



MEETING PROFESSIONALS INTERNATIONAL Houston Area Chapter
POLICY MANUAL Revision Date: October 1, 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.

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:** An individual may be a member of only one Chapter but may pay an additional fee to be placed on another Chapter's mailing list as an Affiliate Member. It is the Chapter's practice to charge \$100.00 for Affiliate Membership, which includes all chapter correspondence and access to the chapter's online member database. An Affiliate Member is entitled to all benefits as an affiliate member of a chapter, even volunteering. The only thing they cannot do is serve on the BOD (only at their home chapter).

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: All board members will complete a Team Status Report (TSR) and submit to the Chapter Business Administrator one week prior to each board meeting.
- 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 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.
- 1.5 Board members are expected to attend a minimum of one (1) mid-year retreat and one (1) annual retreat within the fiscal year. Board members are also expected to attend at least three (3) educational events, one (1) social networking event, and one (1) special event each fiscal year.

SECTION 2: EXECUTIVE COMMITTEE

- 2.1 The Executive Committee shall be solely responsible for voting on the following matter: Filling of the Chapter Business Administrator position should it become vacant.

SECTION 3. BOARD ELECTION & SERVICE:

- 3.1 The Immediate Past President along with the Nominating Committee shall enforce and perform election and voting procedures according to the Chapter bylaws. Nominating Committee procedures are outlined in chapter minimum bylaws Article X, Section 2.
- 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 STANDING COMMITTEES: A volunteer Chair will be appointed for each standing committee annually. The board member responsible for each committee will present possible committee chairs to the board of directors for a vote and approval no later than the June board meeting of the year prior to the fiscal year start in which the chair will serve.

Standing committees of the chapter are:

COMMUNICATIONS COMMITTEE

Purpose: Chapter Website, Newsletter, and all Social Media; Chapter Communications

Responsibilities: This committee is responsible for promoting the chapter's events, compiling quality newsletters that outline MPI's contribution to its members and offers a dynamic and informational website while managing its contents and design.

Board Position Reports To: Vice President, Communications

Recommended Number of Volunteers: 5

EDUCATION COMMITTEE

Purpose: CMP Program at chapter level; Professional Development; Educational Programming

Responsibilities: This committee is responsible for the educational integration to the chapter. They provide programming that brings membership, education and networking together throughout the year. They handle all logistics of all educational programs. Annually they plan and deliver a full day educational conference.

Board Position Reports To: Vice President, Education

Recommended Number of Volunteers: 5

LEADERSHIP COMMITTEE

Purpose: Leadership Development; Succession Planning; Volunteer Opportunities

Responsibilities: This committee assists members to recognize their leadership skill set, apply them with "learning by doing" and enables them to stay active leaders within the Chapter. This

committee can help determine the best fit when volunteering for one of the dynamic committees or assist in developing individual skills should one desire be to become a Chapter leader.
Board Position Reports To: Vice President, Leadership Development
Recommended Number of Volunteers: 5

MEMBERSHIP COMMITTEE

Purpose: New Member Recruitment; Member Care and Retention
Responsibilities: This committee is responsible for all recruitment efforts to meet annual goal of new members for the chapter. They are also responsible for member retention efforts for current members and ensuring that all current members are happy and successful within the chapter.
Board Position Reports To: Vice President, Membership
Recommended Number of Volunteers: 5

REGISTRATION COMMITTEE

Purpose: Event Registration
Responsibilities: This committee serves the chapter in all administrative functions for each chapter event including but not limited to on-site registration, registration payments, and nametag distribution.
Board Position Reports To: Vice President, Finance
Recommended Number of Volunteers: 10

SPECIAL EVENTS COMMITTEE

Purpose: Non-Educational Event Planning; Vendor Relations
Responsibilities: The committee handles all planning details as well as event logistics and full execution for our three annual Special Events – the Taste of Houston, Jingle, Mix & Mingle, and A Night Among the Stars.
Board Position Reports To: Vice President, Finance through the Special Events Chair (non-board position)
Recommended Number of Volunteers: 15

