



M E E T I N G P R O F E S S I O N A L S I N T E R N A T I O N A L

MEETING PROFESSIONALS INTERNATIONAL CAROLINAS CHAPTER POLICY MANUAL
Revision Date: (Adopted 5/21/1992 and last updated 5/22/2011, 1/2/2012, 3/15/2012, 5/19/2013, 3/20/2014, 5/17/2015, 6/29/2016, 7/2017, 1/2019, 5/2019, 1/2020)

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.

PURPOSE STATEMENT: As part of a rich global meeting industry community, the Carolinas Chapter of Meeting Professionals International is committed to making its members successful by building human connections to knowledge/ideas, relationships and marketplaces. (Adopted 04/04/92) (Amended 05/23/96, 07/30/07)

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:** 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)

- 2.3 MEMBERSHIP OBLIGATIONS: All members must agree to abide by the MPI Principles of Professional Conduct and Ethics.

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 MPI GLOBAL REQUIRED DOCUMENTS: Chapters are required to submit annually (by June 15th) to MPI Global the following documents as part of the annual planning process; Annual Business Plan, Budget, 18 month Education Calendar, Marketing Plan/Calendar, Succession Plan, Current & Updated Bylaws and Policy Manual. Additionally chapters must submit these documents as outlined in bylaws or policies a copy of annual tax return by October 1st, Confirmation that all incoming board members attended their Board 101 training and signed their conflict of interest statements.
- 1.4 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)

SECTION 2. BOARD ELECTION & SERVICE

- 2.1 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. It shall be chaired by the Immediate Past President with the President-Elect serving as a member of the committee. The remaining members of the Governance and Nominating Committee shall be appointed by the President with the approval of the Board of Directors. There shall be no fewer than four (4) members, including the chairman. No current candidates for officer or director positions may serve on the Governance and Nominating Committee. Elections shall be conducted and submitted to MPI Global by March 1.
- 2.2 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.

- 2.3 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.
- 2.4 BOARD TRAINING: Any incoming board member never serving on a MPI chapter board previously is required to attend the MPI Global Board 101 training on dates specified. Each candidate is required to sign the training acknowledgement form and submit to their President prior to June 15th of the fiscal term. All chapter leaders are able to and encouraged to attend MPI Global trainings, Chapter Business Summit (CBS) and Chapter Leader Forum (CLF at WEC).
- 2.5 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 3. BOARD COMPENSATION

- 3.1 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.
- 3.2 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 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:

ADVOCACY COMMITTEE

PURPOSE - The Advocacy Committee promotes the value of meetings through local grassroots efforts that are consistent with MPI meetings matter messaging.

BOARD OF DIRECTOR POSITION RESPONSIBLE – Immediate Past President

AWARDS COMMITTEE

PURPOSE - The Awards Committee is charged with managing and facilitating appreciation for and recognition of the outstanding achievements of individual chapter members, and rewarding volunteer involvement on committees.

BOARD OF DIRECTOR POSITION RESPONSIBLE - Director of Leadership and Volunteer Development (Adopted 1/2020)

BUSINESS EXCHANGE COMMITTEE

PURPOSE - The Business Exchange Committee's responsibility is to create and execute a successful tradeshow during the MPI-CC September meeting.

BOARD OF DIRECTOR POSITION RESPONSIBLE – Director of Special Events – Business Exchange

EDUCATION COMMITTEE

PURPOSE - The Education Committee is responsible for planning, scheduling and implementing the education sessions for each meeting.

BOARD OF DIRECTOR POSITION RESPONSIBLE - VP of Education

HOSPITALITY COMMITTEE

PURPOSE - The Hospitality Committee concentrates on new members and first time attendees at each meeting.

BOARD OF DIRECTOR RESPONSIBLE - Director of Member Engagement

LEADERSHIP AND VOLUNTEER DEVELOPMENT COMMITTEE

PURPOSE - The Leadership & Volunteer Development Committee's goals are to identify, encourage and develop new leaders within the chapter; to mentor and assist new leaders; to re-engage former leaders in the chapter; and to identify, encourage, and assign new volunteers to committees.

BOARD OF DIRECTOR RESPONSIBLE - Director of Leadership & Volunteer Development

MARKETING COMMITTEE

PURPOSE - The Marketing Committee's primary responsibility is to generate information and gather updates from other committees for the purpose of keeping the MPI-CC members up to date on current and useful information.

