



MEETING PROFESSIONALS INTERNATIONAL  
OKLAHOMA POLICY MANUAL  
ADOPTED August 1, 2023

**ARTICLE I**  
**NAME**

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

**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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## **OLAHOMA CHAPTER POLICIES ADDENDUM**

Revision Date **3/27/2024**

### **ARTICLE I MEMBERSHIP**

SECTION 1. AFFILIATE MEMBERSHIP: Affiliate members are invited and welcome to participate in the Oklahoma 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; and
- c. Option to serve on a committee and network with active chapter members.

Affiliate members are received annually in accordance with MPI Global's fiscal year (January 1 – December 31). If an affiliate member cancels their membership with MPI Global, their membership with MPIOK is cancelled and all benefits cease without refund of any dues paid.

### **ARTICLE II BOARD OF DIRECTORS/OFFICERS**

#### SECTION 1: AUTHORITY & RESPONSIBILITY

- 1.1 All members of the Chapter Board of Directors must attend at least (4) Oklahoma Chapter education or networking events each fiscal year.
- 1.2 Attendance at the Oklahoma Chapter Annual Retreat and Mid-Year Retreat, if held, is required for all members of the Chapter Board of Directors.

#### SECTION 2: EXECUTIVE COMMITTEE:

- 2.1 Oklahoma Chapter operates with an Executive Committee as outlined in Article IX of the chapter bylaws. The Executive Committee of Oklahoma Chapter functions as the Audit and Finance Committee with the responsibilities identified in Article V, Section 1.1.1.

#### SECTION 3: BOARD ELECTION & SERVICE

- 3.1 Oklahoma Chapter's Nominations Processes are as follows:
  - 3.1.1 All Job Descriptions and applications will be reviewed by the Office of the President and the Governance & Nominating Committee prior to release for applications. Applications should be created and reviewed by the March BOD meeting.
  - 3.1.2 Call for applications should be distributed to Oklahoma Chapter members by April 1, with the deadline 3-4 weeks following.

- 3.1.3 Immediate Past President will conduct interviews with applicants with optional support from Governance & Nominating Committee members. Oklahoma Chapter's Governance & Nominating Committee will meet bi-weekly beginning mid-April through May to review applications and interview findings.
  - 3.1.4 The Governance & Nominating Committee will provide a slate recommendation to the Board of Directors at the June Board of Directors meeting. The Board of Directors will vote to approve the slate before distribution to the Oklahoma Chapter membership.
  - 3.1.5 The slate will be communicated to Oklahoma Chapter members on or before July 1, allowing the 30-day contest period for membership. Any contest to the slate will follow the policies outlined in Section 2.2 of these policies.
  - 3.1.6 Final slate will be submitted to MPI Global by August 1 for adoption beginning January 1 of the following year.
- 3.2 Between the adoption of the slate and the Annual Retreat, Oklahoma Chapter will facilitate transition between any outgoing and incoming Board of Directors members. Orientation will be held by the President-elect for any incoming members of the Board of Directors. Transition meetings will be held by each department with incoming officers and will include a member of the Office of the President. Orientation and Transition meetings must be completed prior to the Annual Retreat.

*Note: Governance and Nominating Committee procedures cannot conflict with chapter bylaws Article VI, and Article VII.*

#### SECTION 4: BOARD COMPENSATION

- 4.1 Board of Directors may be reimbursed for reasonable expenses incurred in the performance of their duties to the Chapter. Board of Directors shall not be compensated for their services as outlined in Article IV, Section 3.
- 4.2 Board of Directors shall not accept any gifts over the value of \$100 unless otherwise approved by MPI Global.

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

#### SECTION 1. COMMITTEES

- 1.1 Oklahoma Chapter may create Committees, Task Forces, and/or Advisory Councils as defined in Section 1 of the policies. Anyone serving on a Committee must be a member or affiliate member of Oklahoma Chapter.
- 1.2 A volunteer Chair will be appointed for each Committee annually. At the discretion of a Vice President or Director, a Committee Chair may be appointed to begin their term at any time during the chapter year to fill any Chair vacancies.

