



MEETING PROFESSIONALS INTERNATIONAL
Carolinas Chapter POLICY MANUAL
ADOPTED July 17, 2024

ARTICLE I
NAME

Name. The name of this organization is Meeting Professionals International (“MPI”) **Carolinas Chapter** a not-for-profit corporation, incorporated in **North Carolina**.

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 of Finance, and Vice President of Membership. Each chapter must also assign the role of a Vice President of Marketing and Communications and a Vice President of 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 Directors 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 Bylaws. 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 relative is 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.

**Carolinas CHAPTER POLICIES
ADDENDUM**

Revision Date **7/17/2024**

**ARTICLE I
MEMBERSHIP**

SECTION 1. AFFILIATE MEMBERSHIP: Affiliate memberships are available to MPI Preferred and Premier level members outside of the Carolinas Chapter. There is a minimum fee of \$125 to become an affiliate member and these members are invoiced on their MPI-CC join date annually by the Chapter management office. Affiliate members receive the following benefits: MPI-CC Membership Directory and listing, a copy of the MPI-CC Printed Directory once a year, access to the MPI-CC members only portion of the website and membership database, advertising opportunities at the member rate, and the ability to volunteer at the chapter level. (Adopted 7/30/07) (Amended 03/20/14, 6/29/16)

**ARTICLE II
BOARD OF DIRECTORS/OFFICERS**

SECTION 1: AUTHORITY & RESPONSIBILITY

Bylaws. The Chapter bylaws will be reviewed by the Board of Directors on an annual basis. The Carolinas Chapter will adhere to the minimum Chapter bylaws of Meeting Professionals International. (Adopted 01/25/90) (Amended 05/23/96)

**ARTICLE IV
COMMITTEES, TASK FORCES, AND ADVISORY COUNCILS**

- 1.1 COMMITTEE GUIDELINES, PROCEDURES AND TIMELINES: To promote efficient and effective management of the Chapter, the Board of Directors shall adopt and annually review Committee Guidelines, procedures and timelines. All chairs and members of the Chapter's committees shall be knowledgeable of their committee's guidelines. (Adopted 05/23/96) (Amended 5/17/09)
- 1.2 STANDING COMMITTEES: A volunteer Chair will be appointed for each standing committee annually. The Committee Chairs are appointed by the Board of Director responsible for each respective committee. There are no votes required for chair appointment. (Adopted 6/29/16)

For committee guidelines, see addendum. Standing committees of the chapter are listed in the addendum

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.

SECTION 3: VOLUNTEER ROLES/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 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 Officers with Chapter Management Office for review by the Board of Directors. 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. (Adopted 6/29/16)
- 1.2 **AUDIT AND FINANCE COMMITTEE.** Aside from Article X in the MPI-Carolinas Chapter Bylaws, this committee may perform such other duties in connection with the finances of the Chapter as the Board of Directors may determine from time to time. (Adopted 5/22/11)
- 1.3 **CONTRACTS - GOODS AND SERVICES.** All contracts for goods and services which require an expenditure of Chapter funds of \$5,000 or more shall be reviewed annually by the Board of Directors. Proposals for such contracted goods and services shall be accepted annually. (Adopted 05/23/96)
- 1.4 **CONTRACTS - APPROVAL AND SIGNATURE.** All contracts for services, facilities, and/or other obligations of MPI-CC will be signed by both the President of the Chapter and the VP of Finance. (Adopted 04/7/93) (Amended 1/17/08) (Amended 6/18/2024)
- 1.5 **CHECK PROCESSING FEE.** The standard industry fee as approved by the Board will be assessed for processing bad checks. (Adopted 05/23/96) (Amended 11/13/03)

SECTION 2. RESERVE FUND

2.1 PURPOSE OF RESERVES: All Chapters are required to provide policies for the purpose of their reserves. These policies should include, but are not limited to, when it is acceptable to use funds, any procedures for using funds etc. Policies should reflect that reserves are used in emergency cases or in the event of a major investment in membership. A sample policy is provided for you.

