



## MEETING PROFESSIONALS INTERNATIONAL FOUNDATION POLICY MANUAL

*July 2019*

### ARTICLE I MEETING PROFESSIONALS INTERNATIONAL FOUNDATION

SECTION 1. Meeting Professionals International Foundation (MPI) is an Illinois not-for-profit corporation and a registered in the State of Illinois. The corporation may have other offices inside or outside of the State of Illinois.

SECTION 2. LOCATION: The central business office of MPI Foundation is located at 2711 LBJ Freeway, Suite 600, Dallas, TX 75234-7349.

### ARTICLE II FOUNDATION PURPOSE

PURPOSE: The Foundation is a not-for-profit organization that shall fund grants, scholarship and pan-industry research in support of the global meeting and event industry.

MISSION: The Foundation funds education and pan-industry research that drives the success of meeting professionals.

### ARTICLE III FINANCE

SECTION 1. FISCAL YEAR: The fiscal year of the Foundation will be the calendar year unless otherwise prescribed by the Board of Trustees and any necessary Internal Revenue Service approval as required.

#### SECTION 2. EXPENSE POLICY

1. Scope. This expense policy applies to Global Board of Trustees (Directors) of Meeting Professionals International Foundation.
2. Expense Limitations and Cost Sharing. All expenses reimbursed under this expense policy must be within budgetary guidelines. Directors are expected to share in the expenses of volunteer participation. The chair of the Global Board of Trustees shall individually consult with Directors at the beginning of each Director's term regarding their ability to share in these expenses, and expenditures shall be planned accordingly. These expense limitations and cost sharing expectations shall limit all reimbursement described below.

3. Travel. MPIF will pay the travel costs for Directors to attend regular Board meetings, and other meetings authorized by MPIF ("Authorized Meetings"). Two of such meetings are typically coordinated with Meeting Professional International conferences.
  - 3.1. The total reimbursement for round-trip travel for each Director to attend an Authorized Meeting is limited to:
    - \$400 USD for travel within the United States;
    - \$400 USD for travel within Canada, Mexico or Europe;
    - \$500 USD for travel between the U.S. and Canada or Mexico; and
    - \$1,000 USD for intercontinental travel.

If pre-approved by the MPIF VP Finance, additional expenses up to \$500 USD may be reimbursed for domestic or international economy air travel. The pre-approvals for additional expense will be turned around within 24 hours during the business week by sending to an email to [mpifoundation@mpi.org](mailto:mpifoundation@mpi.org).
  - 3.2. Air travel will be reimbursed only at the cost of a coach class ticket. The cost of upgrades is not reimbursable. Charges for airline ticket changes for penalty-imposed tickets are not reimbursable unless authorized by the MPIF VP Finance.
  - 3.3. If pre-approved, expenses for travel by rail will be reimbursed (if it is the most economical means of transportation).
4. Lodging. Directors will be reimbursed for costs of lodging at hotels at which MPIF has negotiated "best available", meeting or other group rates. When possible, MPIF will negotiate complimentary room rates to defray expenses. Lodging will only be approved for the number of nights authorized in connection with each Authorized Meeting (normally two nights).
  - 4.1. In the event a Director extends the hotel stay to provide a cost savings on air travel, MPIF will reimburse the Director for the additional room night(s) and meal expense(s). This provision will be handled on a case-by-case basis in advance of the meeting dates. Justification of cost savings must be presented in writing to MPIF VP Finance to [mpifoundation@mpi.org](mailto:mpifoundation@mpi.org) by the Director before travel arrangements or hotel reservations are booked.
  - 4.2. Expenses for one additional night's lodging will be reimbursed for Directors who must travel internationally.
5. Meeting, Meal and Entertainment Costs. MPIF will arrange for meeting space and group meals. MPIF will also arrange for any entertainment elements of Authorized Meetings. No expenses will be reimbursed to Directors for expenses of meetings, meals or entertainment unless expressly pre-approved by the MPIF VP Finance in writing to [mpifoundation@mpi.org](mailto:mpifoundation@mpi.org).
6. Expenses Not Eligible for Reimbursement. Expenses that are not reimbursable include:
  - Food and beverages, other than group meals that are part of the meeting;
  - Car rental (unless it is the most economical means of transportation to the meeting site);
  - Bag or checked luggage fees (unless documentation is provided that such fee is incurred in connection with purchase a lower fare in the same class of air travel and the difference exceeds the fees)
  - Extraneous limousine service;
  - Parking;
  - Conference registration fees;
  - Personal telephone calls;
  - Laundry/dry cleaning services;