- 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 Committees should meet as needed in order to complete the required task(s). Oklahoma Chapter recommends at least once monthly meetings of each formed Committee. While meeting minutes are not required for Committee meetings, meeting summaries and action items should be distributed following each meeting for follow up.
- 1.5 Select Committees of Oklahoma Chapter are:

#### Membership Committee

- Purpose: Recruit, retain and recognize members of Oklahoma Chapter.
- Responsibilities: Facilitate monthly correspondence to potential members, new members and members up for renewals.
- BOD Responsible: Committee Chair(s) are appointed by the VP of Membership. Board vote is not required.
- # of Volunteers: 3 or more

#### Education Committee

- Purpose: Develop professional development and continuing education opportunities for Oklahoma Chapter 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 Chair(s) are appointed by the VP of Membership. Board vote is not required.
- # of Volunteers: 2 or more

#### MarComm Committee

- 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 Chair(s) are appointed by the VP of Membership. Board vote is not required.
- # of Volunteers: 2 or more

#### Fundraising Committee

- Purpose: Assist with raising cash sponsorship for the growth and development of Oklahoma Chapter.
- Responsibilities: Solicit cash sponsorships, customize benefits as needed, ensure regular communications and benefit fulfillment.
- BOD Responsible: Committee Chair(s) are appointed by the VP of Membership. Board vote is not required.
- # of Volunteers: 1 or more

## SECTION 2: ADVISORY COUNCILS AND TASK FORCES

- 2.1 Oklahoma Chapter does not operate any Advisory Councils or Task Forces. Formation of future Advisory Councils or Task Forces will follow guidance stated in Section 1.6 of these policies.

### SECTION 3: VOLUNTEER ROLES & 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 Audit & 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.
- 1.2 The Annual Budget will be reviewed and voted on at Oklahoma Chapter's Annual Retreat each fiscal year. A full review with any necessary revisions will take place at the Mid-Year Retreat/Review. Any expenditures within annual budgeted expenses do not require a vote. A vote of the Board of Directors is required for any expenditures outside of or more than budgeted expenses.
  - 1.2.1 If an Oklahoma Chapter department requires additional funds for initiatives, a budget adjustment proposal must be presented. Expenditures under \$250 must be reviewed by the Office of the President and approved by the Vice President of Finance. Expenditures over \$250 requires a proposal, review and vote of the Board of Directors.
- 1.3 Oklahoma Chapter will maintain a minimum of (2) bank accounts: Checking, for ongoing expenses and deposits through a fiscal year, and Reserves, holding a recommended 50-100% of annual fixed expenses. VP of Finance is responsible for maintaining accurate records of credits and debits to each account as well as maintaining access controls.

- 1.3.1 All checks require (2) approved signatures from Board of Directors members. A minimum of (3) designated check signers shall be maintained at all times. Oklahoma Chapter recommended check signers should include VP of Finance, President, and President-elect. The Chapter Admin should not be a designated check signer.
- 1.3.2 Before the end of the current fiscal year, the VP of Finance will meet (separate and apart from any orientation or transition meetings) 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.
- 1.4 Cash receipts cannot be deposited by the same person who collects the receipts, unless a second Board of Directors member has reconciled the deposit. Oklahoma Chapter recommended process includes Chapter Admin and VP of Finance or a member of Office of the President count and document the amount of cash receipts before the end of any Oklahoma Chapter event.
- 1.5 The VP of Finance is authorized to, but not required to, deposit any checking account funds in excess of \$5,000 into the Oklahoma Chapter Reserve account at any time as a checking account balance of \$5,000 should be sufficient to handle any typical annual transaction.

## SECTION 2. RESERVE FUND

- 2.1 PURPOSE OF RESERVES: Oklahoma Chapter will maintain adequate reserves for the following purposes:
  - 1) Unpredictable events which could substantially impact Oklahoma Chapter's operations or revenue streams. While such occurrences are rare, reserves can provide the resources necessary to keep the organization functioning should one occur.
  - 2) Identification of a valuable investment opportunity for long term growth.

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

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

## SECTION 3. REQUEST FOR PROPOSALS:

- 3.1 The Request for Proposal (RFP) process should be completed for any new product or service Oklahoma 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).
- 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 4. REIMBURSEMENT OF EXPENSES OR TRAVEL

- 4.1 Oklahoma Chapter encourages the President and President-elect to attend any relevant conference or event hosted by MPI Global and will consider financial sponsorship or assistance based on the current financial status of the Chapter.
  - 4.1.1 Travel reimbursement for attendance at such event shall not exceed \$750 per person per fiscal year, based on the current budget and financial health of the Chapter. Travel reimbursement may include airfare, mileage reimbursement, or other such travel from the attendee's home to the event. Travel reimbursement does not cover checked baggage fees or other similar travel expenses.
  - 4.1.2 Accommodations may be reimbursed up to the average MPI Global negotiated rate for the duration of the event, based on the current budget and financial health of the Chapter.
  - 4.1.3 Food, beverage, personal items and other expenses not outlined in the above approved expenditures are not eligible for reimbursement. Any travel offered by MPI Global will comply with expense and reimbursement guidelines outlined for such event by MPI Global.
- 4.2 Board of Directors may submit mileage reimbursement to events outside of the Oklahoma City metro at the current Oklahoma state mileage reimbursement rate. Board of Directors may submit for reimbursement expenses related to budgeted purchases or otherwise approved expenditures.