2.2 MPI Carolinas 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.

SECTION 3. REQUEST FOR PROPOSALS:

3.1 DOCUMENTS. Any MPI-CC related documents must be submitted directly to the Management Office for processing. This includes and not limited to, Meeting Proposals, Scholarship Applications, Board of Directors Applications and Annual Award Nomination Forms. (Adopted 3/15/12)

SECTION 4. REIMBURSEMENT OF EXPENSES OR TRAVEL

4.1 Funds may be allocated for the President to attend the MPI World Education Conference (WEC) on behalf of the Chapter. Reimbursable expenses include registration, airfare, transportation to and from the airport, and lodging expenses for standard accommodations for conference dates only. (Adopted 04/04/92) (Amended 05/23/96, 03/20/97, 03/13/03, 03/18/10, 05/22/11, 03/20/14, 6/29/16, 6/18/24)

SECTION 5. SPONSORSHIPS

5.1 PARTNER ALLIANCE PROGRAM. A Partner Alliance Program will be structured and maintained by The Management Office and VP of Finance with approval by the Board of Directors. (Adopted 7/30/07, Amended 06/06/19)

SECTION 6. MANAGEMENT OF PAID STAFF

6.1 Review of the Chapter management contract is to be initiated by the MPI-CC President. The management contract is every two years. It is at the board's discretion to seek proposals to be reviewed 90 days prior to the renewal date. (Adopted 01/15/98) (Amended 05/23/98, 03/18/10, 01/30/2019, 7/17/24)

ARTICLE VI CHAPTER EVENTS

SECTION 1. EDUCATIONAL & SOCIAL EVENTS

1.1 MEETING ATTENDANCE - SPOUSES/NON-INDUSTRY GUESTS. Non-industry guests and spouses are permitted to attend regular Chapter meetings with members. Non-industry guests

and spouses must be pre-registered and the appropriate fee must be paid to participate in meal and social functions. Guest/spouse fees will be approved by the Board of Directors. (Adopted 09/19/91) (Amended 05/23/96) (Amended 11/13/03)

- 1.2 MEETING ATTENDANCE - NONMEMBERS. Nonmember planners may attend one Chapter meeting per year (Jan - Dec) at no charge. Registration fees will not be waived for the Annual Meeting. (Adopted 04/04/92) (Amended 03/18/10, 6/29/16, 5/28/2024, 7/17/24)
- 1.3 MEETING ATTENDANCE - STUDENTS. Discounted registration fees will be available for students attending MPI-CC meetings. The fee will be determined by the Board of Directors. (Adopted 01/28/93)
- 1.4 MEETINGS - CONTRACTS. The President and the Chapter Administrator will maintain all file copies of all MPI-CC meeting contracts. (Adopted 04/04/92) (Amended 05/23/96, 1/17/08, 5/26/22)
- 1.5 MEETINGS - SITE SELECTION. The following are guidelines for site selection for MPI-CC meetings:
 1. In selecting sites for MPI-CC meetings, properties having MPI members will be given priority consideration. (Adopted 09/29/88)
 2. Properties interested in hosting a Chapter meeting should submit a proposal to the Director of Meeting Planning and The Management Office.
 3. Site selection will be done at least 6 months in advance.
 4. Meeting sites and dates shall be published in the newsletter and listed on the Chapter website.

(Adopted 03/03/85) (Amended 05/23/96, 1/17/08, 03/20/14, 5/17/15, 06/06/19, 7/17/24)
- 1.6 CE CREDITS. CE Credits will be awarded for qualified participation in MPI CC Educational programs. (Adopted 11/15/07) (Amended 5/17/09, 1/2/12, 03/20/14, 5/17/15, 6/29/16)
- 1.7 CMP STUDY GROUP PARTICIPATION. Participation by nonmembers may be allowed on a space available basis. Registration fees for members and non-members will be at the discretion of the Board of Directors. The study groups will be self-sustaining, and there will be no expenses incurred by MPI-CC. Members must include their membership number on the application forms, and payment for fees will be sent to the Chapter management office. (Adopted 03/26/98) (Amended 09/19/02, 1/17/08, 5/17/15, 7/17/24)
- 1.8 ALCOHOL POLICY. MPI-CC requests that our meeting sponsors, if opting to serve complimentary alcoholic beverages, not exceed a two-hour period for the complimentary service. In consideration of costs and liability issues, MPI-CC understands that sponsors may opt to limit open bars to beer and wine. No alcohol will be served at any MPI-CC Business Meeting. (Adopted 11/21/97) (Amended 1/17/08)
- 1.9 ANTITRUST. It is a goal of Meeting Professionals International Carolinas Chapter to engage in no activities which may be construed as restraint of trade or violation of any antitrust laws. (Adopted 05/23/96) (Amended 6/29/16)
- 1.10 ANNUAL MEETING. The Annual Meeting must be held prior to December 31 of each fiscal year. (Adopted 5/22/11) (Amended 6/29/16, 5/28/24)

