



MEETING PROFESSIONALS INTERNATIONAL  
HOUSTON AREA CHAPTER POLICY MANUAL  
ADOPTED August 1, 2023

**ARTICLE I**  
**NAME**

The name of this organization is Meeting Professionals International (“MPI”) Houston Area Chapter, a not-for-profit corporation, incorporated in the State of Texas, United States of America.

**ARTICLE II**  
**MPI VISION AND MISSION STATEMENTS**

MPI VISION: Lead and empower an inclusive meeting and event community to change the world.

MPI MISSION: Connect the global meeting and event community to learn, innovate, collaborate and advocate.

**ARTICLE III**  
**MEMBERSHIP**

SECTION 1. MEMBERSHIP

1.1 MEMBERSHIP QUALIFICATIONS, CLASSIFICATIONS, TRANSFER AND DUES: Shall be as described in the current MPI Bylaws and Policy Manual. Any member in good standing is eligible to affiliate with a Chapter regardless of geographic area or location of business. Essential members are members-at-large.

SECTION 2. CHAPTER TRANSFER AND AFFILIATION

2.1 CHAPTER TRANSFER: Members may transfer their primary Chapter affiliation at any time through MPI. Preferred or Premier Members are also eligible to receive member rates for all MPI events even when the event is not associated with their primary Chapter. An individual may be a member of only one chapter but may pay a fee to be affiliated with more than one chapter. Each chapter sets its own affiliation fee.

**ARTICLE IV**  
**BOARD OF DIRECTORS/OFFICERS**

SECTION 1. CHAPTER BOARD OF DIRECTORS

1.1 AUTHORITY & RESPONSIBILITY: The authority and responsibilities of the Board of Directors are stated in Chapter Bylaws Article VIII, Section 1.

1.2 COMPOSITION

- 1.2.1 The Board of Directors shall consist of a minimum of five (5) elected officers: the President, President-Elect, Immediate Past President, Vice President Finance, and Vice President Membership. Each chapter must also assign the role of a Vice President Marketing and Communications and a Vice President Education to other officers or elect an additional two officers to cover these positions. The Board of Directors may have up to 20 members. All Board positions are one-year terms.
- 1.2.2 Qualifications of Officers: Any member in good standing of MPI whose primary affiliation is with this Chapter is eligible to be a member of the Chapter Board of Directors.
- 1.2.3 Director Eligibility: Any member in good standing of MPI whose primary affiliation is with this Chapter is eligible to be a member of the Chapter Board of Directors.
- 1.2.4 Director Vacancies: A vacancy shall be filled in accordance with the Chapter Bylaws.
- 1.3 MPI VOLUNTEER LEADER AGREEMENT: Each member of the Board of Directors shall annually review, sign and comply with the MPI Volunteer Leader Agreement, Conflict-of-Interest Policy and Annual Disclosure Statement, Antitrust Compliance Policy and the Principles of Professionalism.
- 1.4 MPI REQUIRED DOCUMENTS: Chapters are required to submit annually to MPI the following documents 30 days prior to the start of the fiscal year: Strategic Business Plan, Budget, 24-month Chapter Calendar of Events, Chapter Operation Form, Chapter Bylaws and Chapter Policy Manual. For Chapters with a paid Chapter Administrator, refer to Article VI, Section 7 for additional requirements. MPI does not require submission of tax returns, however, chapters must comply with local tax laws.

## SECTION 2. BOARD ELECTION & SERVICE:

- 2.1 NOMINATION: A communication shall be set forth to all Chapter members for members to complete a Board of Director's application. Such form is to be returned to the Governance and Nominating Committee. Once the committee has developed a slate of nominees for election in accordance with these policies, the slate must be presented to the Board of Directors who must approve the action of presentation to the membership for election by acclamation.
- 2.2 SLATE PRESENTATION AND SUBMISSION: The Chapter slate will be presented to membership on templates provided by MPI. The slate will be posted on the Chapter website and an email (including link to the website and process for contesting the slate) will be sent to the membership. The Chapter will allow a minimum of 30 days for the membership to contest prior to the submission deadline as stated by MPI. Additional nominations from the membership shall be permitted; provided a nomination is submitted in writing to the Governance and Nominating Committee Chair by the date provided and is supported by a minimum of 10% percent of the official Chapter membership as of the date provided. The nominee must identify the contested candidate and must submit a Candidate Interest Form to be eligible for petition. If no additional nominations are received by the deadline, the slate of nominees will be deemed elected on the first day of the fiscal year. If additional nominations are received, the Chapter members shall vote in accordance with Article V of the Chapter Bylaws on those positions having two or more candidates in contention.

In reference to Board of Directors vacancies, refer to Article VI, Section 6 of the Chapter Bylaws. Chapter will submit to MPI the elected slate on the template provided annually.

- 2.3 BOARD TRAINING: Any incoming Board of Directors who have not previously served is required to take the MPI Board 101 and Managing Sexual Harassment training prior to the Chapter Leadership Summit as outlined on the MPI Volunteer Leader Agreement. All Chapter leaders are encouraged to complete local Chapter Board orientation and attend MPI training, as applicable.
- 2.4 BOARD RETREATS: Chapters are required to hold an annual Board planning retreat between two to three months prior to the fiscal year. Chapters are recommended to hold a mid-year assessment retreat mid-fiscal year. Chapters are required to utilize an MPI-verified Chapter Facilitator during annual retreats to oversee the process and flow of the retreat. The MPI-verified Chapter Facilitator cannot be a current member of the home chapter, have served on the Board in the last two (2) fiscal years or be a Chapter Administrator.
- 2.5 ATTENDANCE. In-person attendance is required at all in-person Board meetings and virtual attendance is required at all virtual Board meetings. If a Board member who is not on an approved leave of absence fails to attend at least seventy-five percent (75%) of Board meetings, the Board may, in consideration of the totality of circumstances and any excused absences, remove the member in accordance with the Chapter Bylaws.

For purposes of this policy, an “excused absence” is one where the absent director promptly notifies the President that they are unable to attend a regularly scheduled Board meeting because of (i) a previous commitment that was identified to the President when the Board meeting was first scheduled, (ii) a health-related emergency to the director or their immediate family (iii) observance of a generally-recognized religious holiday, or (iv) an unforeseen business conflict outside the director’s control.

For purposes of this policy, “approved leave” is the absence from a Board meeting for a reasonable duration approved by the Board on the basis of a medical limitation, military deployment, childbirth or adoption, or other grounds as the Board may determine; provided, however, that the director on approved leave must use their best efforts to virtually attend Board meetings, if available, to ensure they are adequately informed of and responsible for the organization’s affairs.