STRATEGIC ALLIANCE

Purpose: In-Kind and Cash Sponsorships; Strategic Partners
Responsibilities: This committee supports the chapter's strategic plan by identifying and integrating business opportunities through annual, program and event sponsorships.
Board Position Reports To: Vice President, Finance
Recommended Number of Volunteers: 5

SECTION 2. ADVISORY COUNCILS AND TASK FORCES:

- 2.1 Volunteers for any advisory councils and/or task forces shall be appointed as needed. The Office of the President will make the appointment for advisory councils/task forces and the board of directors will vote to approve the appointment(s).

There are not currently any Advisory Councils or Task Forces within the chapter.

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 pre-approved and budgeted 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 pre-approved and budgeted volunteer reimbursement requests immediately following approved expenses but no later than 30 days.
- 6) Maintain confidentiality of discussions and background materials and immediately disclose any conflict of interest that may arise.

FINANCE

SECTION 1. FISCAL YEAR:

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

SECTION 2. ANNUAL BUDGET:

- 2.1 The annual budget is prepared by the VP Finance for review by the Executive Committee prior to the Annual Board Retreat. The VP of Finance submits a final budget after the Annual Board Retreat to the current Board of Directors for a vote. The current Board of Directors approves the annual operating budget in compliance with MPI Global bylaws. Chapter operations will be in alignment with 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 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 Houston Area Chapter will maintain adequate reserves for the following purposes:
 - 1) Unpredictable events which could substantially impact MPI's operations or revenue streams. While such occurrences are rare, reserves can provide the resources necessary to keep the organization functioning should one occur.
 - 2) Identification of a valuable investment opportunity for long term growth.

While most such opportunities are managed through budgeted expenditures, the right opportunity with a significant and dependable return on investment can warrant a decision on the part of the board to access the organization's reserves.

These investments would require an acceptable ROI back to the organization and would be sustainable long term without the initial deemed reserve support.

- 3.4 ACCESS TO RESERVES: The access of the "reserve" shall first be referred to the VP Finance for consideration. Final approval by a majority vote of the Board of Directors is required.

SECTION 4. REQUEST FOR PROPOSALS:

- 4.1 Requests for proposals for all event venues (and caterers if applicable) and sponsors will be the responsibility of the appropriate board member. A board vote will only be required should a company represented by a current board member be one of the options. In that instance, the board member associated with the company will recuse him or herself for the vote.

4.1.1 The VP Education will be responsible for submitting, receiving responses and presenting a minimum of three options to the board of directors for each educational luncheon and the annual all day educational conference.

4.1.2 The Special Events Chair will be responsible for submitting, receiving responses and presenting a minimum of three options to the board of directors for each special non-educational event.

4.1.3 The VP Membership will be responsible for submitting, receiving responses and presenting a minimum of three options to the board of directors for each networking social event.

4.1.4 The Director of Strategic Alliance will be responsible for submitting, receiving responses and presenting all options to the board of directors for all sponsorship opportunities.

SECTION 5. REIMBURSEMENT OF EXPENSES OR TRAVEL

- 5.1 Travel reimbursement will occur for the following budgeted board member trips: President for WEC; President-Elect, VP, Membership, VP, Communications, VP, Education, and Chapter Business Administrator for Chapter Business Summit (CBS). Travel reimbursement will also occur for the following budgeted chapter member trip: WEC Scholarship Recipient. The requested reimbursement amounts must not exceed the budgeted amount without approval via vote by the Board of Directors.

Advance approval by the Board of Directors shall be required for all Chapter paid travel expenses other than expenses included in the chapter budget.

Advance payment of certain travel expenses such as the cost of an airline ticket may occur for approved travel. Advance payments must be approved by the President.

