MEETING PROFESSIONALS INTERNATIONAL
OKLAHOMA POLICY MANUAL

ARTICLE I
NAME

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

ARTICLE II
MPI VISION AND MISSION STATEMENTS

MPI VISION: Leading and empowering the meeting and event community to change the world.

MPI MISSION: Connect the global meeting and event community to learn, innovate, collaborate and advocate.

MPI Oklahoma MISSION: MPI Oklahoma Chapter (MPIOK) is the leading membership statewide community committed to shaping and defining the meeting and event industry.

MPI Oklahoma VISION: MPI Oklahoma will be the pivotal force in positioning meetings and events as a key strategic component of an organization's success in the State of Oklahoma.

ARTICLE III
MEMBERSHIP

SECTION 1. MEMBERSHIP

1.1 MEMBERSHIP QUALIFICATIONS, CLASSIFICATIONS, TRANSFER AND DUES: Shall be as described in the current MPI Global Bylaws and Policy Manual. Any member in good standing of MPI is eligible to affiliate with a Chapter regardless of geographic area or location of business. The Chapter incorporates by reference the policies in MPI Policies Article III, Sections 1-4 and Article VI, Section 1-4.

SECTION 2. CHAPTER TRANSFER AND AFFILIATION

2.1 CHAPTER TRANSFER: Preferred or Premier Members may transfer their primary Chapter at any time through MPI Global. Membership remains continuous unless expired. Preferred or Premier Members are to receive member rates for all MPI events even when the event is not associated with their primary Chapter.

Refer to MPI Policy Manual to Article IV, Section 1.4.1 for additional guidelines.

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2.2 AFFILIATE MEMBERSHIP: Affiliate members are invited and welcome to participate in the MPIOK Chapter for an annual fee of $75.00. Affiliate members must keep their membership active with MPI Global. The affiliate member has no voting rights and cannot hold a board position; however, they enjoy all of the following benefits:

a. Attend the monthly luncheons at the member price

b. Access to the Oklahoma membership directory

c. Option to serve on a committee and network with active chapter members

Affiliate members are received annually in accordance with MPIOK’s fiscal year (July 1-June 30). If an affiliate member drops their membership with MPI Global, their membership with MPIOK is dropped and all benefits cease without refund of any dues paid.
SECTION 3. BOARD ELECTION & SERVICE:

3.1 CONTESTED SLATE POLICY: Once the Nominating Committee has developed a slate of nominees for election in accordance with these policies, the slate must be presented to the Chapter Board of Directors who must approve the action of presentation to the Membership for election by acclamation. Additional nominations from the membership shall be permitted; provided a nomination is submitted in writing to the Nominating Committee Chair by the date provided and is supported by a minimum of 10% percent of the official chapter membership as of the date provided. The nominee must identify the contested candidate and must submit a Candidate Interest Form to be eligible for petition. If no additional nominations are received by the deadline, the slate of nominees approved by the Chapter Board of Directors will be deemed elected by acclamation of the membership and will be installed at the Chapter’s Annual Member Meeting. If additional nominations are received, the Chapter Members shall vote in accordance with Article V of the Chapter Bylaws on those positions having two or more candidates in contention.

In reference to Chapter Board of Directors vacancies, refer to Article VI, Section 6 of the MPI Chapter Bylaws.

3.2 SLATE PRESENTATION AND SUBMISSION: The Chapter slate will be presented to membership on templates provided by MPI Global and allow a minimum of 30 days for the membership to contest prior to Bylaw deadline of March 1. Chapter will submit to MPI Global the elected slate on the template provided by MPI Global on or before March 1 annually.

3.3 BOARD TRAINING: Any incoming Chapter Board of Directors member who has never served on a MPI Chapter Board of Directors is required to take the MPI Global Board 101 and MPI Managing Sexual Harassment training prior to the Chapter Business Summit (CBS) as outlined on the Volunteer Leader Agreement. All Chapter leaders are encouraged to complete local Chapter Board level orientation and attend MPI Global trainings, as applicable.

