

MEETING PROFESSIONALS INTERNATIONAL KANSAS CITY CHAPTER POLICY MANUAL

Revision Date: September 7, 2016

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.

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.

- a. The Chapter will NOT forward e-mail solicitations or provide members' e-mail addresses for solicitations. The Board of Directors reserves the right to send Chapter e-mails regarding a charitable marketing purpose or other MPIKC projects.
- b. The Administrator will work with Vice President of Membership and Director of Membership to handle all "opt out" (of electronic communications) requests by members.
- c. The printed MPIKC Membership Directory will be available to Chapter members a minimum of once per year. It will contain the name, affiliation, address, phone number, and e-mail of all Chapter members as available from MPI.
- d. An electronic MPIKC Membership Directory update will be made available to Chapter members a minimum of once per year and published as a PDF. Member e-mail addresses will not be published in the electronic update.

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: 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.

AFFILIATE MEMBERSHIP BENEFITS INCLUDE:

- a. Listing in MPIKC's Membership Directory and mid-year electronic update
- b. Access to password protected KCMPI.org materials
- c. Invitations to all MPIKC programs, including member-only receptions
- d. Subscription to *MPIKC Times*, bi-monthly newsletter
- e. The privilege and opportunity to be an active committee member – the most effective way to get to know and be known by our chapter
- f. Opportunities to participate as in-kind or cash sponsor for programs, advertising, and other resources

AFFILIATE MEMBERSHIP EXCEPTIONS:

- a. Affiliate Members are not eligible for scholarships
- b. Affiliate Members are not able to participate in chapter votes

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 CHAPTER BOARD REPORTS: Each department must submit a written board report each month a week prior to board meeting. Document to be uploaded to that month's board meeting folder in the chapter e-files
- 1.4 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
- 1.5 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.
- 1.6 Meetings of the Board of Directors should not exceed two hours.
- 1.7 It is required that board members attend a minimum of three monthly programs throughout the fiscal year. However, attendance at all monthly chapter meetings is strongly encouraged.

- 1.8 Attendance at the board transition/leadership meeting is required, unless an excused absence has been preapproved by the Chapter President.
- 1.9 Each board member will need to supply the Newsletter Chair with any news/updates/articles pertaining to their area of responsibility by bi-monthly submission deadlines.
- 1.10 The MPI Principles of Professionalism; name and contact information of officers and board members; committee descriptions; board meeting minutes; a listing of past presidents; Chapter Bylaws, Chapter Policy Manual; and organizational chart will be available on KCMPI's website and updated as applicable.

SECTION 3. BOARD ELECTION & SERVICE:

3.1 Nomination Process

3.1.1 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.

- i. October board meeting – PE discuss assessment form for all current board members
- ii. October 31st – Assessment forms for current board members due to Immediate Past President
- iii. November- Request for nominations
- iv. Mid-November– Reminder
- v. December 1 – Reminder
- vi. 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*).
- vii. 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.
- viii. 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.
- ix. Submit a complete board roster with full contact information to your Chapter Business Manager no later than May 1st.
- x. Installation procedures at annual meeting in accordance with Bylaws
- xi. Duties or Job Descriptions are listed on the chapter website
- xii. Transition meetings will be held prior to the annual retreat
- xiii. Orientation Requirements: Orientation shall be held for the Board of Directors and committee chairs; and will include Chapter By-Laws, Chapter Policy

Manual, finance/strategic alliance procedures, and other chapter documents no later than July 31.

- xiv. Vacancies in offices due to death, resignation, or other causes shall be filled for the balance of the term by a majority vote of the Board of Directors. Nominations may be submitted by the Board of Directors or the Nominating Committee.

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

- 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 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.
- 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 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).
- 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 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. The Vice President of the area is responsible for making the appointment for advisory councils/task forces.

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 VP 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.

- 2.2 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.
- 2.3 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.
- 2.4 MPIKC's financial resources are maintained at a financial institution as determined by the Board of Directors.
- 2.5 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.
- 2.6 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.
- 2.7 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
- 2.8 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 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: MPI Kansas City Chapter will maintain adequate reserves for the following purposes:
 - 1) Unpredictable events which could substantially impact the chapter’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.

