These tri-folded pamphlets shall be prepared and distributed to Society members and other interested parties for the purpose of endorsement and promotion of the Society. The Publications Committee is responsible for the printing of this document.

With each print order, paper quality, colors, type style and format of the previous order should be repeated. Any deviation from previous specifications shall be approved by the Board.

Format/Text: Specifications are as follows:

- Use 8 1/2" by 11" Ivory parchment paper of thick bond, preferably recycled.
- Ink used shall be teal (PMS 322) and black ink.
- Print in landscape format. Prepare text in panels/columns (three per page) to allow for a tri-fold document.
- Contents of the brochure shall be as recommended by the Publications Committee and approved by the Board of Directors, and shall include at a minimum:
 - ASCPM and AACPM logos.
 - Society name in bold print.
 - Society Mission and Vision statements
 - Society's Purpose
 - Society Tagline "*Fostering A High Standard of Leadership, Professionalism and Ethics in Public Service*".
 - Description of the Society.
 - Membership requirements and classifications
 - Membership benefits.
 - Code of Ethics.
 - Mailing address.
 - Web site address
 - Other material as deemed appropriate by the Board of Directors.

Printing:

- Brochures are ordered in an economic quantity as needed (based on previous orders and anticipated needs).
- Person responsible for purchasing item should seek lowest cost available and present to the Board for approval of purchase.

Distribution:

- All brochures shall be shipped to the ASCPM Secretary.
- The Membership Committee Chair shall send brochures to each current member, and to others upon request.
- The Membership Committee Chair shall send brochures to each CPM Program graduate with a letter of invitation to join the Society coincident with each graduation ceremony.

MEMBERSHIP CERTIFICATES

A Certificate of Membership shall be issued to an individual upon initial admission into the Society and receipt of their dues by the ASCPM Treasurer.

Format/Text:

- Paper to be at least 60 lb. light colored parchment paper.
- Include framing border of double gold lines.
- Use teal (PMS 322) ink for logo with gold line under "ASCPM". Text shall be in black ink.
- Center "*Arizona Society of Certified Public Managers*" to left of logo.
- Center the phrase "*This will certify that (insert name) is a member in good standing of the Arizona Society of Certified Public Managers®.*"
- Use laser printer to add member's name in bold type in center of certificate.
- Place President and Membership Committee Chair signature lines on bottom left (left of ASCPM seal), one beneath the other; designate each officer's title below the respective signature line.
- Center ASCPM seal in gold between officer signatures and date of issuance.
- Attach a teal ribbon to ASCPM seal.
- Place line for date to right of ASCPM seal.
- If signatures are handwritten, they shall be in black indelible ink but not ballpoint pen.
- Use laser printer to add date of issuance in bold type above dateline.

Preparation/Distribution of Certificates:

- Certificates shall be prepared by the Membership Committee Chair.
- Certificates shall be signed by the President and the Membership Committee Chair. Laser-printed signatures, done along with name and date, are acceptable so long as signatures are of good quality reflecting the importance of the document.
- Certificates shall be mailed by the Membership Committee Chair directly to the member.

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SECTION: 19.00

STANDARD OPERATING PROCEDURES

PAGE: 1

DATE: 06/01/03

REPLACES:

SUBJECT: CHAPTERS

The enthusiastic participation and support of the individual Chapters and their members is necessary if the Society is to prosper and meet the needs of its membership.

Chapter Establishment: New Chapter establishment shall follow the procedures outlined in SOP Sections 19.10 through 19.30.

Terms of Officers: All of the Chapter officers have calendar-year terms to coincide with the Society year.

Chapter Presidents: The President of each Chapter plays an important role in the operations of the Society. They are the focal point through which communication between the Society and the Chapter occurs.

Chapter Finances: Upon establishment of a new Chapter, the Society Board of Directors and the Chapter Officers shall jointly determine the division of revenues from dues paid by Chapter members. A Chapter established by at least ten (10) members and authorized by the Board of Directors shall receive at least 30% of the dues paid by the members of that Chapter. The Board of Directors shall establish the exact percentage annually in accordance with the Society Bylaws.

