



MEETING PROFESSIONALS INTERNATIONAL
PITTSBURGH CHAPTER POLICY MANUAL
ADOPTED May of 2024

ARTICLE I
NAME

Name. The name of this organization is Meeting Professionals International (“MPI”) Pittsburgh, a not-for-profit corporation, incorporated in Pittsburgh, Pennsylvania, USA.

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

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 relatives are 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.

PITTSBURGH CHAPTER POLICIES ADDENDUM

Revision Date: May of 2024

ARTICLE I MEMBERSHIP

SECTION 1. AFFILIATE MEMBERSHIP: MPI Pittsburgh will offer an Affiliate Membership option priced at \$75 annually, granting members access to exclusive privileges. These privileges include access to the chapter membership directory, receipt of the monthly chapter e-newsletter, and entitlement to participate in all chapter sponsored programs and events at the member rate. Eligibility for Affiliate Membership extends to any MPI member holding a Preferred Level Membership or higher, contingent upon maintaining good standing within the organization. The processing of MPI Pittsburgh Affiliate Memberships will be subject to verification of the applicant's current membership status. Additionally, the \$75 annual fee will be invoiced, collected, and retained at the Chapter level.

ARTICLE II BOARD OF DIRECTORS/OFFICERS

SECTION 1: AUTHORITY & RESPONSIBILITY

1.1 Board members are required to attend all education and networking events, except in cases where conflicts arise with their professional responsibilities. Additionally, board members are expected to participate in both the Annual Retreat and Mid-Year Retreat.

SECTION 2: EXECUTIVE COMMITTEE:

2.1 Composition: The Executive Committee of the Chapter comprises the President, President-Elect, Immediate Past President, all Vice Presidents, and may include additional members designated by the Chapter Board of Directors. The Executive Committee is empowered to serve as the Audit and Finance Committee, carrying out the responsibilities outlined in Article V, Section 1.1.1.

2.2 Vacancies: Any vacancy within the Executive Committee shall be filled according to the procedures outlined in Article VI, Section 6 of these bylaws. Any member appointed to the Executive Committee to fill a vacancy shall serve the remainder of the unexpired term.

2.3 Meetings: The Executive Committee convenes at the discretion of the President or upon request of two (2) members of the Committee.

SECTION 3: BOARD ELECTION & SERVICE

3.1 Nomination Committee: The Immediate Past President shall appoint a Nomination and Governance Committee consisting of Chapter members in good standing. The

Nomination Committee is tasked with impartially reviewing applications and conducting interviews during the nomination process.

3.2 Nomination Process: The Nomination Committee shall issue a call for nominations within the chapter membership. Members interested in serving on the Board of Directors shall submit their nominations to the Nomination Committee within the designated time frame. The Nomination Committee shall impartially review all nominations and conduct interviews as necessary to determine suitable candidates for board positions. Successful nominees shall be announced to the chapter Board of Directors for following the completion of the nomination process. Following Board of Directors approval, the proposed slate should be posted online for 30 days for general membership contest.

3.3 Job Descriptions: Board of Director position titles and descriptions shall undergo an annual evaluation to ensure alignment with the evolving needs of the chapter.

3.4 Transition: Each outgoing board member shall commence mentoring their respective incoming board counterpart(s) at least two months prior to the conclusion of their term. This mentorship period facilitates the transfer of knowledge and ongoing projects.

3.5 Orientation: Incoming board members are mandated to attend the annual MPI Global Chapter Leader Summit to receive comprehensive orientation and training about MPI Global. Attendance is required at Annual Fall Chapter Retreat, to receive proper orientation and training on Chapter processes.

SECTION 4: BOARD COMPENSATION

4.1 Board members are ineligible for complimentary or discounted event registrations unless they fulfill one of the following criteria

- are a representative of the host venue of the event
- are a sponsor whose contract stipulates complimentary event registrations
- are a scheduled speaker during the event

ARTICLE IV COMMITTEES, TASK FORCES, AND ADVISORY COUNCILS

1.1 Any member serving on the Board of Directors reserves the right to propose the creation of a new committee, task force, or advisory council at any point in time. Board votes are not mandated for the establishment of new committees. However, a board vote is required for the formation of task forces or advisory councils.