With regards to reserves, all investments should be low risk and high liquidity and will be approved by board majority.

- 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 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 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 market place.

SECTION 5. REIMBURSEMENT OF EXPENSES OR TRAVEL

- 5.1 All board travel should be allotted for in chapter budgets.
- 5.2 MPI sponsors chapter representatives to attend the MPI Chapter Business Summit (CBS). KCMPI provides funding for additional representatives of the Board of Directors or committee chairs to attend as the budget allows.
- 5.3 Expenses for the President and President-Elect to attend the MPI Annual Meeting (World Education Congress) are provided by Chapter funds.

- 5.4 Members, officers, guests, or speakers will be reimbursed for reasonable and necessary travel expenses incurred in the conduct of Chapter business requiring board-approved travel.
- 5.5 KCMPI will pay speakers for the following expenses with receipts These will serve as suggested guidelines and should be negotiated on an individual basis as each speaking engagement may have special circumstances:
- a. Roundtrip Coach airfare (not to exceed \$400); plus, fees for 1 bag
 - b. Meals (not to exceed \$65.00 per day)
 - c. One-night airport parking at home airport (not to exceed \$50)
 - d. Tips (not to exceed \$10.00 per day)
 - e. One night's lodging in Kansas City, if not provided by MPIKC
 - f. Home/airport transportation/mileage (not to exceed \$100; mileage shall be reimbursable at the IRS allowed rate.)
 - g. KC Airport/venue/hotel transfers if not provided by MPIKC. No rental car reimbursement will be paid.
- 5.6 Speakers will receive a complimentary program registration for monthly educational programs. (Special registrations policies apply for PEC.)
- 5.7 When traveling on Chapter business as a representative of MPIKC, members are expected to use prudent judgment when spending Chapter funds in service to the Chapter and act in a professional, ethical and becoming manner that positively reflects on the Chapter and does not damage MPIKC's reputation.
- 5.8 All travel expenses must be approved by the Board of Directors prior to any airline ticket purchases, hotel expenses and registration fees being paid. The Board of Directors will determine the appropriate number of reimbursable nights and meals based on the program schedule prior to the traveler departing.
- 5.9 The Chapter Vice-President of Finance has the responsibility to monitor adherence to the travel policy as stated below and retains the authority to disallow any expenses which are not properly documented or are not an allowable expense.
- 5.10 A receipt is required for all reimbursable purchases/expenses.
- 5.11 Within two weeks of completing travel as a chapter representative (i.e. CBS, CMP Conclave, WEC etc.), each traveler must submit a written report to the board outlining in details what they learned, experienced, etc., and each also submit an article for the newsletter so members may see what chapter leaders are learning and why funds are being spent on their travel. If possible, include photos.
- 5.12 Travel Reimbursement Guidelines are as follows:
Scope - this policy applies to any board approved travel by a Chapter member or officer.
- a. Allowable Travel Expenses
 - i. Airfare
 - a) Only coach class airfare baggage fees up to 1 bag are reimbursable, however, all attempts should be made to take advantage of conference

promotional fares and discounted fares. Airline receipts are required for reimbursement.

ii. Ground Transportation

- a) Personal automobiles, reasonable taxis or airport shuttles are reimbursable, with receipts, between traveler's home or office and home city airport and between destination airport and hotel. Mileage shall be reimbursed at the IRS allowed rate. For the current rate go to www.irs.gov.
- b) Parking charges at the traveler's home city airport are reimbursable with receipts. Traveler will be reimbursed for the appropriate number of days required for the conference.

b. Overnight Accommodations

- i. Single hotel room charges and applicable tax at the conference hotel are reimbursable with receipts. Single hotel charges at alternative hotels are reimbursable provided the per-night charge does not exceed the per night charge at the conference hotel.
- ii. Traveler may arrive the night prior to an event which begins before noon or on the morning of an event, which begins in the afternoon, subject to availability of flights. Traveler should leave as early as possible after the conclusion of the event. The traveler is responsible for any and all charges incurred past the conclusion of the conference.

c. Meals

- i. 1-2 meals will be provided on travel days depending on travel schedules.
- ii. Reimbursement (with receipt) for meals, not included in the agenda, will not exceed the following rates:
 - a. Breakfast-\$15.00
 - b. Lunch-\$20.00
 - c. Dinner-\$30.00

h. Conference Registration Fees

- i. Full package member conference registration fees are reimbursable with a receipt. Early bird registration is preferred.
- i. Expenses Not Reimbursable or Not Allowable
 - i. Items of a personal nature such as dry-cleaning, in-room movies or mini- bar expenses.
 - ii. Any unexplained and/or undocumented expenses.