SUBJECT: MENTORING CHAPTERS TOWARD ADMISSION TO THE SOCIETY

When a potential Chapter expresses interest in membership in the Society, the Mentoring Committee, chaired by the Vice-President, should contact the proposed Chapter representative to coordinate their efforts. The Committee Chair should create a contact list from this contact.

The Committee should provide the prospective Chapter contacts with various membership and admission information about the Society, including sample documents to use in preparing those of their own. The packet of materials to provide should include, but is not limited to, the following:

- Copy of current Society Bylaws and Rules of Procedure
- Copy of SOP 19.20 (Admission Requirements for Chapters)
- Copy of SOP 14.00 (Membership Database)
- Copy of current Society Strategic Plan
- Copy of current Society Annual Report
- Copy of current Society Brochure
- List of contact names within the ASCPM (Mentoring Committee members, Board members, and other ASCPM leaders and members geographically near the prospective Chapter.)

Once the packet of materials has been sent to the primary contact for the prospective Chapter, the Mentoring Committee should maintain regular contact, preferably by email or telephone, to establish good working relationships and to serve as a sounding board for any problems or issues that arise. It is recommended that contact with the prospective group be maintained at least monthly to keep ASCPM before them as they form their Chapter.

When the prospective Chapter submits their application to the Society President, the Mentoring Committee should shepherd the documents through the approval process, acting as a go-between during the revision process. Continued contact between the Board and the new Chapter is critical to both parties at this stage.

SUBJECT: ADMISSION REQUIREMENTS FOR CHAPTERS

Admission requirements: To become recognized by the Society, a new Chapter shall:

1. Establish a Chapter composed of Certified Public Managers® who have graduated from an accredited CPM program. This does not preclude admission of other categories of membership in the Society.
2. Solicit membership and elect Chapter officers and board members.
3. Adopt a Chapter Bylaws and Rules of Procedure.
4. Submit to the Society President the following materials:
 - (a) A letter requesting affiliation,
 - (b) A copy of the Chapter's Bylaws and Rules of Procedure,
 - (c) A membership roster of at least 10 members with information needed under SOP 14.00 (names, addresses, and type of memberships, etc.)
 - (d) A list of Chapter officers with contact information.

Approval of admission: Within 30 days of receipt of Chapter materials by the Society President or Mentoring Committee Chair, the Society Board of Directors shall review materials presented by the Chapter and confirm acceptance, or instruct the Mentoring Committee to contact the applicant for clarifications and/or modifications. The Society President shall present the Chapter with a letter upon acceptance.

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SECTION: 19.30

PAGE: 1

STANDARD OPERATING PROCEDURES

DATE: 12/10/09

REPLACES: 06/01/03

SUBJECT: DOCUMENTATION REQUIREMENTS FOR CHAPTER

Various requirements: The Chapter President is the focal point through which communication between the Society and each Chapter occurs, and shall be prepared to provide the Society with the following information upon request:

- A) Recommendation of Chapter members to serve on Society committees;
- B) List of Chapter officers (include name, mailing address, telephone and FAX numbers, and email addresses);
- C) Updated Chapter documents for Society files (include information regarding structure, organization and operations of Chapter)
- D) List of current members in the format required by Society SOP Section 14.00;
- E) Semi-annually submit a report of activities and financial status of the Chapter to the Society Board of Directors (due May 1st and November 1st of each year);
- F) Proposed revisions to Standard Operating Procedures manual; and
- G) Other information as requested by the Society.

Where appropriate, documents can be submitted in an electronic format, conducive to the needs of the recipient.

SUBJECT: MAINTENANCE OF RECORDS AND ARCHIVES

Purpose: The files of the Society are to contain documents for legal and financial purposes and those other documents necessary to record the history of the Society. These records are located with the Secretary or Treasurer as appropriate.

Permanent Files: These items are to be kept in their original format and kept indefinitely.