Standing committees of the MPI Pittsburgh Chapter are:

Governance and Nominating Committee
Executive Committee (functioning in place of an Audit and Finance

Committee) Additional committees of the Chapter are:

Standing Committee Name: Marketing & Communications Committee

Purpose: The purpose of the Marketing & Communications Committee is to be the voice of the chapter and communicate information to members.

Responsibilities/Timelines: This committee is responsible for ensuring that chapter programs, activities, and achievements are effectively communicated to our membership through various channels including the chapter newsletter, event registrations, social media platforms, and the website. Additionally, the committee coordinates the publicity of chapter accomplishments locally and nationally by engaging with other publications, media outlets, and MPI International.

Board of Director Position Responsible: Vice President of Marketing & Communications

Recommended Number of Volunteers: 1-3 volunteers

SECTION 2: ADVISORY COUNCILS AND TASK FORCES

2.1 Volunteers for advisory councils and/or task forces will be appointed as required. Any Director has the authority to propose the appointment of an advisory council or task force, but formal appointment requires a board vote.

SECTION 3: VOLUNTEER ROLE 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 the 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 Audit & Finance Committee for review by the Executive Committee. The Chapter 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 Pittsburgh will maintain adequate reserves for the following purposes:

- 1) Unpredictable events which could substantially impact MPI Pittsburgh'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.

SECTION 3. REQUEST FOR PROPOSALS:

3.1 MPI Pittsburgh has established an RFP (Request for Proposal) process to engage venues interested in presenting their facilities to our members. RFPs will be continuously collected and made accessible on the MPI Pittsburgh website. Interested parties will receive a profile outlining our needs and requirements for hosting events. The primary responsibility for reviewing and responding to RFPs lies with the Vice President of Education and the Vice President of Networking.

When selecting potential venues, MPI Pittsburgh will prioritize the following factors:

- Whether the requesting venue has previously hosted an event with the Chapter, and if so, how recently.
- The total expected expenditures required by the chapter (with primary consideration given to venues offering space and services gratis).
- The proximity of the venue to Greater Pittsburgh.

SECTION 4. REIMBURSEMENT OF EXPENSES OR TRAVEL

4.1 Board members are not authorized for travel reimbursement unless the travel is mandated by MPI Global. In the event of MPI Global-mandated travel, the member is required to submit an expense report within 30 days of the travel, accompanied by appropriate itemized receipts. Prior budgeting and approval of expenses are necessary before any reimbursements will be processed.

4.2 BUDGETED CHAPTER EXPENSES: All expenditures must receive pre-approval by the Chapter President or the Vice President of Finance or be budgeted for before they are incurred. If a Board of Director incurs an expense that has been budgeted for, they are required to submit a check request within 30 days of the expenditure, accompanied by itemized receipts for all charges.

SECTION 5. SPONSORSHIPS

5.1 Chapter Partnership agreements require signatures from both the Chapter President and the Vice President of Partnerships & Finance. The Vice President of Partnerships & Finance is responsible for tracking Chapter Partnership agreements and ensuring their fulfillment. Follow-up on existing agreements will be conducted at least two months before their expiration date by the Vice President of Partnerships & Finance.

SECTION 6. MANAGEMENT OF PAID STAFF

6.1 The Immediate Past-President, President, and President-Elect are tasked with overseeing and evaluating the work of the paid Chapter Administrator.

6.2 Starting in 2024, the Chapter will initiate a Request for Proposal (RFP) every four years to select the paid Chapter Administrator. The objective of the RFP is to uphold due diligence and confirm satisfaction with our current Administrator. During the RFP procedure, the Chapter will evaluate both individual contractors and Association Management Companies.