### SECTION 3. BOARD COMPENSATION:

- 3.1 COMPENSATION: Board of Directors shall not be compensated for their services as a Chapter Officer or Director, but they may be reimbursed for reasonable expenses incurred in the performance of their duties to the Chapter in accordance with such Chapter policies approved by the Board of Directors. The term “compensation” means direct or indirect remuneration, including gifts and benefits, that are not *de minimis* in value.

## **ARTICLE V COMMITTEES, TASK FORCES, AND ADVISORY COUNCILS**

### SECTION 1. STANDING COMMITTEES

- 1.1 Standing committees of Chapters shall be the Audit and Finance Committee and the Governance and Nominating Committee. Annually, the President of the Board of Directors shall select members to serve during the President’s term.
  - 1.1.1 **Audit and Finance Committee.** The Audit and Finance Committee shall assist the Board of Directors in fulfilling its oversight responsibilities relating to the quality and integrity of

the Chapter's financial reporting processes and accounting practices. If the Chapter has determined to have an Executive Committee, the Executive Committee can function in place of an Audit and Finance Committee and will have the responsibility as defined.

1.1.2 **Governance and Nominating Committee.** The Governance and Nominating Committee shall assist the Board of Directors in fulfilling its oversight responsibilities relating to developing and implementing sound governance policies as well as a nomination process for directors and officers. The Immediate Past President shall chair it. The President-Elect shall serve as a non-voting member of the committee. The remaining members of the Governance and Nominating Committee shall be appointed by the President, who may not serve as a member of the committee, which will be ratified by the Board of Directors. There shall be at least six (6) members, including the Immediate Past President as chair, having a quorum of 5 for action. A Governance and Nominating Committee member who may consider serving as an officer shall recuse themselves from the Board development process related to the nomination and development of a slate of officers. In the case of a resignation, the President will be authorized to fill a vacancy. The Governance and Nominating Committee shall be in place no later than the date stated by MPI with final slate submission as stated by MPI.

1.2 **Special Committees.** The President-Elect shall appoint committees, task forces, and advisory councils for their term as President.

1.3 **Standing Committees.** Committees perform fundamental governance functions for the chapter, i.e., Governance and Nominating Committee.

1.4 **Select Committees.** Committees that are formed to accomplish a specific goal on an ongoing basis.

1.5 **Task Forces.** Committee-like groups created for a defined and time-limited purpose to solve a specific problem.

1.6 **Advisory Councils** - An advisory council is a collection of individuals who bring unique knowledge and skills which augment the knowledge and skills of the board of directors to guide the organization and/or represent a specific vertical/segment of our community. The advisory council does not have formal authority to govern the organization, that is, the advisory council cannot issue directives which must be followed. Rather, the advisory council serves to make recommendations and/or provide key information and materials to the board of directors.

## **ARTICLE VI** **FINANCE**

### SECTION 1. FISCAL YEAR:

1.1 The Chapter fiscal year for financial and business purposes is the calendar year unless otherwise determined by International Board of Directors.

### SECTION 2. ANNUAL BUDGET:

- 2.1 The annual budget is prepared by the Audit and Finance Committee who recommend the budgets to the Board of Directors. The Board of Directors approves the annual budget.

### SECTION 3. RESERVE FUND

- 3.1 TERMS: The term Reserves for financial purposes will be defined as funds set aside to be used in emergency cases.
- 3.2 RESERVE TARGET: The reserve target shall be defined as a minimum of 25% of annual fixed expenses. This should not include any event-related expenses, only expenses needed to keep the chapter operational (i.e., costs related to Chapter administrator, bank fees, telecommunication, rent, etc.). Best practice is to maintain 50 - 100% of annual fixed expenses.
- 3.3 ACCESS TO RESERVES: Using reserve funds shall first be referred to the Vice President Finance for consideration. Final approval by a majority vote of the Board of Directors is required.

### SECTION 4. REQUEST FOR PROPOSALS

- 4.1 The Chapter will develop a local policy for requests for proposals and expenditures exceeding a certain threshold as defined by the Board of Directors.

### SECTION 5. REIMBURSEMENT OF EXPENSES OR TRAVEL

- 5.1 Chapters will develop a policy addressing reimbursement of expenses and include in the addendum.

### SECTION 6. SPONSORSHIP AND SOLICITATION

- 6.1 ACCESS TO MEMBER LISTS: All Chapters are bound by the MPI Data Privacy Policy <https://www.mpi.org/about/privacy> and are responsible for protecting all data. As such, all member types have access to the Membership Directory <https://www.mpi.org/membership/member-directory>. There are no additional direct member benefits to access registration lists and/or member lists. Any lists provided via sponsorship opportunities must account for opt-outs and be respective of the MPI Data Privacy Policy.
- 6.2 CHAPTER SPONSORSHIP POLICIES: Chapters may sell Sponsorship opportunities to partners that are members or non-members of MPI. Such sponsorships can include education, events, website advertising, newsletters, etc. All sponsor campaigns must consider opt-outs and the MPI Data Privacy Policy. All sponsorships should be considered for overall member value and Chapter business strategies.

### SECTION 7. ADMINISTRATORS

- 7.1 Administrators must adhere to the standards and qualifications established by MPI. Additional services above the minimum requirements can be added by the Chapter at their discretion with Board of Directors' approval.
- 7.2 EVALUATION OF ADMINISTRATOR & CONTRACT RENEWALS: Each Chapter is required to complete an annual review of their administrative services prior to end of the fiscal year. Chapters must, at a minimum, adhere to the evaluation guidelines provided on the sample template promulgated by MPI. Additional processes can be deemed necessary at the Chapter's discretion.

All Chapters must submit a copy of their administrator evaluation and current contract for services (if applicable) to MPI by the stated date.

- 7.3. Contracts for paid Chapter Administrators require the following language and/or scope of services. This includes all existing and future contracts.
  - 7.3.1 Chapter Administrators and their support staff will represent the Chapter and MPI in a professional manner adhering to the Principles of Professionalism Guidelines provided by MPI.
  - 7.3.2 Chapter Administrators and their support staff will follow all MPI and Chapter Bylaws, Policy & Procedures, Financial budgeting requirements and any other defined requirements set forth by Chapter or MPI.
  - 7.3.3 Chapter Administrators are required to adhere to all Chapter Administrator Program (CAP) guidelines and policies. See program guidelines for specific requirements.
  - 7.3.4 Chapter Administrators must have a business license where applicable by law and provide proof at commencement of contract term and be insured.
  - 7.3.5 Non-compliance with these requirements will require termination of contract.
  - 7.3.6 Volunteer Chapter Administrators are not required to be licensed or insured.
- 7.4. Chapter Administrators cannot be family or an immediate relative of a member of the Board of Directors. Family or immediate relative is defined as spouse, children, parents, siblings or grandchildren.
- 7.5. Chapter Administrators will work to hold the Board of Directors accountable to all defined MPI performance standards, policies and Principles of Professionalism. The Board of Directors will support Chapter Administrators in this process.
- 7.6. All administrative services must be contracted as a vendor for services. In the event a Chapter is without capacity to support a paid administrator, consult your MPI representative.