Travel expenses are subject to the following Chapter Travel Expense Guidelines:

Personal Meal Allowances

A daily meal allowance of up to \$75.00 inclusive of taxes and gratuities will be reimbursable. The chapter will only reimburse for food and non-alcoholic drinks. Original itemized receipts will be required for reimbursement.

The expectation is that the traveler will partake in all meals offered at the conference or event. Any meal periods that are not covered by the conference will be eligible for reimbursement.

Health Club Facilities

Health Club fees are not eligible for reimbursement.

Gratuities

Skycap, bellman	\$1.00 per bag
Doorman	\$1.00 - \$2.00
Taxi	15-20%
Housekeeping	\$1.00 per room unit per day (example: 3 room suite = \$3.00)

Ground Transportation

Shuttle transportation should always be used if available.

Exceptions:

- Traveler is required to be at the meeting site sooner than a shuttle can get you there
- Traveler is transporting an extraordinary amount of luggage and meeting materials or boxes
- Other transportation is equal to or less expensive than the shuttle

Airport Parking

Economy parking is to be utilized for all airport parking. Approved travelers are encouraged to consider alternatives to airport parking for long trips where it would be less expensive to take a cab or other ground transportation to and from the airport.

Mileage

MPI Houston Area Chapter will reimburse an approved traveler for the use of their vehicle for approved travel. Reimbursement will be made at the current Federal guideline rate per mile for each relevant mile traveled. MPI Houston Area Chapter is not responsible for damage to the approved traveler's car while on MPI Houston Area Chapter business. The approved traveler is responsible for maintaining adequate auto insurance encompassing business travel.

Airline Policy

It is incumbent upon all MPI Houston Area Chapter approved travelers to fly as inexpensively as possible. If an approved traveler is given advance notice of their schedule, they are expected to act promptly to secure economical flights. If they delay and therefore do not qualify for the normal reduced fare the approved traveler must pay the difference. If the approved traveler makes a reservation and the ticket must be changed due to a non- MPI Houston Area Chapter related business reason, the traveler will pay the penalty. If a change occurs for personal reasons, the approved traveler will pay the penalty. Fare splitting for an event with other MPI Houston Area Chapter or personal travel must be approved prior to travel.

Hotel Rooms

MPI Houston Area Chapter will cover expenses (room and tax) for a standard single room for approved travelers. For travelers wishing other accommodations, they will be responsible for any total expense (room and tax) differential from the standard single negotiated rate.

The expectation is that all travelers will secure a room in a hotel or property within the conference block of hotels.

Personal Expenses

MPI Houston Area Chapter will not reimburse the approved traveler for personal items, including but not limited to clothing items, lost or damaged luggage, room movies, snacks, newspapers, hotel mini bars, personal entertainment (event admission fees, amusement park admissions, theater tickets, movie admissions), gifts, etc. Sodas, coffee, tea, juice and bottled water will not be reimbursed unless consumed with a meal. Exceptions due to extenuating circumstances will be handled on an individual basis.

Reimbursement

The reimbursement of approved traveler-incurred travel expenses will be issued directly to the approved traveler through the MPI Houston Area Chapter Vice President of Finance. To request reimbursement, the approved traveler should submit a check request to the VP, Finance, President, and Chapter Business Administrator with all expenses noted and coded correctly in addition to all original receipts. Certain expenditures of less than \$25.00 each for which receipts are not traditionally available (i.e., gratuities, etc.) will be reimbursable with appropriate written documentation provided as to the specific amounts, dates and locations of each such expenditures. Payment will be made within 30 days of approval.

- 5.2 For any travel directed or offered by MPI Global chapter board members will comply with expense and reimbursement guidelines outlined for such event by MPI Global procedures.
- 5.3 BUDGETED CHAPTER EXPENSES: All budgeted expenses are to be submitted by the appropriate board member or committee member with a check request to the VP, Finance, President and Chapter Business Administrator for approval and payment. Payment will be made within 30 days of approval.

