



MEETING PROFESSIONALS INTERNATIONAL  
DALLAS/FORT WORTH CHAPTER POLICY MANUAL  
Revision Date: March 14, 2023

**ARTICLE I**  
**NAME**

Name. The name of this organization is Meeting Professionals International (“MPI”) Dallas/Fort Worth Chapter a not-for-profit corporation, incorporated in the Texas, USA.

**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.

ADHERENCE TO POLICIES/POLICY REVIEW AND REVISIONS: These policies, including the Appendices, are to be upheld and adhered to by the Chapter Board of Directors (BOD) as written. The BOD reserves the right to amend these policies by a simple majority vote of the Board. This document should be reviewed and updated annually by a committee appointed by and reporting to the Immediate Past President (IPP). Revisions are to be submitted to MPI Global for review to determine if the policy conflicts with MPI Policies, Chapter Minimum Bylaws or Minimum Policies. Updated policies are to be submitted to the Chapter Administrator and to the VP of Communications for posting to the chapter website within 30 days of revision.

CHAPTER BUSINESS ADDRESS AND OFFICAL NAME USAGE: The official name of the organization is Meeting Professionals International Dallas/Fort Worth Chapter and is a registered non- profit 501(c) (3) corporation of the State of Texas. The official business address is MPI D/FW Chapter, 14070 Proton Rd., Suite 100, LB 9, Dallas, TX, 75244-3601. This address shall not be changed without approval of the Board of Directors. The Chapter’s official acronym is “MPI D/FW” or “MPI D/FW Chapter” and should be used consistently in the same manner wherever the acronym is used. Another common and acceptable name representation is “MPI Dallas/Fort Worth Chapter”.

**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. 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: Any MPI Preferred or Premier Member in good standing with MPI may become an Affiliate Member of the D/FW Chapter by paying the Chapter Affiliate Membership Fee of \$100 directly to MPI D/FW Chapter. Affiliate members will receive all pricing considerations offered to D/FW Chapter members and will receive all benefits of Chapter membership.

Some of the specific benefits available to Affiliate members that are available only to D/FW Chapter members are as follows:

- a) A free copy of the D/FW Annual Membership Directory
- b) Access to the Chapter's Monthly Newsletter and other chapter-wide communications about our events and activities.
- c) Affiliates may serve on a committee, chair a committee and vote on Chapter business issues

Other important benefits that are available to all MPI members, regardless of Chapter affiliation, include member pricing for all events, and any advertising or other discounts that may be extended to MPI members in general.

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

### SECTION 1. AUTHORITY & RESPONSIBILITY:

- 1.1 MPI VOLUNTEER LEADER AGREEMENT: All Chapter Board of Directors members are required to review, sign, and adhere to the following:
- Conflict of Interest Policy and Annual Disclosure Statement
  - Antitrust Compliance Policy
  - Principles of Professionalism
- 1.2 MPI GLOBAL REQUIRED DOCUMENTS: Chapters are required to submit annually (by June 15) to MPI Global the following documents as part of the annual planning process: Strategic Business Plan, Budget, 12-24 month Chapter Calendar of Events, Chapter Operation form, Current & Updated Bylaws and Policy Manual. For Chapters that employ a paid Chapter Administrator refer to Article VI, Section 7 for additional requirements. Additionally, US Chapters must submit a copy of their annual tax return by November 15. All other Chapters should follow their local jurisdiction and submit a copy of their tax return to MPI Global by the local tax deadline.
- 1.3 CHAPTER BOARD REPORTS: At the beginning of each term, the President, in collaboration with the Board, will create norms for the timing and operation of Board meeting and reports. See Appendix B – Sample Board Norms.
- 1.3 MEETINGS AND VOTING: The Board will meet once a month, in person, for the purpose of conducting the Chapter's business. All Board meetings are open to Chapter members and will be posted on the Chapter website. Executive sessions are closed to the membership. The April, May and June Board meetings shall be attended by both the incoming and outgoing Boards. All VP/Director records shall be turned over to the incoming Board by the outgoing Board as outlined in the Chapter Transition procedures, but no later than the June Board meeting.

- 1.4 **QUORUM:** A majority of the Board constitutes a quorum for the transaction of the business of the Board and any such business thus transacted shall be valid providing it is affirmatively passed by a majority of those present. A majority of the Executive Committee constitutes a quorum for the transaction of business of the Executive Committee and any such business actions of the Executive Committee shall be reported to the Board of Directors for ratification by mail, email, or at the next Board Meeting.
- 1.5 **ABSENCES FROM BOARD MEETINGS:** Consecutive absences from Board meetings are addressed in the Chapter Bylaws, Article 8, Section 10. In addition, any Board member who misses three (3) Board meetings in a one year term, may be considered for removal from the Board in accordance with the provisions for Board member removal as outlined in the Chapter Bylaws. A board member may attend a board meeting by phone, no more than 2 times in a one year term, which will not affect their absences.
- 1.6 **BOARD MEMBER ACCOUNTABILITY:** All BOD members must abide by the policies agreed upon when elected to office and will be accountable to the members as follows:
1. A BOD member cannot chair a committee or serve on more than two committees, except as part of the Nominating & Governance Committee.
  2. Board members are expected to attend a minimum of 50% of the scheduled monthly meetings and events.
  3. Membership lists and/or attendee lists will not be distributed except as required by official performance of duties.
  4. Each VP is to review and update their committee policies and job descriptions and submit them to the BOD for approval by the October Board Meeting of each year.
  5. Board members who are unwilling or unable to fulfill the duties required of them will be subject to removal from the BOD in accordance with the Chapter Bylaws. Such failures to fulfill Board duties include, but are not limited to:
    - a. Failure to act in the best interest of the Chapter;
    - b. Failure to provide adequate oversight, management and execution of activities directly associated with the Board member's position and responsibility;
    - c. Failure to provide accurate reporting on a timely basis as prescribed by the Board of Directors. Such reporting shall include project development and progress updates, committee and sub-committee activities, and financial accounting/reporting.
  6. Each Board Member will sign the following documents: Code of Ethics, Conflict of Interest and Employer Consent forms.
  7. VP's will actively participate on the Executive Committee of the Board as called upon by the Chapter President. Executive Committee meetings may be held using conference call (audio or video or both).
  8. Copies of ALL contracts (venue, speaker, services, etc.), P&L's, and Event Specifications Guides (ESGs) must be sent to the Chapter Office for archival. These documents are due within three days of the conclusion of the event.
  9. All elected Directors and VP's must begin attending meetings of their respective committee immediately after being elected to gain knowledge and experience of their committee operations.

## SECTION 2: EXECUTIVE COMMITTEE

- 2.1 See Chapter Bylaws Article IX, Executive Committee, Sections 1-5.

## 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.
- 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 **Board Nominating & Election Processes** are as outlined in Chapter Bylaws Article X, Section 2 and in the Appendix E, Board of Directors Nominations Policies and Procedures. Nomination policies must not conflict with Chapter Bylaws. In addition to the term limitations outlined in Bylaw Article X, Section 2, the following term limits apply, asfollows:

An elected member may serve on the BOD for a maximum of seven consecutive terms if the member is going through the presidential process of President-Elect, President and Immediate Past President. If the BOD member is not going through the presidential process, the term of BOD service cannot exceed five consecutive terms. A minimum of two consecutive terms must transpire before re-election to the board can occur.

Board of Director Job Descriptions are found in APPENDIX G.

Board Installation Procedures with Sample Scripting can be found in APPENDIX H.

Board of Director Transition/Succession Procedures can be found in APPENDIX E.

#### 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.
- 4.3 BOD members shall not receive any financial or in-kind compensation for their services as an MPI chapter officer/director. Such roles are viewed as a voluntary contribution of time and expertise to the local chapter. If an item or action is questionable it must be submitted to the Executive Committee for review. This action must take place within 90 days of the offense. Action by the Executive Committee must be rendered within 60 days of filing date.
- 4.4 On an annual basis, the board will budget accordingly for the President’s selection of gifts to be given to the boardmembers and presented at the Awards of Excellence Event. The combined amount of all gifts should not exceed the budgeted amount, unless it is approved by the BOD. The amount should never exceed \$50 per gift.

The president-elect is responsible for purchasing the outgoing president’s service recognition award and the president’s gavel plaque, not to exceed a combined amount of \$500.00. The service recognition award should be presented to the president by the president-elect at the annual meeting in June. The service recognition award should contain chapter branding/logo or president’s theme logo with chapter logo incorporated.

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

#### SECTION 1. STANDING COMMITTEES

- 1.1 **STANDING COMMITTEES:** The Standing Committees of the Chapter are as follows:
- A) Communications & Marketing
  - B) Education & Events
  - C) Finance & Sponsorships
  - D) Leadership
  - E) Membership

These standing committees are made up of the VP, as chair, and the chairpersons of the various subcommittees. For descriptions of these standing committees and named subcommittees, refer to the APPENDIX G.

- 1.2 **SUB-COMMITTEES:** At the beginning of each term, each respective VP will recruit and appoint a Chair for each of their respective sub-committees and submit the chairperson names to the Board for consideration and approval. No vote is required if the names submitted are not contested by a member of the Board.

## SECTION 2. ADVISORY COUNCILS AND TASK FORCES:

- 2.1 The President, from time to time as needed, may appoint an advisory council, advisor or task force for a specific purpose or project, by informing the Board in advance of the appointment. No Board vote is required unless the appointment is contested. As part of the Board Nominations Process, the President is required to appoint qualified members to serve on the Nominating Committee no later than September 30, with approval by a majority vote of the Board, and in accordance with the MPI Bylaws and Policies governing chapter nominations.
- 2.2 Any Board member may make a request to the Board of Directors that a task force, advisor or advisory council be established for a specific purpose. The request should be submitted to the BOD in writing, stating the purpose of the appointment(s), the scope of work, duties and estimated timeline for engagement.