- Approved Annual Budgets, all years
- Articles of Incorporation
- Bylaws & Rules of Procedure, all Iterations
- IRS I.D. Number and Tax Exemption
- Code of Ethics
- Strategic Plan, all updates
- Year-end Financial Reports including audits for all years
- Logo
- History
- News Articles
- Mission and Vision Statements, all Iterations
- Admission Documents, All Chapters
- CPM of the Year Award notification letters

Year-Specific Files: These files correspond to particular years of Society activity and have a limited utility beyond a certain number of years. It is recommended that these be retained for no more than five (5) years. Documents should be shredded at the end of their retention period.

- Correspondence
- Committee Appointments, current
- Committee Reports, current
- Financial Records including Bank Statements
- Delegate Certification to AACPM
- Newsletters
- Society Officers Roster, current
- Chapter Officers Roster, current
- Minutes, all meetings
- Standard Operating Procedure Manual

SUBJECT: CPM OF THE YEAR AWARD

Description: This award is given annually to the Society Member who most exemplifies the philosophy of being a Certified Public Manager®, and who has made significant contributions to the Society and Academy. The recipient of this award shall be considered for the Arizona nominee for the AACPM Henning Award for the following year, if the recipient is a member in good standing of the Academy at the time Henning Nominations are submitted.

Committee members: The committee shall be composed of the Committee Chair, and two other Society members selected by the Committee Chair and approved by the Board. Each member shall serve a one-year term. Committee members shall not be nominees, nor be employed by the same Agency as any of the nominees,

Committee chair: The Chair of this committee shall be the Program & Publicity Board Member at Large, unless they are a nominee, in which case the President shall appoint a Chair for approval by the Board of Directors. The Chair is responsible for obtaining the plaque, ensuring the engraving is done, and completing other related tasks necessary to present the award at the annual conference. The chair is also responsible for submission of an article for the next AACPM newsletter announcing the winner.

To maintain the element of surprise, the Chair, together with the Society President, are to take the necessary steps to ensure the confidentiality of the name of the Award recipient once the selection is made until the announcement when the Award is presented at the Awards Ceremony at the Annual Meeting.

Award process and timetable of events:

June 30th of each year	Committee issues notice to Society members and CPM Program Director of award nomination period opening. Sends nomination guidelines and application forms and has them posted on web site.
August 31st of each year	Committee Chair receives nominations. Nominations postmarked after the due date will not be considered. Committee Chair notifies all nominators of receipt of the nomination and selects Committee members.
September 30th of each year	Committee Chair removes identifying information from nominations, verifies the validity of each, and provides copies of all nominations to Committee members for review and evaluation of the nominations,
October 31st of Each year	Committee selects the award recipient. Committee chair submits the name of the recipient to the Society President who shall notify

the recipient by telephone. Committee chair notifies the Committee Members of the selection of the recipient and requests that the name of the recipient be kept confidential. At least one month in advance of the annual meeting but after the recipient has been notified by the President, Committee chair notifies all nominees, in writing, but does not disclose the name of the recipient. Committee chair and Society President make arrangements for the recipient to be present at the Awards Ceremony.

November 15th of each year Committee Chair obtains the Award Plaque and has engraving completed and, prepares certificates for all other nominees.

Annual Meeting Committee Chair announces recipient and presents award to recipient and certificates to others nominated.

Applicant eligibility: Applicant must be a Certified Public Manager[®], but is not required to be a member of the Society.

Nomination guidelines:

- A) No previous CPM of the Year Award recipient will be eligible for nomination.
- B) Nominations may be made by any CPM.
- C) The nomination form must be complete by the nominator and submitted to the Committee Chair by the date as specified on the nomination form. Nominations postmarked after this date will not be considered.
- D) Neither the name of the nominee nor their Agency shall appear in the nomination narrative. They may only appear on the nomination form.
- E) The nomination must be made using the nomination form provided or a reasonable facsimile. The nomination narrative cannot exceed four (4) pages, and may not be typed in less than a font size 11. Responses should cover the five areas used for award consideration.
- F) The nomination should be written clearly and concisely. Short "bullet" statements of accomplishments are preferred, supported by brief descriptive comments where necessary for clarification. There should be specific details to support the accomplishment. Long flowery descriptions should be avoided.

