Meeting Professionals International
Student Club Operational Guidelines

CLUB NAME

The name of this Club is the MPI _____________________________ Student Club at ____________________________ University/College affiliated with the MPI ____________________________ Chapter.

PURPOSE

The purpose of a student club on campus is to familiarize its members with the basic aspects of the meetings, hospitality, events or tourism related industry through educational and networking opportunities developed and supported by Meeting Professionals International and its members.

MEMBERSHIP

APPLICATION FOR MEMBERSHIP: Membership in the student club is open to all meetings, hospitality, events and tourism-related industry students who are enrolled in a post-secondary academic program or similar for your country/region in good standing with the college/university. All Student Club members must be members of Meeting Professionals International and must provide to MPI proof of enrollment in a program when applying for membership.

OBLIGATION: All student members must adhere to the ethical and professional standards of the college/university as well as Meeting Professionals International.

PRIVILEGES: Every student member whose dues are paid will receive all benefits and privileges of membership in Meeting Professionals International.

Determined by university guidelines, club activities may be required to be open to all students regardless of MPI membership.

TERMINATION: Membership in a Student Club will be terminated immediately upon cancellation of their MPI membership for non-payment of dues, resignation, or failing to abide by the ethical and professional standards of the college/university or Meeting Professionals International.

MEMBERSHIP MEETINGS AND VOTING

Last updated: September 2019
MEETINGS: An MPI Student Club must hold meetings throughout the school year (quarterly meetings at a minimum) at a time and location determined by the Student Club Executive Committee or officers. The Student Club members will be encouraged to attend the Monthly Education Programs of the _______________chapter of Meeting Professionals International.

VOTING: At all meetings of the club, each member will have one vote. Two-thirds of the membership must be present to vote (for quorum). Student Members must vote in person. A majority vote of those members attending, and voting will be sufficient.

OFFICERS

OFFICERS: The officers of an official MPI Student Club will be the President, Vice-President, Secretary, Treasurer (if applicable) or the combined office of Secretary/Treasurer and the Student Representative to the Chapter. The President may serve as the Student Representative.

ELECTION: After establishment of the club, all officers should be elected during the last membership meeting of the spring semester.

TENURE: Officers will assume positions on the first day of the fall semester and hold office until the end of the second semester. If elected, any officer may serve more than one term.

REMOVAL: Any officer may be removed from office by the membership if he/she is found by that membership to be negligent in their duties, improper conduct, violation of College, University or MPI Bylaws, dismissal from school, or other causes. Such action will require a two-thirds vote of all members, except in the event of leaving school, and then the officer is automatically removed from office. An officer selected to fill a vacancy will serve until expiration of that term.

DUTIES

PRESIDENT: The President serves as the chief executive officer and spokesperson for the Student Club and presides at all meetings of the membership. The President appoints committees that may be required and proposes courses of action or suggests procedures to be followed that, in the President's opinion, will promote the general welfare of the Student Club. The President may serve as the Student Representative.

VICE-PRESIDENT: In the absence of the President, the Vice-President is the presiding officer. The Vice-President also enforces rules to maintain order while a club meeting is in session. The Vice-President also performs other duties as the President may prescribe.

SECRETARY/TREASURER: The Secretary/Treasurer is responsible for keeping accurate records of all members, keeping minutes of each meeting, and making contact with other people from other organizations. The Secretary/Treasurer will have charge of and be responsible for all funds and present reports at each club meeting, as needed.

Note: Some education institutes do not allow students to manage money and
therefore the Treasurer position will not be filled.

STUDENT CLUB REPRESENTATIVE: The Student Club Representative represents the student club at the _________ chapter monthly meetings and keeps the students informed of any relevant changes.

FACULTY ADVISOR

The MPI Student Club must have a faculty advisor. MPI should have an email address and phone number on file. The faculty advisor is encouraged to be a member in good standing with MPI. The Faculty Advisor serves as the liaison between the club and educational institute, ensures responsible fiscal management, and maintains college/university standards in club activity. They also ensure MPI’s Principles of Professionalism is followed.

MPI STUDENT CLUB LOGO

The MPI student club logo must be displayed on all MPI student club newsletters and other publications or announcements. The logo shall not be reproduced in connection or combination with any display or art, or altered in any way, unless prior approval is granted by MPI Global.

ADOPTED BY: ________________________________

Student Club President

DATE: ________________________________

SIGNATURE: ________________________________

Student Club President