SECTION 6. SPONSORSHIP AND SOLICITATION:

- 6.1 ACCESS TO MEMBER LISTS: Access to membership and attendance lists shall be restricted to MPI premiere members in good standing only. Members shall be provided the opportunity to opt out of solicitation emails from both the chapter and MPI Global.
- 6.2 CHAPTER SPONSORSHIP POLICIES: An annual Call for Sponsors RFP will be submitted to the chapter via email at the beginning of each fiscal year. The VP, Communications will present all interested sponsors to the Board of Directors and all approved sponsors (in-kind, cash, event) will be required to sign a sponsorship contract with the chapter. This contract is to be submitted by the VP, Communications or other appropriate board member and will be signed by the sponsor and countersigned by the Chapter President. The VP, Communications will track and ensure that the sponsors receive all contracted benefits from the chapter.

All in-kind donations will be documented and reported to the Board of Directors. The Vice President or Director responsible for each event will keep a record of in-kind donations by company/individual with the value and will provide this information to the Chapter Business Administrator immediately following the event. The Chapter Business Administrator will provide a report on in-kind donations with monthly financial reports.

SECTION 7. PAID STAFF ADMINISTRATORS:

- 7.1 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 and Procedures, Financial budgeting requirements set forth by Chapter or MPI Global.

Chapter Administrators are required to adhere to all CAP (Chapter Administrator Program) guidelines and policies. See Program guidelines for specific requirements.

Chapter Administrators or paid support staff must be licensed and insured with a minimum of \$1 million dollars in general liability insurance and provide proof of said policy to Chapter and MPI Global annually by July 1st.

Non-compliance with these requirements will require termination of contract.

- 7.2 Chapter must complete an annual review of services provided by paid administrators. Reviews should begin at least 90 days prior to the end of the contract. The outcomes of the review as well as any updated contracts for service should be submitted to Global by July 1st.
- 7.3 All administrative services must be contracted as a vendor for services: not an employee of the chapter
- 7.4 Chapter Administrators or paid staff cannot be family or an immediate relative of board members. Family or immediate relative is defined as, Spouse, children, parents, siblings or grandchildren.
- 7.5 Chapter Administrators will work to hold chapter boards accountable to all defined MPI performance standards, policies and Principles of Professionalism. Chapter Board Directors will support Administrators in this process.
- 7.6 In the event chapter does not engage in paid staff services chapter board members are required to adhere to all CAP guidelines and take all required trainings. Refer to CAP program guidelines for requirements.
- 7.7 **MANAGEMENT OF PAID STAFF SERVICES**

The Chapter Business Administrator will report to the Office of the President with the President serving as the primary contact. The Chapter Business Administrator will be contracted on a 2 year basis with a 90 day and 180 day evaluation occurring the first year. An annual evaluation of the Chapter Business Administrator will be conducted by the Office of the President, led by the President.

The salary payment schedule will annually be split evenly between the months of the contract based on the annual salary agreed upon and contracted.

The Chapter Business Administrator will be included on the chapter bank account as a verified and approved signature. The CBA will never sign a check payable to themselves or their company.

The Chapter Business Administrator does not have the authority to sign any contracts on behalf of the chapter. The Chapter President is the only board member with the authority to sign contracts.

When necessary, an RFP for the Chapter Business Administrator position will be submitted to the membership and community for consideration. All applications will funnel through the President and interviews will be conducted by the Executive Committee. The Executive Committee will make the final recommendation to the Board of Directors and a board vote will be taken for approval.

CHAPTER EVENTS

SECTION 1. EDUCATIONAL & SOCIAL EVENTS:

- 1.1 **EDUCATIONAL PROGRAMS:** The chapter will host a minimum of six (6) educational programs annually.

With approval by the Board of Directors, the VP, Education will set dates for Chapter educational events for the following fiscal year by May 31st of the current fiscal year. The approved schedule of educational events will specify that these will occur on the fourth Wednesday of the month in July, August, October, January, February and April unless otherwise recommended to coincide with the annual GMID date in April.

