



MEETING PROFESSIONALS INTERNATIONAL
WESTFIELD CHAPTER POLICY MANUAL
Revision Date: February 2019

MPI VISION: To be the first choice for professional career development and a prominent voice for the global meeting and event community.

MPI MISSION: To provide MPI members, chapters and the global meeting and event community with innovative and relevant education, networking opportunities and business exchanges, and to act as a prominent voice for the promotion and growth of the industry.

NAME AND LOCATION

1. The name of this organization is Meeting Professionals International-WestField Chapter.
2. The geographical areas covered by the chapter shall include Westchester County, NY and Fairfield County, CT and any additional adjoining areas as defined by MPI International.
3. The official address of the WestField Chapter shall be 352 NE 3rd Ave, Delray Beach, FL 33444. For Express Mail (FedEx, etc.) purposes, physical address is Meeting Professionals International - WestField MPI c/o Xiomora Rivas, Chapter Administrator, 352 NE 3rd Ave, Delray Beach, FL 33444.

MEMBERSHIP

SECTION 1. MEMBERSHIP

- 1.1 **MEMBERSHIP QUALIFICATIONS, CLASSIFICATIONS, TRANSFER AND DUES:** Shall be as described in the current MPI Global Bylaws and Policy Manual. Any member in good standing of MPI is eligible to affiliate with a Chapter regardless of geographic area or location of business. Reference MPI Policies Article III, Sections 1-4 and Article VI, Section 1-4.

SECTION 2. CHAPTER AFFILIATION

- 2.1 **CHAPTER TRANSFER:** Preferred or Premier Members may transfer their primary chapter at any time through MPI Global. Membership remains continuous unless expired. Preferred or Premier Members are to receive member rates for all MPI events even when the event is not associated with their primary chapter.

- 2.2 MPI Preferred or Premier members from another chapter may join the WestField Chapter as an affiliate member for an annual fee of \$75.00 based on their anniversary date. This affiliate member shall receive full member benefits with the exception of serving on the Board of Directors, and voting. Voting privileges are given to the members at their primary chapter only – not at their affiliate chapter(s).

BOARD OF DIRECTORS/OFFICERS

SECTION 1. AUTHORITY & RESPONSIBILITY:

- 1.1 **CONFLICT OF INTEREST:** All board members are required to review, sign and adhere to the chapter conflict of interest statement provided by MPI Global and return it to the chapter President prior to being installed on the board.
- 1.2 **PRINCIPLES IN PROFESSIONALISM:** Chapter Board members must adhere to the Principles in Professionalism as outlined by MPI Global.
- 1.3 **CHAPTER BOARD REPORTS:** Board members are required to submit monthly activity via TSRs (Team Status Reports) to the Chapter Administrator by the 5th of each month. The TSRs are compiled by each Department Vice President and the Office of the President and are then send to the Chapter Administrator. From this, the Consent Agenda is developed for the monthly Board Meeting.
- 1.4 **MPI GLOBAL REQUIRED DOCUMENTS:** Chapters are required to submit annually (by June 15th) to MPI Global the following documents as part of the annual planning process; Annual Business Plan, Budget, 18 month Education Calendar, Marketing Plan/Calendar, Succession Plan, Current & Updated Bylaws and Policy Manual. Additionally, chapters must submit these documents as outlined in bylaws or policies a copy of annual tax return by October 1st, Confirmation that all incoming board members attended their Board 101 training and signed their conflict of interest statements.

SECTION 2: EXECUTIVE COMMITTEE

- 2.1 **Authority and Responsibility.** At its option, the Chapter may choose to establish an Executive Committee. The Executive Committee may act in place of the Chapter Board of Directors between Board Meetings on all matters, except those specifically reserved to the Board by these Bylaws, pursuant to delegation of authority to such committee by the Board of Directors. Actions of the Executive Committee shall be reported to the Board for ratification by mail, facsimile, electronic media or at the next Board meeting.
- 2.2 **Composition.** The Executive Committee of the Chapter shall be the President, President-elect, Immediate Past President, Vice President Finance, Vice President Membership, Vice President Education, and Vice President Communications, and may include any such additional members as the Board of Directors may designate.

