



MEETING PROFESSIONALS INTERNATIONAL  
OHIO Chapter POLICY MANUAL  
ADOPTED May 1, 2024

**ARTICLE I**  
**NAME**

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

**ARTICLE II**  
**MPI VISION AND MISSION STATEMENTS**

MPI VISION: Lead and empower an inclusive 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 Bylaws and Policy Manual. Any member in good standing is eligible to affiliate with a Chapter regardless of geographic area or location of business. Essential members are members-at-large.

SECTION 2. CHAPTER TRANSFER AND AFFILIATION

2.1 CHAPTER TRANSFER: Members may transfer their primary Chapter affiliation at any time through MPI. Preferred or Premier Members are also eligible to receive member rates for all MPI events even when the event is not associated with their primary Chapter. An individual may be a member of only one chapter but may pay a fee to be affiliated with more than one chapter. Each chapter sets its own affiliation fee.

**ARTICLE IV**  
**BOARD OF DIRECTORS/OFFICERS**

SECTION 1. CHAPTER BOARD OF DIRECTORS

1.1 AUTHORITY & RESPONSIBILITY: The authority and responsibilities of the Board of Directors are stated in Chapter Bylaws Article VIII, Section 1.

1.2 COMPOSITION

- 1.2.1 The Board of Directors shall consist of a minimum of five (5) elected officers: the President, President-Elect, Immediate Past President, Vice President Finance, and Vice President Membership. Each chapter must also assign the role of a Vice President Marketing and Communications and a Vice President Education to other officers or elect an additional two officers to cover these positions. The Board of Directors may have up to 20 members. All Board positions are one-year terms.
- 1.2.2 Qualifications of Officers: Any member in good standing of MPI whose primary affiliation is with this Chapter is eligible to be a member of the Chapter Board of Directors.
- 1.2.3 Director Eligibility: Any member in good standing of MPI whose primary affiliation is with this Chapter is eligible to be a member of the Chapter Board of Directors.
- 1.2.4 Director Vacancies: A vacancy shall be filled in accordance with the Chapter Bylaws.
- 1.3 MPI VOLUNTEER LEADER AGREEMENT: Each member of the Board of Directors shall annually review, sign and comply with the MPI Volunteer Leader Agreement, Conflict-of-Interest Policy and Annual Disclosure Statement, Antitrust Compliance Policy and the Principles of Professionalism.
- 1.4 MPI REQUIRED DOCUMENTS: Chapters are required to submit annually to MPI the following documents 30 days prior to the start of the fiscal year: Strategic Business Plan, Budget, 24-month Chapter Calendar of Events, Chapter Operation Form, Chapter Bylaws and Chapter Policy Manual. For Chapters with a paid Chapter Administrator, refer to Article VI, Section 7 for additional requirements. MPI does not require submission of tax returns, however, chapters must comply with local tax laws.

## SECTION 2. BOARD ELECTION & SERVICE:

- 2.1 NOMINATION: A communication shall be set forth to all Chapter members for members to complete a Board of Director's application. Such form is to be returned to the Governance and Nominating Committee. Once the committee has developed a slate of nominees for election in accordance with these policies, the slate must be presented to the Board of Directors who must approve the action of presentation to the membership for election by acclamation.
- 2.2 SLATE PRESENTATION AND SUBMISSION: The Chapter slate will be presented to membership on templates provided by MPI. The slate will be posted on the Chapter website and an email (including link to the website and process for contesting the slate) will be sent to the membership. The Chapter will allow a minimum of 30 days for the membership to contest prior to the submission deadline as stated by MPI. Additional nominations from the membership shall be permitted; provided a nomination is submitted in writing to the Governance and 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 will be deemed elected on the first day of the fiscal year. 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 Board of Directors vacancies, refer to Article VI, Section 6 of the Chapter Bylaws. Chapter will submit to MPI the elected slate on the template provided annually.