- Fees for recreational or health facilities such as spa, fitness center, golf course, etc.
- Fees for in-room movies, mini-bar, video games and high-speed internet use; and
- Expenses of a spouse or guest;
- Tips or other gratuities (unless connected with transportation);
- Personal expenditures of any nature;
- Other incidental expenses (unless approved in advance by the management advisor).

7. Submission of Expenses. All expenses to be reimbursed under this expense policy must be documented. Expenses should normally be submitted within thirty (30) days of the Authorized Meeting. Expenses submitted for reimbursement after such time may not be eligible for reimbursement. All reimbursement requests together with documentation should be submitted through the automated expense management system Deem.

## ARTICLE IV MISCELLANEOUS

### SECTION 1. GRANT MAKING

1. **PURPOSE:** This Grant Making Policy (“Policy”) applies to all grant payments made by Meeting Professionals International Foundation (the “Foundation”), other than grants to individuals for scholarship or other purposes. The purpose of this Policy is to establish procedure for verifying that grant funds distributed by the Foundation will be used solely for charitable purposes consistent with the Foundation’s status as a tax-exempt 501(c) (3) organization *prior to* the delivery of grant funds and to ensure that grant funds are distributed by the Foundation in accordance with its stated mission.

This Policy is a supplement to, and shall not supplant in any way, the governing provisions and restrictions contained in the Foundation’s Articles of Incorporation and Bylaws or the requirements imposed on the Foundation’s activities by applicable law.

The Foundation’s mission is to fund education and pan-industry research that drive the success of meeting professionals. The Foundation intends to provide funding and financial support to any program that furthers this mission and is offered by either (1) an organization which is described in section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the “Code”), or (2) an organization which is not described in section 501(c)(3) of the Code but uses such funding and financial support for the foregoing charitable mission. The Foundation will make decisions regarding grant proposals based upon the needs and/or programs of the grantee and their fulfillment of the mission and purposes of the Foundation. The Foundation does not intend to benefit, through its funding or support, any private person or group of persons. In addition, the Foundation does not intend to make any direct or indirect expenditures for lobbying or political activities.

### 2. GRANT MAKING PROCEDURES:

#### 2.1 Grant Application Materials

Organizations seeking grants from the Foundation should request a grant application from the MPI Foundation website by electronic means. A grant applicant is required to submit a grant application, which may include the following information:

- The organization’s name and contact information,
- The amount requested,
- The purposes of the grant,
- The anticipated outcomes of the grant,
- The persons or communities served by the grant,

- The determination letter from the Internal Revenue Service stating that the organization is tax-exempt under section 501(c)(3) of the Code (or equivalent document based on applicable non-U.S. law), and
- The organization's most recently filed Form 990 (or equivalent annual filing based on the applicable country-specific requirements).

## 2.2 Grant Process

Completed grant applications should be submitted to the MPI staff by electronic means. The Executive Director of the Foundation will conduct an initial review of the grant application and will follow up with potential grantees regarding their grant applications (i.e., send acknowledgement letters, letters requesting additional information, etc.). The Foundation will review the completed grant applications. The Grants and Scholarship Committee may approve grant proposals up to \$5,000 without further approval. The Executive Committee of the Global Board of Trustees may recommend grant proposals more than \$5,000 to the Global Board of Trustees of the Foundation (the "Board"). At each Board meeting, the Board will review, discuss and approve or reject completed grant proposals presented to the Board by the Executive Director of the Foundation, as recommended by the Executive Committee. All grants approved by the Grants and Scholarship Committee or the Board, as applicable, must meet the requirements set forth in this Policy. The Foundation will follow up with applicant organizations regarding whether their grant application has been approved or rejected.