BOARD OF DIRECTOR RESPONSIBLE - Director of Marketing

MEETING PLANNING COMMITTEE

PURPOSE - The Meeting Planning Committee's mission is to bring MPI-CC meetings to a higher level including the production and flow of the events.

BOARD OF DIRECTOR RESPONSIBLE - Director of Meeting Planning

MEMBER ENGAGEMENT COMMITTEE

PURPOSE - The Member Engagement Committee is responsible for maintaining current membership through monthly contact with members who are due for renewal, have recently renewed or are looking to join.

BOARD OF DIRECTOR RESPONSIBLE - Director of Member Engagement

NOMINATIONS COMMITTEE

PURPOSE – The Nominations Committee is responsible for nominating the incoming Board of Directors.

BOARD OF DIRECTOR RESPONSIBLE – Immediate Past President

PROFESSIONAL CERTIFICATION COMMITTEE

PURPOSE - The Professional Certification Committee presents targeted educational programs aimed at CMP topics during CMP Exam Informational Sessions.

BOARD OF DIRECTOR RESPONSIBLE - Director of Meeting Planning / VP of Education

PUBLICATIONS COMMITTEE

PURPOSE - The Publications Committee is responsible for producing The Blitz, the official news publication of MPI-Carolinas Chapter.

BOARD OF DIRECTOR RESPONSIBLE - Director of Marketing

SILENT AUCTION COMMITTEE

PURPOSE - All aspects planning for the chapter's annual Silent Auction and Bidding for Good

BOARD OF DIRECTOR RESPONSIBLE - Director of Special Events - Auctions

SOCIAL MEDIA COMMITTEE

PURPOSE: The Social Media Committee's primary responsibility is to promote MPI-CC's achievements, both individual and chapter-wide, and bi-monthly meetings to the outside hospitality industry through the use of Facebook, Twitter, Instagram and LinkedIn social networking sites.

BOARD OF DIRECTOR RESPONSIBLE - Director of Marketing

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 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)
- 2.2 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)
- 2.3 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)
- 2.4 CONTRACTS - APPROVAL AND SIGNATURE. All contracts for services, facilities, and/or other obligations of MPI-CC will be signed by the President of the Chapter. (Adopted 04/7/93) (Amended 1/17/08)
- 2.5 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 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 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.
 - 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. (Adopted 6/29/16)

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

SECTION 4. REQUEST FOR PROPOSALS

- 4.1 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 5. REIMBURSEMENT OF EXPENSES OR TRAVEL

- 5.1 Funds will 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)
- 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 Board Members sponsored by MPI Global to attend Chapter Business Summit / World Education Congress (CBS/WEC) will be reimbursed for expenses during CBS dates only. Reimbursable expenses include, airfare overage, transportation to and from the airport, and lodging expenses overages for standard accommodations for CBS dates only. (Adopted 06/06/19)

SECTION 6. SPONSORSHIP AND SOLICITATION

- 6.1 ACCESS TO MEMBER LISTS: Access to membership and attendance lists shall be restricted to MPI premier 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 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 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 EVALUATION OF PAID STAFF & CONTRACT RENEWALS: Each chapter is required to complete an annual review of their administrative services prior to end of the chapter year. Chapter must at a minimum adhere to the evaluation guidelines provided on the sample template. Additional processes can be deemed necessary at the chapter discretion. All chapters must submit a copy of their paid staff evaluations to MPI Global within 30 days of completion of the evaluation.
- 7.3 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 at the March board meeting prior to the renewal date. (Adopted 01/15/98) (Amended 05/23/98, 03/18/10, 01/30/2019)
- 7.4 Contracts for any chapter administrator or paid staff services will require the following language included in contracts and/or scope of services by January 30, 2019. This includes all existing/future contracts.
- Chapter Administrators and their support staff will represent the chapter and MPI Global in a professional manner adhering to the Principles of Professionalism Guidelines provided by MPI Global.
 - Chapter Administrators and their support staff will follow all MPI Global and Chapter Bylaws, Policy & Procedures, Financial budgeting requirements and any other defined requirements set forth by Chapter or MPI Global.
 - Chapter Administrators are required to adhere to all CAP (Chapter Administrator Program) guidelines and policies. See Program guidelines for specific requirements.
 - Chapter Administrators or paid support staff must be licensed and insured with a minimum of \$1 million dollars in general liability insurance and provide proof of said policy to Chapter and MPI Global annually by July 1st.
 - Non-compliance with these requirements will require termination of contract.
- 7.5 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.
- 7.6 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 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 **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.