- 1.11 ATTENDANCE. Any member of MPI shall be allowed to attend all Chapter general membership meetings at the member fee. No restriction on the number of meetings a member can attend shall be imposed. The proof of membership shall be the individual's current MPI membership number. Any member attending a chapter meeting shall adhere to the reservation and cancellation policy of the chapter. (Adopted 5/22/11)
- 1.12 Fam Trips/Promotions. Any Fam trips or supplier promotions held in conjunction with an MPI-CC meeting must be approved by the Board of Directors. Fam trip and promotional activities may not conflict with MPI-CC meeting activities. (Adopted 11/06/89) (Amended 05/23/96)

ARTICLE VII COMMUNICATIONS

SECTION 1. CHAPTER COMMUNICATIONS

- 1.1 COMMUNICATIONS – DISTRIBUTION TO MEMBERSHIP. All correspondence for Chapter meetings, whether it be sent via US mail, fax, e-mail, or by other electronic methods, will be sent to the membership in its entirety. Chapter logo and letterhead may only be used for official Chapter communications. (Adopted 05/24/90) (Amended 05/24/90, 07/12/01, 1/17/08)
- 1.2 COMMUNICATIONS - REVIEW. All Chapter communications to the media shall be submitted to the President and VP of Marketing and Communications for review. (Adopted 05/23/91) (Amended 05/23/96, 07/12/01, 1/17/08, 7/17/24)
- 1.3 DIRECTORY - AVAILABILITY. Membership directories will be made available to all MPI-CC members. (Adopted 01/28/93) (Amended 11/18/99, 1/17/08)
- 1.4 MAILING LIST/LABELS - ACCESS/COST. Nonmembers may not purchase the Chapter mailing list or labels. Members may purchase the Chapter mailing labels for a minimum charge of \$50. The venue city for regular Chapter meetings may request a Chapter mailing labels at no charge. (Adopted 07/20/89) (Amended 1/17/2008, 5/17/15, 6/29/16)

Mailing list labels provided to members for the purpose of any chapter business must have the written permission of the Vice President of Communications. Standing agreements to cover a calendar year for events such as Education are permissible. (Adopted 05/19/13) (Amended 5/17/15)

SECTION 2. ADVERTISEMENTS

- 2.1 NEWSLETTER – ADVERTISING. Newsletter ads will be accepted on a first-come first-served basis and accommodated based on space availability. (Adopted 08/25/84)

The following are guidelines for newsletter ads:

1. Various sizes will be allowed.
2. There will be no limit on the number of ads per issue.
3. A discounted rate for ad frequency will be available.
4. Ad rates for nonmembers will be higher than for members.
5. Ad rates will be determined by the Board of Directors. (Adopted 03/19/92)

- 2.2 NEWSLETTER - COPY APPROVAL. All items submitted for publication in the newsletter, with the exception of the President's Message, are subject to review and approval by the VP of Marketing and Communication. (Adopted 09/20/89) (Amended 1/17/08)
- 2.3 NEWSLETTER - COPY DEADLINES. The deadline for submitting copy for the newsletter shall be determined by the VP of Marketing and Communication based on production time requirements and in consideration of Chapter meeting dates. (Adopted 05/23/96) (Amended 1/17/08)
- 2.4 NEWSLETTER - PUBLICATIONS SCHEDULE. The Chapter will publish four issues annually. The newsletter will be published and distributed every other month. (Adopted 03/22/90) (Amended 05/23/96, 06/01/99, 07/12/01, 11/13/03, 1/17/08, 5/17/15, 7/17/24)
- 2.5 Advertising – Complimentary. Excluding partnership/sponsorship packages, any/all complimentary advertising requires Board approval. (Adopted 07/12/01) (Amended 1/17/08)
- 2.6 Advertising – Rates and Trade Outs. Advertising placements may not be exchanged as a trade out to any company or organization for solicitation or acceptance of donations without board approval. Advertising rates will be determined by the VP of Finance and his/her committee and require board approval. (Adopted 09/20/01) (Amended 1/17/08)