## **ARTICLES VII CHAPTER EVENTS**

### **SECTION 1. EDUCATIONAL & SOCIAL EVENTS**

- 1.1 EDUCATIONAL EVENT: Chapters are required to have four (4) educational events annually. Based on market conditions, Chapters should charge a member rate and a non-member rate for events where appropriate. The price difference between member and non-member rates is at the Chapter's discretion based on specific event needs. Refer to Article III, Section 2.1 for additional Chapter member attendance guidelines. Partnership events with other industry organizations are excluded from this requirement and may establish rates without regard to membership with MPI.
- 1.2 Chapters should establish chapter educational, networking and social programs.

## **ARTICLE VIII COMMUNICATIONS**

### **SECTION 1. BRAND STANDARDS AND TRADEMARKS**

- 1.1 All Chapters must adhere to the MPI Chapter Logo and MPI Brand Guide documents provided. Any theme-specific logos for events must not conflict with the MPI Brand Guide and must be

approved by MPI prior to use. Each chapter will be required to sign a Trademark License Agreement that will be maintained by MPI.

## SECTION 2. CHAPTER COMMUNICATIONS

- 2.1 Each Chapter should create a policy regarding communications which may include, but are not limited to, MPI Chapter spokespersons, methods of delivery, timelines, and calendars.

## **ARTICLE IX MISCELLANEOUS**

### Section 1. PHILANTHROPIC ACTIVITY

- 1.1 The MPI Foundation is MPI's charity of choice. Throughout its existence, the MPI Foundation has provided diverse financial support to industry associations, critical industry-related initiatives, thousands of MPI members, and every chapter.
- 1.2 Because the MPI Foundation supports leader education, professional development, and chapter growth, we encourage annual support from the chapter by creating MPIF events, year-end donations, or registration donations to be included with all chapter events.
- 1.3 At any time, if a chapter leadership team desires feedback or to learn about donation options, they can contact the current MPIF Board of Trustee chair or MPIF's Executive Director, as noted on MPI's website.
- 1.4 Chapters are also encouraged to support local charities that align specifically with the meetings & events, travel, tourism industries along with critical local charities. (i.e., Anti-Human Trafficking, etc.)

### Section 2. MPI CHAPTER AWARDS

- 2.1 **RISE AWARDS:** The RISE Awards are MPI's annual recognition program for its members and chapters. The program has four award categories for chapters (Industry Advocate, Innovative Educational Programming, Marketplace Excellence, & Membership Achievement) and three award categories for members (Young Professional Achievement, Member of the Year, Meeting Industry Leadership). Award recipients are selected based on the criteria of influence, transferability, and innovation.
- 2.2 **CHAPTER PERFORMANCE AWARDS:** Chapter Performance Awards are determined through chapter performance standard assessments and chapter dashboard results. Seven key metrics are included in the assessment: Member Satisfaction, Member Retention without Students, Net Member Growth, Net Profit, Reserves as a Percentage of Annual Operating Expenses, Educational Content Satisfaction and Clock-Hour Accredited Educational Events. Goals are communicated to Volunteer Chapter Leaders prior to the beginning of the Chapter Fiscal Year. Annual awards are presented to Top Performing Chapters and Chapters of Excellence.

## SECTION 3. NON-COMPLIANCE

- 3.1 Chapters may not be eligible for annual chapter performance awards and metrics incentives if they are not compliant with the MPI Chapter Bylaws and the MPI Chapter Policy Manual.

## SECTION 4. MPI POLICY MANUAL



4.1 Where there is a conflicting provision in this Chapter Policy Manual with the provisions of the MPI Policy Manual, or where there is a provision in the MPI Policy Manual that applies to a situation where this Chapter Policy Manual is silent, then the MPI Policy Manual shall control.

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## **MPI HOUSTON AREA CHAPTER POLICIES ADDENDUM**

Revision Date **4/1/2024**

### **ARTICLE I MEMBERSHIP**

SECTION 1. AFFILIATE MEMBERSHIP: An individual may be a primary member of one Chapter with subsequent chapters they may be affiliate members by paying an affiliate membership fee directly to the subsequent chapters. The Houston Area Chapter affiliate membership fee is \$100.00. An Affiliate Member is entitled to the same benefits as a primary member, such as: receiving all chapter correspondence, access to the chapter's online member database, participating as a committee, event and program volunteer. The one exception is an affiliate member may not serve on the board of directors. Affiliate members may only serve as a Chapter Board Member with their primary Chapter. Affiliate member fees are invoiced, collected and retained at the Chapter level.

### **ARTICLE II BOARD OF DIRECTORS/OFFICERS**

#### SECTION 1: AUTHORITY & RESPONSIBILITY

- 1.1 Board members are expected to attend one (1) annual retreat and one (1) mid-year retreat within the fiscal year. Board members are also expected to attend a minimum of three (3) educational events, one (1) social networking event, and one (1) special event each fiscal year.

#### SECTION 2: EXECUTIVE COMMITTEE:

- 2.1 The Executive Committee shall be solely responsible for voting on the following matter: Filling of the Chapter Business Administrator position should it become vacant.

#### SECTION 3: BOARD ELECTION & SERVICE

- 3.1 NOMINATION PROCESS: The Immediate Past President along with the Nominating Committee shall enforce and perform election and voting procedures according to the Chapter Bylaws and MPI Policies & Procedures Article IV, Section 2.
  - 3.1.1 The Chapter Immediate Past President shall chair the Nominations Committee. The Chapter President-Elect will serve on the committee. The Chapter Immediate Past President will appoint 3 to 5-chapter members and present the committee to the Board of Directors for approval and post the committee names to the chapter website and confirm Nominations Committee members by August 31st.
  - 3.1.2 Using a Candidate Interest Form, the Nominations Committee shall request nominations from the membership at large for all open positions. The nomination process will be from April - July. Active Chapter members in good standing are eligible for Board positions.
    - Board of Director qualifications are:
      - i. Be a member in good standing
      - ii. Be willing to fulfill the obligations in office, in the capacity indicated.