3.4 BOARD RETREATS: Chapters are required to hold an annual board planning retreat between April and June of the fiscal year. Chapters are also required to hold an annual mid-year assessment retreat between November and January of each fiscal year. The aforementioned dates are subject to change in accordance with guidance from MPI Global. Chapters are required to utilize an “MPI-verified Chapter Facilitator” during both annual and mid-year retreats to oversee the process and flow of the retreat. MPI-verified Chapter Facilitator cannot be a current Chapter Board of Directors member or have served on the board in the two (2) last years or be a Chapter Administrator from your home Chapter.

3.5 NOMINATION POLICIES:

1) Applications to be created and sent to Chapter by November 15th. Before release applications are to be reviewed by Nominations committee.
2) Decision of slate and release to Chapter announcement by January 28th.
3) March 1st Slate starts transition process with outgoing Director. OOP will support this transition as needed. Insert Duties or Job Descriptions here.
4) Orientations held by President Elect will happen between March and April.
5) Board Training and Annual Retreat will happen before official Board start in July.
SECTION 4. BOARD COMPENSATION:

4.1 COMPENSATION: Directors and elected Officers shall not be compensated for their services as an MPI Chapter Officer or Director, but they may be reimbursed for reasonable expenses incurred in the performance of their duties to the Chapter in accordance with such Chapter policies approved by the Chapter Board of Directors. The term “compensation” means direct or indirect remuneration, including gifts and benefits that are not insubstantial.

4.2 GIFTS: Directors and elected Officers shall not accept any gifts over the value of $100.00 unless otherwise approved by MPI Global.

ARTICLE V
COMMITTEES, TASK FORCES, AND ADVISORY COUNCILS

SECTION 1. STANDING COMMITTEES

1.1 STANDING COMMITTEES: Anyone serving on a Committee must be a member of MPI.

1.2 At the discretion of the Vice President or Director, a Committee Chair may be appointed to begin their term at any time during the chapter year.

1.3 Committees shall be structured to offer as many members the opportunity to volunteer as is beneficial to accomplish required task(s).

1.4 Each Committee to meet as needed.

1.5 Committees will ensure that the MPI chapter logo appears on all chapter publications, marketing materials, collateral and flyers.

1.6 Committees will ensure that the MPI Chapter address appears on all forms including raffle donation and sponsorship and those forms are sent directly to the MPI Chapter office.

1.7 A volunteer Chair will be appointed for each standing committee annually.

Standing committees of the chapter are:

Membership
   o Purpose: Recruit, retain and recognize members of MPIOK
   o Responsibilities: Facilitate monthly correspondence to potential members, new members and members up for renewals.
   o BoD Responsible: Committee chairs are appointed by the VP of Membership. Board vote is not required.
   o # of Volunteers: 3 or more

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Education
- **Purpose:** Develop professional development and continuing education opportunities for MPIOK members
- **Responsibilities:** Obtain details from speakers and venues for monthly luncheons and curate marketing content for sessions. Assist with EIC preferred provider applications and documentation as needed.
- **BoD Responsible:** Committee chairs are appointed by the VP of Education. Board vote is not required.
- **# of Volunteers:** 2 or more

Marketing
- **Purpose:** Assist with curation and distribution of chapter communications
- **Responsibilities:** Curate content, maintain regular chapter communications, update social media platforms, and make website updates as needed
- **BoD Responsible:** Committee Chairs are appointed by the VP of Communications. Board vote is not required.
- **# of Volunteers:** 2 or more

Fundraising
- **Purpose:** Assist with raising cash sponsorship for the growth and development of MPIOK
- **Responsibilities:** Solicit cash sponsorships, customize benefits as needed, ensure regular communications and benefit fulfillment.
- **BoD Responsible:** Committee Chairs are appointed by the VP of Finance. Board vote is not required.
- **# of Volunteers:** 1 or more

SECTION 2. ADVISORY COUNCILS AND TASK FORCES:

2.1 The chapter does not currently have any Advisory Councils or Task Forces but will appoint those as needed.

SECTION 3. VOLUNTEER ROLES & RESPONSIBILITIES:

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

1) Clearly communicate purpose/charge for the group. If changes in direction occur, communicate to group in a timely manner.
2) Develop work plans to achieve purpose/charge and clearly communicate responsibilities/assignments for each member. Create a positive volunteer experience for all.
3) Complete any assignments by pre-determined deadlines.
4) Draft and disseminate minutes and summaries promptly.
5) Draft and submit progress report to assigned Chapter Board of Directors as needed.
6) Ensure volunteer reimbursement requests are submitted and paid within 60 days of funded meeting.

**Expectations of Volunteer Members:**

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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 VI
FINANCE

SECTION 1. FISCAL YEAR:

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

SECTION 2. ANNUAL BUDGET:

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.

2.2 Cash receipts cannot be deposited by the same person who collects the receipts, unless a second board member has reconciled the deposit. Recommend two or more people to count and document the amount of deposit.

2.3 A minimum of three designated check signers shall be maintained at all times: President, President-Elect, and VP of Finance.

2.4 The VP of Finance is authorized to deposit any checking account funds in excess of $5,000 into the MPIOK Chapter savings account at any time as a checking account balance of $5,000 should be sufficient to handle any typical annual transaction.

2.5 Before the end of the current fiscal year, the VP of Finance will meet (separate and apart from the annual board transition meeting) with the incoming VP of Finance, incoming President and the current President to discuss any needed transfer of bank accounts, signature cards, and the completion of an audit by an approved committee.

2.6 Expenditures under $250 that are not on the budget must be reviewed by the office of the president and approved by the Vice President of Finance. Expenditures over $250 requires a full board vote.

SECTION 3. RESERVE FUND:

3.1 TERMS: The term "Reserves" for financial purposes will be defined as funds set aside to be used in emergency cases or in the event of an investment by the Chapter to further its mission.
3.2 RESERVE TARGET: Chapter reserve target shall be defined as a minimum 25% of annual fixed expenses. This should not include any event-related expenses, only expenses needed to keep the chapter operational (i.e. costs related to chapter administrator, bank fees, telecommunication, rent, etc.).

3.3 ACCESS TO RESERVES: The access of the “reserves” shall first be referred to the Chapter VP Finance for consideration. Final approval by a majority vote of the Chapter Board of Directors is required.

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

**SAMPLE**

MPI Oklahoma will maintain adequate reserves for the following purposes:

1) Unpredictable events which could substantially impact MPI’s operations or revenue streams. While such occurrences are rare, reserves can provide the resources necessary to keep the organization functioning should one occur.

2) Identification of a valuable investment opportunity for long term growth.

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

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

SECTION 4. REQUEST FOR PROPOSALS:

4.1 The Request for Proposal (RFP) process should be completed for any new product or service the Chapter deems necessary to purchase, or for existing products or services that require a new vendor partner.

1) Begin by creating the RFP. The Chapter Leader Resources Page on mpiweb.org has several templates available. Should a template not exist for the particular product or service, contact our Chapter Business Manager. They will likely provide an example.

2) Have RFP reviewed by a member of the Office of the President, the Vice President of Finance, and one other board member (preferably the board member most likely to work with the vendor).

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3) Distribute the RFP to and collect proposals from at least three vendor options, if possible.

4) Review proposals and determine best option.

5) Present recommendation to the Board of Directors. Depending on product/service, a vote of approval may be required.

SECTION 5. REIMBURSEMENT OF EXPENSES OR TRAVEL

5.1 Travel not to exceed $750/person as the current budget and financial health of chapter allows. Accommodations (up to the average MPI negotiated rate/night for the duration of the conference) as the current budget and financial health of the chapter allows. Food, beverage, and personal items will not be reimbursed.

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 The board encourages the President and President-Elect to attend any relevant national/international/regional conference/event hosted by MPI headquarters and will consider assistance based on the current financial status of the Chapter.

