



Guide to Updating the MPI Chapter Bylaws and MPI Chapter Policy Manual

General Information

Each chapter should review and adopt the new MPI Chapter Bylaws and MPI Chapter Policy Manual (*effective July 1, 2023*) and subsequent local MPI Chapter Policies Addendum.

The documents can be found here: CLRP > Office of the President > Governance

While the Immediate Past President should spearhead the process, be sure to engage your Governance and Nominating Committee on this project.

While extensive changes to these documents have been made (**and require a thorough read through**), most changes made support the Chapter Simplification Project shared during 2023 which are reflected below:

Requirements	BEFORE	AFTER
Chapter member minimum: Club member minimum:	50 (standard rebate) 30 (reduced bylaws/policies; start-up rebate & \$1K funding)	40 (standard rebate) 20 (reduced bylaws/policies; start-up rebate & \$1K funding)
Board Officers Minimum	7 minimum: OOP, VP Finance, VP Membership, VP Marketing, VP Education	5 minimum Officers: OOP, VP Finance, VP Membership Roles only: VP Marketing, VP Education
Board Officers Maximum	25	20
Board Meetings Minimum	6	4
Education Events Minimum	6 (pre-pandemic)	4
Annual Performance Reviews	2X	1X
Annual Retreats	2X (annual plus midyear)	1X (midyear optional)
Financial Audit Review	Required	Discretionary/Optional
Board Meeting Absences	Two back-to-back deemed BOD resignation	Flexibility in attendance of board meetings
Global and Chapter Standards	Integrated bylaws and policies	Separated bylaws and policies; Appendix added

IMPORTANT: The MPI Chapter Policy Manual is divided into two distinct sections. Page 1 – 8 are the MPI Chapter Policies that are required of all Chapters and cannot be changed. The Addendum section, which starts at page 9, are the chapter-specific policies (which cannot be in conflict with the MPI Chapter Policy Manual).

Instructions for Updating MPI Chapter Bylaws and MPI Chapter Policy Manual

MPI Chapter Bylaws

1. Insert appropriate information in the yellow highlighted sections on page 1. Unhighlight these areas and save.
2. Review the remainder of the document and determine if any additional revisions are required based on local laws. **Outside of reasons due to local laws, no additional changes should be made to this document.**

MPI Chapter Policy Manual

1. Insert appropriate information in the yellow highlighted sections on page 1. Unhighlight these areas and save.
2. Review the remainder of the document before working on the addendum for chapter-specific policies.

Creating the Local MPI Chapter Policies Addendum

1. Page 9 of the MPI Chapter Policy Manual is the beginning of the Addendum which contains Chapter-specific policies. This section includes prompts for typical local policies that may be covered in your local Chapter policies.
2. If your Chapter does not have current policies for any section listed, consider if policies should be created and proposed to the Chapter Board of Directors. If not, delete that section of the addendum. Do not leave wording for local policy prompts if no policy is needed in this section.
3. Extract local Chapter policies from your existing version of the MPI Chapter Policy Manual and move them to the appropriate section of the Addendum.
4. Review and confirm that you have addressed every section of the MPI Chapter Policy Manual that requires a local Chapter policy to be written. Sections that require a local policy include:
 - a. Article VI, Section 4 and 5
 - b. Article VII, Section 2, 2.1
5. Complete a comprehensive review of all Addendum to ensure they do not conflict with MPI Chapter Policy Manual.

Approval Process

- United States – MPI Chapter Bylaws and MPI Chapter Policy Manual should be reviewed and must be approved by the sitting Chapter Board of Directors during a board meeting via a motion.
- Canada – MPI Chapter Bylaws might need members vote depending on Chapter registration (Federal or Provincial). Check your local requirements on your Articles of Incorporation and follow the procedures for MPI Chapter Bylaws' approval. MPI Chapter Policy Manual, once updated with chapter-specific policies, must be approved by the sitting Chapter Board of Directors during a board meeting via a motion.
- EMEA / LATAM / APAC – MPI Chapter Bylaws and MPI Chapter Policy Manual should be reviewed and approved by the sitting Chapter Board of Directors during a board meeting via a motion. Check your local State requirements on your Articles of Incorporation if additional steps are needed following local laws.

Deadline for Completion

Revised MPI Chapter Bylaws and MPI Chapter Policy Manual **should be submitted to MPI no later than May 1, 2024**. All Chapters should update their website with a PDF version of the MPI Chapter Bylaws once finalized and approved (see above Approval Process for details).