- 2.3 Vacancies. Any vacancy occurring on the Executive Committee shall be filled in the manner as prescribed in Article VI, Section 6 of these Bylaws. Any Executive Committee member appointed to fill a vacancy shall serve the unexpired term.
- 2.4 Meetings. The Executive Committee meets at the call of the President or at the request of two (2) members of the Committee.
- 2.5 Quorum. A majority of the Executive Committee constitutes a quorum for the transaction of business of the Executive Committee.

SECTION 3. BOARD ELECTION & SERVICE:

- 3.1 Nominating Committee
- i. The Nominating Committee will be chaired by the Immediate Past President who will select members to be approved by the Board no later than November 15. The committee composition will be as noted in the Bylaws, Article X Section 2.
 - ii. The Nominating Committee will review applicants, interview them and submit a proposed slate to the Board and then to the Chapter members for vote in order to meet the deadline to submit a final slate to MPI Global by March 1
 - iii. The new Board will be installed during the annual meeting in June.
- 3.2 **CONTESTED SLATE POLICY:** Once the Nominating Committee has developed a slate of nominees for election from all the Candidate Interest Forms submitted, the slate is sent to the membership. Additional nominations from the membership shall be permitted; provided a nomination is submitted in writing to the Nominating Committee Chair by date provided and is supported by a minimum of 10% percent of the official chapter membership as of date provided. The nominee must identify the specific person he/she is running against in the general elect and must have already submitted a Candidate Interest Form to be eligible for petition. If no additional nominations are received by the deadline, the ballot submitted by the Nominating Committee will be deemed elected by acclamation and will be installed at the chapter's annual meeting. If additional nominations are received, a mail ballot will be sent to all chapter members for those positions having two or more candidates in contention.
- 3.3 **SLATE PRESENTATION AND SUBMISSION:** Chapter slate will be presented to membership on templates provided by MPI Global and allow 30 days for membership to contest prior to bylaw deadline of March 1st. Chapter will submit to MPI Global the approved slate on the template provided by MPI Global on or before March 1st of each year.
- 3.4 **BOARD TRAINING:** Any incoming board member never serving on a MPI chapter board previously is required to attend the MPI Global Board 101 training on dates specified. Each candidate is required to sign the training acknowledgement form and submit to their President prior to June 15th of the fiscal term. All chapter leaders are able to and encouraged to attend MPI Global trainings, Chapter Business Summit (CBS) and Chapter Leader Forum (CLF at WEC).

- 3.5 **BOARD RETREATS:** Chapters are required to hold an annual board planning retreat each year between April and June of the fiscal year. Chapters are also required to hold a mid-year assessment retreat between November and January of each fiscal year. Chapters must engage with an external professional facilitator to oversee the process and flow of the retreat. Facilitators cannot be a Current Board member from your home chapter or chapter member that has served on the board in the last two years. All retreat facilitators must be approved prior to contracting with your Chapter Business Manager.
- 3.6 **BOARD MEETING & RETREAT ATTENDANCE:** Board members are required to attend a minimum of 75% of the scheduled Board meetings either in person or via conference call. If a Board member cannot attend, they need to advise the Office of the President and the Chapter Administrator in writing (via email) no later than 48 hours prior to the scheduled meeting for the absence to be excused. Board members should make every effort to attend both the annual and mid-year retreats – dates to be announced at least six (6) months prior to help with attendance scheduling.

SECTION 4. BOARD COMPENSATION:

- 4.1 **COMPENSATION:** Directors and elected Officers shall not be compensated for their services as an MPI Chapter Officer or Director or receive any preferential discounts or considerations for attending chapter events.
- 4.2 **GIFTS:** Directors and elected Officers shall not accept any gifts over the value of \$100.00 unless otherwise approved by MPI Global.