#### SECTION 5. SPONSORSHIPS

- 5.1 Oklahoma Chapter will conduct, at a minimum, an annual review of all Sponsorship opportunities and align page inclusions and prices with current market rates. This review shall be conducted by the Finance Committee with support from the Office of the President.
- 5.2 Director of Strategic Alliance, with support from VP Finance, will be responsible for ongoing management of Sponsorship agreements and annual renewals with partners. Annual sponsorship agreements must be signed by the partner/sponsor and a Chapter Officer.
  - 5.2.1 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.

5.2.2 Any partner/sponsorship agreements that are outside of Oklahoma Chapter sponsorship opportunities previously approved by the Board of Directors, a written agreement between Oklahoma Chapter and the vendor(s) must be approved by a majority of the Executive Committee, signed by the President and signed by the VP of Finance prior to the offer being confirmed.

5.3 Cash sponsorships will be solicited, tracked, and fulfilled by the Director of Strategic Alliance. Every effort will be made to fulfill benefits as outlined in the Oklahoma Chapter Sponsor Program with support from relevant Committees. Customized benefits may be offered and approved at the discretion of the Director of Strategic Alliance and VP of Finance.

5.4 In-kind sponsorships may be solicited by any Board of Directors member and will be tracked and fulfilled in partnership between the Director of Strategic Alliance and the Director of Programming. Examples of in-kind support include meeting space, food and beverage, raffle prizes, etc. Customized agreements will be at the discretion of the VP of Finance and VP of Education.

## 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.

6.2 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 of Directors and Chapter 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.

## ARTICLE VI CHAPTER EVENTS

### SECTION 1. EDUCATIONAL & SOCIAL EVENTS

1.1 All event attendance fees are determined by the Board of Directors and may change at any time with a Board of Directors vote. Change of pricing should be recorded in the minutes and policies should be updated accordingly.

1.1.1 Pricing for Educational Events as of the date of these policy revisions:

Member Registration: \$45

Non-Member Registration: \$55

Student Registration: \$15

*Additional late registration fees may be added based on event requirements.*



1.1.2 Pricing for Networking and Social Events as of the date of these policy revisions:

All attendees: \$15-\$25, based on the requirements of the event

1.2 Registration for events should be made in advance, either electronically on the Oklahoma Chapter website or through direct contact with the Chapter Administrator (or the Chapter Administrator's designee when appropriate). Any registration made less than 72 hours prior to the event will be considered an on-site registration.

1.2.1 On-site registration will be made available whenever possible via check, cash, or credit card.

1.2.2 Oklahoma Chapter may offer prepaid registration packages for regular meetings. Package costs and information will be made available on the Oklahoma Chapter website and through Chapter communications. Tracking and management of prepaid registration packages is responsibility of the Chapter Administrator. Any prepaid registrations must be used within the fiscal year the package was purchased.

1.2.3 Registration cancellation requests received in writing at least 72 hours in advance of the event may be transferred to another attendee or future event within the fiscal year. Requests for transfer to future events and all no-show registrations are not eligible to receive a refund or transfer.

1.3 EDUCATIONAL PROGRAMS: Oklahoma Chapter will make every effort to provide accredited education focused on topics important to Chapter members. Educational programs are supported by the Education Committee with additional support from the Board of Directors.

1.3.1 Oklahoma Chapter will support MPI's ongoing efforts to be sensitive to cultural holiday/event scheduling conflicts. Before scheduling any Oklahoma Chapter event, the Education Committee will consult the cultural calendar posted on [www.mpiweb.org](http://www.mpiweb.org) as a demonstration of our embrace of the Global Multicultural Initiatives.

1.3.2 Meeting opportunities should 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 when recommended by the Education Committee and with no objection from the Board of Directors.

1.3.3 Educational program details, including speaker information, topic, location, and EIC pre-check status is due 90 days prior to the event. Information should be communicated via the 24-Month Calendar. Following completion of this information, the Chapter Administrator will create an online registration page for distribution by the MarComm Committee.

1.3.4 Educational programs should be promoted via Oklahoma Chapter's website, online registration platforms, and Chapter communications no less than 30 days before the event date. The meeting notice should include the date, time, location, speaker name, title and organization, session topic, learning objectives, and EIC pre-check status.

1.3.5 Member organizations who host a monthly educational program at the Platinum host level (full sponsorship) will receive complimentary registrations for an unlimited number of non-

MPI member guests and up to two MPI members. Additional member registrations may be awarded to hosts based on Board of Directors discretion.

1.3.6 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 of Directors determines otherwise.

