



## **MEETING PROFESSIONALS INTERNATIONAL**

### **Georgia Chapter POLICY MANUAL**

#### **ARTICLE I**

##### **NAME**

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

#### **ARTICLE II**

##### **MPI VISION, MISSION, AND PURPOSE STATEMENTS**

MPI VISION: Leading and empowering the meeting and event community to change the world.

MPI MISSION: Connect the global meeting and event community to learn, innovate, collaborate and advocate.

MPI GEORGIA PURPOSE STATEMENT: MPI Georgia equally serves the diverse meeting professionals community of planners, suppliers, students, and faculty throughout the state of Georgia. The chapter offers unique opportunities to learn, connect, celebrate, and give back to its industry and community. Chapter members are a part of an organization dedicated to their personal, professional, and leadership development. Members connect with innovative learning, passionate people, and big ideas that will empower them to become agents of change and industry leaders.

#### **ARTICLE III**

##### **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. The Chapter incorporates by reference the policies in MPI Policies Article III, Sections 1-4 and Article VI, Section 1-4.

## SECTION 2. CHAPTER TRANSFER AND 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.

Refer to MPI Policy Manual to Article IV, Section 1.4.1 for additional guidelines.

- 2.2 AFFILIATE MEMBERSHIP: A MPI member is allowed to have an MPI Georgia affiliate membership if they have their core chapter membership with another MPI Chapter. The MPI Georgia affiliate membership fee is \$90 annually. The benefits include:
- 1) Member pricing at events
  - 2) Access to member-only e-newsletters and emails
  - 3) Access to online membership directory
  - 4) Opportunity to volunteer
  - 5) Access to member-only orientations

## ARTICLE IV

### **BOARD OF DIRECTORS/OFFICERS**

#### SECTION 1. AUTHORITY & RESPONSIBILITY:

- 1.1 MPI VOLUNTEER LEADER AGREEMENT: All Chapter Board of Directors members are required to review, sign, and adhere to the following:
- Conflict of Interest Policy and Annual Disclosure Statement
  - Antitrust Compliance Policy
  - Principles of Professionalism
- 1.2 MPI GLOBAL REQUIRED DOCUMENTS: Chapters are required to submit annually (by June 15) to MPI Global the following documents as part of the annual planning process: Strategic Business Plan, Budget, 12-24 month Chapter Calendar of Events, Chapter Operation form, Current & Updated Bylaws and Policy Manual. For Chapters that employ a paid Chapter Administrator refer to Article VI, Section 7 for additional requirements. Additionally, US Chapters must submit a copy of their annual tax return by November 15. All other Chapters should follow their local jurisdiction and submit a copy of their tax return to MPI Global by the local tax deadline.
- 1.3 CHAPTER BOARD REPORTS: Board members shall enter their Board reports directly into the Board agenda in Smartsheet by 5:00 PM ET on the Friday before the Board meeting. VPs ultimately are responsible for content. VPs may ask Directors to enter relevant content.

- 1.4 Board of Director Members are required to attend all Board Meetings, Board Retreats, Board Orientations, and Board Training events (meetings and/or webinars). Please reference the Chapter bylaws for minimum attendance requirements.

## SECTION 2: EXECUTIVE COMMITTEE

- 2.1 The Executive Committee operates as outlined in the Bylaws.