RFP Process – A standard Request for Proposal (RFP), approved by the Board of Directors, will be utilized to solicit proposals for Chapter educational programs. The Education team will negotiate the best possible arrangement for each Chapter function. Host facilities may be paid an equitable fee per attendee to offset food and beverage charges, as established by the Board of Directors. The current fee as approved by the Board of Directors is \$15.00 inclusive for educational luncheon programs. The VP, Education will submit the RFP for all fiscal year educational programs and will present all options and committee recommendations to the Board of Directors for approval. Venues represented by MPI Houston Area Chapter members, will receive preference to host Chapter events. A vote will only be required should a venue being considered have a sitting board member representing that venue. In that case, the board member will recuse him or herself from the discussion and vote. All venue contracts will be executed and signed by the President.

The VP, Education will submit all information pertaining to the venue, speaker, topic, and any additional information to the Chapter Business Administrator no less than six (6) weeks prior to the event date. The Chapter Business Administrator will in turn compile the Cvent invitation and will submit to the VP, Education and the VP, Communications for approval. Final approval for the invite will be obtained from the President. The Chapter Business Administrator will in turn send out the approved Cvent invitation no less than four (4) weeks prior to the event date. At the same time, the VP, Communications will put all event information on the chapter website and social media channels. The Chapter Business Administrator will schedule follow up invitations based on the Communications Calendar. The Chapter Business Administrator will send the final list of registrants to the Board of Directors no less than twenty-four (24) hours prior to the start of the event.

Speaker Policies – Topics and speakers will be recommended by the education committee and the VP, Education will present all recommendations to the Board of Directors for approval. Speaker fees will be budgeted and a board vote will be required should a speaker fee be higher than the budgeted amount. Speaker contracts will be executed by the Chapter President.

The VP, Education will oversee implementation of meeting plans including, but not limited to, speaker accommodation and presentation needs, BEO/menu selection, A/V equipment needs and set-up, room set-up, final guarantees provided to venue, and chapter presentation slides.

Alcohol Policy – Alcoholic beverages may be served at the discretion and decision of the host venue. The VP, Education will never request for alcohol to be served at an educational event.

The Chapter Business Administrator will submit a post-event evaluation and will provide all evaluation results to the Board of Directors, speaker, venue and Chapter Membership.

The VP, Education will work with the Director of Strategic Alliance and the VP, Communications to identify, contact and secure at minimum one (1) cash sponsor for each educational event. Sponsorship value and benefits noted in the Chapter Sponsorship Prospectus.

1.2 NETWORKING SOCIAL EVENTS: The chapter will host a minimum of three (3) networking social events annually.

With approval by the Board of Directors, the VP, Membership will set dates for Chapter networking social events for the following fiscal year by June 30th of the current fiscal year.

RFP Process – A standard Request for Proposal (RFP), approved by the Board of Directors, will be utilized to solicit proposals for Chapter networking social events. The Membership team will negotiate the best possible arrangement for each Chapter function. The VP, Membership will submit the RFP for all fiscal year networking social events and will present all options and committee recommendations to the Board of Directors for approval. Venues represented by MPI Houston Area Chapter members, will receive preference to host Chapter events. A vote will only be required should a venue being considered have a sitting board member representing that venue. In that case, the board member will recuse him or herself from the discussion and vote. All venue contracts will be executed and signed by the President.

The VP, Membership will submit all information pertaining to the venue and any additional information to the Chapter Business Administrator no less than six (6) weeks prior to the event date. The Chapter Business Administrator will in turn compile the Cvent invitation and will submit to the VP, Membership and the VP, Communications for approval. Final approval for the invite will be obtained from the President. The Chapter Business Administrator will in turn send out the approved Cvent invitation no less than four (4) weeks prior to the event date. At the same time, the VP, Communications will put all event information on the chapter website and social media channels. The Chapter Business Administrator will schedule follow up invitations based on the Communications Calendar. The Chapter Business Administrator will send the final list of registrants to the Board of Directors no less than twenty-four (24) hours prior to the start of the event.