1.3.7 Healthy event attendance is the responsibility of the Board of Directors. To promote attendance, the following items must be completed for every Education event:

- MarComm Committee will regularly distribute registration information for future events to the Oklahoma Chapter member list, marketing list, potential member list, and associated groups (OSAE, SGMP, etc.). Event information will be posted on Oklahoma Chapter official social media pages.
- A reminder email for each education event will be sent by the MarComm Committee 1-2 weeks prior to the event date.
- A call tree will be provided by the Chapter Administrator for individual invitation from Board of Directors members at least 1 week prior to the educational event.

1.4 Oklahoma Chapter 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 Chapter Administrator 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 Chapter Administrator will upload the attendee list to the EIC database.

1.5 NETWORKING/SOCIAL PROGRAMS: Networking/Social Programs for the Oklahoma Chapter are not required programs each year. These programs will be voted on by the Oklahoma Chapter Board and will be underwritten by general chapter funds and/or registration revenue.

1.5.1 Site selection and registration rates will be determined by the Education Committee, in consultation with the Office of the President. An RFP will be sent at as needed.

1.6 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.

## **ARTICLE VII COMMUNICATIONS**

### **SECTION 1. CHAPTER COMMUNICATIONS**

- 1.1 Approved communications consist of:
- Email Newsletter, distributed at least monthly
  - Meeting Announcements
  - Social Media

- Facebook Posts & Events
- Annual Save the Date listing/flyer/or postcard
- Website Maintenance

- 1.2 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) prior to being sent to members.
- 1.3 The official website of Oklahoma Chapter is [www.mpi.org/chapters/oklahoma](http://www.mpi.org/chapters/oklahoma). A website audit should be completed monthly by the VP of Communications. Every effort will be made by the MarComm 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 Directors, contact information, and past presidents.
- 1.4 Marketing and communications content will be curated and scheduled in the 24-Month Calendar which is housed in the Board Documents folder of the Oklahoma Chapter Google Drive. Every effort will be made to accommodate the content deadlines outlined in the 24-Month Calendar.

## SECTION 2. ADVERTISEMENTS

- 2.1 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 membership. All advertising will be relevant and of interest to Chapter members.
- 2.2 Oklahoma Chapter reserves the right to refuse advertising that does not reflect MPI standards.
- 2.3 All advertising trade outs made between Oklahoma Chapter and a supplier must be approved by the Executive Committee and must go through the proper procedures.

## **ARTICLE VII MISCELLANEOUS**

### SECTION 1. PHILANTHROPIC ACTIVITY

- 1.1 Oklahoma Chapter will identify opportunities for Chapter contributions to the MPI Foundation.
- 1.2 Oklahoma Chapter may organize an annual service project for members to give back to the local community. The annual service project is the responsibility of the Education Committee.
- 1.3 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 Every effort will be made to hold the annual Member Appreciation & Recognition Event which will be organized by the Membership Committee with support from the Office of the President.

- 2.1.1 Registration fees for the Member Appreciation & Recognition Event may be determined by the Board of Directors each year. As a show of appreciation for their service, all Past Presidents of Oklahoma Chapter are invited to attend the Member Appreciation & Recognition Event at no cost, beginning after the completion of their term as Immediate Past President.
- 2.1.2 In addition to recognition, the Member Appreciation & Recognition Event will include a silent auction and other fundraising opportunities. All fundraising opportunities will be supported by the Director of Strategic Alliance, Office of the President, and all other Board of Directors members.
- 2.2 Annual awards presented at the Member Appreciation & Recognition Event and underwritten by the general funds can include (but are not limited to) the following awards. The award term is defined as the fiscal year prior to the Member Appreciation & Recognition Event.

#### Volunteer of the Year

- Nominated and voted on by the MPIOK Board
- Board of Directors members are not eligible for this award
- Voting is based on volunteer hours and overall contribution for the MPI year

#### Strategic Partner of the Year

- Nominated and voted on by the MPIOK 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

- Nominated by the MPIOK Chapter
- Final vote is determined by the MPIOK Board
- MPIOK 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

- Nominated by the Chapter from a list of all Oklahoma Chapter event venues January to November of the previous fiscal year
- Winner is selected by a vote of the MPIOK Board from the top three venues

#### Anniversary Pins

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

#### 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
- Industry Influencer of the Year 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 finalists will be posted on the Chapter website and the Chapter 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. No more than two of the total awards may be given to any current Board of Directors member or their organization.

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 of Directors 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 Board of Directors on an annual basis. Based on availability of funds, one or more of the following scholarships may 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 Oklahoma Chapter and have attended a minimum of two (2) Chapter meetings within the past 12 months. 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 Board of Directors is ineligible for scholarships.

- 3.3 Application forms will be made available online to all active members in good standing at [mpi.org/chapters/oklahoma](http://mpi.org/chapters/oklahoma). Applications will be available for submission each year and must 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.