



MEETING PROFESSIONALS INTERNATIONAL
Kansas City POLICY MANUAL

ARTICLE I
NAME

Name. The name of this organization is Meeting Professionals International ("MPI") Kansas City a not-for-profit corporation, incorporated in Missouri.

ARTICLE II
MPI VISION AND MISSION 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.

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: MPIKC will offer an Affiliate Membership with annual dues of \$75.00. Eligible candidates include members of MPI who have an active membership, are in good standing with MPI with current dues paid, and are associated with another chapter. Eligible candidates may choose to become an affiliate member of MPIKC to receive benefits at the local level.

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.

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 NOMINATION POLICY: The nomination committee is selected by the current President. Once President has selected the committee, it is taken to the board for approval. The Immediate Past President will serve as Chair of the committee and the President-Elect serves as a voting committee member.

1. October board meeting – PE discusses assessment form for all current board members
2. October 31st – Assessment forms for current board members due to Immediate Past President
3. November- Request for nominations
4. Mid-November– Reminder
5. December 1 – Reminder
6. Second week in December – Nominating Committee according to chapter bylaws and policies will meet to review nominations and recommend slate for the new incoming BOD on the template provided (*Chapter Slate Template*).
7. 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.
8. Submit your chapters approved slate on the Internal slate template provided in the chapter leader’s resource area to your Chapter Business Manager no later than March 1st as per your bylaw requirements. It is required to include the membership ID number for each member of the approved slate.
9. Submit a complete board roster with full contact information to your Chapter Business Manager no later than May 1st.
10. Installation procedures at annual meeting in accordance with Bylaws

11. Duties or Job Descriptions are listed on the chapter website
12. Transition meetings will be held prior to the annual retreat
13. Orientation Requirements: Orientation shall be held for the Board of Directors and committee chairs; and will include Chapter By-Laws, Chapter Policy

Note: Nominating Committee procedures are outlined in chapter minimum bylaws Article X, Section 2. Nomination policies cannot be in conflict with bylaws.

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.

ARTICLE V COMMITTEES, TASK FORCES, AND ADVISORY COUNCILS

SECTION 1. STANDING COMMITTEES

- 1.1 Committee duties, responsibilities, and descriptions will be listed on the Chapter website.

Each committee shall have a Board liaison from the Executive Committee.

Committee chairs, not otherwise designated by the Bylaws, are named by the Board liaison and approved by the Board of Directors. Members of committees are named by the chair unless specified in the Bylaws.

Standing committees of the chapter are:

- a. Budget and Finance
- b. Governance and Nominating
- c. Monthly Programs
- d. Past Presidents Council

e. Audit Committee

Other committees shall be established according to the Bylaws.

SECTION 2. ADVISORY COUNCILS AND TASK FORCES:

- 2.1 Volunteers for any advisory councils and/or task forces shall be appointed as needed. Include in each who is responsible for making the appointment for advisory councils/task forces and if a board vote is required.

SECTION 3. VOLUNTEER ROLES & RESPONSIBILITIES:

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

- 1) 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 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 the 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 the 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: The annual budget is prepared by VP of Finance for review by the Executive Committee. The Board of Directors approves the annual operating budget in compliance with MPI Global bylaws. Chapter operations will be in alignment with the annual budget.

Chapter budget must be submitted to MPI Global according to MPI timeline.

- 2.1 All check requests require the signature of the committee Director or Vice President and Vice President of Finance. Check requests for \$500 or more require the signature of the committee Director or Vice President, the Chapter President, and Vice President of Finance before being submitted to the Chapter Administrator for payment. Any unbudgeted expense must be submitted for Board approval prior to any purchase or payment with Chapter funds.
- 2.2 Any purchase more than \$250 on behalf of the Chapter, will require a purchase order and must be pre-approved by the Director or Vice President, and Vice President of Finance. Expenditures more than \$1,000 require Board approval and the Board, at its discretion, may request that an RFP process be followed. If the purchase is not budget approved, the purchase must be reviewed and approved by the Executive Committee before proceeding.
- 2.3 MPIKC's financial resources are maintained at a financial institution as determined by the Board of Directors.
- 2.4 The Audit Committee will use the P&L Statements for each event in addition to the Budget vs. Actual reports. Income statement and balance sheets may also be used by the audit committee. See audit committee procedures in chapter E-files.
- 2.5 The Chapter President is the authorized signatory for contracts or any other document. In their absence, anyone from the Office of the President can serve as authorized signatory. No other board members are authorized to sign contracts on behalf of the chapter.
- 2.6 MPIKC is sales tax exempt in the state of Missouri. This includes goods and services which are invoiced directly to MPIKC administrative offices and/or paid by Chapter funds. Purchases on behalf of the Chapter by a member and submitted for reimbursement are not considered to be tax exempt therefore all applicable sales taxes will be due at the time of purchase
- 2.7 The President, President Elect, and the Chapter Administrator will be issued Chapter credit cards. This credit card may only be used for chapter budgeted items for the current fiscal year. Any other purchases must be voted on by the board. All meal and travel purchases must fall within the guidelines stated in section 5.1.3 of this document.