- 1.2 **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)
- 1.3 **MEETING ATTENDANCE - NONMEMBERS.** Nonmember planners may attend one Chapter meeting per year (July-June) at no charge. Nonmember planners may attend one additional meeting throughout the year at the nonmember rate after their first complimentary meeting. Nonmember suppliers may attend one chapter meeting per year (July-June) but must pay the nonmember registration fee. Registration fees will not be waived for the Annual Meeting. (Adopted 04/04/92) (Amended 03/18/10, 6/29/16)
- 1.4 **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)
- 1.5 **MEETINGS - CONTRACTS.** The Director of Meeting Planning 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)
- 1.6 **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 The Management Office.
 3. The Management Office will review proposals and recommend sites for consideration and approval by the Board of Directors.
 4. Site selection will be done at least 6 months in advance.
 5. 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)
- 1.7 **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)

- 1.8 CMP STUDY GROUP PARTICIPATION. Participation by nonmembers may be allowed on a space available basis. *There is no charge for MPI-CC members to participate in the CMP study groups; a minimum fee of \$150 for participation applies for nonmembers. 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 nonmember fees will be sent to the Chapter management office. (Adopted 03/26/98) (Amended 09/19/02, 1/17/08, 5/17/15)
- 1.9 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)
- 1.10 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)
- 1.11 ANNUAL MEETING. The Annual Meeting must be held prior to June 30 of each fiscal year. (Adopted 5/22/11) (Amended 6/29/16)
- 1.12 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)
- 1.13 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)
- 1.14 NEW MEMBER MIXER: The New Member Mixer is an invitation only event with invitations issued by the Hospitality Committee to potential, first time and new members. (Adopted 03/14/02, 03/20/14, 6/29/16)

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 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)

- 2.2 COMMUNICATIONS - REVIEW. All Chapter communications to the media shall be submitted to the Director of Marketing for review. (Adopted 05/23/91) (Amended 05/23/96, 07/12/01, 1/17/08)
- 2.3 DIRECTORY - AVAILABILITY. Membership directories will be made available to all MPI-CC members. (Adopted 01/28/93) (Amended 11/18/99, 1/17/08)
- 2.4 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 host 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 3. ADVERTISEMENTS & NEWSLETTER

- 3.1 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)

- 3.2 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 Director of Marketing. (Adopted 09/20/89) (Amended 1/17/08)
- 3.3 NEWSLETTER - COPY DEADLINES. The deadline for submitting copy for the newsletter shall be determined by the Director of Marketing based on production time requirements and in consideration of Chapter meeting dates. (Adopted 05/23/96) (Amended 1/17/08)
- 3.4 NEWSLETTER - PUBLICATIONS SCHEDULE. The Chapter will publish six 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)
- 3.5 Advertising – Complimentary. Excluding partnership/sponsorship packages, any/all complimentary advertising requires Board approval. (Adopted 07/12/01) (Amended 1/17/08)
- 3.6 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)

MISCELLANEOUS

SECTION 1. CHAPTER AWARDS

- 1.1 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, 1/23/2020))
- 1.2 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, 1/23/2020))
- 1.3 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 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 “Committee Volunteer Form”.

TERM

July 1 – June 30

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 conference calls, on a bi-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
- Ensuring committee completes its goals and action plan
- Identifying potential candidates for succeeding Chair position
- Soliciting new committee members by attending Member Receptions and networking with chapter members
- Utilizing good communication skills to insure that all board members are aware of his or her committee's progress
- Attending the committee fair, if applicable

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

Advocacy Committee

The Advocacy Committee promotes the value of meetings through local grassroots efforts that are consistent with MPI meetings matter messaging. The committee gathers information supporting the value, importance and positive economic impact of the meetings & events industry. They create and apply context and significance to this data and disseminate the narrative to chapter members, non-members and the greater business community. The committee's goals are to create increased engagement within the community, create increased awareness of important industry issues requiring attention or action, provides a reputable and authorized voice that informs news media and the business community with integrity and honesty. The committee will also facilitate and plan an advocacy education event in conjunction with the Global Meetings Industry Day (GMID) each year.