- iii. Have a history of involvement, accomplishment and dependable service to MPI or MPI Houston Area Chapter.
  - iv. Be willing to contribute time, energy and creativity to the Chapter with written consent of the employer, if needed.
- The Nominations Committee will contact each member expressing interest in a Board position to ascertain the member's specific area of interest. During this conversation, the level of commitment will be reviewed with the potential candidate to ensure a thorough understanding of the job. This process will begin after the deadline to return applications.

3.1.3 Candidates will be interviewed by the committee members. The Committee will discuss candidates and prepare the Slate of Candidates. Slate Presentation and Submission shall be conducted in accordance with MPI Policies, Article IV, Section 2.

*Note: Governance and Nominating Committee procedures cannot conflict with chapter bylaws Article VI and Article VII.*

#### SECTION 4: BOARD COMPENSATION

- 4.1 GIFTS: Directors and elected Officers shall not accept any gifts over the value of \$100 unless otherwise approved by MPI Global.

### **ARTICLE IV COMMITTEES, TASK FORCES, AND ADVISORY COUNCILS**

- 1.1 **STANDING COMMITTEES:** A volunteer Chair will be appointed for each standing committee annually. The board member responsible for each committee will present possible committee chairs to the board of directors for a vote and approval no later than the final board meeting of the year prior to the fiscal year start in which the chair will serve.

Standing committees of the Chapter are:

**AUDIT AND FINANCE COMMITTEE** – Purpose and responsibilities outlined in Policy Article V, Section 1, Subsection 1.1.1

**GOVERNANCE AND NOMINATING COMMITTEE** – Purpose and responsibilities outlined in Policy Article V, Section 1, Subsection 1.1.2

**COMMUNICATIONS COMMITTEE**

**Purpose:** Chapter Website, Newsletter, all Social Media and Chapter Communications

**Responsibilities:** This committee is responsible for promoting the chapter's events, compiling quality newsletters that outline MPI's contribution to its members and offers a dynamic and informational website while managing its contents and design.

**Board Position Reports to:** Vice President, Marketing & Communications

**Recommended Number of Volunteers:** 5

### **EDUCATION COMMITTEE**

**Purpose:** CMP Program at chapter level; Professional Development; Educational Programming

**Responsibilities:** This committee is responsible for the educational integration to the chapter. They provide programming that brings membership, education and networking together throughout the year. They handle all logistics of all educational programs.

**Board Position Reports to:** Vice President, Education

**Recommended Number of Volunteers:** 5

### **LEADERSHIP COMMITTEE**

**Purpose:** Leadership Development; Succession Planning; Volunteer Opportunities

**Responsibilities:** This committee assists members to recognize their leadership skill set, apply them with "learning by doing" and enables them to stay active leaders within the Chapter. This 3 committee can help determine the best fit when volunteering for one of the dynamic committees or assist in developing individual skills should one desire be to become a Chapter leader.

**Board Position Reports to:** Vice President, Leadership Development

**Recommended Number of Volunteers:** 5

### **MEMBERSHIP COMMITTEE**

**Purpose:** New Member Recruitment; Member Care and Retention

**Responsibilities:** This committee is responsible for all recruitment efforts to meet annual goal of new members for the chapter. They are also responsible for member retention efforts for current members and ensuring that all current members are happy and successful within the chapter.

**Board Position Reports to:** Vice President, Membership

**Recommended Number of Volunteers:** 5

### **REGISTRATION COMMITTEE**

**Purpose:** Event Registration

**Responsibilities:** This committee serves the chapter in all administrative functions for each chapter event including but not limited to on-site registration, registration payments, and nametag distribution.

**Board Position Reports to:** Vice President, Finance

**Recommended Number of Volunteers:** 10

### **SPECIAL EVENTS COMMITTEE**

**Purpose:** Non-Educational Event Planning; Vendor Relations

**Responsibilities:** The committee handles all planning details as well as event logistics and full execution for our annual Special Events including a Fall Event, and A Night Among the Stars.

**Board Position Reports to:** Vice President, Finance through the Director of Special Events

**Recommended Number of Volunteers:** 15

### **SPONSORSHIP COMMITTEE**

**Purpose:** In-Kind and Cash Sponsorships; Strategic Partners

**Responsibilities:** This committee supports the chapter's strategic plan by identifying and integrating business opportunities through annual, program and event sponsorships.

**Board Position Reports to:** Vice President, Finance through Director of Sponsorships

**Recommended Number of Volunteers:** 5

## SECTION 2: ADVISORY COUNCILS AND TASK FORCES

- 2.1 Volunteers for any advisory councils and/or task forces shall be appointed as needed. Include in each who is responsible for making the appointment for advisory councils/task forces and if a board vote is required.

### SECTION 3: VOLUNTEER ROLES & RESPONSIBILITIES:

- 3.1 Expectations of Committee, Advisory Council and/or Task Force Chairs:
1. Clear communication on purpose/charge for the group. If changes in direction occur, communicate with the group in a timely manner.
  2. Develop work plans to achieve purpose/charge and clearly communicate responsibilities/assignments for each member. Create a positive volunteer experience for all.
  3. Complete any assignments by pre-determined deadlines.
  4. Draft and disseminate minutes and summaries promptly.
  5. Draft and submit progress report to assigned Chapter Board of Directors as needed.
  6. Ensure volunteer reimbursement requests are submitted and paid within 60 days of funded meeting.

#### Expectations of Volunteer Members:

1. Focus on assigned purpose/charge for the group.
2. Attend meetings and conference calls.
3. Complete any assignments by pre-determined deadlines.
4. Communicate any challenges/concerns early to volunteer chair.
5. Submit volunteer reimbursement requests immediately following approved expenses but no later than 30 days.
6. Comply with Conflict-of-Interest Policy, maintain confidentiality of discussions and background materials and immediately disclose any conflict of interest that may arise.

## ARTICLE V FINANCE

### SECTION 1. ANNUAL BUDGET

- 1.1 The annual budget is prepared by the VP of Finance for review by the Executive Committee prior to the Annual Board Retreat. The VP of Finance submits a final budget after the Annual Board Retreat to the current Board of Directors for a vote. The current Board of Directors approves the annual operating budget in compliance with MPI Bylaws. Chapter operations will be in alignment with the annual budget.

### SECTION 2. RESERVE FUND

- 2.1 PURPOSE OF RESERVES: MPI Houston Area Chapter will maintain adequate reserves for the following purposes:
- Unpredictable events which could substantially impact MPI's operations or revenue streams. While such occurrences are rare, reserves can provide the resources necessary to keep the organization functioning should one occur.
  - Identification of a valuable investment opportunity for long term growth.

While most such opportunities are managed through budgeted expenditures, the right opportunity with a significant and dependable return on investment can warrant a decision on the part of the board to access the organization's reserves.