## SECTION 3. VOLUNTEER ROLES & RESPONSIBILITIES:

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

- 1) Clearly communicate purpose/charge for the group. If changes in direction occur, communicate to group in a timely manner.
- 2) Develop work plans to achieve purpose/charge and clearly communicate responsibilities/assignments for each member. Create a positive volunteer experience for all.
- 3) Complete any assignments by pre-determined deadlines.
- 4) Draft and disseminate minutes and summaries promptly.
- 5) Draft and submit progress report to assigned Board of Director as needed.
- 6) Ensure volunteer reimbursement requests are submitted and paid within ~~60~~30 days of funded meeting.

### Expectations of Volunteer Members:

- 1) Focus on assigned purpose/charge for the group.
- 2) Attend meetings and conference calls.
- 3) Complete any assignments by pre-determined deadlines.
- 4) Communicate any challenges/concerns early to volunteer chair.
- 5) Submit volunteer reimbursement requests immediately following approved expenses but no later than 30 days.
- 6) Maintain confidentiality of discussions and background materials and immediately disclose any conflict of interest that may arise.

## **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 **BUDGET DEVELOPMENT AND APPROVAL:** The Vice President of Finance & Sponsorship is the Chair of the Budget Committee, which consists of the Executive Officers of the Board. As the Chair of the committee, the Vice President will work with the Officers to develop an operating budget for the Chapter, and will present the proposed budget to the current Board for approval by May 1.
- 2.2 **REVISIONS:** The next-term Board of Directors may, by majority vote, revise the budget as needed based on the scope of activities and needs of the term. Revisions can be made at any time during the term when approved by the Board. All budget revisions should be recorded in the Board Meeting Minutes and a log of changes kept by the Chapter Administrator for reference and future budgeting.

## 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 The MPI D/FW 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 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 should be sustainable long term without the initial reserve support.

- 3.4 **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.
- 3.5 **RESERVE AMOUNTS:** As of January 2016, the BOD agreed by vote that the Chapter reserve minimums should be as follows:
  - 1) No less than \$108,000 in the chapter savings account and
  - 2) \$26,000 minimum in the chapter checking account at the beginning of each term.

These amounts should be reviewed annually by the VP of Finance and the Board of Directors to determine if the amounts are appropriate for the coming year and, if necessary, re-set in accordance with the Reserve Target policy in section 3.2 above.

#### SECTION 4. REQUEST FOR PROPOSALS:

- 4.1 The Chapter Board and its committees will make good faith efforts to include venues and service providers represented by MPI members in requests for proposals, and to give first consideration to member suppliers. The Chapter reserves the right to choose the supplier which can provide the best value to the chapter based on overall cost and delivery of services.

#### SECTION 5. REIMBURSEMENT OF EXPENSES OR TRAVEL

- 5.1 For any travel directed or offered by MPI Global, Chapter Board of Directors members will comply with expense and reimbursement guidelines outlined for such event by MPI Global Policy Manual.
- 5.2 TRAVEL EXPENSES: The Chapter maintains policies for reimbursement of qualified travel expenses. See Finance Section 8.9 Travel Expenses. Board members and other chapter members are required to adhere to these policies when traveling on Chapter business.

#### 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 respectful 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 SPONSOR PACKAGE MAILINGS: As part of a cash or in-kind sponsorship package, the sponsor benefits may include a one-time mailing to Chapter members and the event attendee list, if applicable, to be mailed by the Chapter to the intended recipients. Member or event attendee emails and phone numbers may not be provided to a third-party for any reason, except for the fulfillment of a specific service to the Chapter, e.g. member directory advertising solicitations or similar services under contract. The vendor must sign an agreement of non-disclosure as part of the service agreement. This email and phone number exception for contracted vendors does not apply to sponsors.
- 6.4 SPONSOR EMAIL DISTRIBUTION: As part of a cash or in-kind sponsorship package, the sponsor benefits may include a one-time email distribution to Chapter members and the event attendee list, if applicable, to be e-mailed by the Chapter to the intended recipients.
- 6.3 SPONSORSHIP AGREEMENTS AND FULFILLMENT: The VP of Finance & Sponsorships must sign all sponsorship agreements. Agreements that include Chapter services in exchange for cash or in-kind services more than \$5,000 require a second signature by the President or the President-elect, or the IPP in the President's absence.



## 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 MANAGEMENT OF PAID STAFF: The Chapter Administrator reports to the Chapter President and serves the Board of Directors at its discretion. Duties and compensation, as well as employment and discharge, shall be determined by a majority vote of the Board of Directors. The specific duties of the Chapter Administrator are listed in the management contract.

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.
  - 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).

## SECTION 8. CHAPTER OPERATIONS – FINANCE

- 8.1 OPERATION AND USE OF FUNDS: MPI shall be organized and operated exclusively within the meaning of Section 501(c) (3) of the Internal Revenue Code. No part of the net earnings of MPI shall inure to the benefit of any director, officer, member or other private person, except that MPI shall be authorized and empowered to pay reasonable compensation for services rendered. MPI shall not contribute any of its earnings or property, or provide any services for any political candidate, committee, party, or organization.
- 8.2 CHAPTER BANK ACCOUNTS-AUTHORIZED SIGNATURES: Four signatures will be established on all accounts for availability of check signing in any amount. The four signatures are: President, President-Elect, Immediate Past President and VP Finance/Sponsorship.
- 8.3 COLLECTION OF CHAPTER FUNDS AND FORMS: Any time funds are collected from Chapter members by someone other than the Chapter Administrator, at an event or other locations where sales are made, e.g., raffle ticket sales, event admission fees or other similar situations, the funds must be turned in to the Chapter Administrator with five (5) business days of the collection, along with a complete accounting of the fund sources and totals.
- 8.4 CHAPTER CONTRACTS: Only Vice Presidents and the President shall sign contracts. If the President is not available, the President-elect may sign. Furthermore, the signing of any contract for an amount over \$4999.99 must have both the VP of Finance and the President's signatures. Copies of ALL contracts (venue, speaker, services, etc.) must be sent to the Chapter Office for archival and/or uploaded to the Chapter's digital files within five (5) business days of the signing.
- 8.5 PRIZES AND MONETARY AWARDS: Contest prizes may be purchased with Chapter funds when being used as an incentive to recruit new members or for other similar campaigns that directly benefit the Chapter, subject to the limitations of the budget or budget approval by the BOD. Prizes donated by vendors are preferred. Regardless of any IRS rules or allowances to the contrary, the Chapter will not use any portion of chapter funds to provide gift cards, gift certificates, coins or tokens to be used like cash as an award for participation in Chapter activities. However, gift cards and certificates or other similar forms of currency that are donated to the Chapter may be used as prizes for contest winners.
- 8.6 DIRECT MAIL SALES: Direct mail sales are not allowed. The Chapter may not accept funds from a prospective advertiser (member or non-member) and subsequently send direct mail to MPI members on behalf of the advertiser. This service can be provided as part of an overall event sponsorship package of sponsor benefits, but not as a stand-alone transaction.

The chapter may sell advertising to members and non-members as part of any Chapter print or email media such as directories, newsletters or other chapter-wide communications, and may also provide direct mail services for another industry organization to promote event or activities that may be of value to Chapter members when the distribution is approved in advance by the Board of Directors.

- 8.7 EMAIL DISTRIBUTION SALES: Email distribution sales are not allowed. The Chapter may not accept funds from a prospective advertiser (member or non-member) and subsequently send email MPI members on behalf of the advertiser. This service can be provided as part of an overall event sponsorship package of sponsor benefits, but not as a stand-alone transaction. The chapter may sell advertising to members and non-members as part of any Chapter print or email media such as directories, newsletters or other chapter-wide communications, and may also provide email services for another industry organization to promote event or activities that may be of value to Chapter members when the distribution is approved in advance by the Board of Directors.

- 8.8 **BOOK/MERCHANDISE SALES:** Speakers and sponsors may be allowed to sell books and merchandise at Chapter meetings as part of their agreement with the Finance & Sponsorships Committee, but money may not be collected by the Chapter or its representatives. A table for sales may be provided by the host venue, but the speaker or sponsors must collect their money and provide staffing as needed.
- 8.9 **TRAVEL EXPENSES:** Travel expenses will be defined as budgeted and as approved by the Board of Directors. Any chapter member traveling at the expense of the Chapter is expected to be fiscally prudent when making travel arrangements. The Chapter is not required to reimburse travel expenses which exceed the approved amount. The following guidelines should aid travelers in making buying decisions.
- a) Some expenses may be paid in advance directly to the vendor by the chapter or may be reimbursed to the traveler for approved expenses, or some combination thereof. Expenses to be reimbursed will be issued directly to the traveler through the Chapter Administrator with approval from the appropriate Board Officer. To request reimbursement, the approved traveler should submit a written summary of all expenses and all original receipt copies along with a Check Request. 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.
  - b) No meal reimbursement will be made for a time-frame where a meal was provided as part of the cost of the event registration on non-travel days. For other meals not provided on event days during the event days or during travel days, a daily allowance rate (per diem) of \$90 for all meals and gratuities will be allowed with an itemization of the expenses and the attached receipts.
  - c) Travelers should make use of the most cost-effective and safe, long-term airport parking for trips over one day. If short-term parking is used, the traveler may be asked to pay the cost difference.
  - d) MPI D/FW may 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 D/FW Chapter is not responsible for damage to the approved traveler's car while on Chapter business. The approved traveler is responsible for maintaining adequate auto insurance encompassing business travel.
  - e) Approved travelers are encouraged to utilize the Internet to research and book the most cost-effective flights but may choose their own flights and costs based on their personal preferences and travel limitations. 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 the higher fare along with other expenses exceeds the overall budget, the traveler will be required to pay the amount over the travel budget. If the approved traveler makes a reservation and the ticket must be changed due to a non-Chapter business reason, or a change occurs for personal reasons, the traveler will pay the change fee and any related costs. Fare splitting for an event with other members or personal travel must be approved prior to travel.
  - f) MPI D/FW 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.
  - g) The D/FW 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. Exceptions due to extenuating circumstances will be handled on an individual basis.
- 8.10 **CONTINUING EDUCATION ASSISTANCE/JAN POLLARD AWARD FUND (JPA FUND):** The Chapter will maintain funds in a separate account to assist Chapter members with the cost of industry education opportunities, including, but not limited to, registration fees for MPI Global

