



MEETING PROFESSIONALS INTERNATIONAL GREATER NEW YORK POLICY MANUAL
Revision Date: May 2021

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.

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 **AFFILIATE MEMBERSHIP:** Is available to any MPI member in good standing from a chapter other than Greater New York or an at-large member for an annual fee of \$80. Affiliate (aka subscriber) membership includes all meeting notices, access to member only section of website, bi-annual magazine (@mpigny) and chapter Membership Directory. Subscriptions term is July 1 – June 30th. New subscription applications pay the amount in full and are pro-rated for renewal. A member can volunteer with their primary chapter or chapters with which they affiliate.

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: Directors are required to submit monthly reports to the Vice President overseeing their activities. Vice Presidents will upload their reports to Basecamp within 7 days of the next 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, 24-month Calendar, 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.
- 1.5 ABSENCES: Board members are required to attend two retreats annually. Directors may miss two meetings in person and may dial in to a maximum of three meetings. If this number of absences has been exceeded, the Board of Directors has the option to request that the director resign from the board and the vacancy shall be filled as provided by these bylaws, unless a further excused absence for extraordinary reasons shall be granted by the Board of Directors.

SECTION 2: EXECUTIVE COMMITTEE

- 2.1 The Executive Committee shall consist of the President, President-Elect, Immediate Past President, Vice President of Communications, Vice President of Education, Vice President of Special Events and Vice President of Membership.

SECTION 3. BOARD ELECTION & SERVICE:

- 3.1 The Nominating Committee is to be chaired by the Immediate Past President. The Nominations Committee shall solicit recommendations and shall act in accordance with MPI Bylaws and Policies. The remaining members of the Nominating Committee shall be appointed by the chair with the approval of the Board of Directors. There shall be no less than four (4) members including the chairman, one of whom will be the Director of Leadership Development.
- 3.2 Nominations to serve as a member of the Board of Directors will be open to the general membership for a period of not less than 30 days. All applicants will be interviewed by the Nominating Committee. Recommendations for the slate will be presented to the board and to the membership for approval. This slate will be deemed elected by unanimous vote unless the slate is challenged as outlined in the chapter bylaws.

Any member in good standing has the right to review and challenge the slate of directors as indicated in the chapter bylaws. If positions remain uncontested, the slate of officers will be considered approved by a unanimous vote after 30 days

- 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 an 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.

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:** A volunteer Chair will be appointed for each standing committee annually. This appointment may be made by the VP or Director overseeing the committee.

Standing committees of the chapter are:

CSR

Responsible for Corporate Social Responsibility activities for the Chapter.

Director of CSR oversees committee.

Responsibility ongoing for fiscal year

Recommended number of volunteers: 10

Diversity & Inclusion

Responsible for promoting diversity in our association and our industry and for ensuring that all members are welcomed, valued, and included in all chapter activities.

Vice President of Membership
Responsibility ongoing for fiscal year
Recommended number of volunteers: 10

Education

Responsible for planning and execution of six educational programs with at least three being eligible for CEU credits. Committee also oversees GMID annual event (included in total of 6)

VP of Education & Director of Education
Responsibility ongoing for fiscal year
Recommended number of volunteers: 12

Fundraising

Responsible for planning and executing annual fundraising event.

Director of Fundraising with oversight of VP, Finance
Responsibility ongoing for fiscal year
Recommended number of volunteers: 10

Golf

Responsible for planning & executing annual golf event.

Director of Golf with oversight of VP, Finance
Responsibility ongoing for fiscal year
Recommended number of volunteers: 10

Leadership Development

Responsible for identifying and mentoring potential chapter leaders while supporting the existing board. Work with IPP on nomination process.

Director of Leadership Development with oversight of IPP and PE
Responsibility ongoing for fiscal year
Recommended number of volunteers: 5

Marketing/Communications

Responsible for all chapter communications including digital newsletter, email communication, social media content, event marketing and the biannual magazine. Liaison with Global to oversee management of MPIGNY website. Liaison with Naylor for hard print member directory and all advertising sales.

VP of Communications, Director of Marketing, Director of Communications
Responsibility ongoing for fiscal year
Recommended number of volunteers: 6

Member Engagement

Responsible for recruiting new members & building awareness of membership opportunities. Engage current members to ensure they are receiving value of membership and will re-

Director of Member Recruitment with oversight of VP, Membership
Responsibility ongoing for fiscal year
Recommended number of volunteers: 5

Member Recognition

Responsible for recognizing members through all stages of their membership and for retention of existing members. Executes Genie Awards Gala once per year.

Director of Member Retention with oversight of VP, Membership
Responsibility ongoing for fiscal year

Recommended number of volunteers: 5

Networking

Responsible for planning and executing all networking events including annual holiday event in alternating years with HSMAI.

Director of Networking with oversight of Director, Finance

Responsibility ongoing for fiscal year

Recommended number of volunteers: 6

Sponsorship

Responsible for soliciting both monetary and in-kind sponsorships along with ensuring the promised sponsor benefits are fulfilled.