ARTICLE VI CHAPTER EVENTS

SECTION 1. EDUCATIONAL & SOCIAL EVENTS

1.1 Host facilities have the privilege to send staff attendees to meetings held at their own facility at no cost, under the condition that the MPI Pittsburgh Chapter incurs no charges for their attendance. Host facilities are still required to RSVP for all attendees to facilitate the preparation of name badges and ensure an accurate headcount for ancillary items. Speakers receive complimentary admission, while guests of speakers must pay unless otherwise specified in the contract agreement.

1.2 EDUCATIONAL PROGRAMS: Insert any applicable policies for educational programs here. These may include, but are not limited to; site selection criteria, registration rates, request for proposal processes, speaker policies, AV policies, food and beverage, smoking, alcoholic beverage use and duty of care policies.

1.3 NETWORKING/SOCIAL PROGRAMS: Insert any applicable policies for social programs here. These may include, but are not limited to; site selection criteria, registration rates, request for proposal processes, AV policies, food and beverage, smoking, alcoholic beverage use and duty of care policies.

ARTICLE VII COMMUNICATIONS

SECTION 1. CHAPTER COMMUNICATIONS

1.1 COMMUNICATIONS REQUEST FORM (CRF): All requests for marketing and communications must be submitted using a Communications Request Form (CRF). The Marketing & Communications team reserves the right to adjust the dates of requested communications to better align with the chapter's content calendar.

1.2 WEBSITE: Board of Directors members are accountable for maintaining the accuracy of information within their respective areas on the Chapter Website. It is their responsibility

to regularly review the website and ensure that all information is up to date. Any necessary changes must be submitted to the Chapter Administrator via a Communications Request Form (CRF).

- 1.3 NEWSLETTER: The newsletter will be distributed to Chapter Membership on a monthly basis with the aim of updating members on monthly meetings, membership updates, global updates, and any other pertinent information for the chapter. Any content intended for inclusion in the newsletter must be submitted to the Marketing & Communications team by the specified deadlines. Submissions received after the established deadline will be deferred to the following month's newsletter.

SECTION 2. ADVERTISEMENTS

- 2.1 Advertising contracts and deliverables are tailored to suit the specific needs of each client through negotiation. Information regarding general pricing and advertising options within the Chapter can be accessed on the Partnership Opportunities deck, which is available on the Chapter website. Clients are expected to provide artwork/graphics and copy upon signing the agreement with the chapter.

ARTICLE VII MISCELLANEOUS

SECTION 1. PHILANTHROPIC ACTIVITY

- 1.1 MPI Pittsburgh will establish strategic partnerships with local charities throughout the year, aligning with chapter programming objectives. Priority will be given to organizations that support the meetings and events industry, such as The MPI Foundation and human-trafficking support organizations.

SECTION 2. CHAPTER AWARDS

- 2.1 Each year, the Board of Directors will create a minimum of four membership awards to be presented during the Annual Awards Gala. A Committee, chaired by the Vice President of Membership and Director of Membership Retention, will be responsible for establishing award criteria, setting a nomination timeline, and reviewing all applications. No more than two active Board Members may receive a Chapter Award.

SECTION 3. CHAPTER SCHOLARSHIPS

- 3.1 MPI Pittsburgh will establish a fund for student scholarships through the solicitation of donations from Professional members. Professional members of MPI Pittsburgh have the opportunity to become student sponsors at a rate of \$50 per student. Of this amount, \$40 will cover the cost of MPI Pittsburgh student membership, while \$10 will be allocated to a fund intended to provide financial assistance for students to attend the chapter's education and networking events. Professional members are encouraged to sponsor multiple students, with each additional sponsorship requiring a payment of \$50.

Student scholarships will be made available to those enrolled in a post-secondary academic program with an emphasis on the meeting, hospitality, events, and

tourism-related industries. Unless the educational institution defines it otherwise, the student must be enrolled in a certificate, undergraduate or graduate program. The student sponsorship initiative enables students to seek financial assistance for an annual student membership (\$40) and/or financial aid for student event registration at MPI Pittsburgh education and networking events. Applications for these scholarships can be submitted through the Chapter Website.