The VP, Membership will oversee implementation of event plans including, but not limited to, BEO/menu selection, A/V equipment needs and set-up, room set-up, and final guarantees provided to venue.

Alcohol Policy – Alcoholic beverages will be allowed to be served and will be at the discretion and decision of the host venue. Should an attendee need to be approached due to excessive consumption or disruptive behavior, the VP, Membership will immediately enlist the President to do so. Should the President not be in attendance, the President-Elect or Immediate Past President will be approached. Should no member of the Office of the President be in attendance, the Chapter Business Administrator will step in and facilitate the conversation.

The Chapter Business Administrator will submit a post-event evaluation and will provide all evaluation results to the Board of Directors, venue and Chapter Membership.

The VP, Membership will work with the Director of Strategic Alliance and the VP, Communications to identify, contact and secure at minimum one (1) cash sponsor for each networking social event. Sponsorship value and benefits noted in the Chapter Sponsorship Prospectus.

- 1.3 SPECIAL EVENTS: The chapter will host three (3) special events annually to include the Taste of Houston in September, Jingle, Mix & Mingle in December, and A Night Among the Stars in May.

With approval by the Board of Directors, the Special Events Chair will set dates for Chapter networking social events for the following fiscal year by June 30th of the current fiscal year.

RFP Process – A standard Request for Proposal (RFP), approved by the Board of Directors, will be utilized to solicit proposals for Chapter special events. The Special Events team will negotiate the best possible arrangement for each Chapter function. Host facilities may be paid an equitable fee per attendee to offset food and beverage charges, as established by the Board of Directors. The current fee as approved by the Board of Directors is \$20.00 inclusive for Jingle, Mix & Mingle and \$30.00 inclusive for A Night Among the Stars. The Special Events

Chair will submit the RFP for all fiscal year special events and will present all options and committee recommendations to the Board of Directors for approval. Venues represented by MPI Houston Area Chapter members, will receive preference to host Chapter events. A vote will only be required should a venue being considered have a sitting board member representing that venue. In that case, the board member will recuse him or herself from the discussion and vote. All venue contracts will be executed and signed by the President.

The Special Events Chair will submit all information pertaining to the venue, event specifics and any additional information to the Chapter Business Administrator no less than six (6) weeks prior to the event date. The Chapter Business Administrator will in turn compile the Cvent invitation and will submit to the Special Events Chair and the VP, Communications for approval. Final approval for the invite will be obtained from the President. The Chapter Business Administrator will in turn send out the approved Cvent invitation no less than four (4) weeks prior to the event date. At the same time, the VP, Communications will put all event information on the chapter website and social media channels. The Chapter Business Administrator will schedule follow up invitations based on the Communications Calendar. The Chapter Business Administrator will send the final list of registrants to the Board of Directors no less than twenty-four (24) hours prior to the start of the event.

The Special Events Chair will oversee implementation of event plans including, but not limited to, BEO/menu selection, A/V equipment needs and set-up, room set-up, final guarantees provided to venue, and chapter presentation slides.

Alcohol Policy – Alcoholic beverages will be allowed to be served and will be at the discretion and decision of the host venue. Should an attendee need to be approached due to excessive consumption or disruptive behavior, the Special Events Chair will immediately enlist the President to do so. Should the President not be in attendance, the President-Elect or Immediate Past President will be approached. Should no member of the Office of the President be in attendance, the Chapter Business Administrator will step in and facilitate the conversation.

The Chapter Business Administrator will submit a post-event evaluation and will provide all evaluation results to the Board of Directors, venue and Chapter Membership.

The Special Events Chair will work with the Director of Strategic Alliance and the VP, Communications to identify, contact and secure at minimum one (1) cash sponsor for each special event. Sponsorship value and benefits noted in the Chapter Sponsorship Prospectus.

- 1.4 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.