- 2.3 BOARD TRAINING: Any incoming Board of Directors who have not previously served is required to take the MPI Board 101 and Managing Sexual Harassment training prior to the Chapter Leadership Summit as outlined on the MPI Volunteer Leader Agreement. All Chapter leaders are encouraged to complete local Chapter Board orientation and attend MPI training, as applicable.
- 2.4 BOARD RETREATS: Chapters are required to hold an annual Board planning retreat between two to three months prior to the fiscal year. Chapters are recommended to hold a mid-year assessment retreat mid-fiscal year. Chapters are required to utilize an MPI-verified Chapter Facilitator during annual retreats to oversee the process and flow of the retreat. The MPI-verified Chapter Facilitator cannot be a current member of the home chapter, have served on the Board in the last two (2) fiscal years or be a Chapter Administrator.
- 2.5 ATTENDANCE. In-person attendance is required at all in-person Board meetings and virtual attendance is required at all virtual Board meetings. If a Board member who is not on an approved leave of absence fails to attend at least seventy-five percent (75%) of Board meetings, the Board may, in consideration of the totality of circumstances and any excused absences, remove the member in accordance with the Chapter Bylaws.

For purposes of this policy, an “excused absence” is one where the absent director promptly notifies the President that they are unable to attend a regularly scheduled Board meeting because of (i) a previous commitment that was identified to the President when the Board meeting was first scheduled, (ii) a health-related emergency to the director or their immediate family (iii) observance of a generally-recognized religious holiday, or (iv) an unforeseen business conflict outside the director’s control.

For purposes of this policy, “approved leave” is the absence from a Board meeting for a reasonable duration approved by the Board on the basis of a medical limitation, military deployment, childbirth or adoption, or other grounds as the Board may determine; provided, however, that the director on approved leave must use their best efforts to virtually attend Board meetings, if available, to ensure they are adequately informed of and responsible for the organization’s affairs.

### SECTION 3. BOARD COMPENSATION:

- 3.1 COMPENSATION: Board of Directors shall not be compensated for their services as a 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 Board of Directors. The term “compensation” means direct or indirect remuneration, including gifts and benefits, that are not *de minimis* in value.

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

### SECTION 1. STANDING COMMITTEES

- 1.1 Standing committees of Chapters shall be the Audit and Finance Committee and the Governance and Nominating Committee. Annually, the President of the Board of Directors shall select members to serve during the President’s term.
  - 1.1.1 **Audit and Finance Committee.** The Audit and Finance Committee shall assist the Board of Directors in fulfilling its oversight responsibilities relating to the quality and integrity of

the Chapter's financial reporting processes and accounting practices. If the Chapter has determined to have an Executive Committee, the Executive Committee can function in place of an Audit and Finance Committee and will have the responsibility as defined.

1.1.2 **Governance and Nominating Committee.** The Governance and Nominating Committee shall assist the Board of Directors in fulfilling its oversight responsibilities relating to developing and implementing sound governance policies as well as a nomination process for directors and officers. The Immediate Past President shall chair it. The President-Elect shall serve as a non-voting member of the committee. The remaining members of the Governance and Nominating Committee shall be appointed by the President, who may not serve as a member of the committee, which will be ratified by the Board of Directors. There shall be at least six (6) members, including the Immediate Past President as chair, having a quorum of 5 for action. A Governance and Nominating Committee member who may consider serving as an officer shall recuse themselves from the Board development process related to the nomination and development of a slate of officers. In the case of a resignation, the President will be authorized to fill a vacancy. The Governance and Nominating Committee shall be in place no later than the date stated by MPI with final slate submission as stated by MPI.

1.2 **Special Committees.** The President-Elect shall appoint committees, task forces, and advisory councils for their term as President.

1.3 **Standing Committees.** Committees perform fundamental governance functions for the chapter, i.e., Governance and Nominating Committee.

1.4 **Select Committees.** Committees that are formed to accomplish a specific goal on an ongoing basis.

1.5 **Task Forces.** Committee-like groups created for a defined and time-limited purpose to solve a specific problem.

1.6 **Advisory Councils** - An advisory council is a collection of individuals who bring unique knowledge and skills which augment the knowledge and skills of the board of directors to guide the organization and/or represent a specific vertical/segment of our community. The advisory council does not have formal authority to govern the organization, that is, the advisory council cannot issue directives which must be followed. Rather, the advisory council serves to make recommendations and/or provide key information and materials to the board of directors.

## **ARTICLE VI** **FINANCE**

### SECTION 1. FISCAL YEAR:

1.1 The Chapter fiscal year for financial and business purposes is the calendar year unless otherwise determined by International Board of Directors.

### SECTION 2. ANNUAL BUDGET:

- 2.1 The annual budget is prepared by the Audit and Finance Committee who recommend the budgets to the Board of Directors. The Board of Directors approves the annual budget.