Director of Finance with oversight of Office of the President

Responsibility ongoing for fiscal year

Recommended number of volunteers: 5

SECTION 2. ADVISORY COUNCILS AND TASK FORCES:

- 2.1 Volunteers for any advisory councils and/or task forces shall be appointed as needed. The Office of the President will be responsible for making the appointment for advisory councils/task forces with board approval.

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 submit progress report to assigned Board of Director as needed.
- 5) 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 President and Director of Finance for review by the Executive Committee. The Board of Directors approves the annual operating budget in compliance with MPI Global bylaws. Chapter operations will be in alignment with 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 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 Greater New York will maintain adequate reserves for the following purposes:
 - 1) Unpredictable events which could substantially impact MPI’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.

At any given time, MPI Greater New York will have no less than one (1) year of chapter operating funds in reserves.

- 3.4 ACCESS TO RESERVES: The access of the “reserve” shall first be referred to the Office of the President and Director of Finance for consideration. Final approval by a majority vote of the Board of Directors is required.

SECTION 4. REQUEST FOR PROPOSALS:

- 4.1 Requests for proposals shall be prepared by the Director of Finance and approved by the Board. RFP’s will be returned to the VP of Finance for consideration and recommendation to the Board.

SECTION 5. REIMBURSEMENT OF EXPENSES OR TRAVEL

- 5.1 Reimbursement of Expenses or Travel is to coordinate with the annual budget. Funds are budgeted for the President and President Elect to attend WEC. Funds allocated are to cover registration to the conference, hotel, and airfare travel. Ground transportation will not be reimbursed. Ancillary expenses such as additional entrance tickets to events, along with Food

and Beverage are not to be reimbursed. Expenses submitted to the Chapter for reimbursement are to be approved by the Vice President of Finance.

- 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: If funds for an expenditure have been approved in the budget, an invoice and check request form are to be submitted to the Chapter Administrator for payment. All payments are approved by the VP of Finance.

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: VP of Finance and/or Office of the President will approve all sponsorship agreements. Sponsorship committee will create a spreadsheet and track sponsor benefit fulfillment. Creates the annual document of sponsorship levels and benefits for website and distribution to supplier members.

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 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.
- 7.3 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.
- 7.4 Chapter Administrators are required to adhere to all CAP (Chapter Administrator Program) guidelines and policies. See Program guidelines for specific requirements.
- 7.5 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.
- 7.6 All administrative services must be contracted as a vendor for services, not an employee of the chapter.
- 7.7 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.
- 7.8 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.

- 7.9 MANAGEMENT OF PAID STAFF as outlined by Global requirements.
- 7.10 EVALUATION OF PAID STAFF & CONTRACT RENEWALS: 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.
- 7.11 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.

CHAPTER EVENTS

SECTION 1. EDUCATIONAL & SOCIAL EVENTS:

- 1.1 EDUCATIONAL PROGRAMS: In accordance with rules set forth by MPI Global, MPI Greater New York is to adhere to at least six (6) educational events for the Membership. Registration rates are to be determined based upon the approved budget presented to the Board of Directors for that fiscal year.
- 1.2 NETWORKING/SOCIAL PROGRAMS: MPIGNY will offer networking and social events according to the chapter calendar. Registration fees will be determined based on costs but will include member and non-member pricing.
- 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.

- 1.4 Members of the MPI Greater New York chapter can attend an unlimited number of events organized by the chapter. Non-MPI Greater New York members are limited to two (2) events throughout the Chapter's calendar year, unless becoming a member. Fee's associated to MPI Greater New York events are determined based upon the budget for that financial year.

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 Chapter communications will be overseen by the VP of Communications in concert with the Director of Marketing and in accordance with the marketing calendar. These include meeting notices, special messages, and the monthly 30/30 digital newsletter.

SECTION 3. ADVERTISEMENTS:

- 3.1 MPIGNY reserves the option to contract with an outside vendor for the sale of advertising space in the membership directory, website, and monthly digital communications. The annual directory will be printed and distributed at no cost to the chapter. Commissions for advertisements will be as agreed in the contract.

MISCELLANEOUS

SECTION 1. PHILANTHROPIC ACTIVITY:

- 1.1 MPI Greater New York supports the work of the MPI Foundation along with other approved board identified local organizations.

SECTION 2. CHAPTER AWARDS:

- 2.1 MPI Greater New York recognizes the contributions of its members and volunteers. Nominations are open to all members to apply and/or nominate those who are in good member standing. The Executive Committee will review and vote on all nominations based on the applications submitted.

SECTION 3. SCHOLARSHIPS:

- 3.1 MPI Greater New York has the opportunity to create scholarships in collaboration with partners. Scholarships are to directly benefit the membership for opportunities such as Education and Membership fees. An application process will be presented to the partners for approval and reviewed/executed by the Executive Committee. Suggested recipients are to be presented (with reason) to the partner and a final decision is to be made collaboratively. Scholarships are available to only MPI Greater New York members in good standing.