- 1.5 The Board of Directors will establish all registration fees for Chapter educational, networking social and special events. If status of membership of is pending, those who have submitted their membership form and fee to MPI shall be eligible to attend Chapter events at the member rate. The registration fees may only be changed with a majority board vote in favor.

Non-member industry attendee names and addresses will be recorded by the Chapter Business Administrator at time of registration and added by the VP, Membership to the prospective member contact list.

Pre-registration for all chapter events will wend at noon two (2) business days prior to the event. All pre-registered attendee registration fees must be paid by credit card at the time of registration.

Complimentary Attendance Policy – The Chapter Business Administrator and the VP, Finance will be granted complimentary attendance to all chapter events where onsite registration is required. Event venue hosts will be granted a maximum of three (3) complimentary attendees to the event being hosted at their respective venue. Any additional event venue host attendees will be granted registration at the member rate for that particular event. Event sponsors (in-kind and cash) will be granted one (1) complimentary attendee to each event their sponsorship is provided. Any additional sponsor attendees will be granted registration at the member rate for those particular events. All other complimentary attendance requests to chapter events will be based on the sole discretion of the Board of Directors.

Cancellation and No Show Policy – Registrations cancelled at least two (2) business days prior to the start of the event will receive a full refund. Any registration cancelled in fewer than two (2) business days prior to the start of the event will not be eligible for a refund. Cancellation date and time will be based on the date the cancellation is received by the MPI Houston Area Chapter office. Registrations can be transferred to another employee of the same company upon request to the Chapter Business Administrator. Full cancellation policy information will be included on all registration forms and event confirmations. Any registrant that has pre-paid for an event, did not attend the event and did not cancel according to the cancellation policy will not receive a refund.

COMMUNICATIONS

SECTION 1. BRAND STANDARDS:

- 1.1 All Chapters must adhere to the MPI Chapter Logo and Identity Standards document provided. **Any theme specific logos for events must not be in conflict with the MPI Global Brand Standards and must be approved by MPI Global prior to use.**

SECTION 2. CHAPTER COMMUNICATIONS:

- 2.1 All communication requests, including email, event postings and all other communications, must be submitted to the VP, Communications for review and approval to ensure compliance with Chapter and MPI standards and branding. The VP, Communications will develop appropriate forms on which communications requests are to be submitted.

A Chapter newsletter will be produced for the express purpose of communicating with members about subjects pertinent to the meetings industry and Chapter activities and business. The Chapter will distribute a newsletter on a schedule provided by the VP, Communications and approved by the Board of Directors.

The Chapter web site will be maintained for the express purpose of communicating with members about subjects pertinent to the meetings industry and Chapter activities. The site will be updated frequently to keep it vital and fresh.

All Chapter social media will be maintained for the express purpose of communicating with members about subjects pertinent to the meetings industry and Chapter activities and business. There will be frequent posts and communication through the Facebook page, Twitter account, and LinkedIn page. All board members and committee members will be encouraged to submit information to be posted on social media as well as interact through each platform. The VP, Communications shall serve as the primary administrator for all chapter social media pages and will ensure all passwords are recorded with at minimum the Chapter Business Administrator.

The Chapter will not distribute invitations for or otherwise promote events for other organizations.

The Chapter Communications team will develop and submit press releases on Chapter activities that garner recognition for the Chapter on local, regional, national and international levels.

The VP, Communications will develop and maintain an annual Communications Calendar showing pertinent communications items such as events, newsletters, and submission dates, to be distributed to all board members.

The Chapter Communications team will always strive to search for, recommend and implement the most efficient means of communicating to its members and between the Board of Directors.

Board members may include a one-line indication of their MPI board position in the signature area of MPI and non-MPI emails. MPI logos should not be used in signature areas.