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:

MPI Kansas City 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 It is recommended that at least three bids be obtained for the RFP process. If the purchase is budget approved, the purchaser can proceed with the purchase if a) the Board elects to not request an RFP or b) use the lowest bid or selected bid as approved by the Board of Directors from the RFP. All RFP documentation must be submitted with the completed purchase order and turned into the Vice President of Finance.
- 4.2 Organizations represented on the Board of Directors may participate in the bidding process for any Chapter purchase; however, the bid will only be honored if it is competitive in the marketplace.

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.

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.

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:
- 7.7.1 The current Chapter Administrator is reviewed based on the terms of the contract. As outlined in the contract, the President and President-Elect will perform two performance evaluations per year with the Chapter Administrator.
 - 7.7.2 A copy of the administrative management contract, detailing fees for specific services is to be submitted to MPI within 30 days of the signing/renewal of the contract.
 - 7.7.3 The Chapter Administrator (paid staff) reports directly to the President.
 - 7.7.4 Every two years, the Board will conduct a review and determine if there is a need to issue an RFP for Chapter Administrator services.

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 Insert any additional event attendance policies here as applicable. These may include, but are not limited to, event fees for members and non-members, and non-industry affiliated guests.

1.3 EDUCATIONAL PROGRAMS:

All speakers are expected to sign a Speaker Agreement. Speaker Agreements to be individualized and will outline any and all reimbursement or complimentary eligibility and release of information.

Non-member venues may be utilized for all programs or events; however, member venues must be given first right of refusal.

Conduct education program evaluation for all educational programs offered.

- a. Board of Directors must review all educational program evaluations on an ongoing basis.
- b. Program evaluation results are reported to MPI monthly.

1.4 NETWORKING/SOCIAL PROGRAMS: The annual meeting and installation of officers/directors shall be held prior to June 30.

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 MPIKC's minimum standards for chapter communications are to maintain formalized, consistent and ongoing communication with chapter members on at least a quarterly basis through electronic newsletters/correspondence, or updating of chapter website with new information. KCMPI has adopted the following:
 - 2.1.1 The newsletter will be a vehicle for communicating with members. The Board of Directors determines the total number of newsletters, as well as the schedule for each year. The newsletter will be sent at least quarterly via e-mail to all Chapter members excluding members who have opted out.
 - 2.1.2 The newsletter advertising rates will be determined by the Naylor, LLC and approved by the Board of Directors.
 - 2.1.3 Advertising is not limited to members of MPI. MPIKC reserves the right to refuse advertising that does not reflect the MPI or MPIKC standards.
 - 2.1.4 The newsletter editor will establish the copy deadlines prior to August 1, each year. Copy deadline schedule and advertising rates are posted on the website. The copy deadline is

the 15th of the month prior to the publishing month in which the article will appear.

- 2.1.5 All newsletter copy will be published at the discretion of the Vice President of Communications.
- 2.1.6 The Executive Committee shall approve any publication/article containing Chapter policies before printing/distribution.
- 2.1.7 Each issue of the newsletter shall contain an article from the President.
- 2.1.8 In addition to the newsletter, there will be at least six (6) additional member communications. Currently the *MPIKC Connections* is sent via e-mail to all members.
- 2.1.9 Members' information on new positions, transfers, recognition, etc. may be published in the newsletter.
- 2.1.10 The newsletter shall promote attendance at MPI related events.

SECTION 3. ADVERTISEMENTS:

- 3.1 Insert any Chapter advertisement policies here. These may include, but are not limited to, commissions, advertising contracts, deadlines, etc.

ARTICLE IX MISCELLANEOUS

SECTION 1. PHILANTHROPIC ACTIVITY:

- 1.1 Charitable programs and/or community service activities will be reviewed and approved by the Board of Directors. All these activities must be documented to be used for the Chapter's tax exempt status review.
- 1.2 For a contribution of cash, check or other monetary gift (regardless of amount), the Executive Committee will review and make recommendations to the board for approval. Monetary donations will be limited to industry members with medical needs. Board members are not eligible for consideration. A record of the contribution and/or written communications from the organization/individual indicating the amount and date of the contribution will be maintained.

SECTION 2. CHAPTER AWARDS:

- 2.1 An Awards Committee is selected by the Banquet and Awards Chair
- 2.2 The awards categories are established by the board of directors.
- 2.3 Award nominations are sent out to the membership.

- 2.4 The Awards Committee evaluates the nominees and selects the winners.
- 2.5 It is a recommended process to have no more than 2 awards of the total awards given to any current board members serving each fiscal year. Board recognition to thank them for service is acceptable but should not be called an award rather recognition of service.

SECTION 3. CHAPTER SCHOLARSHIPS:

- 3.1 Scholarships offered by the Chapter will be determined by Scholarship Committee and approved by the Board of Directors. Recipients must be a Chapter member in good standing and meet the eligibility requirements based on the rules of the scholarship.
 - a. A membership scholarship may be awarded to a non-member or potential new member with the approval of the Board of Directors.
 - b. The applicant's membership must expire between July 1 – June 30 of the current fiscal year. Scholarship recipient must submit paid receipt by June 25 of the fiscal year awarded to receive reimbursement.
 - c. Board members eligibility to compete in Chapter contests or scholarship programs will be determined as part of the rules for each contest or scholarship program.

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.

Kansas City
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