## 2.3 Grant Delivery

Following approval of a grant proposal by the Grants & Scholarship Committee or the Board, the Foundation will send a grant agreement letter substantially in the form attached to this Policy to the organization. The grant agreement letter shall provide, among other things, that all grant funds awarded by the Foundation will be expended by the organization exclusively for purposes/activities that are consistent with the mission of the Foundation and the purpose of the Foundation as described in section 501(c)(3) of the Code and the accompanying Treasury Regulations. Under no circumstances shall the Foundation make a payment of grant funds to an organization prior to that organization's execution of the grant agreement. Upon receipt of a signed grant agreement, the Foundation shall promptly deliver the grant payment to the organization.

## 2.4 Supervision Over Grants

Grantees will be required to provide a written report to the Foundation concerning the grantee's activities and use of funds at the end of the grant period. If the grant is for a term longer than one-year, periodic written reports will be required at least annually. Any funds not expended for the award must be returned to the Foundation for use in furtherance of its mission and the charitable purposes of the fund under which such award was made. Upon completion of the undertaking for which the grant was made, the grantee should submit a final report or other verification describing the grantee's accomplishments with the grant along with testimonials and other requirements of receiving the grant and accounting records for the funds received under the grant.

## 3. INVESTIGATION AND RECOVERY OF DIVERTED FUNDS:

Where the reports submitted, or other information (including the failure to submit reports) indicate that all or any part of a grant is not being used in furtherance of the purposes of such grant, the Foundation is under a duty to investigate. While conducting its investigation, the Foundation shall withhold further payments to the extent possible until any delinquent reports required under the foregoing provisions of this Policy have been submitted.

If the Foundation learns that all or any part of a grant is not being used in furtherance of the purposes of the grant, the Foundation shall take all reasonable and appropriate steps to recover the grant funds and/or ensure restoration of the diverted funds to the purposes of the grant. If such a

diversion occurs and the grantee has not previously diverted grant funds to any use not in furtherance of the purposes of the grant, the Foundation shall withhold any further payments to the grantee until it has received the grantee's assurance that future diversions shall not occur and shall require the grantee to take extraordinary precautions to prevent future diversions from occurring.

Where a grantee has previously diverted grant funds received from the Foundation and the Foundation determines that any part of a grant has again been used for improper purposes, the Foundation shall take all reasonable and appropriate steps to recover the grant funds and/or ensure restoration of the diverted funds to the purposes of the grant. In such case, the Foundation shall withhold further payments until: (1) the diverted funds are in fact recovered or restored; (2) the Foundation has received the grantee's assurances that future diversions will not occur; and (3) the Foundation requires the grantee to take extraordinary precautions to prevent future diversions from occurring.

The phrase "all reasonable and appropriate steps," as used above, shall include legal action where appropriate, but need not include legal action if such action would probably not result in the satisfaction of execution on a judgment. In the event the Foundation is awarded judgment in relating to matters in this section, all fees and expenses including, but not limited to, legal fees, court fees, and travel expenses, shall be paid to the Foundation by the grantee.

#### 4. RECORDKEEPING REQUIREMENTS:

The Foundation shall retain the following records in connection with all grants awarded pursuant to this Policy: (a) name, address, and other contact or identifying information of each grantee; (b) amount and purpose of the grant; (c) all information that the Foundation relied on to evaluate the grant; (d) a copy of the grant agreement and/or the basis upon which the grant was awarded; (e) information regarding any relationship between the grantee and any officer, director, employee, or substantial donor of the Foundation; and (g) reports submitted by the grantee on the use of the grant funds and any additional information the Foundation obtains in complying with its grant supervision procedures. (SEE ATTACHMENT)

### SECTION 2: SCHOLARSHIPS

#### 1. SCOPE AND INTENT:

Meeting Professionals International Foundation (the "Foundation") from time to time administers funds that provide scholarships to individuals for certain purposes (collectively, "Scholarships"), including those described below.

Professional development scholarships, which provide funding to support a class, course, or certificate that advances an industry member or student's professional development in the meetings and events industry.

Conference scholarships, which provide funding to support an industry member or student's attendance at a meetings and events industry conference.

Academic scholarships, which provide funding to support an industry member or student's tuition in a hospitality and/or tourism-related institution of higher learning.

Membership scholarships, which provide funding to support an industry member or student's membership in Meeting Professionals International.