These investments would require an acceptable ROI back to the organization and would be sustainable long term without the initial deemed reserve support.

### SECTION 3. REQUEST FOR PROPOSALS:

- 3.1 Requests for Proposals (RFP) will be solicited for all event venues (and caterers as applicable) and sponsors will be the responsibility of the appropriate MPI Houston Area Chapter board member as outlined below. A board vote will be required should a company represented by a current board member be one of the options. In that instance, the board member associated with the company will recuse him or herself for the vote.
  - 3.1.1 The VP of Education will be responsible for submitting, receiving responses and presenting a minimum of three options to the board of directors for each educational luncheon and the any other educational functions.
  - 3.1.2 The Director of Special Events will be responsible for submitting, receiving responses and presenting a minimum of three options to the board of directors for each special, non-educational event.
  - 3.1.3 The VP of Membership will be responsible for submitting, receiving responses and presenting a minimum of three options to the board of directors for each networking social event.
  - 3.1.4 The Director of Sponsorship will be responsible for submitting, receiving responses and presenting all options to the board of directors for all sponsorship opportunities.

### SECTION 4. REIMBURSEMENT OF EXPENSES OR TRAVEL

- 4.1 TRAVEL REIMBURSEMENT ELIGIBILITY: Travel Reimbursement will occur for the following budgeted board member trips: President for WEC; President-Elect, VP of Membership, VP of Communications, VP of Education, and Chapter Business Administrator for Chapter Leadership Summit (CLS). Travel reimbursement will also occur for the following budgeted chapter member trip: WEC Scholarship Recipient. The requested reimbursement amounts must not exceed the budgeted amount without approval via vote by the Board of Directors. Advance approval by the Board of Directors shall be required for all Chapter paid travel expenses other than expenses included in the chapter budget. Advance payment of certain travel expenses such as the cost of an airline ticket may occur for approved travel. Advance payments must be approved by the President.

Travel expenses are subject to the following Chapter Travel Expense Guidelines:

- **Personal Meal Allowances** A daily meal allowance of up to \$75.00 inclusive of taxes and gratuities will be reimbursable. The chapter will only reimburse for food and non-alcoholic drinks. Original itemized receipts will be required for reimbursement. The expectation is that the traveler will partake in all meals offered at the conference or event. Any meal periods that are not covered by the conference will be eligible for reimbursement.

- **Health Club Facilities** Health Club fees are not eligible for reimbursement.
- **Gratuities**
  - Skycap, bellman \$1.00 per bag
  - Doorman \$1.00 - \$2.00
  - Taxi 15-20%
  - Housekeeping \$1.00 per room unit per day (example: 3 room suite = \$3.00)
- **Ground Transportation** Shuttle transportation should always be used if available. Exceptions:
  - Traveler is required to be at the meeting site earlier than a shuttle schedule provides.
  - Traveler is transporting an extraordinary amount of luggage, meeting materials or boxes.
  - Other transportation is equal to or less expensive than the shuttle.
- **Airport Parking** Economy parking is to be utilized for all airport parking. Approved travelers are encouraged to consider alternatives to airport parking for long trips where it would be less expensive to take a cab or other ground transportation to and from the airport.
- **Mileage** MPI Houston Area Chapter will reimburse an approved traveler for the use of their vehicle for approved travel. Reimbursement will be made at the current Federal guideline rate per mile for each relevant mile traveled. MPI Houston Area Chapter is not responsible for damage to the approved traveler's car while on MPI Houston Area Chapter business. The approved traveler is responsible for maintaining adequate auto insurance encompassing business travel.
- **Airline Policy** It is incumbent upon all MPI Houston Area Chapter approved travelers to fly as inexpensively as possible. If an approved traveler is given advance notice of their schedule, they are expected to act promptly to secure economical flights. If they delay and therefore do not qualify for the normal reduced fare the approved traveler must pay the difference. If the approved traveler makes a reservation and the ticket must be changed due to a non-MPI Houston Area Chapter related business reason, the traveler will pay the penalty. If a change occurs for personal reasons, the approved traveler will pay the penalty. Fare splitting for an event with other MPI Houston Area Chapter or personal travel must be approved prior to travel.
- **Hotel Rooms** MPI Houston Area Chapter will cover expenses (room and tax) for a standard single room for approved travelers. For travelers wishing other accommodations, they will be responsible for any total expense (room and tax) differential from the standard single negotiated rate. The expectation is that all travelers will secure a room in a hotel or property within the conference block of hotels.
- **Personal Expenses** MPI Houston Area Chapter will not reimburse approved traveler for personal items, including but not limited to clothing, lost or damaged luggage, room movies, snacks, newspapers, hotel mini bars, personal entertainment (event admission fees, amusement park admissions, theater tickets, movie admissions), gifts, etc. Sodas, coffee, tea, juice and bottled water will not be reimbursed unless consumed with a meal. Exceptions due to extenuating circumstances will be handled on an individual basis.

- 4.2 REIMBURSEMENT: The reimbursement of approved traveler-incurred travel expenses will be issued directly to the approved traveler through the MPI Houston Area Chapter Vice President of Finance. To request reimbursement, the approved traveler should submit a check request to the VP of Finance, President, and Chapter Business Administrator with all expenses noted and coded correctly in addition to all original receipts. Certain expenditures of less than \$25.00 each, for which receipts are not traditionally available (i.e., gratuities, etc.), will be reimbursable with appropriate written documentation provided as to the specific amounts, dates and locations of each such expenditures. Payment will be made within 30 days of approval.
- 4.3 BUDGETED CHAPTER EXPENSES: All budgeted expenses are to be submitted by the appropriate board member or committee member with a check request to the VP of Finance, President and Chapter Business Administrator for approval and payment. Payment will be made within 30 days of approval.

## SECTION 5. SPONSORSHIPS

- 5.1 CHAPTER SPONSORSHIP POLICIES: An annual Call for Sponsors RFP will be distributed to the chapter membership via email at the beginning of each fiscal year. The Director of Sponsorships and VP of Finance will present all interested sponsors to the Board of Directors. All approved sponsors (in-kind, cash, event) will be required to sign a sponsorship contract with the chapter. This contract is to be submitted by the VP of Finance or other appropriate board member and will be signed by the sponsor and countersigned by the Chapter President. The Director of Sponsorships with the support of the VP of Finance will track and ensure that the sponsors receive all contracted benefits from the chapter.
- 5.2 IN-KIND SPONSORS: All in-kind donations will be documented and reported to the Board of Directors. The Vice President or Director responsible for each event will keep a record of in-kind donations by company/individual with the value and will provide this information to the Chapter Business Administrator immediately following the event. The Chapter Business Administrator will provide a report on in-kind donations with monthly financial reports.