COMMITTEES, TASK FORCES, AND ADVISORY COUNCILS

SECTION 1. STANDING COMMITTEES

- 1.1 Standing committees of the chapter are:

- Awards
- Leadership
- Development
- Member
- Care/Retention
- Member
- Recruitment
- Professional
- Development
- Program Logistics
- Special Events/Fundraising

Advertising

- Purpose – to solicit advertisements for our Chapter website & eNewsletter

- Responsibilities/Timelines – responsible for maintaining advertising rate ‘card’ and soliciting ads from members & non-members. Will work with Communications team to insure advertising content in newsletter is no more than 40%
- Board of Director Position responsible – reports to the Director Business Development (part of Finance Department)
- Recommended committee size – 1 Chair at minimum

Awards

- Purpose – to solicit submissions and select worthy recipients for annual awards & recognition event
- Responsibilities/Timelines – responsible for determining awards criteria, sending out call for awards nominations, selecting award recipients, ordering awards, coordinating logistical flow of event. Event to take place at June annual meeting,
- Board of Director Position responsible – committee reports to the Director Member Care (part of Membership Department)
- Recommended committee size – 1 Chair at minimum

Leadership Development

- Purpose – to work with existing BOD members and committee members to develop future leadership potential
- Responsibilities/Timelines – responsible for BOD orientation, any BOD training needs, work with departments to fill volunteer needs, assist Office of President with HR needs as requested & track volunteer involvement as part of the monthly dashboard metric
- Board of Director Position responsible – committee reports to the Director Leadership Development
- Recommended committee size – 1-2 committee members

Member Care

- Purpose – to work with existing BOD members and committee members to develop future leadership potential
- Responsibilities/Timelines – review and process Member Assistance applications; coordinate member incentives; reach out to current members to ensure engagement and retention; some members may be part of Awards Committee (part of Member Care team)
- Board of Director Position responsible – committee reports to the Director Member Care (part of Education Department)
- Recommended committee size – 1-2 committee members at minimum

Member Recruitment

- Purpose – to recruit new members for our Chapter
- Responsibilities/Timelines – work with local colleges/universities with hospitality programs to encourage student membership; work leads from MPI Global to recruit; use team/BOD contacts to promote and encourage Chapter membership; conduct a minimum of two (2) new member receptions each FY to welcome & orient new members
- Board of Director Position responsible – committee reports to the Director Member Recruitment (part of Membership Department)
- Recommended committee size – 1-2 committee members at minimum

Professional Development

- Purpose – source speakers/content for monthly educational programs based on members' needs
- Responsibilities/Timelines – work with rest of Education Department to set 18 month calendar at annual retreat; plan educational content & source speakers at least 6 months out; coordinate speaker contracts and other program needs before passing along to Program Logistics team; coordinate CMP Preferred Provider Submission Form with Chapter Administrator; submit program content to MPI HQ & MPI WestField Communications teams for appropriate promotion/calendar publishing
- Board of Director Position responsible – committee reports to the Director Professional Development (part of Education Department)
- Recommended committee size – 1-2 committee members at minimum

Program Logistics

- Purpose – coordinate logistical aspects of monthly educational programs
- Responsibilities/Timelines – work in conjunction with Professional Development team and act as liaison with key components: venue hosts, speakers, A/V partners, décor, etc. for our educational programs; work with Business Development team on location requirement for venue sourcing; work with Communications team to properly promote events to maximize attendance
- Board of Director Position responsible – committee reports to the Director Program Logistics (part of Education Department)
- Recommended committee size – 1-2 committee members at minimum

Special Events/Fundraising

- Purpose – plan and execute a minimum of three (3) Chapter special events and associated fundraising efforts
- Responsibilities/Timelines – act as liaison with key components for our special events venue hosts, A/V partners, décor, etc.; work with Business Development team on location requirements for venue sourcing; source donations as necessary for fundraising efforts; work with Communications team to properly promote events to maximize attendance
- Board of Director Position responsible – committee reports to the Director Special Events (part of Finance Department)
- Recommended committee size – 1-2 committee members at minimum

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.

As of May 2016, there are currently no Advisory Councils or Task Forces of the Chapter in place. If any are added in the future, they will be noted below.

**[If advisory councils/task forces are added, update as needed below]*

Advisory Council or Task Force Name
 Purpose
 Responsibilities/Timelines
 Board of Director Position responsible
 Recommended number of volunteers

SECTION 3. VOLUNTEER ROLES & RESPONSIBILITIES:

3.1 Expectations of Committee, Advisory Council and/or Task Force Chairs:

- 1) Clearly communicate purpose/charge for the group. If changes in direction occur, communicate to 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 Board of Director 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) Maintain confidentiality of discussions and background materials and immediately disclose any conflict of interest that may arise.