## SECTION 3. BOARD ELECTION & SERVICE:

- 3.1 **CONTESTED SLATE POLICY:** Once the Nominating Committee has developed a slate of nominees for election in accordance with these policies, the slate must be presented to the Chapter Board of Directors who must approve the action of presentation to the Membership for election by acclamation. Additional nominations from the membership shall be permitted; provided a nomination is submitted in writing to the 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 approved by the Chapter Board of Directors will be deemed elected by acclamation of the membership and will be installed at the Chapter's Annual Member Meeting. 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 Chapter Board of Directors vacancies, refer to Article VI, Section 6 of the MPI Chapter Bylaws.
- 3.2 **SLATE PRESENTATION AND SUBMISSION:** The Chapter slate will be presented to membership on templates provided by MPI Global and allow a minimum of 30 days for the membership to contest prior to Bylaw deadline of March 1. Chapter will submit to MPI Global the elected slate on the template provided by MPI Global on or before March 1 annually.
- 3.3 **BOARD TRAINING:** Any incoming Chapter Board of Directors member who has never served on a MPI Chapter Board of Directors is required to take the MPI Global Board 101 and MPI Managing Sexual Harassment training prior to the Chapter Business Summit (CBS) as outlined on the Volunteer Leader Agreement. All Chapter leaders are encouraged to complete local Chapter Board level orientation and attend MPI Global trainings, as applicable.
- 3.4 **BOARD RETREATS:** Chapters are required to hold an annual board planning retreat between April and June of the fiscal year. Chapters are also required to hold an annual mid-year assessment retreat between November and January of each fiscal year. The aforementioned dates are subject to change in accordance with guidance from MPI Global. Chapters are required to utilize an "MPI-verified Chapter Facilitator" during both annual and mid-year retreats to oversee the process and flow of the retreat. MPI-verified Chapter Facilitator cannot be a current Chapter Board of Directors member or have served on the board in the two (2) last years or be a Chapter Administrator from your home Chapter
- 3.5 The Chapter Nominating committee composition follows the grid below and the committee members will be selected by the Immediate Past President and approved by the current

president. The Immediate Past President is responsible for updating the timeline each year.

Position/Title	Function
Immediate Past President	Voting Member Chair – Nominating Committee
President-Elect	Voting Member
Member of Past Leadership	Voting Member
Member of Present Board	Voting Member
Member of Present Chairpersons	Voting Member
Member(s) at Large	Voting Member
Member at Large (leaving a present leadership position)	Voting Member
President	Ex-Officio and Non-Voting member (as defined by MPI Bylaws)
Association Manager	Ex-Officio and non-voting member

According to chapter bylaws and policies, the nominating committee will present a recommended slate of the new incoming BOD on the template provided. Slate should be presented to the current board by the January board meeting at the latest. The current BOD will then approve the recommended officers as required by the chapter bylaws.

The Chapter Slate Template shall be sent to membership on behalf of the nominating committee for membership approval on the officers & directors. The slate will be sent out to membership no later than January 28 to ensure bylaw deadlines are met.

The Chair will partner with the management company to submit the approved slate on the Internal slate template to the Chapter Business Manager no later than March 1 as per bylaw requirements. The membership ID number for each member of the approved slate must be included.

The Chair will partner with the management company to submit a complete board roster with full contact information to the Chapter Business Manager no later than May 1.

The incoming Board will be installed at the final board meeting of the previous term.

### **Nomination Process:**

- 1) Any active member in good standing is welcome to apply to the board, by completing the board nominee questionnaire (developed in SurveyMonkey).
- 2) Nominees will be vetted for eligibility by Chapter Administrator (membership status, previous board position(s)).
- 3) Each nominee will participate in a in-person or virtual interview with the nominating committee.
- 4) Each member of the nominating committee will have specific questions to ask (as determined by the IPP). Additional questions are also permitted as needed.
- 5) Once all interviews are completed, the nominating committee will meet to draft the slate.
- 6) Once the slate is drafted, it is presented to the current BOD to approve the recommended officers.
- 7) Once approved, the IPP and incoming President will call each nominee and officially offer them the position identified for them, or advise that they were not selected for this board this time. Nominees will be notified that their position will not be confirmed until the membership has 30-days to contest.
- 8) Nominees will have 48-hours to accept or decline the position.
- 9) Once all positions have been accepted, the slate will be presented to the membership no later than January 28th. Membership will have 30-days to contest any nomination.
- 10) If the slate remains uncontested after 30-days, the slate will be provided to Global by March 1st as the official incoming BOD.