## SECTION 6. MANAGEMENT OF PAID STAFF

- 6.1 CHAPTER BUSINESS MANAGER: The Chapter Business Administrator will report to the Office of the President with the President serving as the primary contact. The Chapter Business Administrator will be contracted on a 2-year basis with a 90 day and 180 day evaluation occurring the first year. An annual evaluation of the Chapter Business Administrator will be conducted by the Office of the President, led by the President.

The salary payment schedule will annually be split evenly between the months of the contract based on the annual salary agreed upon and contracted. The Chapter Business Administrator will be included on the chapter bank account as a verified and approved signature. The Chapter Business Administrator will never sign a check payable to themselves or their company.

The Chapter Business Administrator does not have the authority to sign any contracts on behalf of the chapter. The Chapter President is the only board member with the authority to sign contracts.

- 6.2 VACANCY: In the case of the position becoming vacant, an RFP for the Chapter Business Administrator position will be submitted to the membership and community for consideration. All applications will funnel through the President and interviews will be conducted by the Executive



Committee. The Executive Committee will make the final recommendation to the Board of Directors and a board vote will be taken for approval.

## **ARTICLE VI CHAPTER EVENTS**

### **SECTION 1. EDUCATIONAL & SOCIAL EVENTS**

1.1 **EVENT ATTENDANCE:** Refer to Article VII, Section 1.1 for Attendance Guidelines. The Board of Directors will establish all registration fees for Chapter educational, networking social and special events. If status of membership is pending, those who have submitted their membership form and fee to MPI shall be eligible to attend Chapter events at the member rate. The registration fees may only be changed with a majority board vote in favor.

Pre-registration for all chapter events will end at noon two (2) business days prior to the event. All pre-registered attendee registration fees must be paid by credit card at the time of registration.

1.1.1 **COMPLIMENTARY ATTENDANCE POLICY:** The Chapter Business Administrator and the VP of Finance will be granted complimentary attendance to all chapter events where onsite registration is required. Event venue hosts will be granted a maximum of three (3) complimentary attendees to the event being hosted at their respective venue. Any additional event venue host attendees will be granted registration at the member rate for that particular event. Event sponsors (in-kind and cash) will be granted one (1) complimentary attendee to each event or as their sponsorship agreement outlined. Any additional sponsor attendees will be granted registration at the member rate for those particular events. All other complimentary attendance requests to chapter events will be based on the sole discretion of the Board of Directors.

1.1.2 **CANCELLATION AND NO-SHOW POLICY:** Registrations cancelled at least two (2) business days prior to the start of the event will receive a full refund. Any registration cancelled in fewer than two (2) business days prior to the start of the event will not be eligible for a refund. Cancellation date and time will be based on the date the cancellation is received by the MPI Houston Area Chapter office. Registrations can be transferred to another employee of the same company upon request to the Chapter Business Administrator. Full cancellation policy information will be included on all registration forms and event confirmations. Any registrant that has pre-paid for an event, did not attend the event and did not cancel according to the cancellation policy will not receive a refund.

1.1.3 **NON MEMBER ATTENDEES:** Non-member industry attendee names and addresses will be recorded by the Chapter Business Administrator at time of registration and added by the VP of Membership to the prospective member contact list.

1.2 **EDUCATIONAL PROGRAMS:** With approval by the Board of Directors, the VP of Education will set dates for Chapter educational events for the following fiscal year by November 30 of the current fiscal year. The standard schedule of educational events specifies that these typically occur on the fourth Wednesday of the month in July, August, October, January, February and April unless otherwise recommended to coincide with the annual GMID date in April.

1.2.1 **RFP PROCESS:** In accordance with Article V, Section 3 of this Addendum, a standard Request for Proposal (RFP), will be utilized to solicit proposals for Chapter educational programs. The Education team will negotiate the best possible arrangement for each

Chapter function. Host facilities may be paid an equitable fee per attendee, as established by the Board of Directors, to offset food and beverage charges. The current fee as approved by the Board of Directors is \$25.00 inclusive for educational programs. Venues represented by MPI Houston Area Chapter members, will receive preference to host Chapter events. Refer to Article V, Section 3 of this Addendum for further details. All contracts will be executed and signed by the President.

The VP of Education will oversee the implementation of meeting plans including, but not limited to, speaker accommodation and presentation needs, BEO/menu selection, A/V equipment needs and set-up, room set-up, final guarantees provided to venue, and chapter presentation slides.

- 1.2.2 EDUCATION PROGRAM SPONSORSHIP: The VP of Education will work with the Director of Sponsorships and the VP of Marketing & Communications to identify, contact and secure at minimum one (1) cash sponsor for each educational event. Sponsorship value and benefits noted in the Chapter Sponsorship Prospectus.
  - 1.2.3 PROMOTION: The VP of Education will manage the submission of all information pertaining to the venue, speaker, topic, and any additional information to the Chapter Business Administrator no less than six (6) weeks prior to the event date. The Chapter Business Administrator will in turn compile the Cvent invitation to submit to the VP of Education and the VP of Marketing & Communications for approval. Final approval for the invite will be obtained from the President. The Chapter Business Administrator will send out the approved Cvent invitation no less than four (4) weeks prior to the event date. At the same time, the VP of Marketing & Communications will ensure all event information is put on the chapter website and social media channels. The Chapter Business Administrator will schedule follow-up invitations based on the Communications Calendar. The Chapter Business Administrator will send the final list of registrants to the Board of Directors no less than twenty-four (24) hours prior to the start of the event.
  - 1.2.4 SPEAKER POLICIES: Topics and speakers will be recommended by the education committee and the VP of Education will present all recommendations to the Board of Directors for approval. Speaker fees will be budgeted and a board vote will be required should a speaker fee be higher than the budgeted amount. Speaker contracts will be executed by the Chapter President.
  - 1.2.5 ALCOHOL POLICY: Alcoholic beverages may be served at the discretion and decision of the host venue. The VP of Education will never request alcohol to be served at an educational event.
  - 1.2.6 POST EVENT EVALUATION: The Chapter Business Administrator will submit a post-event evaluation to all program attendees and will provide all evaluation results to the Board of Directors, speaker, venue and chapter membership.
- 1.3 NETWORKING/SOCIAL PROGRAMS: The chapter will host a minimum of three (3) networking social events annually.

With approval by the Board of Directors, the VP of Membership will set dates for Chapter networking social events for the following fiscal year by November 30th of the current fiscal year.