### 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.
- 3.2 RESERVE TARGET: The reserve target shall be defined as a minimum of 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.). Best practice is to maintain 50 - 100% of annual fixed expenses.
- 3.3 ACCESS TO RESERVES: Using reserve funds shall first be referred to the Vice President Finance for consideration. Final approval by a majority vote of the Board of Directors is required.

### SECTION 4. REQUEST FOR PROPOSALS

- 4.1 The Chapter will develop a local policy for requests for proposals and expenditures exceeding a certain threshold as defined by the Board of Directors.

### SECTION 5. REIMBURSEMENT OF EXPENSES OR TRAVEL

- 5.1 Chapters will develop a policy addressing reimbursement of expenses and include in the addendum.

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

### SECTION 7. ADMINISTRATORS

- 7.1 Administrators must adhere to the standards and qualifications established by MPI. Additional services above the minimum requirements can be added by the Chapter at their discretion with Board of Directors' approval.
- 7.2 EVALUATION OF ADMINISTRATOR & CONTRACT RENEWALS: Each Chapter is required to complete an annual review of their administrative services prior to end of the fiscal year. Chapters must, at a minimum, adhere to the evaluation guidelines provided on the sample template promulgated by MPI. Additional processes can be deemed necessary at the Chapter's discretion.

All Chapters must submit a copy of their administrator evaluation and current contract for services (if applicable) to MPI by the stated date.

- 7.3. Contracts for paid Chapter Administrators require the following language and/or scope of services. This includes all existing and future contracts.
  - 7.3.1 Chapter Administrators and their support staff will represent the Chapter and MPI in a professional manner adhering to the Principles of Professionalism Guidelines provided by MPI.
  - 7.3.2 Chapter Administrators and their support staff will follow all MPI and Chapter Bylaws, Policy & Procedures, Financial budgeting requirements and any other defined requirements set forth by Chapter or MPI.
  - 7.3.3 Chapter Administrators are required to adhere to all Chapter Administrator Program (CAP) guidelines and policies. See program guidelines for specific requirements.
  - 7.3.4 Chapter Administrators must have a business license where applicable by law and provide proof at commencement of contract term and be insured.
  - 7.3.5 Non-compliance with these requirements will require termination of contract.
  - 7.3.6 Volunteer Chapter Administrators are not required to be licensed or insured.
- 7.4. Chapter Administrators cannot be family or an immediate relative of a member of the Board of Directors. Family or immediate relative is defined as spouse, children, parents, siblings or grandchildren.
- 7.5. Chapter Administrators will work to hold the Board of Directors accountable to all defined MPI performance standards, policies and Principles of Professionalism. The Board of Directors will support Chapter Administrators in this process.
- 7.6. All administrative services must be contracted as a vendor for services. In the event a Chapter is without capacity to support a paid administrator, consult your MPI representative.

## **ARTICLES VII CHAPTER EVENTS**

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

- 1.1 EDUCATIONAL EVENT: Chapters are required to have four (4) educational events annually. Based on 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. Refer to Article III, Section 2.1 for additional Chapter member attendance guidelines. Partnership events with other industry organizations are excluded from this requirement and may establish rates without regard to membership with MPI.
- 1.2 Chapters should establish chapter educational, networking and social programs.

## **ARTICLE VIII COMMUNICATIONS**

### **SECTION 1. BRAND STANDARDS AND TRADEMARKS**

- 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 Brand Guide and must be

approved by MPI prior to use. Each chapter will be required to sign a Trademark License Agreement that will be maintained by MPI.

## SECTION 2. CHAPTER COMMUNICATIONS

- 2.1 Each Chapter should create a policy regarding communications which may include, but are not limited to, MPI Chapter spokespersons, methods of delivery, timelines, and calendars.

## **ARTICLE IX MISCELLANEOUS**

### Section 1. PHILANTHROPIC ACTIVITY

- 1.1 The MPI Foundation is MPI's charity of choice. Throughout its existence, the MPI Foundation has provided diverse financial support to industry associations, critical industry-related initiatives, thousands of MPI members, and every chapter.
- 1.2 Because the MPI Foundation supports leader education, professional development, and chapter growth, we encourage annual support from the chapter by creating MPIF events, year-end donations, or registration donations to be included with all chapter events.
- 1.3 At any time, if a chapter leadership team desires feedback or to learn about donation options, they can contact the current MPIF Board of Trustee chair or MPIF's Executive Director, as noted on MPI's website.
- 1.4 Chapters are also encouraged to support local charities that align specifically with the meetings & events, travel, tourism industries along with critical local charities. (i.e., Anti-Human Trafficking, etc.)