conferences, some CMP and CMM designation expenses, most MPI Academy Courses and some Chapter education programs that qualify for clock hour credits. Additional opportunities, as determined by the VP of Finance and Sponsorships and the JPA Review Committee may be added but are not to include registration fees for regular Chapter meetings and events or membership renewal. JPA Funds may not be used for the payment of college tuition, fees or books, but may be used for industry continuing education offered by a college, university or other accredited education institution. All requests are subject to approval on a case-by-case basis. The JPA Scholarship can award up to \$350 for non-MPI related courses and up to \$750 for MPI related education course.

- 8.11 **STUDENT SCHOLARSHIP FUNDS:** The Chapter does not offer tuition assistance to student members or other members who are pursuing a college degree or certificate. Should the Chapter offer tuition assistance at some time in the future, the BOD must do so in compliance with MPI Global Policies and the laws governing non-profit organizations. The BOD must establish and make available to members the tuition assistance qualifications, limitations and other criteria. Funds raised for tuition assistance must be maintained in an account separate from the Chapter operating fund and may not be used for any purpose other than tuition assistance.
- 8.12 **RAFFLES:** In accordance with laws governing raffles in Texas, the Chapter may hold (2) two raffles per calendar year as a fundraising activity. When held, the allocation of funds to be raised must be designated in advance of the raffles and announced to the Chapter membership at the first publication of the raffle opportunity. The BOD may designate the funds, in part or in total, to be used for any purpose that meets the IRS test of a 501(c) (3) organization's use of funds according to its tax-exempt purpose.

See Appendix D, Raffles

**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.
- 1.2 **EDUCATIONAL PROGRAMS:** Pricing for education programs and other non-networking events are as outlined below. Prices for which vary from these established prices must be approved by a majority vote of the BOD prior to being published.

**Breakfast Meetings:**

Advanced Member (Premier or Preferred)	\$45.00
Advanced Non-Member/Essential Member	\$70.00
On-Site	M \$65.00-NM \$85.00

**Lunches:**

Early Bird Member (Premier or Preferred)	\$45.00
Advanced Member (Premier or Preferred)	\$55.00
Advanced Non-Member/Essential Member	\$80.00
On-Site Member	\$65.00
On-Site Non-Member	\$85.00

**Dinners:**

Advanced Member (Premier or Preferred)	\$55.00
Advanced Non-Member/Essential	\$80.00
Member On-Site	M \$65.00- NM \$85.00

**Awards Gala:**

Advanced Member	\$55.00
Advanced Non-Industry Guest	\$55.00
Advanced Non-Member/Essential Member	\$100.00
On-Site	M \$70.00- NM \$110.00

VP of E&E must approve the offer of on-site registration on an event-by-event basis

- 1.3 **NETWORKING/SOCIAL PROGRAMS:** Prices for networking/social programs are to be determined on an event-by event basis by the E&E sub-committee and submitted to the VP of E&E for approval by the Board. A simple majority vote is required. The policies in Section VIII, Items A-E also apply to networking/social programs.
- 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. i.e. DPAC Award Recipient and Guest will receive (1) table of up to (10) attendees on a complimentary basis.

- 1.5 CHAPTER MEETING/EVENT STUDENT MEMBER FEES: The Chapter will provide reduced rate pricing for Student Members. Non-member students are required to pay the non-member rate. The Student Member rate for all programs will be determined on a case-by-case basis, generally equal to the Chapter's cost to provide meal service, or meal service plus a small incremental amount where warranted, and must be approved by the VP of Education & Events. In rare instances, a Student Member may be required to pay the member rate if a discounted rate would cause the Chapter to pay the venue more than what the Chapter would be charging the student to attend, e.g. a networking event with a Chapter cost of \$10 per person and an admission fee of \$10 per person.
- 1.6 ICW OTHER ORGANIZATIONS: Admission prices for any event held in conjunction with other organizations must be approved by the BOD prior to publication.

## **ARTICLE VIII** **COMMUNICATIONS**

### 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 At the beginning of each term, the VP of Communications & Marketing will establish and publish a calendar of dates, days or days of week for chapter publications and the corresponding copy- ready due dates including, but not limited to, newsletters, weekly updates, holiday greetings and similar special message dates, and the chapter membership directory.

## **ARTICLE IX** **MISCELLANEOUS**

### SECTION 1. PHILANTHROPIC ACTIVITY:

- 1.1 CSR COMMITTEE: As a not-for-profit, 501(c)(3) organization and charitable-minded entity, the MPI D/FW Chapter will maintain a Corporate Social Responsibility (CSR) Committee to create ongoing opportunities for chapter members to connect with and contribute to charitable causes on a regional or national scale as appropriate.
- 1.2 MPI FOUNDATION SUPPORT: On an annual basis, or more often as needed, the Board will review and consider opportunities to support the fundraising efforts of the MPI Foundation. The Board of Directors may not make long-term fundraising or contribution commitments that exceed the current Board's term.

### SECTION 2. CHAPTER AWARDS:

- 2.1 The Chapter will have an ongoing awards program to recognize outstanding achievement and contributions made by its members. In rare instances, select non-members may qualify for an award in accordance with these Chapter Policies. For all Chapter Award Policies and Procedures, refer to APPENDIX C – Chapter Awards.

- 2.2 It is recommended by MPI Global to have no more than 2 of the total awards given to current board members serving each fiscal year. The D/FW Chapter policy is that Board members are eligible to receive Chapter awards, with some limitations as noted in the Award Nominating Policies. The Awards Nominating Committee is charged with evaluating and selecting the most deserving recipients based on a merit, without regard to Board membership.

### SECTION 3. CHAPTER SCHOLARSHIPS:

- 3.1 The D/FW Chapter provides support to qualifying Chapter members for industry-related continuing education through the Jan Pollard Award (JPA) Fund. However, the Chapter does not provide scholarship funds for tuition assistance or other student-related expenses. See Section 8 – Chapter Operations-Finance.

### 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.

**SEE APPENDICES, NEXT PAGE.**

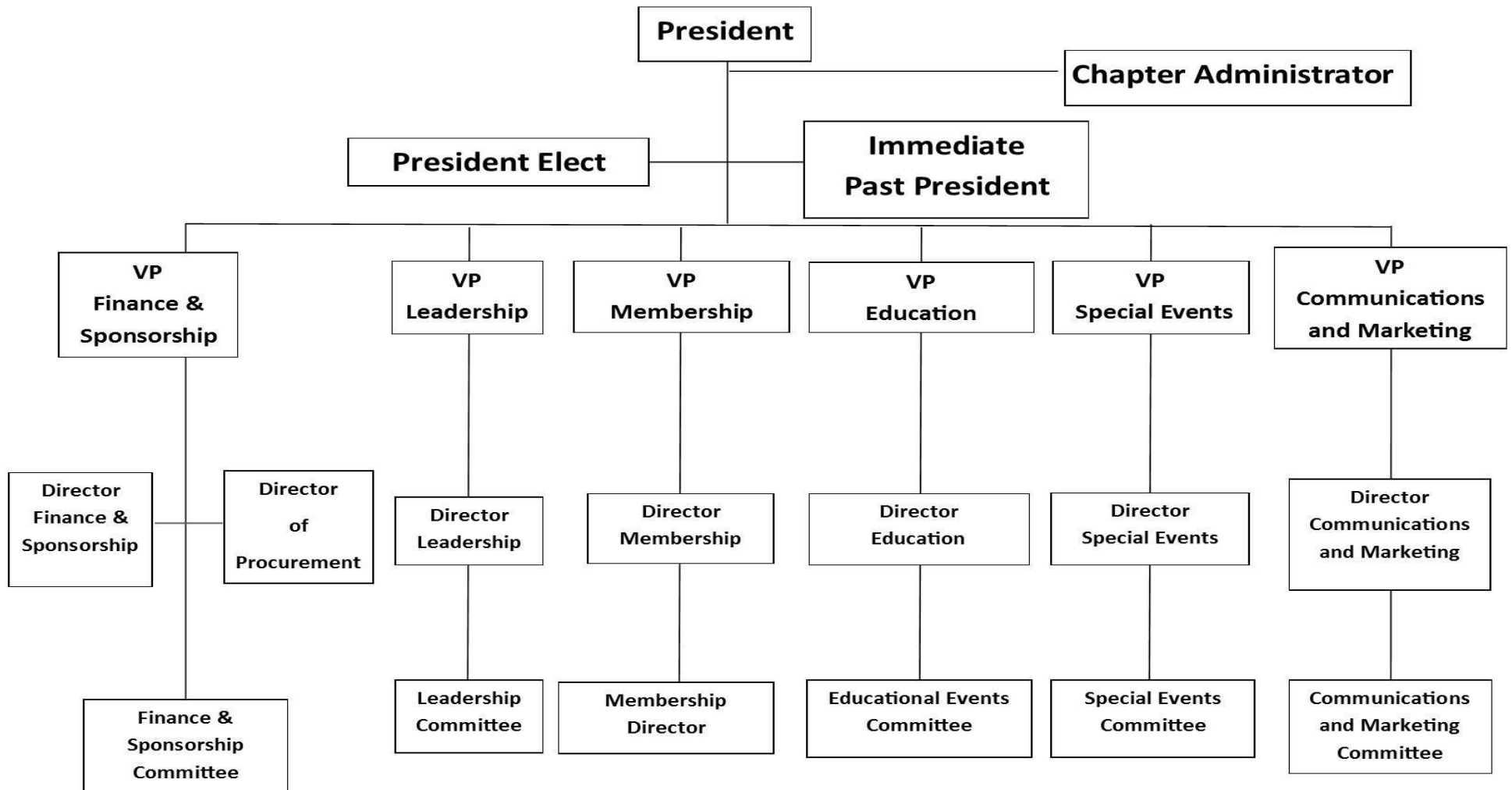
**MEETING PROFESSIONALS INTERNATIONAL  
DALLAS/FORT WORTH CHAPTER POLICY MANUAL**