### **Board Positions:**

MPI Georgia has the following board positions:

[2022-2023 MPI Georgia BOD Roles](#)

### **Board Installation:**

2022-2023 Chapter Leaders Training Schedule: All new board members are required (highly encouraged) to attend the following:

- March 1- April 20: Board 101 & Harassment Training (pre-recorded video in CLRP)
- April 20 & 21: Chapter Business Summit (CBS) (Virtual)
- April 26: Chapter Board Orientation to include:
  - Welcome and Introductions
  - Board 101 and Harassment Training Webinar

- Chapter Administrator Overview
- MPI Global Overview
- Role of Chapter Operations Manager
- MPI Global mission and vision
- Chapter Leader Resource Page
- Chapter Leader Trainings
- WEC and CBS
- Global Performance Standards/Dashboard
- Core Documents Overview
  - Business Plan
  - Budget
  - 24-month Calendar
  - Communications Calendar
- Preparation for CBS and Annual Retreat - Where, what to bring, attire, what to expect, who the facilitator will be
- Sign Volunteer Leader Documents
- May 1 - June 30: Board transition meetings
- May 17 : Board Meeting
- June 4-6: Board Retreat/Strategic Planning Session (Harrah's Cherokee)
- June 14: Board Meeting / New Board Installation (Meeting Expectations)

#### 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, 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 Chapter Board of Directors. The term "compensation" means direct or indirect remuneration, including gifts and benefits that are not insubstantial.
- 4.2 GIFTS: Directors and elected Officers shall not accept any gifts over the value of \$100.00 unless otherwise approved by MPI Global.
- 4.3 Event Registration Discounts: MPI Georgia may establish a promo code for specified events offering board members a 50% discount on event registration.

### ARTICLE V

#### **COMMITTEES, Task Forces, and Advisory Councils**

##### SECTION 1. STANDING COMMITTEES

- 1.1 Committee chairs and vice chairs are appointed on a rolling basis throughout the year by the VP of that area with approval by the Board of Directors. The committees shall include, but need not be limited to the following:

##### Education:

- CMP Study Group
- Monthly Program Logistics
- Monthly Program Curriculum

### Communications:

- Chapter Website
- ReConnect
- Keynotes & Broadcast Emails
- Social Media
- Finance:
- IMPACT Scholarship Committee

### Membership:

- Chapter Focus Group
- Connectors/Orientation
- Meet & Greet
- Member Activation Committee
- Membership Networking Events
- Student Recruitment

### Strategic Events:

- December Luncheon
- Fall Classic
- Phoenix Awards
- Spring Summit

### Community Inclusion

- Community Outreach

### Leadership Development

- Mentorship
- The Exchange
- Webinar Series Events

### Other:

- Nominating Committee
- Past Presidents Council

A committee description, along with positions, responsibilities, estimated time allowance, and remote or in-person obligations can be found by clicking on the committee names above.

Written summaries (to include action items and highlights) are required for every committee meeting. All VPs and/or Directors shall be aware of the committees' planning progress and provide reports at Board meetings.

The Immediate Past President shall chair the Past President Council each year.

Board members\* and committee members shall pay the member registration fee to all events. Specific event or program leads may attend the event they chair without the requirement to pay a registration fee based on the premise that they will be working the event. These leads are defined as Chair and Co-Chair Fall Classic, Chair and Co-Chair Spring Summit, Chair and Co-Chair Phoenix Awards, Chair of December Luncheon, Chair of Networking Events, and Educational Program Manager.

\*See section 4.3

## 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 work with board members to determine the need for a task force/advisory council. The board is not required to vote or approve the task force/advisory council.

Advisory Councils and Task Forces of the Chapter are:

- Past President's Council: The PPC will assist in nominations for the Hall of Fame/Lifetime Achievement Award and the nomination and recipient selection of the Hayward C. Cox Jr., Award. The Immediate Past President will Chair this Council.