The Foundation has established the following "Scholarship Policy and Procedures" (the "Scholarship Policy") pursuant to which Scholarships will be awarded by the Foundation. The Scholarship Policy shall be interpreted to ensure the Foundation's compliance with all applicable requirements of the Internal Revenue Code (the "IRC"), accompanying Treasury Regulations,

and guidance from the Internal Revenue Service. This Scholarship Policy may be amended from time to time by the Foundation's Board of Trustees in its discretion.

## 2. SELECTION PROCESS

### 2.1 Nondiscriminatory Policy and Recipient Eligibility

The Foundation shall award all scholarships under this Policy using an objective and nondiscriminatory selection process approved by the Foundation in advance of making awards. The group from which scholarship recipients are selected must be sufficiently broad to constitute a charitable class. Selection from such a group is not necessary where, considering the purposes of the scholarship, selection is based on the exceptional qualifications of the recipient(s) to carry out the scholarship purposes or it is otherwise evident that the selection is particularly calculated to effectuate the charitable purpose of the scholarship rather than to benefit particular persons or a particular class of persons. In no case, however, shall the selection of scholarship recipients be calculated to benefit predetermined individuals, although it may be designed to benefit members of a minority group or a pool of individuals who meet criteria reasonably related to the charitable purposes of the scholarship, so long as not in violation of public policy.

In selecting scholarship recipients, the Foundation shall not take into account a candidate's employment relationship with any person. No scholarship or award covered by this policy may be awarded to any member of the Foundation's Global Board of Trustees, the selection committee (if applicable), or any other disqualified person as defined in IRC Section 4958(f) of the Code.

### 2.2 Criteria for Selection

The criteria the Foundation shall use in selecting scholarship recipients must be based on criteria that are appropriate to accomplishing the underlying purposes of the scholarship. Preference may be given to applicants of a sex, race, ethnic background or religion so long as such preference does not violate public policy.

Each scholarship will be awarded based on factors such as tenure with MPI as a member, volunteerism with MPI, engagement in the industry/profession, impact, and/or financial need. Applicants will be assessed through a rubric or other scoring mechanism applicable to each type of scholarship.

Preference may be given to certain applicants over others where a participant must be accepted into the program and the applicant has already applied or been accepted into such a program. For scholarships resulting from specific donors (restricted), additional criteria may be placed on award recipients, such as university affiliation, status as student, and membership with MPI, etc.

The eligibility requirements, selection criteria, and scoring rubric for each type of scholarship will be developed by Foundation staff, considering any donor-imposed restrictions, and approved by the Grants and Scholarships Committee (described below).

### 2.3 Scholarship Selection Committees

The Foundation shall establish and maintain committees to act as stewards of the Foundation's scholarship funds and to ensure that the original intent of each scholarship fund is carried out. Each such committee will be charged with the evaluation of applicants for scholarships pursuant to this Scholarship Policy.

The Grants and Scholarships Committee shall be charged with oversight of the Foundation's scholarship selection process. It shall review and approve eligibility and selection criteria (including the applicable scoring rubric) for each type of scholarship and shall be authorized to approve scholarships from funds of \$1,000 or more. Members of the Grants and Scholarships Committee shall be appointed annually by the Foundation's Vice Chair Programs, in consultation with the Foundation's Executive Director. The following individuals are eligible to serve on the Grants and Scholarships Committee: current Global Board of Trustee members, one representative from the International Board of Directors and one member of the Diversity and Inclusion Committee, if that committee has been commissioned by the International Board of Directors' Chair, and members of the Foundation staff. The Grants and Scholarships Committee will meet as needed.

The Foundation Staff Committee shall be authorized to approve scholarships from funds of up to \$1,000 upon consultation with appropriate Foundation departments. Members of the Foundation Staff Committee shall be appointed annually by the Executive Director of the Foundation from among the Foundation's staff. The Foundation Staff Committee will meet as needed.

Every member of a selection committee charged with the evaluation of candidates for scholarships shall adhere to the relevant policies of the Foundation as they may be adopted and amended from time to time, including without limitation the Foundation's Conflict of Interest Policy. All committee members must evaluate applicants without bias and conflict of interest and make selection approvals based on the established specific selection criteria for each scholarship and scoring rubric. To that end, every member of any selection committee charged with the evaluation of candidates for scholarships shall be obligated to disclose any personal knowledge of and relationship with any potential recipient under consideration and to refrain from participating in the award process in a circumstance where he or she would derive, directly or indirectly, a private benefit if any potential recipient or recipients are selected over others.