## **APPENDICIES**

- A. BOD Composition/Organization Chart**
- B. Sample Board Norms**
- C. Chapter Awards & Policies**
- D. Raffles**
- E. Board Nomination Policies & Procedures**
- F. Past Presidents**
- G. Job Descriptions – Officers/Standing Committees**
- H. Board Installation**



**APPENDIX A – BOARD OF DIRECTORS COMPOSITION**



## APPENDIX B – SAMPLE BOARD NORMS

### Board Norms

**“Norms” are an important tool to facilitate cooperative and productive working sessions among the members of a group of people working together toward the same goal. While they are not designed to dictate personal behavior choices, they are meant to “normalize” behavior of the group in order to serve the best interests of all members.**

The following Board Norms are only suggestions of a document to be established by the President at the start of each term and should be practiced at any scheduled meeting of the Board of Directors.

- All meetings will begin at 5:00 p.m. unless the members have been notified of a change of time 24 hours prior to the meeting, or have agreed otherwise in advance. Location and meeting time changes should be posted to the online chapter calendar.
- Out of respect for other BOD members' time, Board members should arrive before the appointed meeting start time and be prepared to start on time.
- All board reports will be provided to the Chapter Administrator by the time specified, generally no later than 4 days prior to the Board meeting.
- Absences should be reported to the Chapter Administrator in writing prior to the meeting.
- Attendance of all members is crucial to the work of the Board. Members should make every effort to attend all Board Meetings unless there is a significant business reason or a personal emergency.
- Each member will be treated respectfully by the other members at all times.
- Any discussions centered on sensitive situations or problems with any individual, either on the Board or within the Chapter, are considered privileged and not to be discussed outside the boardroom.
- Robert's Rules of Order will be used to conduct all official business.
- A member who wishes to have the floor will raise their hand and address the presiding officer (generally the president).
- A timekeeper will assist the members in managing their reports, discussions and motions to a maximum of 5 minutes per opportunity on the floor.
- A member who has the floor should not be interrupted, except by the timekeeper.
- Members who do not have the floor should not engage in side conversations with another member.
- All phone conversations should be conducted outside the meeting room.
- A member absent from the room during the discussion of a motion may not enter the discussion once it has begun and should abstain from the vote if they are unclear of their position on the matter
- No committee meetings should be scheduled on Board meeting dates.

## APPENDIX C – CHAPTER AWARDS AND POLICIES

### CHAPTER AWARDS (REV MARCH 14, 2023)

#### Overview/Awards Committees

The Chapter will have an ongoing awards program to recognize outstanding achievement and contributions made by its members. In rare instances, select non-members may qualify for an award in accordance with these Chapter Policies. The awards that may be given to a non-member are the President's Award, the Strategic Partner of the Year, and Hall of Honor Award.

#### Awards Policy Committee (APC)

The APC is charged with maintaining and overseeing the overall Chapter awards policies, including, but not limited to, policies and judging criteria related to the annual Awards of Excellence nominating process. The APC will be chaired by a past Planner or Supplier of the Year, or a Past President, but not the Immediate Past President. The APC operates throughout the year and should be seated at the beginning of each term. The APC Chair is appointed by the Immediate Past President and requires approval by the President and President-Elect. The APC Chair reviews policy recommendations with the Immediate Past President and presents them to the Board of Directors for approval.

Whenever possible, the APC will be made up of the following, with a minimum of eight (8) members:

- One (1) Chair and at least one (1) Past President (who is not the Chair).
- At least one (1) Past Planner or Supplier of the Year (who is not the Chair).
- At least one (1) Past Rising Star of the Year winner.
- At least one (1) of the immediate prior year Co-chairs of the Awards Nominating Committee.
- A minimum of three (3) current members-at-large in good standing appointed by the Chair, preferably each a member for two (2) or more years.

The current year **Awards Nominating Committee** Co-chairs may not serve on this committee. One (1) member of the current BOD may serve on the Committee.

The APC has the following duties: \*

- a) Review annually, or more frequently as needed, and maintain the Awards Policies herein.
- b) Make policy revision recommendations to the Board of Directors as needed.
- c) Provide support to the Awards Nominating Committee Co-chairs by providing updated policies, maintaining forms and guidelines for the nominating, judging and award selection including all award qualification criteria, point systems or other evaluation tools i.e., Policies, Timeline, Nominations Forms, Submission Forms and Judges Scoring Sheets.

\*The APC will not oversee or execute the Awards of Excellence event, except to verify that awards are given in accordance with these policies. The Awards of Excellence event will be carried out by a Chair and Committee appointed by the VP of Special Events.

#### Revisions to the Award Policies may be made by one of two methods:

- 1) By a recommendation originating with the APC, submitted to the Immediate Past President for inclusion on the BOD agenda, and receiving a two-thirds (2/3) majority vote from the

Board of Directors on the recommendation as written.

- 2) The Chapter Board of Directors may submit recommendations to the APC for policy review after a two-thirds (2/3) majority vote of the BOD. The APC will have a reasonable time of up to thirty (30) days to:
  - a) Return the recommendation to the Board as submitted.
  - b) Return the recommendation with suggested modifications.
  - c) Recommend no change in policy.

When recommendations are returned as submitted, no further vote is required by the Board. The change has become Policy. When recommendations are returned with modifications, the Board may vote only to accept or reject the APC's modified recommendation(s). If rejected, the Board may submit alternate recommendations at any time as approved by a two-thirds (2/3) majority vote of the Board. For any revision, should the APC not respond to the BOD within the thirty (30) day time-frame, the BOD may vote to amend the policies as approved by the Board.

The APC's authority is limited to policy review and recommendations as outlined above. The Chapter Board of Directors has authority over policy and any revisions but is required to follow these revision policies when voting on policy changes.

### **Awards Nominating Committee (ANC)**

The Awards Nominating Committee (ANC) will manage the selection of the annual Awards of Excellence recipients and the actual physical awards. The ANC members (except Chairs) are eligible for Chapter awards but cannot vote on the Chapter Award for which they have been nominated. The Special Event Committee is responsible for the execution of the Awards of Excellence event. The ANC's role is to provide the Event Committee with the physical awards, the listing of finalists' names and company names, and the envelopes containing the names and appropriate introductions/bios of the award winners. One (1) of the ANC Co-chairs will serve as a liaison between the Special Events Committee and the ANC. At least one (1) ANC Co-chair should attend the Event to verify that the Awards are displayed presented and awarded as indicated by the ANC. At least one (1) ANC Co-chair(s) may assist with the physical awards and envelopes to Award presenters. ANC co-chairs present the Rising Star, Supplier and Planner Awards. ANC Co-chairs serve only on ANC, not the Special Event Committee.

Whenever possible, the Awards Nominating Committee will be made up of the following eighteen (18) members, (fifteen (15) voting members):

- Three (3) Honorary non-voting Co-chairs (prior year Planner, Supplier and Rising Star of the Year for the Chapter).
- At least one (1) person from APC, preferably the APC Chair.
- Three (3) prior Planner of the Year recipients.
- Three (3) prior Supplier of the Year recipients.
- At least one (1) prior year Rising Star of the Year award recipient.
- At least one (1) prior Hall of Honor recipient who is an active member of the MPI D/FW Chapter.
- Presidents of the Board of Directors for the immediate past three (3) years, or prior years if unavailable.
- Three (3) other current, tenured (minimum of two (2) years D/FW Chapter membership) members and/or past presidents as chosen by the Honorary Co-chairs of the ANC.

The ANC committee should be seated ninety (90) days prior to the annual Awards of Excellence Program. ANC members must be current MPI D/FW Chapter members as of the date of the ANC Committee meeting, in good standing and cannot be a current Board Member, except for the Immediate Past-President and the previous year's award winners who serve as the co-chairs.

The ANC has the following duties:

- a) ANC is granted access to and utilizes the established Awards Playbook of documents via the chapter's on-line ANC Nominating Folder on Google Drive to perform their duties.
- b) Prepare and submit an RFP to vendors for all awards and certificates associated with the annual Awards event no later than four (4) months prior to the Gala. The RFP should define the specific design of awards based on prior year's designs. Awards and certificates are to be reasonably consistent from year to year. Final selection of physical awards must be made no later than two (2) months prior to the annual event.
- c) Manage the cost of the Awards in accordance with the approved budget provided by the VP of Leadership. Any amount over budget must be approved in writing and in advance by the VP of Leadership.
- d) Collaborate with the VP of Communications or their appointee, and Chapter Administrator, to open the online Awards Nomination process. ANC provides the content for the emails to be prepared and sent by VP Communications. See additional nomination guidelines herein.
- e) ANC Co-chairs work with the VP of Leadership and Chapter Administrator to pull the full current Membership list on March 1. The current member list is to include, at a minimum, names, category, and month/year joined. Led by the VP of Leadership, with the Director of Leadership, VP of Membership, Director of Membership and President, the list is initially reviewed for non-eligible members eliminated (including checking with MPI Global on chapter transfers and lapse of memberships with rejoin dates). Memberships paid through the end of February are to be included in the Awards Nominations eligibility list.