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](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](https://www.mpi.org/membership/member-directory). There are no additional direct member benefits to access registration lists and/or member lists. Any lists provided via Sponsorship opportunities must account for opt-outs and be respective of the MPI Data Privacy Policy.

6.2 CHAPTER SPONSORSHIP POLICIES: Chapters have the ability to sell Sponsorship opportunities to partners that are members of MPI. Such sponsorships can include education, events, website advertising, newsletters, etc. All sponsor campaigns must take into account opt-outs and the MPI Data Privacy Policy. All sponsorships should be considered for overall member value and chapter business strategies.

6.3 Partner/sponsorship agreements for events outlined in the chapter business plan must be signed by the VP of Education and the vendor(s).

6.4 In-Kind Sponsorships. In-kind sponsorships will be tracked and promoted by the Director of Programming. Examples of in-kind support may include meeting space, food and beverage, raffle prizes, etc. Requests and benefits will adhere to the MPIO Event Partner Program. Customized agreements will be at the discretion of the Director of Programming and the VP of Education.

6.5 Cash Sponsorships. Cash sponsorships will be solicited, tracked and promoted by the Director of Strategic Alliances. Every effort will be made to fulfill benefits as outlined in the MPIO Sponsor

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Program. Customized benefits may be determined at the discretion of the Director of Strategic Relations and VP of Finance.

6.6 For any partner/sponsorship agreements that are outside of MPIOK opportunities previously approved by the board, a written agreement between MPIOK and the vendor(s) must be approved by a majority of the Executive Committee, signed by the President and signed by the VP of Education prior to the offer being confirmed.

6.7 All written agreements must clearly outline the obligations and return-on-investment for both parties (MPIOK and the vendor) and state the timeline in which it is to be fulfilled.

SECTION 7. PAID STAFF ADMINISTRATORS:

7.1 DUTIES: Paid staff administrators must adhere to the standards and qualifications established by MPI Global. A minimum scope of services as outlined below will be included in administrator RFP and contracts. Additional services above the minimum requirements can be added by the Chapter at their discretion with board approval.

7.1.1 Minimum scope of services of paid administrator shall include the following for the provision of professional management and administrative services:

- Provision of headquarter office and necessary technology to support all methods of communication with board and members
- Proven skills in basic administrative functions and support of associations
- Capable in bookkeeping services
- Capable in website management
- Capable in event management and registrations
- Capable in record keeping and documentation
- Capable in all facets of Chapter Board of Directors support

7.2. EVALUATION OF PAID STAFF & CONTRACT RENEWALS: Each Chapter is required to complete an annual review of their administrative services prior to end of the Chapter’s fiscal year. Chapters must, at a minimum, adhere to the evaluation guidelines provided on the sample template promulgated by MPI Global. Additional processes can be deemed necessary at the Chapter’s discretion. All Chapters must submit a copy of their paid staff evaluations and updated contracts for services (if applicable) to MPI Global at any time upon completion but no later than June 15.

7.3. Contracts for any Chapter Administrators or paid staff services will require the following language included in contracts and/or scope of services. This includes all existing and future contracts.

- Chapter Administrators and their support staff will represent the Chapter and MPI Global in a professional manner adhering to the Principles of Professionalism Guidelines provided by MPI Global.
- Chapter Administrators and their support staff will follow all MPI Global and Chapter Bylaws, Policy & Procedures, Financial budgeting requirements and any other defined requirements set forth by Chapter or MPI Global.
- Chapter Administrators are required to adhere to all Chapter Administrator Program (CAP) guidelines and policies. See program guidelines for specific requirements.

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Chapter Administrators or paid support staff must be licensed and insured with a minimum of $1 million dollars in general liability insurance and provide proof of said policy to Chapter and MPI Global annually by June 15.

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

7.4. Chapter Administrators or paid staff cannot be family or an immediate relative of board members. Family or immediate relative is defined as, spouse, children, parents, siblings or grandchildren.

