



MEETING PROFESSIONALS INTERNATIONAL  
GEORGIA CHAPTER (the "Chapter") POLICY MANUAL  
Revision Date: 12.18.18

**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.

**THE CHAPTER'S PURPOSE STATEMENT:** To be the most highly regarded and innovative meeting industry association in the Southeast providing leading education and connecting people through the value of partnerships.

## **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:** 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

## **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 review, sign and adhere to the Principles in Professionalism as outlined by MPI Global.
- 1.3 **CHAPTER BOARD REPORTS:** Board members shall enter their Board reports directly into the Board agenda in Smartsheet by 5pm ET on the Friday before the Board meeting. VPs ultimately are responsible for content. VPs may ask Directors to enter relevant content.
- 1.4 **MPI GLOBAL REQUIRED DOCUMENTS:** Chapters are required to submit annually (by June 15<sup>th</sup>) 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 1<sup>st</sup>, Confirmation that all incoming board members attended their Board 101 training and signed their conflict of interest statements.
- 1.5 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 The Chapter nominating committee composition following the grid below and the committee members will be selected by the current president. The Chair 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)
Executive Director	Ex-Officio and non-voting member
Association Manager	Ex-Officio and non-voting member

According to chapter bylaws and policies, the nominating committee will present a recommended slate for 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 directors. The slate will be sent out to membership no later than January 29 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 annual Phoenix Awards.

- 3.2 **CONTESTED SLATE POLICY:** Once the Nominating Committee has developed a slate of nominees for election from all the Candidate Interest Forms submitted, the slate is sent to the membership. Additional nominations from the membership shall be permitted; provided a nomination is submitted in writing to the Nominating Committee Chair by date provided and is supported by a minimum of 10% percent of the official chapter membership as of date provided. The nominee must identify the specific person he/she is running against in the general elect and must have already submitted a Candidate Interest Form to be eligible for petition. If no additional nominations are received by the deadline, the ballot submitted by the Nominating Committee will be deemed elected by acclamation and will be installed at the chapter's annual meeting. If additional nominations are received, a mail ballot will be sent to all chapter members for those positions having two or more candidates in contention.
- 3.3 **SLATE PRESENTATION AND SUBMISSION:** Chapter slate will be presented to membership on templates provided by MPI Global and allow 30 days for membership to contest prior to bylaw deadline of March 1<sup>st</sup>. Chapter will submit to MPI Global the approved slate on the template provided by MPI Global on or before March 1<sup>st</sup> of each year.
- 3.4 **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 15<sup>th</sup> of the fiscal term. All chapter leaders are able to and encouraged to attend MPI Global trainings, Chapter Business Summit (CBS) and Chapter Leader Forum (CLF at WEC).
- 3.5 **BOARD RETREATS:** Chapters are required to hold an annual board planning retreat each year between April and June of the fiscal year. Chapters are also required to hold a mid-year assessment retreat between November and January of each fiscal year. Chapters must engage with an external professional facilitator to oversee the process and flow of the retreat. Facilitators cannot be a Current Board member from your home chapter or chapter member that has served on the board in the last two years. All retreat facilitators must be approved prior to contracting with your Chapter Business Manager.

## SECTION 4. BOARD COMPENSATION:

- 4.1 COMPENSATION: Directors and elected Officers shall not be compensated for their services as an MPI Chapter Officer or Director or receive any preferential discounts or considerations for attending chapter events.
- 4.2 GIFTS: Directors and elected Officers shall not accept any gifts over the value of \$100.00 unless otherwise approved by MPI Global.

## **COMMITTEES, TASK FORCES, AND ADVISORY COUNCILS**

### SECTION 1. STANDING COMMITTEES

- 1.1 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

Community Outreach  
Re:Connect, Keynotes & e-newsletters  
Social Media

#### Other

Nominating Committee  
Past Presidents Council

#### Membership

Member Activation Committee  
Membership Networking Events  
Meet & Greet  
Grants and Recognition  
Student Recruitment  
Connectors/Orientation

#### Strategic Events

Fall Classic  
December Luncheon  
Tech Summit  
Phoenix Awards

Committee chairs shall be allowed to serve two consecutive years if interested, but only if they have a proven track record for positive results and have approval of the President. No committee chair shall serve more than two consecutive terms as chair on any given committee, unless at the discretion of the President. Committee chairs should act as coach, advisor and counselor to committee members and maintain open dialogue with other committee chairs. Committee chairs shall build their committees through the committee interest forms and their own solicitation. Vice-chairs shall be appointed for most committees. The vice-chair shall be in charge when the chairperson is unavailable. Co-chairs can be appointed at the President's discretion. All committee chairs shall report to a designated Board liaison. Committees should meet in some form every 4-6 weeks or as deemed necessary. The Board Liaison is to be present at each committee meeting. If they are unable to attend, it is their responsibility to find a member of the Board of Directors who will attend. Minutes 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. These leads are defined as Chair and Co-Chair Fall Classic, Chair and Co-Chair Tech Summit, Chair and Co-Chair Phoenix Awards, Chair of Networking Events, and Educational Program Manager.