Prior to February 1, ANC Co-chairs request VP of Membership send out membership renewal notices to all members whose memberships expire in January and February to renew their membership by February 28 to be included in the Awards Nominations eligibility list as a current paid member. The VP of Leadership provides ANC Co-chairs their proposed eligibility list of nominees. ANC Co-chairs review the list, removing previous Award Winners while resolving other questions determining the final chapter members eligibility, including renewed memberships, for the award categories. This list is categorized (individually for Planner, Supplier and Rising Star based on the years of membership criteria) for the nominations email to chapter members. ANC Co-chairs continue to monitor and make sure nominees' memberships are paid through the Awards of Excellence event.

- f) Notify the nominees, finalists, and award winners following the APC guidelines herein. Prepare, distribute, and manage proper email communications for each step in the process. Should an ANC Subcommittee vote result in a tie, or no nominee meets the Judging criteria, then no award is recommended. At this time, the Subcommittee presents the dilemma to ANC as a group at the end of the meeting for discussion and ANC decision. If an ANC member is up for the award being discussed, they leave the meeting.
- g) Collaborate with the Communications department to produce the announcement of Award Finalists in each of the Award categories. Maintain complete confidentiality throughout the process. Finalists' names should not be released for general publication more than three (3) weeks prior to the Awards of Excellence event.
- h) Winners' names should be known only to the ANC Co-chairs and Subcommittee members for their submissions (including any ANC member who has been nominated), and the vendor printing the Awards. Winners' names should also not be released to Board members, member of the Special Events Committee, APC or included in the Award's event slide presentation. Winner's names are only in print in the sealed envelopes prepared by the ANC Co-chairs.

- i) Collaborate with the Communications department to produce post-event publication of the Finalists and Winners in each of the Award categories.
- j) Update the Chapter Historical Document maintaining written records annually of all past award recipients' names, awards received, and the year received, and submit to the Chapter Administrator for historical tracking on chapter web site. This will include reviewing chapter awards to ensure the titles with credentials are accurate for the chapter's members.

### **Conflicts of Interest**

All APC and ANC Committee Members are subject to the MPI D/FW Chapter's Conflict of Interest Policies. Due to the nature of the awards process specifically, i.e., decisions that impact the eligibility and merits of potential recipients, conflicts must be disclosed. This includes all participating in the process as members of the APC or ANC. They disclose any potential conflict of interest related to their own participation or to the participation of another committee member to both their respective Committee Chair and VP of Leadership. When determined that a conflict exists, the Chair and/or VP will require that the conflicted member remove him/herself from committee service. The vendor selected to provide awards is not permitted to serve on the APC or ANC.

### **Naming Awards of Excellence Awards**

Awards of Excellence Awards will not use formal names of members as titles. Our award names will stay generic and all-inclusive to stay relevant year after year.

### **MPI D/FW Awards of Excellence**

Awards of Excellence are designed to recognize service to the Chapter as the primary consideration when making the award. Awards of Excellence involve nominations by peer D/FW chapter members and selection of winners are made by the Awards Nominating Committee and/or Board of Directors. The awards listed below designated with an asterisk (\*) are nominated by all D/FW Chapter members. The awards not designated with an asterisk (\*) are either nominated and voted on by the Board of Directors or are determined by monthly program scores, as explained below. Prior to the Program or Event, the Vice President of Education and Director of Education and Vice President of Special Events must identify which category the Program or Event falls under and notify the Chapter Administrator for accurate recording.

There are thirteen (13) total awards.

One (1) is a legacy award which means it is based on the totality of the candidate's service and contributions over many years, not only the current year.

- Hall of Honor

The remaining awards are based on contributions during that specific year (May 1-April 30):

- Supplier of the Year\*
- Planner of the Year\*
- Rising Star of the Year\*
- President's Awards
- Mentor of the Year\*
- Volunteer of the Year\*
- Educational Program of the Year
- Venue of the Year
- Special Event of the Year
- Committee of the Year
- Strategic Partner of the Year

Awards eligibility for current members: All current MPI D/FW Chapter members are eligible for awards if they meet the criteria for which they are nominated. If the criteria, for any award is not met, the award will not be given. Member classifications include Planner, Supplier, Retired, Lifetime, Honorary, Student and Faculty.

Below are the list of awards that will be presented at our Awards of Excellence Event.

**\* Planner of the Year:** Presented to a D/FW planner member for substantial contributions to the D/FW Chapter and the meetings industry. This person in their professionalism and dedication furthers the aims of MPI and its members, our Chapter, and our vision, and serves as a role model to others. The selection of the award recipient is based their activity from May 1 - April 30. This member must have contributed his or her time, energy, and experience to the MPI D/FW Chapter with at least five (5) years of membership and service.

Past Planner of the Year Award recipients will be eligible to receive the award again after 5 years. A change in a member's classification to Planner will cause them to only become eligible once they have been a Planner Member for 12 consecutive months and a Chapter member for at least five (5) years. The current President, Immediate Past-President, and President Elect are not eligible for this award. If a member has previously been awarded Planner or Supplier of the Year, has switched member classifications, and is nominated, their Nomination Submission Form must show their new classification start date. For consideration by the ANC, the candidate must meet the minimum requirements that would be required of any other candidate in the category. Once the minimum requirements are met, the ANC should consider the aggregate of the candidates' contributions within the Chapter and industry May 1 - April 30. The award recipient serves as an ANC Co-chair starting the next term after the Awards of Excellence Event. The ANC will vote on this award. The minimum score for this award is eight-five (85) points on the Judges Scoring Sheets.

**\*Supplier of the Year:** Presented to a D/FW supplier member for substantial contributions to the D/FW Chapter and the meetings industry. This person in their professionalism and dedication furthers the aims of MPI and its members, our Chapter, and our vision, and serves as a role model to others. The selection of the award recipient is based their activity from May 1 - April 30. This member must have contributed his or her time, energy, and experience to the MPI D/FW Chapter with at least five (5) years of membership and service.

Past Supplier of the Year Award recipients will be eligible to receive the award again after 5 years. A change in a member's classification to Supplier will cause them to only become eligible once they have been a Supplier Member for 12 consecutive months and a Chapter member for at least five (5) years. The current President, Immediate Past-President, and President Elect are not eligible for this award. If a member has previously been awarded Planner or Supplier of the Year, has switched member classifications, and is nominated, their Nomination Submission Form must show their new classification start date. For consideration by the ANC, the candidate must meet the minimum requirements that would be required of any other candidate in the category. Once the minimum requirements are met, the ANC should consider the aggregate of the candidates' contributions within the Chapter and industry May 1 - April 30. The award recipient serves as an ANC Co-chair starting the next term after the Awards of Excellence Event. The ANC will vote on this award. The minimum score for this award is eight-five (85) points on the Judges Scoring Sheets.

**\*Rising Star of the Year:** Presented to a new D/FW MPI Chapter member with less than five (5) continuous years of D/FW MPI chapter membership who has exhibited a strong sense of initiative on behalf of the Chapter and the meetings industry. This individual shows promise as a future leader based on a track record of committee service, overall volunteerism, and participation in Chapter activities. Should the nominee have past membership in another chapter prior to being a D/FW MPI Chapter member, the nominee is eligible for this D/FW Chapter member award. The selection of the award recipient is based their activity from May 1 - April 30. Nominees are not eligible if they have been a member of MPI Global in another chapter or our chapter previously more than five years (5) years membership. The current President, Immediate Past-President, and President Elect are not eligible for this award. Past award recipients are not eligible to receive this award again. The award recipient serves as an ANC Co-chair starting the next term after the Awards of Excellence Event. The ANC will vote on this award. The minimum score for this award is thirty-five (35) points on the Judges Scoring Sheets.

**Hall of Honor:** This award was created as our preeminent Chapter Legacy award for outstanding lifetime achievement and leadership service to the MPI D/FW Chapter. Nominees considered for induction into the Hall of Honor must embody the values and standards of leadership and legacy within the MPI D/FW Chapter, but also have built a significant and meaningful career in the meetings & events industry.

The award is presented at the annual Awards of Excellence event, and the recipient is inducted into the Chapter's Hall of Honor. This is a one-time award. This award was not created to be an "annual award" and may not occur every year. It may be given to a member with a minimum of fifteen (15) years D/FW Chapter membership, in good standing, lifetime, retired or honorary, deceased member. On an exception basis, a non-active, former member who meets the criteria of outstanding lifetime achievement and service to the Chapter may win this award.

Nominations for this award are provided by the Chapter Board of Directors, ANC, and past Hall of Honor Award recipients. All Hall of Honor nominations are to be submitted in writing on the Hall of Honor Nomination Form, with the person's name and written justification for the award and sent directly to ANC Co-chairs during the awards nomination process. There are no "finalists" as far as the selection or voting is concerned. Only the selected recipient will be announced and presented at the event. The award is to be presented by a past Hall of Honor award recipient. An individual may be nominated in future years if the award is not received upon the first nomination. Past award recipients are not eligible to receive this award again. The HOH recipients (must be current MPI member) and ANC will vote on this award.