7.5. Chapter Administrators will work to hold Chapter Board of Directors accountable to all defined MPI Global performance standards, policies and Principles of Professionalism. Chapter Board of Directors will support Chapter Administrators in this process.

7.6. All administrative services must be contracted as a vendor for services, not an employee of the Chapter.

In the event a Chapter is without capacity to support a paid staff administrator, consult your Chapter Operations Manager (COM).

ARTICLE VII
CHAPTER EVENTS

SECTION 1. EDUCATIONAL & SOCIAL EVENTS:

1.1 EVENT ATTENDANCE: Pending market conditions, Chapters should charge a member rate and a non-member rate for events where appropriate. The price difference between member and non-member rates is at the Chapter’s discretion based on specific event needs. Anyone who is not a MPI preferred or premier level member is required to pay the non-member rates for events with no limitations to event attendance. Refer to Article III, Section 2.1 for additional Chapter member attendance guidelines.

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

1.1.2 All fees are determined by the MPIOK Board of Directors.

Pricing for 2018-2019 meetings is as follows:

- Member Early Registration: $35
- Member Late Registration: $45
- Non-Member Early Registration: $45
- Non-Member late Registration: $55
- Student Early Registration: $15
- Student Late Registration: $20
- An additional $5 is assessed 2 hours prior to the meeting.
1.1.3 Advance registration is made electronically on the website or through direct contact with the Chapter Administrator (or the Chapter Administrator’s designee when appropriate) prior to the meeting. Any reservation made less than 72 hours prior to the meeting will be considered an on-site registration.

1.1.4 On-site registration will be available via check, cash or credit card (via PayPal or Square on a laptop provided by an MPIOK member or host sponsor).

1.1.5 MPIOK has make available prepaid registration packages consisting of full or half registrations for regular meetings. Package costs and information is will be available on MPIOK’s official website. Prepaid registration packages must be used in the fiscal year paid so that revenue/expenses match. Cost for packages are billed at the advanced meeting rate.

1.1.6 Cancellation requests received in writing at least 72 hours in advance can be transferred to another attendee or future event within the fiscal year. Requests for transfer to future events and all no-shows are not eligible to receive a refund or transfer.

1.1.7 Invoices and fees must be paid to the chapter within 30 days of receipt. After 30 days, the bill will be considered delinquent.

1.1.8 Meeting opportunities will be extended to member properties first. Sites without a member in good standing (restaurants, museums, centers for performing arts, lodging properties, etc.) may be used if approved by the board of directors.

1.1.9 Every effort will be made to update the event calendar on MPIOK’s official website (including the attachment of a meeting notice) as early as possible but no less than 30 days before the meeting date. The meeting notice should include date, time, location, speaker name/title/organization, session topic, learning objectives and EIC pre-check.

1.1.10 The chapter will support MPI’s ongoing efforts to be more sensitive to cultural holiday/event scheduling conflicts. Before adopting the Educational Plan or scheduling any MPIOK sanctioned networking event, the board will consult the cultural calendar posted on www.mpiweb.org as a demonstration of our embrace of the Global Multicultural Initiatives.

1.1.11 If an MPIOK member loses their job, they are allowed to attend up to TWO chapter monthly educational meetings for half price, within that year, as long as they retain their national membership.

1.1.12 Members who host a monthly program at the Platinum host level will receive complimentary registrations for an unlimited number of non-MPI member guests and up to two MPI members.

1.1.13 Invitations to prospective members are encouraged. All first-time visitors (whether invited by a member or coming of their own volition) will be required to pay for attending, unless, after assessing the likelihood of the visitor joining, the Board determines otherwise.

1.1.14 Event registration links with advanced registration rates should be accessible to members no later than one month prior to the event. This link should be posted to the MPIOK website and Facebook event page. Registration rates will be updated 72 hours prior to the event to reflect on-site registration rates.

1.1.15 Deadline for speaker information, topic, and EIC Preferred status must be to VP of Communications 30 days prior to event.

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11.1.16 Two weeks after the monthly meeting, the VP of Communication will send out the registration flyer for the next meeting to the current MPI email list from MPI website and marketing list which includes MPI members, potential members, OSAE members, and SGMP members.