SECTION 3. ADVERTISEMENTS:

- 3.1 The VP, Communications will maintain the Advertising & Media Kit and will present all interested advertisers to the Board of Directors. All advertisers will be required to submit a completed Advertising Space Reservation Form which is to be signed by the President. Payment will be due fifteen (15) days prior to the start of the ad date. The VP, Communications will be solely responsible for obtaining all advertising materials and ensuring they are properly positioned for the agreed upon time frame. All advertisers will be documented and reported to the Board of Directors.

The Board of Directors with the recommendation of the VP, Communications will determine advertising fees for the newsletter and the web site and will implement on an ongoing basis initiatives to maintain and increase advertising revenues from year to year.

The Board of Directors reserves the right to refuse advertising and/or copy that does not reflect Chapter standards.

Advertising is not limited to members of MPI, however precedence for available space will be given to members and non-members will pay a higher fee than members.

MISCELLANEOUS

SECTION 1. PHILANTHROPIC ACTIVITY:

- 1.1 The Vice President of Finance shall oversee the Chapter's support of the MPI Foundation with an annual amount to be determined and approved by the Board of Directors.
- 1.2 The Chapter will consider supplemental activities to support charitable program(s) as approved by the Board of Directors. Funds raised for charity will be properly dispensed during the fiscal year in which the funds were raised unless the Board of Directors makes other specific provisions.

SECTION 2. CHAPTER AWARDS:

- 2.1 The chapter will annually recognize an industry icon and outstanding members with chapter awards at the A Night Among the Stars event in May.

The VP, Communications will send out the "Call for Nominations" email, to be compiled by the VP, Membership, to the chapter no later than February of the fiscal year. The VP, Membership will collect all nominations and will serve as the Chair of the Award Selection Committee to be appointed by the VP, Membership. The Award Selection Committee will make final recommendations to the Board of Directors as to the award recipients. The Board of Directors will approve and all awards will be handed out at the event.

The awards under consideration are: Honoree (ANATS Annual Honoree from the Industry), Member of the Year, Volunteer of the Year, Rising Star, and Silver Fork (only award to be dictated by event evaluation form submissions throughout the year).

Current Board Members are eligible to receive awards however no more than one (1) of the three (3) awards will be given to a current board member. The Industry Honoree award is exempt of this and the Silver Fork is venues only.

The current and incoming Boards of Directors will be recognized and the current board may receive a token of appreciation as recognition only.

SECTION 3. SCHOLARSHIPS:

- 3.1 The Chapter will award a maximum of two (2) WEC Scholarships to member(s) in good standing. The scholarship will include WEC registration, roundtrip airfare, and hotel room and tax at a hotel property inside the WEC block. The recipient will be responsible for all other travel charges including but not limited to airport parking, ground transportation, personal meals, gratuities, and luggage fees.

The VP, Communications will send out the "Call for Applications" email, to be compiled by the VP, Membership, to the chapter no later than four months prior to WEC. The VP, Membership will collect all applications and will serve as the Chair of the Scholarship Committee to be appointed by the VP, Membership. The Scholarship Committee will make final recommendations to the Board of Directors as to the scholarship recipient(s). The Board of Directors will approve and the scholarship will be announced at a chapter event.

Current and Incoming Board of Directors are not eligible to apply nor be awarded the WEC scholarship.

Any members who have received a WEC scholarship within the past five (5) years are not eligible to apply nor be awarded another WEC scholarship.

Within the application process, members must submit in writing approval from their superior that they will be allowed to attend WEC should they be awarded the scholarship.

SECTION 4. POLICY MANUAL REVISIONS

- 4.1 Recommendations for changes in Chapter policies must be approved by a majority vote of the Board of Directors. Upon making any change to Chapter policy, the date of said change is noted in the Policy Manual. Any Board member may recommend a policy change, addition or deletion. The individual making the recommendation must draft the proposed policy and present such

draft to the Chapter Business Administrator, for review by the Executive Committee prior to being considered by the MPI Houston Area Chapter Board of Directors.

Board members and Committee Chairs shall receive a Policy Manual. It is the responsibility of each Chapter leader to become familiar with the contents of this governing document.