**President's Awards:** The Chapter President selects and presents these awards at his/her discretion to individuals or companies (members or non-members) who have provided exceptional support to the President during his/her term. As a general guideline, the award may go to (in no priority order):

- a) An individual or entity that provided exceptional volunteer contributions to the Chapter, other than the Volunteer Member of the Year.
- b) An individual who provided personal and direct contributions of time and service to the President as a servant helper or leader/advisor.
- c) An individual or entity that provided resources to support special projects of the President. Additional recognition/appreciation notes and certificates will be the President's responsibility for ordering and proofing and will be paid out of the President's budget.

The President's Awards are presented at the annual Awards of Excellence event. No more than three (3) awards may be given each year. The physical award should not cost more than other significant service/ achievement awards and the cost should not exceed the amount budgeted. Like all Chapter awards, the award should contain the Award Name, Recipient Name, Year of Award and contain Chapter branding. Past award recipients are eligible to receive this award again.

**\*Mentor of the Year:** Presented to a D/FW Chapter member who displays the unique ability to lead, guide and teach others with enthusiasm and who has made a significant contribution in guiding a D/FW chapter member(s) professionally. Nominations for this award are limited to those Chapter members who have participated in the D/FW Chapter Mentor Program for a minimum of six (6) months during the year (sometime between May 1 and April 30 of each year and have submitted an approved Mentor/Mentee Goal Form). This information should be obtained from the Mentor Program Chair(s) or VP of Leadership (whom Mentor Program Chairs report) and only those names of eligible candidates should be provided as eligible nominees. In any year that there are no Mentor/Mentee relationships that would allow a mentor to qualify, no award should be given. The current President, Immediate Past-President, and President Elect are not eligible for this award.

Past award recipients are eligible to receive this award again. The ANC will vote on this award. The minimum score for this award is thirty-five (35) points on the Judges Scoring Sheets.

**\*Volunteer of the Year:** Presented to a MPI D/FW member who has consistently and significantly contributed to the chapter and has volunteered his or her services time-after-time to the service of the chapter in the current year. This person is always willing to help when asked or even volunteers without being asked. Their active dedication, enthusiasm and numerous hours of volunteerism has demonstrated unparalleled commitment to the advancement of our Chapter. This award is open to any chapter member in good standing. The current Board of Directors is not eligible to receive this award during their term. Past award recipients are eligible to receive this award again. The ANC will vote on this award. The minimum score for this award is twenty (20) points on the Judges Scoring Sheets.

**Educational Program of the Year:** Presented to the Educational Program Chair and Committee Members whose Educational program had the highest average scores between May 1 from previous term and April 30 of current term of each year. Up to three (3) Finalists and the winner will be determined by scores from Educational program evaluations by adding together the average scores for speaker content and educational value. Educational Programs are programs planned under the VP of Educational Events. The VP of Educational Events provides Finalists, Winner and Committee Members for each committee to ANC Chairs with Chapter Administrator assistance.

**Venue of the Year:** This award is presented to the Venue who had the highest Venue survey scores amongst the monthly programs between May 1 from previous term and April 30 of current term of each year. Up to three



(3) Finalists and the winner will be determined by scores from program evaluations. This award is limited to venues which host an educational program or special event. The VP of Educational Events provides Finalists and the Winner to ANC Chairs with Chapter Administrator assistance. The current Board of Directors' venues are eligible for this award.

**Special Event of the Year:** Presented to the Special Event Chair and Committee Members whose event had the highest average scores between May 1 from previous term and April 30 of current term of each year. Up to three (3) Finalists and the winner will be determined by scores from Special Event evaluations. Special Events are events planned under the VP of Special Events. The VP of Special Events provides Finalists, Winner and Committee Members for each committee to ANC Chairs with Chapter Administrator assistance.

**Committee of the Year:** Presented to a D/FW Chapter Committee that has made a significant contribution to the chapter between April 1 from previous term and March 31 of current term. The Board of Directors will provide the ANC committee with a list of eligible committees no later than April 15 of the current year.

The criteria for this award would include items such as outstanding single or multiple achievement(s) during the year, excellence in committee leadership and operations, communication within the Chapter and with members at large, and overall impact on the Chapter based on the nature of the contribution to the Chapter. The VP of the nominated committee provides Finalists, Winner and Committee Members for each committee to ANC Chairs with Chapter Administrator assistance. The ANC will vote on this award. The minimum score for this award is thirty-five (35) points on the Judges Scoring Sheets.

**Strategic Partner of the Year:** Presented to a company (members or non-members) who has made significant contributions to the chapter either by cash sponsorships, in-kind sponsorships and/or whose strategic efforts have resulted in outstanding advancement of the D/FW Chapter. For any cash or in-kind donations, it should be taken into consideration the ratio of the partner's contributions as it relates to the size of their company or organization. In-kind donations should be valued at fifty (50) percent of cash donations when considering dollar amounts. The VP of Finance and Sponsorship tracks donations throughout the year for presenting to the Board. Up to three (3) Finalists and the winner will be determined by a two-thirds (2/3) vote by the D/FW Chapter Board of Directors after reviewing the members strategic partnership involvement and participation. Past award recipients are eligible to receive this award again. The current Board of Directors companies are eligible for this award.

The VP of Finance, along with the VP of Educational Events, VP of Special Events, and the Chapter Administrator, should compile a list of all eligible members/member companies, except those contributions taking place in April, May and June of the current year and submit that list to the Chapter President and ANC Co-chairs prior to April 1. April, May, and June events will be included the following term. When March events have been completed these additional details should be added to the list and submitted to the President on April 1 or earlier when possible. The Board should vote on this award category no later than April 15 and submit the finalists and winners to the ANC Chair.

#### **Nominations Process for Awards of Excellence:**

Except for the awards explained earlier in the **Awards of Excellence** section that are determined by the Board of Directors or by monthly program scores, the Nominations Process for the remaining Awards of Excellence is as follows:

- The APC reviews and secures Board approval for recommended Awards Policies and updates the nomination forms from previous ANC Co-chairs. APC inserts the updated documents into the chapter on-line Awards Nominating Committee new year folder for incoming ANC Co Chairs. ANC Co-chairs will meet with the incoming ANC Co-chairs to review policies, set timeline of process, procedures, and other ANC documents.
- Call for nominations will be distributed to the entire D/FW Chapter membership via email and will be posted on the Chapter website at least three (3) months prior to the annual Awards of Excellence Event.

- Nominations are accepted via online submission with a complete list of Chapter members pulled by the Chapter Administrator. This list includes membership dates (month/year) and is checked for qualifications by the VP of Leadership, Director of Leadership, VP of Membership, Director of Membership, President and Awards Nominating Committee (ANC) Co-chairs described above under ANC Duties (e). The ANC Co-chairs will review all nominations and remove any non-qualified nominations.
- Nominations will only be accepted on an Official Nomination Form via email.
- This Official Nomination Form will include the awards qualifications, criteria, and guidelines for nominations.
- The APC Chair requests last year's official nomination form from the Chapter Administrator and updates this form in accordance with current policies. This is under the supervision of the VP of Leadership. It is then submitted to ANC Co-chairs for review.
- The nominee may assist the nomination submitter in completing only the background data section of the nomination form.
- Nomination submitters may nominate more than one (1) candidate but not more than five (5) per award.
- No self-nominations are permitted and will be disqualified from the nomination entries.
- No partial nomination forms will be accepted, and all nominations must be received by the published deadline date via email.

#### **Finalists and Award Winners Selection Process:**

- ANC Co-chairs receive and review nominations and nominee submission forms for completeness, including recommendation letters (by any current member in good standing). They check nominee memberships to insure they are current (paid) through the Awards of Excellence Event. They also confirm nominees have not previously received awards that disqualify them from eligibility per their award submission (including chapter transfers, i.e. Planner/Supplier award winners who cannot win Rising Star having been a chapter member elsewhere for more than four (4) years).
- All eligible nominees selected as potential finalists will be notified by the ANC Co-chairs and asked to complete a standardized Award Nominee Information (Submission) Form.
- The Board of Directors will provide ANC with a list of eligible Committees for ANC to vote on the Committee of the Year finalists and winner.
- ANC Co-chairs notify all nominees after the ANC Meeting. All nominees who do not qualify or are not selected as finalists must be notified in writing, in advance of any publication of finalist names, stating that they did not qualify. Likewise, all finalists whose names will be published as such must be notified in writing prior to publication of names. Notification may be sent by electronic means if the notification includes the current years' Chapter logo.
- All nominations and supporting materials will be distributed to the ANC for judging. The ANC will review each submission form individually, per ANC Subcommittee and rate each submission as a Subcommittee, based on the Judges Scoring Sheets provided and how well it meets the specified criteria.
- The ANC will use the judging criteria provided by the APC and as outlined herein, will select up to three (3) finalists and one (1) winner in each of the following categories: Planner of the Year, Supplier of the Year, Rising Star, Mentor of the Year, Committee of the Year, and Volunteer of the Year. Nominees must have met the required minimum number of Judges Scoring Sheets points for that award. If only one (1) nomination and submission is received and meets all the award criteria, the award will be presented.

- The Board of Directors will select up to three (3) finalists and one (1) winner for the Strategic Partner of the Year award.
- Up to three (3) finalists and one (1) winner will be determined by scores from monthly program evaluations for Educational Program of the Year, Special Event of the Year and Venue of the Year.
- The three (3) finalists in all award categories will be announced prior to the Awards of Excellence Event. In the event of a tie for a winner in any category, up to four (4) finalists names will be given for that category.
- The ANC Co-chairs will inform the awards supplier of the winning names.
- The ANC Co-chairs will provide sealed envelopes with winning names to the Awards of Excellence Program Chair and all winning names will be kept confidential until envelopes are opened during the Awards of Excellence Event.
- The ANC Co-chairs will correspond with each of the finalist's immediate supervisor inviting them to attend the Awards of Excellence Event. The three (3) finalists for Strategic Partner of the Year will be provided with one (1) complimentary admission to the D/FW Chapters' Awards of Excellence. No other finalists will be given complimentary admission.