#### 2.4 Approval by Foundation

Foundation staff will screen scholarship applications to confirm that prospective recipients meet the eligibility criteria for the scholarship and to ensure that all requested information has been provided by the applicants. Only completed applications from eligible applicants will be submitted to the applicable selection committee for review.

The Grants and Scholarship Committee or Foundation Staff Committee, as applicable, will assess the completed applications and select scholarship recipients based on the applicable selection criteria and scoring rubric. The committee will then forward the results of its assessments to Foundation staff, indicating how the committee ranked applications and which applications were approved for scholarship awards. Along with the scholarship approvals, the committee chair shall return a signed verification confirming that the Foundation's conflict of interest procedures was followed and that none of the individuals selected as a scholarship recipient is related to any member of the selection committee.

### 3. SOLICITATION OF APPLICANTS AND APPLICATIONS

#### 3.1 Solicitation of Applicants

Available scholarships will be declared on the MPI Foundation website. The channels of social media, email marketing, chapter leader newsletters, and MPI chapter networks will provide regular updates of scholarship availability to potential applicants

### 3.2 Application and Nomination Process

Applicants for Scholarships shall be required to submit such application forms and supporting materials as the Foundation may deem appropriate on a schedule to be determined by the Foundation.

## 4. NOTIFICATION OF SCHOLARSHIP RECIPIENTS

After the Foundation has given final approval of scholarship recipients, the Foundation staff shall notify the recipient of the scholarship or award by letter (email). The award letter shall specify the amount of the scholarship, the terms and conditions of the scholarship (as set forth in Section V below), and any reporting requirements and the date(s) by which the recipient must comply with the reporting requirements (as set forth in Section V below).

## 5. SUPERVISION OVER SCHOLARSHIPS

To the extent possible, Scholarships shall be paid by the Foundation directly to the educational institution or other organization providing the program for which the applicant is seeking funding. A scholarship may be used only for: membership in MPI, program or conference registration and related travel and accommodations, and/or school tuition, unless otherwise stated through donor-restricted qualifications. Scholarship recipients shall be required to comply with reporting requirements as may be specified by the criteria for a Scholarship. Such reporting may include, but is not limited to, receipts where reimbursements of funds are requested; proof of attendance at industry or academic events; and personal statements related to their scholarship.

Scholarship recipients will be required to acknowledge the Foundation through written, digital or recorded testimonials. The Foundation shall determine appropriate method of acknowledgement. Acknowledgement MUST occur within fiscal year of receipt of award.

As a condition of the Scholarship, recipients will be required to agree that the Foundation retains rights to use likeness, testimonials (written, audio, or video), and all photography associated with promoting and acknowledging their awards.

## 6. INVESTIGATION AND RECOVERY OF DIVERTED FUNDS

Where the reports submitted, or other information (including the failure to submit reports) indicate that all or any part of a scholarship is not being used in furtherance of the purposes of such scholarship, the Foundation is under a duty to investigate. While conducting its investigation, the Foundation shall withhold further payments to the extent possible until any delinquent reports required under the foregoing provisions of this Scholarship Policy have been submitted.

If the Foundation learns that all or any part of a scholarship is not being used in furtherance of the purposes of the scholarship, the Foundation shall take all reasonable and appropriate steps to recover the funds and/or ensure restoration of the diverted funds to the purposes of the scholarship. If such a diversion occurs and the recipient has not previously diverted scholarship funds to any use not in furtherance of the purposes of the scholarship, the Foundation shall withhold any further payments to the recipient until it has received the recipient's assurance that future diversions shall not occur and shall require the recipient to take extraordinary precautions to prevent future diversions from occurring.

Where a recipient has previously diverted scholarship funds received from the Foundation and the Foundation determines that any part of a scholarship has again been used for improper purposes, the Foundation shall take all reasonable and appropriate steps to recover the scholarship funds and/or ensure restoration of the diverted funds to the purposes of the scholarship. In such case, the Foundation shall withhold further payments until: (1) the diverted funds are in fact recovered or restored; (2) the Foundation has received the recipient's



assurances that future diversions will not occur; and (3) the Foundation requires the recipient to take extraordinary precautions to prevent future diversions from occurring.