FINANCE

SECTION 1. FISCAL YEAR:

- 1.1 The fiscal year of the chapter for financial and business purposes is July 1 through June 30 unless otherwise determined by the chapter with MPI Global approval.

SECTION 2. ANNUAL BUDGET:

- 2.1 The annual budget is prepared by VP Finance for review by the Executive Committee and then the incoming team at the annual Retreat. The current Board of Directors approves the annual operating budget in compliance with MPI Global bylaws. Chapter operations will be in alignment with the annual budget.
- 2.2 Only the VP Finance may sign contracts on behalf of (as agent for) the MPI WestField Chapter for function space or any other Chapter needs. Signature should read: First name Last name, on behalf of MPI, WestField Chapter.
- 2.3 All expenditures must be submitted first to the committee VP for approval. The VP will then complete the online check request which is forwarded to the VP Finance who will then submit it to the Chapter Administrator for payments. Receipts are accepted via e-mail for all requests and should be sent to the Chapter Administrator and VP, Finance. Rush requests need approval from a member of the Executive Board.
- 2.4 All funds for deposit should be sent to the Chapter Administrator. No cash should be sent through the mail.

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 or in the event of an investment by the Chapter to further its mission.
- 3.2 **RESERVE TARGET:** Chapter will maintain a minimum reserve of 6-8 months operating funds. Operating funds will be defined as annual fixed expenses plus 20%. This timeframe is to be a minimum as it is recognized that external events in the industry, significant downturn in the economy or stock market could make a longer commitment necessary.
- 3.3 **PURPOSE OF RESERVES:** MPI WestField Chapter will maintain adequate reserves for the following purposes:

- 1) Unpredictable events which could substantially impact MPI WestField Chapter's operations or revenue streams. While such occurrences are rare, reserves can provide the resources necessary to keep the organization functioning should one occur.
- 2) 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.

- 3.4 **ACCESS TO RESERVES:** The access of the "reserve" shall first be referred to the VP Finance for consideration. Final approval by a majority vote of the Board of Directors is required.

SECTION 4. REQUEST FOR PROPOSALS:

- 4.1 The Business Development team will source venues in conjunction with the recommendations of the Education and Special Events Committees. First preference is given to MPI WestField Chapter members. If there is not an available or qualifying venue, then those committees may source with non-Chapter member venues.
- 4.2 The Universal RFP is available on MPIWC.org. The program helps to offset the costs of monthly programming and social functions as well as other expenses that are incurred by the Chapter.

SECTION 5. REIMBURSEMENT OF EXPENSES OR TRAVEL

- 5.1 **BUDGETED TRAVEL EXPENSES:** Any budgeted travel expenses for speakers (hotel, mileage, and airfare) or Board member travel expenses for WEC or CBS (hotel, mileage, and airfare) need to be submitted to the appropriate department VP for approval with associated receipts. The VP will then submit a check request via the online form found on MPIWC.org.
- 5.2 For any travel directed or offered by MPI Global chapter board members will comply with expense and reimbursement guidelines outlined for such event by MPI Global procedures.
- 5.3 **BUDGETED CHAPTER EXPENSES:** Any budgeted expenses to be reimbursed should be submitted to the department VP who will then submit a check request via the online form found on MPIWC.org,

SECTION 6. SPONSORSHIP AND SOLICITATION:

- 6.1 **ACCESS TO MEMBER LISTS:** Access to membership and attendance lists shall be restricted to MPI Premiere members in good standing only. Members shall be provided the opportunity to opt out of solicitation emails from both the chapter and MPI Global.

6.2 CHAPTER SPONSORSHIP POLICIES: MPI WestField has a Strategic Alliance Sponsorship (SAP) program that is detailed on MPIWC.org. The Business Development team leads this effort to source cash or in-kind partners to help offset Chapter expenses. Benefit fulfillment is coordinated between the Chapter Administrator and the Business Development team.