**Annual Awards of Excellence: Suggested Order of Awards Presentation (listed first to last) \***

1. Strategic Partner of the Year
2. Venue of the Year
3. Special Event of the Year
4. Educational Program of the Year
5. Committee of the Year
6. Volunteer of the Year
7. Mentor of the Year
8. President's Award
9. Hall of Honor
10. Rising Star of the Year
11. Supplier of the Year
12. Planner of the Year

\*This suggested order may be modified as appropriate as determined by the Awards of Excellence Committee. Except that, the last three (3) awards will be the Rising Star, Supplier of the Year and Planner of the Year with the Planner award being the last award of the evening.

**Other Chapter Awards and Policies\***

\*Policy revisions are subject to ANC review and their recommendations to APC with Board approval as outlined earlier in the Chapter Awards section.

**Membership Recruitment Awards:** Membership recruitment awards are to be established annually by the Chapter Membership Committee with the supervision and approval of the Board of Directors. Awards for new member recruitment may consist of monthly, quarterly, or annual recognitions, sponsored prizes, discounts, or any combination thereof as promoted by the Membership Committee to the Chapter members at large. If an annual award is given for most new members recruited, it should be awarded at the annual Membership Program, usually in July of each year. All members must be in good standing. The Membership Committee is responsible for publishing the contest rules, incentives, and methods of tracking results to the members at large in advance of the contest start date. Any award given for annual recruitment requires a minimum of three (3) new members recruited. Board members may be included, except in any case where the award represents a conflict of interest as outlined in the Board of Directors Conflict of Interest Policy.

**Circle of Commitment:** Members in good standing with MPI D/FW Chapter will receive a Circle of Commitment pin in honor of their milestone years of service to this organization. The Circle of Commitment pins are presented on an annual basis, generally at the July monthly meeting, as determined by the Membership Committee. See Membership Procedures for further definition.

**Perfect Attendance Award:** This award, usually in the form of a certificate, is given to each member who attends every monthly program between the dates of June 1 and May 31 of each year. The award is given at the annual Membership Program, usually in July of each year. The award may include a gift certificate or some other incentive-type item which is promoted during the term as an incentive to achieve perfect attendance. Board members may be included, except in any case where the award represents a conflict of interest as outlined in the Board of Directors Conflict of Interest Policy.

**MPI D/FW Spirit Award:** The MPI D/FW Spirit Award is to be awarded to a Chapter member who does an outstanding job on a special project, serving on a committee, or providing some similar volunteer service to the MPI D/FW Chapter. This is not a monthly award but can be given in consecutive months when warranted. More than one recipient may receive the award in any given month, when warranted. If not warranted, several or more months may pass without the award being given. The frequency is based on the merits of deserving members and the appropriate time to recognize the award recipient(s).

All Board of Directors members are encouraged to nominate potential award recipients by submitting the nomination in writing to the Vice-President of Membership, including the reason for nomination. There is no minimum membership period to qualify. Members of the Executive Committee do not qualify. Board of Director Members may qualify if the award is being given for service prior to board tenure.

The VP of Membership will be responsible for presenting the nominees to the Executive Committee on a periodic basis for consideration, with or without recommendation. The Executive Committee will vote to accept or decline the nomination. Those approved, will be presented to the recipient at a regularly scheduled Chapter meeting, and will be presented by the VP Membership or his/her designee. A non-member may receive the award on a rare, exception basis. The exception must be recommended by a simple majority of the Executive Committee and approved by a two thirds (2/3) majority vote of the Board of Directors.

**The Colleen Rickenbacher Leadership Award (CRLA):** The MPI D/FW Chapter created this award to raise awareness of the benefits of becoming a CMP and/or CMM, and to recognize those who continually champion the cause of these designations. This award is given during the annual CMP/CMM Breakfast and is the Chapter's April Special Event. The CLRA Past Recipients Panel (PRP) consists of all past recipients of the award, with the immediate past recipient serving as the chair (upon their acceptance). The award finalists and recipient are scored and selected by the PRP. The current President, Immediate Past-President, and President Elect are not eligible for this award. Past award recipients are not eligible to receive this award again.

The Special Event Committee is responsible for the execution of the CMP/CMM Breakfast. The CRLA's role is to provide the Event Committee with the physical award, the listing of finalists' names, company names, intros/bios and the envelope containing the winner's name. The CRLA Chair serves only on PRP, not the Special Event Committee.

Criteria for this award are as follows:

- a) A Chapter member in good standing.
- b) Holds a current CMP or CMM designation, or both.
- c) Has a history of service to the Chapter.
- d) Champions education as a pathway to success as indicated by their professional development activities, and by their encouragement of others as indicated by their role(s) as a leader, mentor, or educator.
- e) Sets high ethical standards for themselves and others when in a leadership role.
- f) Serves as a role model and inspiration for others in the industry.

## Appendix D – Raffles

### **Raffles in Texas**

- 1) As a 501(c)(3) organization that has been in existence for at least 3 years, an organization may hold two raffles per calendar year.
- 2) Several disclosures must be printed on the tickets:
  - a) The name of the organization conducting the raffle
  - b) The address or a named officer of the organization
  - c) The ticket price
  - d) A general description of each prize valued over \$10
  - e) The date on which the prize will be awarded. If the prize(s) cannot be awarded on the date announced, a new date may be set as long as it is not later than 30 days after the *original* date. If the prize(s) are not awarded within 30 days of the *original* date, the money must be refunded to the purchasers.
- 3) Cash prizes are strictly prohibited, or any item that can be readily converted to cash, e.g. a certificate of deposit. However, a U.S. Savings Bond or a pre-paid credit card (gift card), may be permitted unless it can be readily converted to cash. Texas Lottery tickets may be purchased and offered as prizes even though the prize may exceed \$50,000.
- 4) The raffle may not be promoted *statewide*, or through paid advertising, including television, radio, or newspapers. Internet (web site) advertising is considered *statewide*. Donated advertising is permitted (locally, not statewide).
- 5) Raffle items may be purchased if the value of the prize does not exceed \$50,000 (houses up to \$250,000). Raffle items may also be donated. There is no limit to the value of donated prizes.
- 6) The organization must have the prize(s) in its possession on the day of the raffle, or post a bond with the county clerk's office equal to the value of the prize prior to the raffle date.
- 7) The organization does not have to register anywhere to hold a raffle.
- 8) Door prizes are still allowed if no one pays for tickets.
- 9) The organization may not hire or pay someone to sell tickets and may not award a prize to the person who sells the most tickets, or compensate the person(s) in any other way.
- 10) All proceeds must be used for charitable purposes of the organization.

### **Texas State Sales & Use Tax Implications**

Raffle ticket proceeds are not subject to State Sales & Use Tax.

\*This section was taken from several documents from the Texas Attorney General web site and related sources. If you have questions about the Texas Laws governing raffles, you should contact the AG's Office in Austin, Texas.

## **APPENDIX E – BOARD OF DIRECTORS NOMINATIONS POLICIES AND PROCEDURES**

### **General Information**

It is recommended that the Nominations Committee strive to slate a balanced mix of planners and suppliers on the incoming BOD. However, the charge of the committee is to slate the most qualified candidates into the positions to be filled, regardless of planner/supplier status. The Nominations Committee is to carefully consider each nominee for the various leadership positions within the MPI D/FW Chapter, not just the position applied for by the applicant. Criteria should include the types of skills and talents each would bring to the Board, involvement with the Chapter, recognition of the time commitment involved in a leadership role and the necessity of the nominee's employer's support.

### **Eligibility/Ineligibility Requirements for Office:**

#### **Eligibility:**

- Any Premier or Preferred member in good standing of MPI whose primary affiliation is with this Chapter may be considered for office.
- Student, Affiliate, Essential Members and Global employees do not qualify as Chapter BOD members.
- Nominees must consent to serve the Chapter for the nominated position and abide by the policies outlined for the position.
- Written consent of the nominee's employer is required prior to that person's name being publicized as part of the proposed list of board members by the Nominating Committee.
- Nominees must submit biographical information by the published timeline.
- These individuals must be committed to helping the Chapter membership grow via its committee activities and through the development of new, active members. Board members must attend monthly board meetings and serve as advisors to assigned committees.

#### **Ineligibility:**

No two persons, or more, may serve on the BOD who are related by blood or marriage. No two persons or more may serve on the BOD who are employed by the same company or who represent the same brand. If either situation occurs, the Board members must disclose this information to the BOD immediately and one, or more, of the persons must resign from the Board.

All seated Board Members shall maintain their Chapter/MPI membership in good standing. Should a Board member drop their membership or be dropped from MPI membership due to a failure to renew, have their membership revoked by MPI, or no longer be a member in good standing for any other reason, they are no longer eligible to serve on the Board.

### **Board Of Directors Nominations Policies**

The Immediate Past President will serve as Chair of the Nominations Committee. The President-elect and VP of Leadership also serve on the committee with voting privileges, except that, if the VP of Leadership is applying for a Board position in the coming year, that person may not serve on the Nominations Committee. The President appoints the remaining committee members who are Chapter members, not on the BOD, to assist with the slating of Officers and Directors for the coming term.