## SECTION 3. VOLUNTEER ROLES & RESPONSIBILITIES:

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

- 1) Clearly communicate purpose/charge for the group. If changes in direction occur, communicate to group in a timely manner.
- 2) Develop work plans to achieve purpose/charge and clearly communicate responsibilities/assignments for each member. Create a positive volunteer experience for all.
- 3) Complete any assignments by pre-determined deadlines.
- 4) Draft and disseminate minutes and summaries promptly.
- 5) Draft and submit progress report to assigned Chapter Board of Directors as needed.
- 6) Ensure volunteer reimbursement requests are submitted and paid within 30 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 VI**

### **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 MPI Global.

#### **SECTION 2. ANNUAL BUDGET:**

- 2.1 The annual budget is prepared by the current Board of Directors and reviewed by the VP Finance and management company. The Board of Directors approves the annual operating budget in compliance with MPI Global bylaws. Chapter operations will align with the annual budget.

Budgets shall be based on conservative and realistic calculations based on formulas of actual numbers from the previous years' events.

The Board will participate in a quarterly reforecast of the budget, with assistance from the management company. The Board will manage to the current reforecast.

Chapter Administrator will review and sign all contracts, once the area VP has approved. Contracts with an expenditure over \$10,000 must be approved by area VP, VP of Finance, and the President.

The Chapter does not have a credit card.

#### **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 reserve target shall be defined as a minimum 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.).
- 3.3 **ACCESS TO RESERVES:** The access of the "reserves" shall first be referred to the Chapter VP Finance for consideration. Final approval by a majority vote of the Chapter Board of Directors is required.
- 3.4 **PURPOSE OF RESERVES:** The Chapter 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.

#### SECTION 4. REQUEST FOR PROPOSALS:

4.1 All Chapter contracts (including sponsor-related contracts) must be reviewed by the Area's Board member and signed by management company staff. The following contract signatures are required:

- 1) Less than \$10,000 value of contract – must be signed by management company staff but does not need approval by the President
- 2) Equal to or greater than \$10,000 value of contract – must be signed by management company staff but must pre-reviewed and approved by President
- 3) All annual sponsor contracts shall be signed by management company staff but must pre-reviewed and approved by President

RFPs for paid services are encouraged to garner a minimum of three (3) bids. RFPs for in-kind services do not require three (3) bids.

Bids do not have to be from a member company, though it can be a preferred quality noted in the RFP. RFPs will be posted to the chapter website on a dedicated RFP page and may be communicated in email newsletters and/or during announcements at the lectern.

#### SECTION 5. REIMBURSEMENT OF EXPENSES OR TRAVEL

5.1 For any travel directed or offered by MPI Global, Chapter Board of Directors members will comply with expense and reimbursement guidelines outlined for such event by MPI Global Policy Manual.

5.2 Chapter funds shall never be used to promote a member's facility, venue, or product.

Unless budgeted and for a structured event, Chapter funds shall not be used for entertainment of members.

Budgeted Board and staff expenses must be approved by the VP Finance and the President. Expenses for the VP Finance or President must be approved by the non-requesting member and either the Immediate Past President or the President Elect.

All requests for reimbursement should come directly from the area VP. Each reimbursement request needs three (3) signatures – by the Chair, VP Finance, and management company staff. In the absence of the VP Finance, the current President can make the sign. In the absence of the VP Finance and the President, the President Elect can sign.

- 5.3 The Chapter does not reimburse Board members or volunteers for any unbudgeted travel expenses.

## 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 have the ability to sell Sponsorship opportunities to partners that are members of MPI. Such sponsorships can include education, events, website advertising, newsletters, etc. All sponsor campaigns must take into account opt-outs and the MPI Data Privacy Policy. All sponsorships should be considered for overall member value and chapter business strategies.