SECTION 7. PAID STAFF ADMINISTRATORS:

7.1 DUTIES: Paid staff administrators must adhere to the standards and qualifications established by MPI Global. A minimum scope of services as outlined below will be included in administrator RFP and contracts. Additional services above the minimum requirements can be added by the chapter at their discretion with board approval.

7.2 MANAGEMENT OF PAID STAFF: MPI WestField has contracted with Paragon Events to be the Chapter Administrator. The Office of the President will perform an annual evaluation of the Administrator by December 31. A copy of the Administrator Contract which details the roles & responsibilities and hours will be kept on file with MPI Global.

7.3 MPI Global Amendment

Contracts for any chapter administrator or paid staff services will require the following language included in contracts and/or scope of services by January 30, 2019. This includes all existing/future contracts.

- Chapter Administrators and their support staff will represent the chapter and MPI Global in a professional manner adhering to the Principles of Professionalism Guidelines provided by MPI Global.
 - Chapter Administrators and their support staff will follow all MPI Global and Chapter Bylaws, Policy & Procedures, Financial budgeting requirements and any other defined requirements set forth by Chapter or MPI Global.
 - Chapter Administrators are required to adhere to all CAP (Chapter Administrator Program) guidelines and policies. See Program guidelines for specific requirements.
 - Chapter Administrators or paid support staff must be licensed and insured with a minimum of \$1 million dollars in general liability insurance and provide proof of said policy to Chapter and MPI Global annually by July 1st.
 - Non-compliance with these requirements will require termination of contract.
2. Chapters must complete an annual review of services provided by paid administrators. Reviews should begin at least 90 days prior to the end of the contract. The outcomes of the review as well as any updated contracts for service should be submitted to Global by July 1st annually.
 3. All administrative services must be contracted as a vendor for services; not an employee of the chapter.
 4. Chapter Administrators or paid staff cannot be family or an immediate relative of board members. Family or immediate relative is defined as, Spouse, children, parents, siblings or grandchildren.
 5. Chapter Administrators will work to hold chapter boards accountable to all defined MPI performance standards, policies and Principles of Professionalism. Chapter Board of Directors will support Administrators in this process.
 6. In the event chapter does not engage in paid staff services chapter board members are required to adhere to all CAP guidelines and take all required trainings. Refer to CAP program guidelines for requirements.

7.3 EVALUATION OF PAID STAFF & CONTRACT RENEWALS: Each chapter is required to complete an annual review of their administrative services prior to end of the chapter year. Chapter must at a minimum adhere to the evaluation guidelines provided on the sample template. Additional processes can be deemed necessary at the chapter discretion. All chapters

must submit a copy of their paid staff evaluations to MPI Global within 30 days of completion of the evaluation.

CHAPTER EVENTS

SECTION 1. EDUCATIONAL & SOCIAL EVENTS:

1.1 EDUCATIONAL PROGRAMS:

There is a member and non-member registration fee for each monthly educational meeting. Currently the member fee (defined as MPI Preferred or Premier members of MPIWC or MPIWC Affiliate Members) is \$55.00. Non-member (defined as any person who is not an MPIWC Member or Affiliate member) rate is \$75.00. Student fee is \$40.00. Past President fee is \$40.00. Member's guest fee (defined as a guest being paid for by a registered Member) is \$55.00. The MEETNow (Annual Education Day) member registration fee is \$90 and Non-Member rate is \$110. All registration fees will be subject to a \$10.00 increase if registering onsite at the event.

- 1) A minimum of six (6) monthly educational meetings will be held during the fiscal year, with a suggestion that they be held the third Thursday of the month.
- 2) The Business Development team will source in conjunction with of the Education Committees venues that are current Chapter members. If there is not an available or qualifying venue, then those committees may source with non-Chapter-member venues.
- 3) The host facility will be paid a maximum of \$30.00 per person inclusive for education programs, and a maximum of \$50 inclusive for MEETNow, to offset the related hotel costs and basic audiovisual costs (lectern, stage, and lavalier microphone). If A/V requirements exceed basic needs noted above (i.e.: screen, LCD projector, etc.) that the facility cannot compensate, the Chapter will use sponsorship dollars, or in-kind service to offset these charges. Deviations will be discussed and approved at board meetings.
- 4) The meeting notice shall be emailed to the member no later than 30 days prior to the meeting for education programs.