### Section 2. MPI CHAPTER AWARDS

- 2.1 **RISE AWARDS:** The RISE Awards are MPI's annual recognition program for its members and chapters. The program has four award categories for chapters (Industry Advocate, Innovative Educational Programming, Marketplace Excellence, & Membership Achievement) and three award categories for members (Young Professional Achievement, Member of the Year, Meeting Industry Leadership). Award recipients are selected based on the criteria of influence, transferability, and innovation.
- 2.2 **CHAPTER PERFORMANCE AWARDS:** Chapter Performance Awards are determined through chapter performance standard assessments and chapter dashboard results. Seven key metrics are included in the assessment: Member Satisfaction, Member Retention without Students, Net Member Growth, Net Profit, Reserves as a Percentage of Annual Operating Expenses, Educational Content Satisfaction and Clock-Hour Accredited Educational Events. Goals are communicated to Volunteer Chapter Leaders prior to the beginning of the Chapter Fiscal Year. Annual awards are presented to Top Performing Chapters and Chapters of Excellence.

## SECTION 3. NON-COMPLIANCE

- 3.1 Chapters may not be eligible for annual chapter performance awards and metrics incentives if they are not compliant with the MPI Chapter Bylaws and the MPI Chapter Policy Manual.

## SECTION 4. MPI POLICY MANUAL

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

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## **OHIO CHAPTER POLICIES ADDENDUM**

Revision Date **5/1/2024**

### **ARTICLE I MEMBERSHIP**

SECTION 1. AFFILIATE MEMBERSHIP: Any MPI Dues- paying member from another chapter may join the Ohio Chapter as an affiliate member for the fee of \$99.00. Affiliate members shall receive full membership benefits and take an active role on committee or the Board of Directors. This fee is invoiced, collected and retained at the Chapter level.

### **ARTICLE II 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 Board members are required to submit their Committee report form by the Wednesday one week prior to the board meeting, for inclusion in the Board Packet.

1.3 Required to attend board training prior to term beginning, and CBS.

Expected to attend and actively participate in:

- Assigned committee meetings;
- Two retreats, dates to be determined by the board of directors
- Are expected to attend and fully participate as often as possible in all Chapter events and training – January 1 to December 31
- Board members are responsible for parking expenses, if applicable, for all events.
- Are expected to be fully prepared in advance of meetings on the issues to be discussed
- Being engaged and active in the activities of the chapter;
- Promoting the programs, goals and products of the chapter; and faithfully carrying out duties that may be assigned to her/him.

#### SECTION 2: EXECUTIVE COMMITTEE

2.1 The Executive Committee of the Chapter shall be the President, President-elect, Immediate Past President, Vice President Finance, Vice President Membership, Vice President Education, and Vice President Communications, and may include any such additional members as the Board of Directors may designate. The Executive Committee meets at the call of the President or at the request of two (2) members of the Committee

The Executive Committee can function as the Audit and Finance Committee with the responsibilities identified in Article V, Section 1.1.1.

## SECTION 3: BOARD ELECTION & SERVICE

### 3.1 MPI GLOBAL REQUIRED DOCUMENTS:

Chapters are required to submit annually 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. A

## SECTION 4: BOARD COMPENSATION

4.1 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.

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

1.1 **STANDING COMMITTEES:** All committee chairs and co-chairs will be appointed for a one-year term beginning on January 1 of each year. The outgoing and incoming Board Director will make appointments together with prior approval from incoming President. The committees shall include, but need not be limited to the following:

- Communications
- Education
- Recognition
- Special Events
- Strategic Partnerships
- Chapter Conferences
- Finance
- Membership

1.2 Governance and Nominating Committee co-chairs' performance will be reviewed on an annual basis by their Board Director and Vice-President to identify strengths and opportunities. This review is used to help create succession planning and to identify the need for change. 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.

The exception to this is the Governance and Nominating Committee in which case the members of the Governance and Nominating Committee shall be appointed by the chair. Co-chairs shall be appointed for most committees. The co-chair shall be in charge when the chairperson is unavailable.