Awards Committee

The Awards Committee is charged with managing and facilitating appreciation for and recognition of the outstanding achievements of individual chapter members, and rewarding volunteer involvement on committees. Towards this end duties include spotlighting committee activity with member names in newsletter/website bi-monthly, developing a recognition tool for outstanding committees at each meeting on the Board's recommendation. The Director is responsible for awarding the "Volunteer of the Quarter" Award to a non-board member for outstanding volunteer service quarterly.

Another primary committee responsibility is furthering the visibility and value of meeting professionals within our chapter. Annual awards are given to members in recognition for outstanding service to the chapter in the following categories: Planner of the Year, Supplier of the Year, Hall of Fame, Volunteer of the Year, and Tomorrow's Leader.

Business Exchange Committee

The Business Exchange Committee's responsibility is to create and execute a successful tradeshow during the MPI-CC September meeting. They create themes, solicit member and non-member vendors, ensure maximum planner attendance and solicit door prizes.

Education Committee

The Education Committee is responsible for planning, scheduling and implementing the education sessions for each meeting. The Education Committee selects the topics and speakers for the main education sessions. The committee is also responsible for speaker care onsite at each meeting. The goals of the Education Committee include increasing attendance at each meeting and ensuring the speakers meet the members' needs as measured by the post-meeting survey scores.

Hospitality Committee

The Hospitality Committee concentrates on new members and first time attendees at each meeting. Each new member and first timer is assigned a Hospitality Buddy. The Buddies will contact the new members and first-timers prior to the meeting to invite them to the New Member Orientation and answers any questions they may have. During the chapter meeting, Buddies will spend time with their assigned new members and introduce them to the existing MPI-CC members. The committee also assists the MPI-CC staff in registering and welcoming all members and guests.

Leadership and Volunteer Development Committee

The Leadership & Volunteer Development Committee's goals are to identify, encourage and develop new leaders within the chapter; to mentor and assist new leaders; to re-engage former leaders in the chapter; and to identify, encourage, and assign new volunteers to committees. The committee serves as an ongoing leadership and volunteer resource to engage all current volunteers to ensure that they are getting the most out of their volunteer positions.

Marketing Committee

The Marketing Committee's primary responsibility is to generate information and gather updates from other committees for the purpose of keeping the MPI-CC members up to date on current and useful information. This committee will be in constant contact with other committees as well as the management office to bring the latest information to the chapter's newsletter editor.

Meeting Planning Committee

The Meeting Planning Committee's mission is to bring MPI-CC meetings to a higher level including the production and flow of the events. Some of the initiatives the Meeting Planning Committee addresses are safety and security including emergency planning; audiovisual enhancements before and during the meetings; coordination of food and beverage functions; working with venues to ensure smooth transportation to and from off-site events; and room set-ups with attention to comfort and security.

Member Engagement Committee

The Member Engagement Committee is responsible for maintaining current membership through monthly contact with members who are due for renewal. We track anniversaries and recognize those individuals with 5, 10, 20, and 30 years of membership at the monthly meetings. This committee also sends out e-mail reminders to attend bi-monthly meetings. Committee members are available to answer any questions members may have regarding

their membership and encourage members to join committees. The committee contacts members when their membership drops and makes contact with renewals and new members on a monthly basis.

Professional Certification Committee

The Professional Certification Committee presents targeted educational programs aimed at CMP topics during CMP Exam Informational Sessions. The committee's goal is to increase the number of chapter members studying for and attaining the CMP, CMM, or CHME certifications. They form study groups and post information about the certification opportunities.

Publications Committee

The Publications Committee is responsible for producing The Carolina Blitz, the official news publication of MPI-Carolinas Chapter. The Carolina Blitz is published six times a year and is sent to all MPI-CC members. It contains information about upcoming chapter meetings, educational presentations at meetings, news about MPI-CC members and their organizations, along with articles featuring a wide variety of topics of interest to Carolinas Chapter planners and suppliers.

Silent Auction Committee

The Silent Auction Committee is responsible for: securing items for the silent auction that takes place during the annual chapter meeting, establishing minimum bids on all items, advertising prior to meeting, setting up auction tables, and ensuring payment from item winners. This committee is also charged with securing items for the bi-monthly meeting silent auctions.

Social Media Committee

The Social Media Committee's primary responsibility is to promote MPI-CC's achievements, both individual and chapter-wide, and bi-monthly meetings to the outside hospitality industry through the use of Facebook, Twitter, Instagram and LinkedIn social networking sites. They are responsible for running all social media outlets as well as providing information for the meeting app used at each bi-monthly meeting.

Committee List as of 6/6/2019