1.2 NETWORKING/SOCIAL PROGRAMS: Special Events registration rates are as follows: (1) Presidential Reception: member rate is \$45.00 and non-member rate is \$65.00, (2) Holiday Event: member rate is \$60.00 and non-member rate is \$80.00, (3) Annual Fundraiser: member rate is \$60.00 and non-member rate is \$80.00, (4) Annual Awards Event: member rate is \$60.00 and non-member rate is \$80.00. All registration fees will be subject to a \$10.00 increase if registering onsite at the event.

- 1) A minimum of three (3) special events will be held during the fiscal year, with a suggestion that they be held the third Thursday of the month. The awards ceremony shall be held in June and shall include the installation of officers, presentation of annual awards, and state of the chapter.
- 2) The Business Development team will source in conjunction with of the Special Events Committee venues that are current Chapter members. If there is not an available or qualifying venue, then those committees may source with non-Chapter-member venues.
- 3) The host facility will be paid a maximum of \$30.00 per person inclusive for special events (if there is a golf outing that facility fee will be negotiated separately), to offset the related hotel costs and basic audiovisual costs (lectern, stage, and lavalier microphone).

microphone). If A/V requirements exceed basic needs noted above (i.e.: screen, LCD projector, etc.) that the facility cannot compensate, the Chapter will use sponsorship dollars, or in-kind service to offset these charges. Deviations will be discussed and approved at board meetings.

- 1.3 **EVENT ATTENDANCE:** Chapters must charge a member rate and a non-chapter member rate for all events. The price difference between member and non-chapter member rates is at the chapter discretion based on specific event needs. Anyone who is not a Preferred or Premier level member is required to pay the non-chapter member rates for events and is limited to no more than 2 events in one fiscal year at the non-chapter member rate.

Partnership events with other industry organizations are excluded from this requirement.

Non-industry guests are exempt from this rule and can be charged a guest rate to be determined by the chapter.

- a. Advanced registration is made via our chapter website by the deadline indicated in the event details for each event. Any reservation made after the indicated date/time will not be considered as “pre-registered”. No shows will be billed.
- b. Advanced registration fees must be paid prior to the meeting via check or credit card. We currently accept MasterCard, Visa, American Express and Discover.
- c. Cancellations must be received by the Friday prior to an event unless otherwise stated in the event policy for that event in order to receive a refund. Cancellations after the designated date/time will not be refunded.
- d. Delinquency on chapter fees shall prevent participation in chapter functions and/or meetings, until the delinquency is cleared. Chapter fees shall be defined as dues meeting charges, newsletter advertising, or any other outstanding debt to the WestField Chapter. Outstanding fees must be paid to the chapter within 30 days of receipt. After 30 days the bill will be considered delinquent.
- e. The Board, with or without cause, may cancel or postpone any regular meeting or Annual Meeting for cause. If the Annual Meeting is postponed, provision must be made to hold it within thirty (30) days from postponement.
- f. In the winter months, the President makes the final call the day of the meeting (afternoon prior for breakfast programs) to cancel or postpone due to inclement weather. If cancellation or postponement occurs, this information will be posted on our website and calls/emails will be made to all registered attendees by the Chapter Administrator and Board Members.

COMMUNICATIONS

SECTION 1. BRAND STANDARDS:

- 1.1 All Chapters must adhere to the MPI Chapter Logo and Identity Standards document provided. Any theme specific logos for events must not be in conflict with the MPI Global Brand Standards and must be approved by MPI Global prior to use.