5.13 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.

5.14 BUDGETED CHAPTER EXPENSES: Utilization of the chapter credit card or check is preferred. If that is not an option, expense may be reimbursed by check request if within the budgeted amount and check request process is followed.

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.

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 MANAGEMENT OF PAID STAFF:
- 7.2.1 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.
- 7.2.2 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.
- 7.2.3 The Chapter Administrator (paid staff) reports directly to the President.
- 7.2.4 Every two years, the Board will conduct a review and determine if there is a need to issue an RFP for Chapter Administrator services.
- 7.3 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.

CHAPTER EVENTS

SECTION 1. EDUCATIONAL & SOCIAL EVENTS:

1.1 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.

1.2 NETWORKING/SOCIAL PROGRAMS:

The annual meeting and installation of officers/directors shall be held prior to June 30.

- 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 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.

1.4 Program registration process and fees

1.4.1 There is a member and non-member registration fee for each program. There is a registration fee and a late registration fee. The Board of Directors will approve the fees with the approval of the annual budget each year. Exceptions may be approved by the Board of Directors.

1.4.2 Program registration is required three (3) business days prior to the program. Any registration made less than three (3) business days prior to the meeting will be considered late registration.

1.4.3 Cancellations must be received three (3) business days in advance of program in order to receive a refund or to not be billed. No shows will be billed any unpaid registration fees. Board of Directors will approve any deviations for fundraisers special events.

1.4.4 Registrations are handled through RegOnline/Active Events exclusively. RegOnline/Active Events provides this service at no charge to the Chapter. The Chapter Administrator will handle any registration not done electronically.

1.4.5 Non-member industry attendee name, address, and e-mail will be recorded and added to the MPIKC contact database.

1.4.6 When not fully sponsored, the host venue will be paid up to a maximum dollar amount inclusive for food and beverage. MPIKC pricing guidelines are \$12 for breakfast, \$18 for lunches or receptions, and \$25 for dinners. Amounts above MPIKC pricing guidelines must be approved by the Board of Directors.

1.4.7 The Chapter Administrator, Vice President of Membership, and Vice President of Finance will work together to ensure that members are notified when they have become delinquent in Chapter fees.

1.4.8 For the annual Professional Education Conference (PEC), the following complimentary registration policy has been adopted:

- a. Keynote Speakers. Will receive a complimentary registration. In addition, keynote speakers may be entitled to expenses and/or other fees.
- b. Breakout Speakers will receive a complimentary registration.
- c. Peer Speakers and Panelists (defined as MPIKC members making a presentation) will be entitled to a reduced registration fee equal to one half of the registration fee. In the event the peer speaker or panelists presents two or more sessions they would receive a complimentary PEC registration.”
- d. Co-Chairs (defined as the persons responsible for PEC) will receive complimentary registrations.

- 1.4.9 All event registration forms will include information about using attendee photos. Attendees will be able to opt out having their photos published by MPIKC.
- 1.4.10 Sponsors, Board members, committee chairs, and new members will be identified by their name badges at chapter events.

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 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.

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 recommendation 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 and voted on by the Board of Directors.
- 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 For Employer Recognition and Committee Chair awards only, the awards selection committee recommends the winner and the KCMPI Board of Directors approves the final selection.
- 2.6 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. 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. ROI TRACKING:

4.1 KCMPI will maintain tracking of volunteers, cash and in-kind sponsors for ROI purposes.

SECTION 5. JOB BANK

5.1 A job bank is maintained by KCMPI. This task may be assigned to a chapter volunteer or paid administrative staff.