All committee chairs shall report to a designated Board Director.

Each committee must obtain a current roster. Rosters are to be sent to Chapter Administrator monthly. Committee members must be a current member or affiliate member of the Ohio Chapter. Committees should meet on a regular basis preferably monthly via conference call or in person.

**1.3 Agendas and minutes are required for every committee meeting.** Co-chairs should provide this information to their Board Director and the Chapter Administrator. Committee chairs and co-chairs are required to have working knowledge of this document (Policies & Procedures) and the chapter's

bylaws. All committees must notify the MPI Ohio Board of Directors of any sponsorship or in-kind support received for their events.

## 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 and RESPONSIBILITIES:

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

1. Clear communication on purpose/charge for the group. If changes in direction occur, communicate with the 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.

### 3.2 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 V FINANCE**

### SECTION 1. ANNUAL BUDGET

1.1 The annual budget is prepared by Finance Committee for review by the Executive Committee. The Chapter Board of Directors approves the annual operating budget in compliance with MPI Bylaws. Chapter operations will be in alignment with the annual budget. The fiscal year of the Chapter for financial and business purposes is January 1 through December 31 unless otherwise determined by MPI Global.

### SECTION 2. RESERVE FUND

2.1 PURPOSE OF RESERVES: All Chapters are required to provide policies for the purpose of their reserves. These policies should include, but are not limited to, when it is acceptable to use funds, any procedures for using funds etc. Policies should reflect that reserves are used in emergency cases or in the event of a major investment in membership. A sample policy is provided for you.

MPI Ohio 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.

### SECTION 3. REQUEST FOR PROPOSALS:

3.1 Chapter Members will be given priority for responding to chapter RFP's.

#### **Vendor Contracts**

Only the President is authorized to enter into contracts with outside vendors. The President's signature is required on all contracts.

The chapter's headquarters office must be listed as the contact location:

4010 Executive Park Drive, Suite 100, Cincinnati, OH 45241 – Phone: 513-563-8674.

The Chapter Management Firm must retain copies of all countersigned contracts. An annual review must be conducted with all long term contracted vendors. At the digression of the Board, MPI Ohio shall implement an RFP process to determine new vendors as needed.

### SECTION 4. REIMBURSEMENT OF EXPENSES OR TRAVEL

4.1 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.

#### 4.2 BUDGETED CHAPTER EXPENSES:

MPI Ohio Chapter will budget or reimburse applicable board members for attendance at the MPI World Education Congress for the following:

- Registration
- Airfare
- Hotel accommodations during the conference dates

All board travel for chapter meetings, retreats, and all other chapter events is the responsibility of the individual.

All unbudgeted expenditures must be pre-approved by the Board of Directors before being confirmed. The Executive Committee may approve unbudgeted expenditures under \$500 and the Board of Directors anything above \$500. After receiving approval, the committee chair can then place the order.

All purchases must be made in MPI Ohio's name, not the committee chair or member's name.

### **Check Requests**

No payment will be made without an invoice or check request. All anticipated expenses must be outlined on the Check Request form. The completed form is then submitted by the committee chair to their Board Director for their signature, then VP for approval.

No member or non-member has authorization to sign a check request form, check, or a for-deposit only check on behalf of the chapter when the payee is himself or herself or the company or organization they represent. There must be two signatures on each check; the President, Immediate Past President, President Elect and VP of Finance are authorized to sign checks. The Vice President - Finance shall prepare and deliver a financial report, oral or written, to attendees at each board meeting

## **SECTION 5. SPONSORSHIPS**

5.1 The Director of Strategic Partnerships is responsible for negotiating in-kind sponsorship for chapter meetings and additional chapter events.

### **Mailing List/Membership Database**

The Management Firm shall maintain the chapter mailing list/membership database. It is the member's responsibility to notify MPI Global of any changes to the member's profile. This list will only include mailing address. Email addresses will not be provided. These prices are set by the Board of Directors and can be changed with a board vote. All sponsor campaigns must consider opt-outs and the MPI Data Privacy Policy. All sponsorships should be considered for overall member value and chapter business strategies.

## **SECTION 6. MANAGEMENT OF PAID STAFF**

6.1 **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.

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

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.