1.3.1 RFP PROCESS: In accordance with Article V, Section 3 of this Addendum, a standard Request for Proposal (RFP) will be utilized to solicit proposals for Chapter networking social events. The Membership team will negotiate the best possible arrangement for each Chapter function. Host facilities may be paid an equitable fee per attendee, as established by the Board of Directors, to offset food and beverage charges. The current fee as approved by the Board of Directors is \$15.00 inclusive for networking/social programs. Venues represented by MPI Houston Area Chapter members, will receive preference to host Chapter events. Refer to Article V, Section 3 of this Addendum for further details. All contracts will be executed and signed by the President.

The VP of Membership will oversee the implementation of event plans including, but not limited to, BEO/menu selection, A/V equipment needs and set-up, room set-up, and final guarantees provided to venue.

1.3.2 NETWORKING/SOCIAL PROGRAM SPONSORSHIP: The VP of Membership will work with the Director of Sponsorship and the VP of Marketing & Communications to identify, contact and secure at minimum one (1) cash sponsor for each networking social event. Sponsorship value and benefits noted in the Chapter Sponsorship Prospectus.

1.3.3 PROMOTION: The VP of Membership will manage the submission of all information pertaining to the venue and any additional information to the Chapter Business Administrator no less than six (6) weeks prior to the event date. The Chapter Business Administrator will in turn compile the Cvent invitation to submit to the VP of Membership and the VP of Marketing & Communications for approval. Final approval for the invite will be obtained from the President. The Chapter Business Administrator will send out the approved Cvent invitation no less than four (4) weeks prior to the event date. At the same time, the VP of Marketing & Communications will ensure all event information is put on the chapter website and social media channels. The Chapter Business Administrator will schedule follow-up invitations based on the Communications Calendar. The Chapter Business Administrator will send the final list of registrants to the Board of Directors no less than twenty-four (24) hours prior to the start of the event.

1.3.4 ALCOHOL POLICY: Alcoholic beverages will be allowed to be served and will be at the discretion and decision of the host venue. Should an attendee need to be approached due to excessive consumption or disruptive behavior, the VP of Membership will immediately enlist the President to do so. Should the President not be in attendance, the President-Elect or Immediate Past President will be approached. Should no member of the Office of the President be in attendance, the Chapter Business Administrator will step in and facilitate the conversation.

1.3.5 POST EVENT EVALUATION: The Chapter Business Administrator will submit a post-event evaluation and will provide all evaluation results to the Board of Directors, venue and chapter membership.

1.4 SPECIAL EVENTS: The chapter will host two to three (2-3) special events annually to include a Fall event and A Night Among the Stars. With approval by the Board of Directors, the Director of Special Events will set dates for Chapter special events for the following fiscal year by November 30th of the current fiscal year.

1.4.1 RFP PROCESS: In accordance with Article V, Section 3 of this Addendum, a standard Request for Proposal (RFP), will be utilized to solicit proposals for Chapter special events.

The Special Events team will negotiate the best possible arrangement for each Chapter function. Host facilities may be paid an equitable fee per attendee, as established by the Board of Directors, to offset food and beverage charges. The current fee, as approved by the Board of Directors, is \$15.00 inclusive for networking/social functions; \$25.00 inclusive for luncheons; and \$45.00 inclusive for dinners such as at A Night Among the Stars. Venues represented by MPI Houston Area Chapter members, will receive preference to host Chapter events. Refer to Article V, Section 3 of this Addendum for further details. All contracts will be executed and signed by the President.

The Director of Special Events will oversee the implementation of event plans including, but not limited to, BEO/menu selection, A/V equipment needs and set-up, room set-up, final guarantees provided to venue, and chapter presentation slides.

- 1.4.2 **SPECIAL EVENT SPONSORSHIPS:** The Director of Special Events will work with the Director of Sponsorship and the VP of Marketing & Communications to identify, contact and secure at minimum, one (1) cash sponsor for each special events. Sponsorship value and benefits noted in the Chapter Sponsorship Prospectus.
- 1.4.3 **PROMOTION:** The Director of Special Events will submit all information pertaining to the venue, event specifics and any additional information to the Chapter Business Administrator no less than six (6) weeks prior to the event date. The Chapter Business Administrator will in turn compile the Cvent invitation to submit to the Director of Special Events and the VP of Marketing & Communications for approval. Final approval for the invite will be obtained from the President. The Chapter Business Administrator will in turn send out the approved Cvent invitation no less than four (4) weeks prior to the event date. At the same time, the VP of Marketing & Communications will ensure all event information is put on the chapter website and social media channels. The Chapter Business Administrator will schedule follow-up invitations based on the Communications Calendar. The Chapter Business Administrator will send the final list of registrants to the Board of Directors no less than twenty-four (24) hours prior to the start of the event.
- 1.4.4 **ALCOHOL POLICY:** Alcoholic beverages will be allowed to be served and will be at the discretion and decision of the host venue. Should an attendee need to be approached due to excessive consumption or disruptive behavior, the Special Events Chair will immediately enlist the President to do so. Should the President not be in attendance, the President-Elect or Immediate Past President will be approached. Should no member of the Office of the President be in attendance, the Chapter Business Administrator will step in and facilitate the conversation.
- 1.4.5 **POST EVENT EVALUATION:** The Chapter Business Administrator will submit a post-event evaluation and will provide all evaluation results to the Board of Directors, venue and Chapter Membership.

## **ARTICLE VII COMMUNICATIONS**

### **SECTION 1. CHAPTER COMMUNICATIONS**

- 1.1 **COMMUNICATION REQUESTS:** All communication requests, including email, event postings and all other communications, must be submitted to the VP of Marketing & Communications for

review and approval to ensure compliance with Chapter and MPI standards and branding. The VP of Marketing & Communications will develop appropriate forms on which communications requests are to be submitted.