## SECTION 2. ADVISORY COUNCILS AND TASK FORCES:

2.1 Volunteers for any advisory councils and/or task forces shall be appointed as needed.

If an advisory council or task force is formed, a detailed timeline of milestones, a description of responsibilities and an estimated time of participation shall be provided to each volunteer with the initial invitation.

The list of volunteers must be approved by the Board of Directors. No volunteer shall be compensated for his/her role on a council or task force.

## 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 Board of Director 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) Maintain confidentiality of discussions and background materials and immediately disclose any conflict of interest that may arise.

## FINANCE

### SECTION 1. FISCAL YEAR:

1.1 The fiscal year of the chapter for financial and business purposes is July 1 through June 30 unless otherwise determined by the chapter with MPI Global approval.

### SECTION 2. ANNUAL BUDGET:

2.1 The annual budget is prepared by the Executive Committee 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 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 will maintain a minimum reserve of 6-8 months operating funds. Operating funds will be defined as annual fixed expenses plus 20%. This timeframe is to be a minimum as it is recognized that external events in the industry, significant downturn in the economy or stock market could make a longer commitment necessary.
- 3.3 PURPOSE OF RESERVES: 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.

- 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 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 The Chapter does not reimburse Board members or volunteers for travel expenses.
- 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 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 VP Administration 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.

SECTION 6. SPONSORSHIP AND SOLICITATION:

6.1 ACCESS TO MEMBER LISTS: Access to membership and attendance lists shall be restricted to MPI premiere members in good standing only. Members shall be provided the opportunity to opt out of solicitation emails from both the chapter and MPI Global.

6.2 CHAPTER SPONSORSHIP POLICIES:

- 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) Opportunities are outlined in the "MPI Georgia Playbook".
- 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 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.

7.2 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 1<sup>st</sup> annually.

- 7.3 All administrative services must be contracted as a vendor for services; not an employee of the chapter.
- 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 boards accountable to all defined MPI performance standards, policies and Principles of Professionalism. Chapter Board of Directors will support Administrators in this process.
- 7.6 In the event chapter does not engage in paid staff services chapter board members are required to adhere to all CAP guidelines and take all required trainings. Refer to CAP program guidelines for requirements.

## **CHAPTER EVENTS**

### SECTION 1. EDUCATIONAL & SOCIAL EVENTS:

- 1.1 **EDUCATIONAL PROGRAMS & NETWORKING/SOCIAL PROGRAMS:** The educational and 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) 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.
- 1.2 THIS SUB-SECTION IS INTENTIONALLY LEFT BLANK
- 1.3 **EVENT ATTENDANCE:** Chapters must charge a member rate and a non-chapter member rate for all events. The price difference between member and non-chapter member rates is at the chapter discretion based on specific event needs. Anyone who is not a preferred or premier level member is required to pay the non-chapter member rates for events and is limited to no more than two (2) events in one (1) fiscal year at the non-chapter member rate.

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

Non-industry guests are exempt from this rule and can be charged a guest rate to be determined by the chapter.
- 1.4 THIS SUB-SECTION IS INTENTIONALLY LEFT BLANK



## **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 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.

## **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.

### SECTION 2. CHAPTER AWARDS:

- 2.1 The Recognition & Scholarships Committee 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 received from the monthly reports submitted by members of the Board of Directors and on an ongoing basis via the online submission form.
- 2) The Committee discusses the nominations and makes decision 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):
  - o Planner of the Year
  - o Supplier of the Year
  - o Rising Star of the Year
  - o Committee of the Year
  - o Chapter Leader of the Year
  - o Hall of Fame / Lifetime Achievement
  - o Hayward C Cox Award
  - o President's Award
  - o Lorraine Powell Membership Recruitment Award
  - o Student Member of the Year
  - o Innovative Concept of the Year
  - o Supplier 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.
- 9) Board members are not eligible to receive Phoenix Awards during their term on the Board of Directors.

### SECTION 3. 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.