11.1.17 The call tree will be sent out by the Chapter Administrator to the MPIOK Board the following week. Board members should send a message to all members on their call tree. This message should include the meeting announcement with a link to the MPIOK website for registration and any special announcements pertaining to the meeting.

11.1.18 The reminder email for the monthly meeting will be sent by the VP of Communication one week before the meeting. It is important for board members to include in their message subject line that it is for MPIOK meeting so members will read the email.

11.1.19 MPI Oklahoma is a EIC Preferred Provider. Preferred Provider status is renewed annually from January through December. Applications for the EIC pre-check will be completed by the VP of Education and submitted to EIC Continuing Education no later than six weeks prior to an education session for approval. One week after the education session, the VP of Education will upload the attendee list to the EIC database.

1.1.20 Every effort will be made to hold the annual Member Appreciation & Recognition Event which will be organized by the Membership Committee.

11.2 NETWORKING/SOCIAL PROGRAMS:

1.2.1 Networking/Social Programs for the MPIOK Chapter are not required programs each year. These programs will be voted on by the MPIOK Board and will be underwritten by general chapter funds.

1.2.2 Site selection and registration rates will be determined by the VP of Membership, in consultation with the Director of Programming. An RFP will be sent as needed.

1.2.3 ALCOHOLIC BEVERAGE POLICY. Proper licensing shall be obtained by MPIOK as required by the Oklahoma Alcoholic Beverage Laws Enforcement Commission. A Charitable Alcoholic Beverage Auction license allows the holder to auction one or more bottles of a wine, strong beer, or spirits. A Charitable Alcoholic Beverage Auction license is valid for two (2) days from the date of issuance. Charitable Organizations may have four (4) separate auctions per year. The cost is $1.00 per auction. Licensees may purchase the wine, strong beer, or spirits for an auction from a retailer or accept a donation of wine, strong beer, or spirits from an individual. No more than fifty (50) gallons can be auctioned.

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 unlimited at the non-chapter member rate.

ARTICLE VIII
COMMUNICATIONS

Reviewed January 2022
SECTION 1. BRAND STANDARDS:

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

SECTION 2. CHAPTER COMMUNICATIONS:

2.1 Approved communications consist of:
   - Bi-Monthly e-News
   - Meeting Announcements
   - Social Media
   - Facebook Posts & Events
   - Annual Save the Date listing/flyer/or postcard
   - Website Maintenance

2.2 All member communication, beyond the approved communications listed above, must be approved by the VP of Communications and the President (or their designees as appropriate) BEFORE being sent to members.

2.3 To request a mailing list (email or otherwise) of the MPIOK membership, the individual must be a member in good standing. Requests of the mailing list should be made to the VP of Membership or the Chapter Administrator, who will provide the list by request only.

2.4 The official website of MPI Oklahoma Chapter is www.mpi.org/oklahoma. A website audit should be completed annually by the VP of Communications. Every effort will be made by the Marketing Committee to keep the content of the website current and operational. Monthly maintenance may include but is not limited to meeting announcements, registration links, event calendar updates and sponsor benefit fulfillment. Annual updates may include the board of director’s slate, contact information and past presidents.

2.5 Marketing and communications content will be curated and scheduled in the Editorial Calendar which is housed in the VP of Communications folder in the MPIOK Google Drive. Every effort will be made to accommodate the content deadlines outlined in the Editorial Calendar.

SECTION 3. ADVERTISEMENTS:

3.1 Advertising is not limited to members of MPI; all newsletter copy will be used at the discretion of the editor. In general, press releases will usually not be printed in full, nor will we highlight people or events not involved in some way with our chapter or our membership. All advertising will be relevant and of interest to chapter members.

3.2 MPI reserves the right to refuse advertising that does not reflect MPI standards.

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3.3 All advertising trade outs made between MPI and a supplier must be approved by the Executive Committee and must go through the proper procedures.