SECTION 2. CHAPTER COMMUNICATIONS:

- 2.1 All Chapter communications must be approved by the VP Communications to make sure they comply with MPI Global brand standards.
- 2.2 WEBSITE - The official Chapter website is www.mpiwc.org and is maintained via an annual renewable web-based content management system software license agreement through our current vendor, StarChapter. This software license agreement will be reviewed on an annual basis and can be cancelled within 60 days of the renewal day. The website will be the main communication tool for our Chapter.
- 2.3 NEWSLETTER – The Chapter produces a quarterly newsletter with articles promoting upcoming events, Chapter news, member news and MPI Global information.
- 2.4 EMAILS – Chapter communication is sent out via biweekly emails – these include event registration, program announcements, call for nominations (for BOD & annual awards) and other information as deemed appropriate by the VP Communication/Office of the President. All requests for email communication to the Chapter must be reviewed by the VP Communication before being sent out by the Chapter Administrator.
- 2.5 SOCIAL MEDIA – the Chapter maintains a presence online through several social media channels. At present (6/2016), the Chapter maintains a Facebook page (www.facebook.com/mpiwcc), a Twitter feed (@mpiwcc), an Instagram feed (mpiwccwestfield), a LinkedIn page MPI WestField Chapter and a LinkedIn group (MPI WestField – need to request to join).

SECTION 3. ADVERTISEMENTS:

- 3.1 Advertising rates are posted on MPIWC.org. The rates apply to our eNewsletter & the Chapter website MPIWC.org.
- 3.2 Advertising is not limited to members of MPI.
- 3.3 Reservation and art deadlines can be found on our website under the Partnerships-Ad Rates and Schedule section. Copy deadlines are typically ten (10) days before press.
- 3.4 Text to advertising ratios in the eNewsletter are 60:40
- 3.5 MPIWC reserves the right to refuse advertising that does not reflect MPIWC standards
- 3.6 Any advertising trade-outs made between MPIWC and a supplier must be approved by the Board and must go through the proper procedures.

MISCELLANEOUS

SECTION 1. PHILANTHROPIC ACTIVITY:

- 1.1 Charitable programs will be reviewed and approved for Chapter support each year by the Board of Directors.
- 1.2 The WestField Chapter encourages support of the MPI Foundation. Support will be determined annually by the Board of Directors.
- 1.3 The WestField Chapter will hold an annual classic (event TBD based on needs analysis, available resources, and suggestions from Special Events committee) during the spring, summer or fall months. The proceeds are to be allocated to internal chapter educational needs and charitable organizations as the chapter sees fit.

SECTION 2. CHAPTER AWARDS:

- 2.1 On a monthly basis the Leadership team submits names of members for consideration as Most Valuable Member (MVM). Ideally these winners should be committee members and not members of the Board of Directors. These are individuals who have gone above and beyond in their support of their Chapter. The recipient(s) will be announced at the monthly meeting, and certificate from the President, be listed in the monthly eNewsletter, and have a listing in the Awards section of the website.
- 2.2 On an annual basis the Chapter will hold nominations for the following Chapter Awards:
 - a. Margaret Moynihan Chapter Leader of the Year Award
 - b. Rising Star
 - c. Meeting Planner Volunteer of the Year
 - d. Susan Sprague Supplier Volunteer of the Year
 - e. Lifetime Achievement Award (if there is a worthy member – must be an MPI member for at least 15 years)
 - f. Silver Platter Award (Education/Special Event Host)It is a recommended process to have no more than 2 awards of the total awards given to any current board members serving each fiscal year. This will be taken into consideration by the Awards Committee when nominations are received.
- 2.3 Once nominations are received by the Awards Committee, the amount of votes determines the winners. They are recognized at the Annual meetings/Awards Ceremony in June. The President has at his or her discretion, the ability to give special “President’s Awards” to those members they feel deserving.

SECTION 3. SCHOLARSHIPS:

- 3.1 Active & involved Chapter members (Preferred or Premier members) in need of financial assistance for: membership renewal, registration to monthly Chapter educational events or MPIWC’s MEETNow, MPI WEC, or the CMP or CMM certifications will be referred to Membership Assistance Program on our website. The member will fill out the request which will



be directed via email to chapadmin@mpiwc.org and then sent to the appropriate Member Care/Retention Committee member for review. The VP of Membership will determine the financial disbursement and coordinate with the VP of Finance and Chapter Administrator. Funds are distributed on a first-come first-serve basis and capped at the budgeted amount for the fiscal year. Fund distribution may be limited to registration at Chapter events based on the budget – determination will be made during budgeting process and parameters will be updated on the website at the beginning of each fiscal year.