**ARTICLE VII
MISCELLANEOUS**

SECTION 1. CHAPTER AWARDS

- 2.1 AWARDS - ELIGIBILITY. Chapter officers and directors are not eligible for the “Volunteer of the Quarter Award,” which is intended specifically for non-board members who have contributed exceptional volunteer time and effort. All Chapter members in good standing are eligible for annual awards (such as Planner of the Year, Supplier of the Year, Hall of Fame Award, Tomorrow's Leader, and Volunteer of the Year). Upon receiving Planner of the Year or Supplier of the Year awards, recipients are not eligible for consideration for the awards for a five-year period. (Adopted 03/23/95) (Amended 05/23/96, 11/13/03, 5/17/15, 6/29/16)
- 2.2 AWARDS – NOMINATIONS. Candidates must first be nominated by another MPI colleague to be eligible to receive an annual MPI-CC Award (Planner of the Year, Supplier of the Year, Tomorrow's Leader, or Hall of Fame Award). Nominees of the MPI-CC Awards must be a current volunteer for MPI-CC to receive an award. (Adopted 03/14/02) (Amended 03/20/14, 5/17/15, 6/29/16)
- 2.3 AWARDS - OUTGOING BOARD MEMBERS AND OFFICERS. All board members and officers not returning to the board the following fiscal year will receive a plaque recognizing their years of service on the MPI-CC Board. The only exception for a receiving a plaque as a returning Board member is the office of the President. Presidents will receive a plaque recognizing their service at the end of their year serving as President. (Adopted 5/18/00) (Amended 03/14/02, 03/20/14)

SECTION 2. SILENT AUCTION:

- 2.1 SILENT AUCTION. A portion of the proceeds from the Silent Auction will be designated for Chapter Education and Professional Development. Additional proceeds raised shall be added to the chapter's operating budget. (Adopted 03/23/95) (Amended 05/23/96, 5/17/06, 1/17/08, 6/29/16)

ADDENDUM

COMMITTEES, TASK FORCES, AND ADVISORY COUNCILS

SECTION 1. STANDING COMMITTEES

COMMITMENT

Committee Chairs

Committee chairs serve an important leadership role in MPI-CC. Active, dedicated committees are essential for the success of the chapter in its mission to meet the needs of our members. Specific time commitments required for the role of Chair vary according to the charge of the particular committee. Chairs should have an ability to build and lead a team and have good communication skills. Any MPI-CC member in good standing who wishes to serve as Chair of a committee should contact the appropriate Board Director, or the current Committee Chair.

Committee Members

As a committee member, you have taken the first step on the leadership ladder. Your involvement on a committee is not only an important contribution to the chapter, but also shows your willingness to commit your time and talent. Committee participation is an important step in getting the most out of your MPI membership and building your network and leadership skills. Any MPI-CC member in good standing who wishes to serve on a committee should contact the Chair of the committee, any Board member, or submit a completed "Volunteer Interest Form."

TERM

January 1 – December 31

THE ROLE OF THE COMMITTEE CHAIR

Each committee will have a chair or co-chairs. The chair is appointed by the Board Director whose division the committee is assigned. The chair is responsible for the following:

- Establishing meeting dates, times, and locations; committees should meet, typically by Zoom, on a monthly basis, or as determined by the goals of the committee
- Working with committee members and Board Director to establish goals and budget for the committee

- Adhering to budget approved by Board of Directors
- Submitting bi-monthly reports to his/her assigned Board Director by established deadline
- Leading the committee to complete its goals and action plan
- Identifying potential candidates for succeeding Chair position
- Soliciting new committee members at chapter events
- Onboarding new committee members
- Utilizing good communication skills to ensure the Board Director is aware of the committee's progress and needs and to engage and update committee members

THE ROLE OF THE COMMITTEE MEMBER

Each committee will have an appropriate number of members as deemed necessary by the Chair. Committee members are responsible for the following:

- To fully participate in the activities of the committee in order to meet the committee's established goals and action plan
- To identify and solicit new committee members
- To attend committee meetings

Committee List as of 7/17/2024

Awards Committee

The Awards Committee is charged with managing and facilitating appreciation for and recognition of the outstanding achievements of individual chapter members, rewarding volunteer involvement on committees, and furthering the visibility and value of meeting professionals within our chapter. The committee oversees the selection process for the chapter's annual awards: Planner of the Year, Supplier of the Year, Hall of Fame, Tomorrow's Leader and Volunteer of the Year.

Board Member responsible: Immediate Past President

Business Exchange Committee

The Business Exchange Committee creates and executes the MPI-CC annual business exchange event or tradeshow. The ultimate format of the event is to maximize Vendor participation ensuring maximum Planner attendance. Committee members will be involved in soliciting participation from Suppliers/Vendors and Planners and promoting the event while keeping budgeted monetary goals in mind.