ARTICLE IX
MISCELLANEOUS

SECTION 1. PHILANTHROPIC ACTIVITY:

1.1 MPIOK will organize an annual service project for members to give back to the local community. The annual service project is the responsibility of the VP of Education.

1.2 All monetary charitable donations are subject to the approval of the Executive Board in advance of the program/event.

SECTION 2. CHAPTER AWARDS:

2.1 Annual awards/scholarships offered by the board of directors and underwritten by the general funds can include (but are not limited to) all of the following:

Volunteer of the Year
- Nominated and voted on by the MPI Board
- MPI Board is not eligible for this award
- Voting is based on volunteer hours for the MPI year

Strategic Partner of the Year
- Nominated and voted on by the MPI Board
- MPI Board is eligible for this award
- Voting is based on service to the chapter (time or money)
- Suppliers and Planners are eligible for this award

Meeting Professional of the Year
- Nominations received by the MPIOK Chapter
- Final vote is determined by the MPI Board
- MPI Board is eligible for this award
- Voting is based on individual achievements in their career and/or with MPIOK
- Suppliers and Planners are eligible for this award

Venue of the Year
- Nominations are determined based on venue evaluations from the MPIOK Chapter survey
- Top 3 venues from survey will be voted on by the MPIOK Chapter April to March for each year.

Anniversary Pins
- Recognized at 30 Years, 25 Years, 20 Years, 15 Years, 10 Years, 5 Years

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Additional Awards may be designated by a vote of the MPIOK Board.

- Rising Star Award – Self or Peer Nominated
- Trailblazer Award – Self or Peer Nominated
- President’s Award – at the President’s discretion
- Registration scholarship to any relevant national/international/regional conference/event hosted by MPI headquarters at the early bird rate – available to non-board member volunteers only

Award nomination procedures and current year nominees will be posted on the chapter website and the chapter Bi-Weekly Newsletter.

Members will be offered the opportunity to vote on annual award candidates.

To avoid any conflict of interest, the President-Elect is not eligible for an award should they be nominated.

In the event of a tie in any award category, the President-Elect and the Immediate Past President will choose the award recipient, based on chapter involvement, leadership, etc. In the event the Immediate Past President is one of those involved in a tie, then the President-Elect will immediately involve the next highest ranking Executive Committee member not nominated, and if needed, board member in descending order.

The President-Elect is required to retain all voting records for at least 90 days after awards ceremonies.

SECTION 3. CHAPTER SCHOLARSHIPS:

3.1 Chapter scholarships will be assessed by the MPIOK Board of Directors on an annual basis. Based on availability of funds, one or more of the following scholarships will be made available to chapter members each year.

Suggestions for Scholarships:
- CMP Certification – up to $500 to be applied
- CMM Certification – up to $500 to be applied
- Education Conference (registration fee)
- MPI Oklahoma Chapter Membership (fee for one year of membership to MPI Global and Oklahoma)

3.2 An applicant must be an active member of the Oklahoma Chapter and have attended a minimum of two (2) Chapter meetings within the past 12 months. MPI Oklahoma members who have been the recipient of a scholarship in the previous two years will not be eligible in the current year. Scholarship funds must be used within 18 months of receipt of the award. The current MPI Oklahoma Board of Directors in ineligible for scholarships.

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3.3 Application forms will be made available online to all active MPI Oklahoma members in good standing at mpiok.org. Applications will be available for submission each year and will need to be submitted to the Chapter Administrator by December 31st. Applications will be reviewed by the Board of Directors and each application is assigned points based on the following: length of membership in MPI, participation on a chapter committee, awards won, industry involvement, and how the applicant markets the Chapter to others. The applications with the highest point totals will be awarded the scholarships.

SECTION 4. NON–COMPLIANCE:

4.1 Chapters may forfeit awards and metrics incentives for non-compliance with the MPI Chapter Bylaws and the MPI Chapter Policy Manual.

SECTION 5. MPI POLICY MANUAL:

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

MPI Oklahoma Chapter
Revision Date January 2022

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