- 1.2 **COMMUNICATIONS CALENDAR:** The VP of Marketing & Communications will develop and maintain an annual Communications Calendar showing pertinent communications items such as events, newsletters, and submission dates, to be distributed to all board members. The Chapter Communications team will always strive to search for, recommend and implement the most efficient means of communicating to its members and between the Board of Directors.
- 1.3 **PRESS RELEASES:** The Chapter Communications team will develop and submit press releases on Chapter activities that garner recognition for the Chapter on local, regional, national and international levels.
- 1.4 **CHAPTER NEWSLETTER:** A Chapter newsletter will be produced for the express purpose of communicating with members about subjects pertinent to the meetings industry and Chapter activities and business. The Chapter will distribute a newsletter on a schedule provided by the VP of Marketing & Communications and approved by the Board of Directors.
- 1.5 **CHAPTER WEBSITE:** The Chapter web site will be maintained for the express purpose of communicating with members about subjects pertinent to the meetings industry and Chapter activities. The site will be updated frequently to keep it vital and fresh.
- 1.6 **CHAPTER SOCIAL MEDIA:** All Chapter social media will be maintained for the express purpose of communicating with members about subjects pertinent to the meetings industry and Chapter activities and business. There will be frequent posts and communication through the MPI Houston Area Chapter Facebook page, Instagram account, and LinkedIn page. All board members and committee members will be encouraged to submit information to be posted on social media as well as interact through each platform. The Director of Social Media shall serve as the primary administrator for all chapter social media pages and will ensure all passwords are recorded with at minimum the Chapter Business Administrator.
- 1.7 **NON-MPI CHAPTER COMMUNICATIONS:** The Chapter will not distribute invitations for or otherwise promote events for other organizations.
- 1.8 **BOARD SIGNATURES:** Board members may include a one-line indication of their MPI board position in the signature area of MPI and non-MPI emails. MPI logos should not be used in signature areas.

## SECTION 2. ADVERTISEMENTS

- 2.1 **ADVERTISING AND MEDIA KIT:** The VP of Marketing & Communications will maintain the Advertising & Media Kit and will present all interested advertisers to the Board of Directors. All advertisers will be required to submit a completed Advertising Space Reservation Form which is to be signed by the President. Payment will be due fifteen (15) days prior to the start of the ad date. The VP of Marketing & Communications will be solely responsible for obtaining all advertising materials and ensure proper positioning for the agreed upon time frame. All advertisers will be documented and reported to the Board of Directors.
- 2.2 **ADVERTISING FEES:** The Board of Directors, with the recommendation of the VP of Marketing & Communications, will determine advertising fees for the newsletter, the website, etc. and will

implement ongoing basis initiatives to maintain and increase advertising revenues from year to year.

- 2.3 **ELIGIBLE ADVERTISERS:** Advertising is not limited to members of MPI, however precedence for available space will be given to members and non-members will pay a higher fee than members. The Board of Directors reserves the right to refuse advertising and/or copy that does not reflect Chapter standards.

## **ARTICLE VII MISCELLANEOUS**

### **SECTION 1. PHILANTHROPIC ACTIVITY**

- 1.1 **MPI FOUNDATION:** Reference Article IX, Section 1 of the MPI Policy Manual. The Vice President of Finance shall oversee the Chapter's support of the MPI Foundation with an annual amount to be determined and approved by the Board of Directors.
- 1.2 **LOCAL CHARITIES:** The Chapter will consider supplemental activities to support charitable program(s) as approved by the Board of Directors. Funds raised for charity will be properly dispensed during the fiscal year in which the funds were raised unless the Board of Directors makes other specific provisions.

### **SECTION 2. CHAPTER AWARDS**

- 2.1 **A NIGHT AMONG THE STARS:** The chapter will annually recognize an industry icon and outstanding members with chapter awards at the A Night Among the Stars event.
- 2.2 **AWARDS CATEGORIES:** The awards under consideration are: Industry Icon Award (ANATS Annual Honoree from the Industry), Planner of the Year, Supplier of the Year, Member of the Year, Volunteer of the Year, Rising Star, President's Award and the Silver Fork Award (the only award to be dictated by the venue scores received from the Chapter program/event evaluation form submissions throughout the current year).
- 2.3 **ELIGIBILITY:** Award nominees and recipients must be members of the MPI Houston Area Chapter in good standing, with the exception of the nominees and recipient for the Silver Fork Award. Current Board Members are eligible to receive awards however no more than one (1) of the three (3) awards shall be given to a current board member. The recipient of the Industry Icon Award is exempt from this proviso. The Silver Fork Award is presented to MPI-HAC hosting venues only. The current and incoming Boards of Directors are recognized during the program and the current board may receive a token of appreciation as a recognition of service.
- 2.4 **AWARDS SELECTION:** The VP of Marketing & Communications will send out the "Call for Nominations" email, to be compiled by the VP of Membership, to the chapter no later than 3 months prior to the event. The VP of Membership will collect all nominations and will serve as the Chair of the Award Selection Committee to be appointed by the VP of Membership. The Award Selection Committee will make final recommendations to the Board of Directors as to the award recipients for Rising Star, Planner of the Year, Supplier of the Year, and Member of the Year. The Board of Directors will approve, and all awards will be handed out at the event. The Icon Award recipient will be identified and selected by the Board of Directors; the Volunteer of the Year will be selected from the current year's Volunteer of the Month recipients; the Silver Fork Award is



determined based upon the evaluation scores received post programs for the year; the President's Award is at the sole discretion of the current Chapter President.

### SECTION 3. CHAPTER SCHOLARSHIPS

- 3.1 WEC SCHOLARSHIP: MPI Houston Area Chapter may award a maximum of two (2) WEC Scholarships to member(s) in good standing. The scholarship will include WEC registration, roundtrip airfare, standard hotel room and tax at a hotel property inside the WEC block. The recipient will be responsible for all other travel charges including but not limited to airport parking, ground transportation, personal meals, gratuities, and luggage fees.
  - 3.1.1 APPLICATION & SELECTION: The VP of Membership will develop a Scholarship Application and the "Call for Applications" announcement for WEC Scholarship(s) which the VP of Marketing & Communications will ensure is distributed to the chapter membership no later than four months prior to WEC. The VP of Membership will collect all applications and will serve as the Chair of the Scholarship Committee to be appointed by the VP of Membership. Within the application process, members must submit in writing approval from their superior that they will be allowed to attend WEC should they be awarded the scholarship. The Scholarship Committee will make final recommendations to the Board of Directors as to the scholarship recipient(s). The Board of Directors will approve and the scholarship recipient(s) will be announced at a chapter event.
  - 3.1.2 ELIGIBILITY: Current and Incoming Board of Directors are not eligible to apply nor be awarded the WEC scholarship. Any members who have received a WEC scholarship within the past five (5) years are not eligible to apply nor be awarded another WEC scholarship.

### SECTION 4. MPI HOUSTON AREA CHAPTER POLICIES ADDENDUM

- 4.1 CHANGES: Recommendations for changes in Chapter policies must be approved by a majority vote of the Board of Directors. Upon making any change to Chapter policy, the date of said change is noted in the Policy Manual. Any Board member may recommend a policy change, addition or deletion. The individual making the recommendation must draft the proposed policy and present such 15 draft to the Chapter Business Administrator, for review by the Executive Committee prior to being considered by the MPI Houston Area Chapter Board of Directors.
- 4.2 DISTRIBUTION: Board members and Committee Chairs shall receive a Policy Manual. It is the responsibility of each Chapter leader to become familiar with the contents of this governing document.