Board Members responsible: VP of Finance, Director of Fundraising

Diversity, Equity & Inclusion Committee

The Diversity, Equity and Inclusion Committee creates networking and educational opportunities that further the mission of "creating a diverse and equitable environment of inclusion in our chapter, community, and respective industries, through education and communication." Committee members are responsible for ideation, creation, collaboration and coordination of educational content, events and

activities that celebrate our members' diversity, ensure equity for all, and engage membership inclusion through education and deep conversation. Board Member responsible: VP of Diversity, Equity & Inclusion

Education Committee

The Education Committee reviews industry trends and member feedback for education session topics, decides on chapter meeting education session topics and themes, and reviews and identifies speakers for chapter meetings. For each chapter meeting, the committee provides speaker care and education session support as needed, writes education session recaps for the blog and Carolina Blitz, and collaborates with the Marketing & Communications Committee to promote education sessions.

Board Member responsible: VP of Education

Marketing & Communications Committee

The Marketing & Communications Committee keeps members current on chapter news and programs. The committee curates information, gathers updates from other committees, and creates graphics that adhere to MPI's and MPI Carolina's branding and style guides. The committee promotes chapter and member achievements, and chapter meetings, news and updates through the use of the chapter's social media platforms (Facebook, Twitter, Instagram and LinkedIn), the chapter blog, the Carolina Blitz, and the Midweek Member Minute e-newsletter.

Board Member responsible: VP of Marketing & Communications

Meeting Planning Committee

The Meeting Planning Committee helps plan and execute meeting planning duties on behalf of the chapter, and provides on-site management of chapter meetings and events. The committee develops and provides input for all experiential aspects of chapter meetings and the annual awards gala (including but not limited to: menus, set design, tablescapes, and audiovisual).

Board Members responsible: VP of Education, Director of Meeting Planning

Member Engagement Committee

The Membership Engagement Committee plays a vital role within our organization, dedicated to fostering a sense of belonging and support for both new and existing members. At its core, the committee's mission is to ensure that newcomers are warmly welcomed and seamlessly integrated into our community. Through our proactive approach, we strive to connect new members with the resources and opportunities that align with their goals within the organization, facilitating their journey towards fulfillment. Central to our efforts is the Ambassador "Buddy" Program, where seasoned members extend a guiding hand to newcomers, offering guidance and assistance every step of the way. Additionally, during renewal periods, the committee maintains consistent communication channels to remind members of the value of their membership, fostering retention and continued engagement. Ultimately, the Membership Committee stands as a pillar of support, enriching the organizational experience for all who join our ranks.

Board Member responsible: VP of Member Engagement

Governance and Nominating Committee

The Immediate Past President shall chair the Governance and Nominating Committee. The remaining members of the Governance and Nominating Committee shall be appointed by the President and approved by the Executive Committee. There shall be no less than four (4) members including the chairman. This committee is responsible for governance oversight including bylaw and policy manual updates, reviewing applications for the Board of Directors and presenting a slate of Officers to the current Board of Directors.

Board Member responsible: Immediate Past President

Professional Certification Committee

The Professional Certification Committee plans and presents targeted educational programs to aid members in their pursuit of earning the CMP or other industry certifications. The committee manages and leads the MPI Carolinas virtual CMP study group, including setting the schedule, and shares relevant information about certification opportunities with the Marketing & Communications Committee to include in chapter communications.

Board Member responsible: VP of Education

Publications Committee

The Publications Committee is responsible for producing the Carolina Blitz news publication. The Carolina Blitz is published online four times a year. It contains information about upcoming chapter meetings, education session recaps, member news and profiles, along with articles featuring a wide variety of topics of interest to planners and suppliers. The committee helps with developing, soliciting and proofreading content. The Publications committee will work directly with our Blitz designer to craft a digital publication for our members and partners.

Board Member responsible: VP of Marketing & Communications

Silent Auction Committee

The Silent Auction committee is responsible for securing items for the silent auctions two to three times a year, establishing minimum bids on all items, working with the marketing & communications committee to promote the auctions and call for donations.

Board Members responsible: VP of Finance, Director of Fundraising

Volunteer Engagement Committee

The Volunteer Engagement Committee supports the Director of Volunteer Engagement in identifying and developing new leaders and volunteers within the chapter; volunteer appreciation efforts, and serving as an ongoing resource for volunteers to ensure that they are getting the most out of their volunteer experience.

Board Member responsible: Director of Volunteer Engagement