6.3 **CHAPTER SPONSORSHIP POLICIES:**

- 1) Members and non-members may sponsor chapter events.
- 2) Cash and in-kind sponsor contract signed.
- 3) Opportunities are on a first-come, first-served basis.
- 4) All sponsorships will be tracked in Smartsheet.
- 5) If a paid staff person is contracted for sponsorships, a countersigned scope of work must be outlined identifying the roles of the staff person vs. the volunteers and must detail the commission rates paid.

## 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.

7.1.1 Minimum scope of services of paid administrator shall include the following for the provision of professional management and administrative services:

- Provision of headquarter office and necessary technology to support all methods of communication with board and members

- Proven skills in basic administrative functions and support of associations
  - Capable in bookkeeping services
  - Capable in website management
  - Capable in event management and registrations
  - Capable in record keeping and documentation
  - Capable in all facets of Chapter Board of Directors support
- 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's fiscal year. Chapters must, at a minimum, adhere to the evaluation guidelines provided on the sample template promulgated by MPI Global. Additional processes can be deemed necessary at the Chapter's discretion. All Chapters must submit a copy of their paid staff evaluations and updated contracts for services (if applicable) to MPI Global at any time upon completion but no later than June 15.
- 7.3. Contracts for any Chapter Administrators or paid staff services will require the following language included in contracts and/or scope of services. This includes all existing and 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 Chapter Administrator Program (CAP) 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 June 15.
  - Non-compliance with these requirements will require termination of contract.
- 7.4. Chapter Administrators or paid staff cannot be family or an immediate relative of board members. Family or immediate relative is defined as, spouse, children, parents, siblings or grandchildren.
- 7.5. Chapter Administrators will work to hold Chapter Board of Directors accountable to all defined MPI Global performance standards, policies, and Principles of Professionalism. Chapter Board of Directors will support Chapter Administrators in this process.

- 7.6. All administrative services must be contracted as a vendor for services, not an employee of the Chapter. In the event a Chapter is without capacity to support a paid staff administrator, consult your Chapter Operations Manager (COM).
- 7.7. MANAGEMENT OF PAID STAFF: The Office of the President will meet with the Executive Account Representative of the Management Company for a quarterly check-in. At the time of renewal, the President will appoint a task force to manage the RFP process. The task force will make a recommendation to the Board. The Board of Directors must vote to approve the management agreement.

## **ARTICLE VII**

### **CHAPTER EVENTS**

#### **SECTION 1. EDUCATIONAL & SOCIAL EVENTS:**

- 1.1 EVENT ATTENDANCE: Pending 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. Anyone who is not a MPI preferred or premier level member is required to pay the non-member rates for events with no limitations to event attendance. Refer to Article III, Section 2.1 for additional Chapter member attendance guidelines.

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

- 1.2 Each event shall have a member and non-member registration rate and may also have early, regular, and on-site registration rates for each category. Rates will be determined at the beginning of each fiscal year during the budgeting process.

- 1.2 EDUCATIONAL PROGRAMS: The educational events will be planned with the following details:

- 1) The full calendar of events shall be posted to the online calendar for members' viewing access.
- 2) An RFP for space will be updated each year and sent to venues for the full calendar of available dates.
- 3) An RFP and contract for speakers will be updated each year.
- 4) A PowerPoint presentation (for announcements) will be updated on an ongoing basis. The Education VP and Directors should provide Chairs the most recent and accurate data for PPT loop.
- 5) When possible, all fees and services should be in-kind.
- 6) The Chapter will do its best to provide members with trending topics of interest.

- 1.4 NETWORKING/SOCIAL PROGRAMS: The non-educational programs/events will be planned with the following details:

- 1) The full calendar of events shall be posted to the online calendar for members' viewing access.
- 2) An RFP for space will be updated each year and sent to venues for the full calendar of available dates.
- 3) When possible, all fees and services should be in-kind.