Scoring criteria for nomination:

- | | |
|--|------------------|
| A) Society and American Academy activities | 50 points |
| B) Career accomplishments | 20 points |
| C) Innovations and Contributions to Management | 10 points |
| D) Community Service and Leadership Activities | <u>20 points</u> |

Total 100 points

ASCPM

SECTION: 21.00

PAGE: 3

STANDARD OPERATING PROCEDURES

DATE: 12/10/09

REPLACES: 11/01/04

Award specifications: The award is a light oak wooden plaque approximately 5" x 7" in size with a 3" x 4" engraveable polished brass plate, and includes:

- The Society logo as an emblem
- The general descriptive wording on the plate:
*The Arizona Society of Certified Public Managers recognizes
<insert winner's name>
as the <insert year> CPM of the Year*

**ARIZONA SOCIETY OF CERTIFIED PUBLIC MANAGERS[®], INC.
{year} CPM OF THE YEAR NOMINATION FORM**

NAME OF NOMINEE: _____

NOMINEE'S EMPLOYER: _____

NOMINEE'S POSITION: _____

NOMINEE'S ADDRESS: _____

NOMINEE'S PHONE #: _____ EMAIL: _____

INFORMATION REQUIRED TO ACCOMPANY APPLICATION

PLEASE NOTE: Submittal of the requested information must not exceed four (4) pages in length, no less than single-spaced, with no smaller than font size 11. Please submit pertinent information in the following areas:

- **CAREER ACCOMPLISHMENTS.** Describe professional positions and accomplishments that can be considered highlights of nominee's career.
- **SOCIETY AND ACADEMY ACTIVITIES.** Describe CPM-related activities, including offices held & committee involvement in the Society and the Academy, and how nominee contributed to the organization's success.
- **INNOVATIONS AND CONTRIBUTIONS TO MANAGEMENT.** Provide examples of initiatives from the nominee's career that can be considered to be innovative and/or unique and how they contributed to improved organizational management and programs.
- **COMMUNITY SERVICE and LEADERSHIP ACTIVITIES.** Describe the nominee's various community & volunteer activities that illustrate a commitment to community service and identify activities and outcomes that demonstrate the nominee's leadership effectiveness.

NOMINATOR provide printed name, signature and contact info below:

APPLICATIONS MUST BE POSTMARKED NO LATER THAN (month, day, year) AND
RETURNED TO:

(Name of Committee Chair), Chair
Scholarship Committee
(P.O. Box or Street)
(City, State, Zip Code)
Phone: XXX-XXX-XXXX
Fax: XXX-XXX-XXXX
Email: XXXXXXXXXXXXXXX@XXXXXXXXXX.XXX



AWARD NOMINATION EVALUATION CRITERIA ***With summary statement of information requested*****

Refer to ASCPM Standard Operating Procedures Manual, Section 21.00 on ascpm.org website for guidance in submitting nomination and certifying eligibility.

I. Career Accomplishments (20 Points Maximum)

Professional positions and accomplishments that can be considered highlights of nominee's career. Do not include a job description, a listing of tasks, or a professional resume to address the information requested.

II. Society and American Academy Activities (50 Points Total Maximum)

(20 Points Maximum-AACPM) (30 Points Maximum-Society)

Identify CPM-related activities, including offices held, committee involvement at the Academy and Society levels, and how nominee contributed to each organization's success.

III. Innovation and Contributions to Management (10 Points Maximum)

Describe initiatives from nominee's career that can be considered Innovative and/or unique and how they contributed to improved management and programs.

IV. Community Service and Leadership Activities (20 Points Maximum)

Describe activities that illustrate community involvement and commitment to community service, including volunteer activities, as well as activities and outcomes demonstrating nominee's leadership effectiveness.

**** The requested information must be submitted with the Arizona Society of Certified Public Managers® CPM of the Year Award Nomination Form, which accompanies this document.**

SUBJECT: LIST OF PAST CPM OF THE YEAR AWARD WINNERS

The following is a history of the Past Winners of the CPM of the Year Award.

2010
2011
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