The phrase "all reasonable and appropriate steps," as used above, shall include legal action where appropriate, but need not include legal action if such action would probably not result in the satisfaction of execution on a judgment.

## 7. RECORDKEEPING REQUIREMENTS

The Foundation shall retain the following records in connection with all scholarships awarded pursuant to this Scholarship Policy:

- 7.1 All information that the Foundation relied on to evaluate the qualification of potential recipients;
- 7.2 The name, address and other contact or identifying information for each recipient;
- 7.3 Any information on the relationship of any recipient to the Foundation, or to a director, officer, or employee of the Foundation;
- 7.4 The amount and purposes of each scholarship;
- 7.5 A copy of the letter notifying the recipient of the scholarship; and
- 7.6 Any additional information the Foundation obtains in complying with its scholarship supervision procedures.

Information pertaining to unsuccessful applicants for scholarships shall be kept along with information on successful applicants. Records pertaining to any scholarship made pursuant to this Policy shall be kept for no less than three years after the filing of the Foundation's annual tax return for the period in which the last installment of such scholarship was paid.

ATTACHMENT:



Form Grant Agreement
FOUNDATION LETTERHEAD

Date [redacted]

NAME
ORGANIZATION
ADDRESS
CITY STATE

Re: Grant Number 20XX-XX

Dear NAME:

Meeting Professionals International Foundation (the "Foundation") is pleased to inform you that its [Global Board of Trustees] has approved a grant of \$XX,XXX.XX [payable at \$XX,XXX per month/year for the next /month/years] to the [NAME OF ORGANIZATION] subject to the terms and conditions set forth in this letter. To accept and receive this grant, please have an officer/authorized representative countersign and return to the Foundation a copy of this letter, indicating your organization's acceptance of, agreement with, and/or certification as to the terms of the award set forth below.

1. Terms of Award

Recipient Organization: [NAME OF ORGANIZATION]

Amount: \$XX,XXX.XX [payable in annual installments of \$XX,XXX each year as set forth below]

Grant Number: 20XX-XX

Use of Funds: [DESCRIBE]

Provisions:

- [The grant funds will be paid as follows, provided the Recipient Organization is in compliance with the terms and conditions of this letter at the time of the scheduled payment:

Table with 3 columns: Amount, Payable By, Contingent Upon. Rows include \$XX,XXX with corresponding dates and conditions like 'Return of signed grant letter'.

- The grant will be used only for the charitable purpose specified above in the Use of Funds. It will not be used for any unlawful purpose or activity. Modifications to the Use of Funds shall be made only with the prior written approval of the Foundation.
No part of the grant will be used to influence the outcome of any specific public election, and there is no agreement, oral or written, directing that the grant funds be used for lobbying activities (i.e., to carry on propaganda or otherwise attempt to influence legislation of any governmental body).

- The Recipient Organization may not grant any portion of the award to a secondary grantee unless specified in the Use of Funds or the Recipient Organization obtains express prior, written permission of the Foundation. The Recipient Organization will not, in any case, distribute the grant to or use it to benefit any individual or organization engaged in or supportive of terrorism.
- The Recipient Organization will maintain accounting records sufficient to identify grant funds and show expenditures charged against the grant.
- The Recipient Organization acknowledges that the Foundation is making the grant in reliance on the accuracy and completeness of the documents and information provided to the Foundation by the Recipient Organization as part of the Foundation's grant review process. The Recipient Organization certifies that all such documents and information are true and correct.
- The Recipient Organization shall provide to the Foundation [annual written grant reports and] a final grant report after all the grant funds have been expended. Grant reports shall include a narrative account reviewing and evaluating what was accomplished with the grant funds and a financial report summarizing expenditure of the funds for the supported project or other intended purpose(s).

As a condition of the grant, we require that all publicity that mentions this grant be approved in advance by the Foundation. All publicity submitted to the Foundation for approval must include MPI Foundation logos and recognition verbiage,

All further correspondence and inquiries regarding this grant should be directed to [NAME] at [PHONE/E-MAIL] and/or the address listed above.

On behalf of the Foundation, may I extend every good wish for the success of this project.

Sincerely,

ACCEPTED AND AGREED TO BY:

[NAME OF ORGANIZATION]

\_\_\_\_\_  
Signature of Authorized Officer

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_