## **ARTICLE VIII**

### **COMMUNICATIONS**

#### SECTION 1. BRAND STANDARDS:

- 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 Global Brand Guide and must be approved by MPI Global prior to use.

#### SECTION 2. CHAPTER COMMUNICATIONS:

- 2.1 All communications to members shall be sent per the timeline outlined. All deadlines for content which are also outlined shall be adhered to.

#### SECTION 3. ADVERTISEMENTS:

- 3.1 All paid advertisements are considered sponsorships and shall follow what is outlined in CHAPTER SPONSORSHIP POLICIES section 6.2. Advertisements shall not be posted until payment is received in full or per the contract terms.

## **ARTICLE IX**

### **MISCELLANEOUS**

#### SECTION 1. PHILANTHROPIC ACTIVITY:

- 1.1 The Chapter shall focus its philanthropic efforts on the donation of the volunteers' time rather than monetary donations.

MPI Georgia participates in a joint industry philanthropic event each December in which donations and a portion of event proceeds are provided to a charity of choice.

#### SECTION 2. CHAPTER AWARDS:

- 2.1 The Finance, Membership, and Phoenix Awards Committee are charged with recognizing the contributions of members to the Chapter and the achievement of the members. In addition, these Committees are responsible for administering the selection process for recognition and awards.

### Shining Star Award

- 1) Nominations are submitted by members on an ongoing basis via the online submission form.
- 2) The Committee discusses the nominations and makes decisions based on nominee's individual contributions to the chapter.
- 3) Names of nominees are submitted for inclusion in the monthly luncheon slide show.
- 4) Committee member or sponsor makes announcement at monthly program and presents certificate and star map.
- 5) Board members are not eligible to receive the Shining Star Award during their term on the Board of Directors.

### Phoenix Awards

- 1) Call for Nominations are distributed to the entire membership via email and are posted on the Phoenix Awards Website.
- 2) Nominations are accepted via online submission and vetted for qualifications.
- 3) Nominations are reviewed by a third party (possibly an anonymous committee representing the hospitality industry made up of members and non-members, or leadership from another MPI Chapter, etc.), which selects three (3) finalists in each category.
- 4) Categories include (and may change each year):
  - Planner of the Year
  - Supplier of the Year
  - Rising Star of the Year
  - Committee of the Year
  - Chapter Leader of the Year
  - Hall of Fame / Lifetime Achievement
  - Hayward C. Cox, Jr., CMP Continuing Quality Award
  - President's Award
  - Lorraine Powell Influence Award
  - Student Member of the Year
  - Creative Concept of the Year
  - Sponsor Impact Award
- 5) Finalists are selected based on criteria set by and agreed upon by the Phoenix Awards committee. Qualifications and criteria shall be posted on the chapter website.
- 6) The finalists in each category are notified and are required to complete an online application.
- 7) The finalists are featured on the Chapter website and are sent to the membership via email with a call to action to vote by a set deadline.

- 8) Awards are presented at The Phoenix Awards ceremony.

#### SECTION 3. CHAPTER SCHOLARSHIPS:

- 3.1 From time to time the Chapter will offer scholarships and grants to assist with annual dues, CMP fees or attendance at events. Board members are eligible for consideration for scholarships or grants as would be any member of the Chapter in good standing.

#### SECTION 4. NON-COMPLIANCE:

- 4.1 Chapters may forfeit awards and metrics incentives for non-compliance with the MPI Chapter Bylaws and the MPI Chapter Policy Manual.

#### SECTION 5. MPI POLICY MANUAL:

- 5.1 Where there is a conflicting provision in this Chapter Policy Manual with the provisions of the MPI Global Policy Manual, or where there is a provision in the MPI Global Policy Manual that applies to a situation where this Chapter Policy Manual is silent, then the MPI Global Policy Manual shall control.

MPI Georgia Chapter  
Revision Date 5.17.2022