6.2. All records, supplies, membership lists, printed materials and property owned by the chapter shall remain the property of the chapter and be returned to same, should the services of the Management

6.3. It is the Management firm's responsibility to ensure that all financial documents (including final approved budget) are sent to MPI Global by specified deadlines.

## **ARTICLE VI CHAPTER EVENTS**

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

1.1 **EVENT ATTENDANCE:** Pending market conditions, Chapters should charge a member rate and a nonmember 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 18 Month Programming Calendar**

- Education committee shall submit an 18 Month Programming Calendar to MPI Global as part of the Chapter Business documents
- Education committee shall coordinate with Director of Strategic Partnerships to secure venue, speaker's hotel and/or any other necessary contracts for events.
- Event profile for monthly meeting invitation should be submitted to chapter administrator as board calendar indicates (3<sup>rd</sup> Monday of month prior). VP of Education shall assure this is completed in a timely manner.

#### **1.3 Monthly Meetings**

- Meetings shall be held the third Wednesday of each month unless otherwise determined and voted on by the Board of Directors.
- Meeting information including details such as event name, speaker name, topic description, location, time, etc. shall be provided to the Chapter Administrator no later than 30 days prior to the event.
- Suggested agenda is as follows:  
11:00 a.m. – 11:30 a.m – Registration & Networking  
11:30 a.m. – 12:15 p.m. – Chapter Business & Announcements  
12:30 p.m. – 1:30 p.m. – Program
- Director of Strategic Partnerships will work with the Vice President of Education and the City Chair to finalize menus, room set up, audiovisual needs and final guarantees for Chapter luncheons.
- All contracts, BEO's, AV requests or other pertinent information regarding monthly meetings shall be kept on file with the chapter administrator.

#### **1.4 Joint Meetings**

- Require approval of the MPI Ohio Chapter Board of Directors.
- Hosting organization must define and agree upon the following to be reflected in an agreement among the hosting organizations.
  - a. Cost
  - b. Venue contracts
  - c. Administrative support
  - d. Definition of duties to be performed by those planning the event
  - e. Speakers
  - f. Content

g. Budget

- When exchange of membership lists are requested, MPI Ohio Chapter Board approval is required.
- Feasibility should be determined by MPI Ohio Chapter Board of Directors, based on the recommendation of the education committee to allow other organizations to invite the MPI Ohio Chapter membership to their meetings and vice versa.
- Dates should not conflict with the monthly meetings. Whenever possible, events should be held in the weeks of the month that a monthly meeting is not being hosted and in cities that are not hosting the monthly meeting.
- All contracts for auxiliary events must be negotiated via the Director of Strategic Partnerships.
- Meeting information including details such as event name, speaker name, topic description, location, time, etc. shall be provided to the Chapter Administrator to include in the weekly email update to the chapter membership.
- Programs should alternate regionally throughout the state of Ohio whenever possible; programs should not conflict with other industry events (local and national). Educational Programs and events co-sponsored by MPI Global are excluded. Whenever possible, all chapter events are to be held at facilities that meet ADA standards. Cancellation of any program or event must have the approval of the Board of Directors before any action is taken.
- A master calendar is to be maintained by the Management Firm and updated regularly, or more frequently as needed. A copy will be provided to the Board of Directors.

**ARTICLE VII  
COMMUNICATIONS**

SECTION 1. CHAPTER COMMUNICATIONS

1.1 The MPI Ohio Chapter will send out one weekly communication via email. Posts to social media outlets will be written and published by the Vice President of Communication and Director of Marketing. These will be industry related or event specific.

SECTION 2. ADVERTISEMENTS

2.1 Meridian 360 Media Service will recruit additional advertisements for MPI- Ohio

**ARTICLE VII  
MISCELLANEOUS**

SECTION 1. PHILANTHROPIC ACTIVITY

1.1 The MPI Ohio Chapter may select an organization to support and endorse throughout the fiscal year.

SECTION 2. CHAPTER AWARDS

2.1 The MPI Ohio Chapter will host an annual Recognition Event to recognize at minimum:

- Supplier of the Year
- Planner of the Year

At the recommendation of the Recognition Committee and with board approval, additional awards may be added as necessary.

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 MPI Ohio Chapter shall award scholarships based on need and merit. Money allocated toward scholarships shall be budgeted for each fiscal year. Scholarship applications shall be available online, at chapter events, and upon request. The applicant will provide the completed application to the Director of Member Care who will then call for a vote by the Board.