Nominations Committee members will represent all facets of the membership equally, be a member in good standing and be someone who is active and familiar with Chapter activities. No more than three of the

Committee members will serve more than two years consecutively. No member of the Nominations Committee will be eligible for election. The Committee will operate in accordance with the Chapter Bylaws and Policies.

Committee duties include and are not limited to:

- With assistance from Board members and the President-elect, actively solicit and encourage qualified candidates to apply for the Board.
- Establish and publish a nomination and election timeline that gives specific dates related to the activities below. Once firm dates are established, the Committee will publish this information in detail on the Chapter website, via email and other Chapter media outlets. Refer to Succession Timeline below.
- Create an application and make available to Chapter members via the Chapter website. In addition, a call for volunteers should go out to all members via email.
- Receive and process the applications. The offices of President and Immediate Past President have been pre-determined.

**All information concerning nomination and election procedures will be publicized on the Chapter's Web Site.**

**Suggested Succession Planning Timeline:**

**March 1st** – Slate due to International on the approved slate template provided in CLRP. PE welcomes and invites new board to attend CBS and retreats following as determined at the local chapter level. New leaders should be encouraged to attend remaining board meetings and committee meetings.

**April** – Select board members to attend Chapter Business Summit (CBS). Ensure attendees are required to do a recap and action items from CBS takeaways to board at retreat.

**April - May** - Outgoing Board member introduces committee to their successor and engages committee to support new leader. Be sure to invite new board member to committee meetings as soon as slated. Transition meetings or best practices should be implemented prior to retreats. Consider building out retreat goals and presentations as incoming and outgoing team together.

**June/July** - Successor to send out an introductory e-mail or letter to existing committee. Highlight any changes to committee meetings and/or future plans. Thank them for staying. Committee structure should be in place prior to July 1<sup>st</sup> and have solid plans/budgets to begin working.

**July/ Post Retreat** – Determine who is responsible within your chapter to update your committee descriptions and maintain to help promote your committee to potential volunteers. Ensure there is a plan for recognition and thanking volunteers throughout the year.

**July** – Past President/PE/President prepares nominations/succession committee per bylaw requirements. Committee will be tasked with growing and mentoring potential leaders all year as well as new slate in April. Will work closely with PE throughout the year. All committee members should have a full understanding of what leadership skills your board requires and should be considered leaders within the community. CBM's recommend the full succession leadership training for your nominations committee and are happy to assist in scheduling those.

**November/December** - VPs and Directors to begin identifying potential leaders on committees who may have an interest in future Board service or other leadership role. Work with those potential leaders to identifying training needs to prepare for leadership over the next 6 months.

**December** – President Elect to conduct 1 on 1's with all current Board members. Discuss how they are doing, determine leadership career within MPI moving forward and mentor needs if any. This is a wonderful



opportunity to open the door on any concerns as well.

**December** – Past President to disseminate the Candidate Data and Interest form along with Job Description to committees and entire membership. \*\*Forms to be completed and returned to Past President by mid January.

**January** - Past President will compile all forms and submit to nominating committee (along with member nominations) for review. Membership status of all potential board members will be reviewed. Past President and Nominating Committee to conduct phone interviews as needed. Present slate to board for approval by January 30.

**January 30<sup>th</sup>** - final selections submitted to membership per guidelines provided for elections. Please note, you need to allow 30 days for membership to vote.

**March 1<sup>st</sup>** – Board Slate due to MPI Headquarters (earlier submissions allows for pro-active transitions and training)

## **APPENDIX F - PAST PRESIDENTS**

### Past President Programs/Activities

On an annual basis, the Immediate Past President will coordinate activities to involve, engage and honor our Chapter Past Presidents, or appoint a Committee Chair to do same, and report these activities in advance to the BOD on an ongoing basis. The Chair should work at the direction and supervision of the Immediate Past President. All invitations and RSVPs for these events and event- related communications will be distributed and collected through official Chapter communication channels. The programs offered should be as follows:

- 1) Organize and host a networking event to include the Past Presidents, Current BOD Members, and Past BOD Members who are Chapter members at the time of invitation, all at no cost to the invited guests.
- 2) June: At the annual awards event
  - a) Display photos of Past Presidents in the pre-function area of the gala event.
  - b) Include appropriate recognition of Past Presidents during the awards program, e.g., verbally acknowledging their collective contributions to the Chapter and having them stand to be recognized during a roll call of the names of those inattendance.

Past Presidents do not have to be a current member to attend these events. They may also take advantage of the member rate for these events if they are a non-member. For all other Chapter events, unless specifically allowed elsewhere, non-member Past Presidents must pay the non-member rate.

The suggested months above may be adjusted with approval from the BOD without changing the policy. Like all Chapter policies, this section may be amended by the BOD at any time by a simple majority vote.

## APPENDIX G - JOB DESCRIPTIONS – OFFICERS

### **A. President**

The President presides as directed in the Chapter Bylaws, and represents the Chapter at all International MPI functions.

The President shall be the official spokesperson for the Chapter and must attend the Chapter Leadership Forum (CLF) as well as all BOD meetings, retreats and the Chapter Business Summit (CBS).

The President shall manage the Chapter according to a strategic plan, as developed by the President and adopted by the Board of Directors. The President shall work closely with the Chapter Administrator to ensure the Chapter's files, documentation, databases and administrative procedures are managed in the best interest of the Chapter.

On an annual basis the board will budget accordingly for the President's selection of gifts to be given to the Board Members and presented at the Awards of Excellence Event. The President, prior to the awards event, will select the President's Awards in accordance with the Chapter awards policy, and referred to as President's Awards.

The President is also responsible for passing the Gavel to the incoming President at Annual Awards of Excellence Event.

The President will review the Chapter Administrator agreement with the President-Elect and the Immediate Past President prior to its renewal date of July 1. Immediately following, a meeting will be conducted with the Chapter Administrator.

The President will appoint a liaison to the Dallas County Police Association Committee (DCPAC). At the beginning of the term, the President, in collaboration with the Chapter Administrator, will provide a scope of the chapter administrator's services to the BOD and, in collaboration with the board, will create board norms for the operation of board meetings.

See APPENDIX B – Sample Board Norms

### **B. President-Elect**

The President-Elect shall preside at all meetings in the absence of the President and shall perform such other duties as directed by the Chapter Bylaws, and shall assume the Presidency in the subsequent fiscal year.

The President-Elect shall also provide guidance for leadership development within the Chapter by working with the VP of Leadership and the Director of Leadership.

The President-Elect shall also conduct a review of Chapter Bylaws, Chapter Policies and Chapter Procedures documentation for recommendation of any changes needed for the most effective management of the Chapter.

The President-Elect is responsible for purchasing the "Commemorative" Gavel for the outgoing President and present it at the June Gala.

The President-Elect shall ensure that the chapter master calendar is updated and published for chapter members in a timely manner.

The President-Elect will appoint a chair to the Policy review committee at the beginning of the term. The President-Elect shall also conduct a review of Chapter Bylaws and recommend to the BOD any changes

needed or if needed establish a committee.

In addition, the President-Elect will ensure that any policy and procedure changes voted on by the BOD is updated and reflected in the published Policy and Procedures manual. The President-Elect shall serve as liaison to the other industry associations.

### **C. Immediate Past-President**

The Immediate Past-President shall serve as an advisor to the President and Board of Directors, and shall Chair the Governance & Nominations Committee, and serve in other capacities as determined by the Board of Directors to include reviewing the Chapter Administrator agreement with the President and President-Elect.

### **D. Communications & Marketing**

The Vice President of Communications & Marketing shall be responsible for all Chapter publications; for establishing standards for all communications; all public relations or media relation's activities and for the promotion of all Chapter- related activities in accordance with Chapter Bylaws. The Director of Communications/Marketing shall assist the Vice President of Communications/Marketing in the coordination and implementation of all Chapter publications and promotional materials related to Chapter activities. The Vice President Communications/Marketing will solicit candidates for the Web Site Manager on as needed basis. Chairs will be appointed for the following committees: 1. Career Resource Center 2. Chapter Magazine 3. Heard it Through Grape Vine 4. Social Media 5. Website

### **F. Education**

The Vice President of Education shall direct the activities of the Director of Education and the related sub-committees. The duties of this office include managing and supervising the planning and implementation of all Chapter events with educational content managed by the Education department, and performance of all duties in accordance with both the Policy & Procedures and the Chapter Bylaws. This office also oversees any educational projects and programs, developing an annual educational plan including researching current trends and topics pertinent to the meetings industry. The Vice President of Education will report on a monthly basis the current and upcoming educational programs with a financial summary to the Board. The VP will also create an updated ESG (Event Specifications Guide) for the term and update it as needed throughout the term. The Vice President of Education or the Director of Education is directly responsible for setting the guarantee with the program venue for the Chapter educational events.

The Education Department shall publish a schedule of meeting dates, locations, and programs at least four months in advance of each event, but preferably 6-12 months in advance of each event, for approval by the Board. The format for the meetings may alternate between breakfast, lunch or dinner meetings as recommended by the Vice President of Education to the Board, with consideration of member needs, and shall be published in all Chapter communication vehicles.

### **G. Special Events**

The Vice President of Special Events shall direct the activities of the Director of Special Events and the related sub-committees. The duties of this office include managing and supervising the planning and implementation of all Chapter special events including, but not limited to, the annual holiday party, CMP/CMM Breakfast and the annual Awards Gala as well as other special events, and performance of all duties in accordance with both the Policies & Procedures and the Chapter Bylaws. This office also oversees any special projects or programs developing an annual plan which includes researching current trends and topics pertinent to the meetings industry. The Vice President of Special Events will report on a monthly basis the current and upcoming special programs with a financial summary to the Board. The VP will also create an updated ESG (Event Specifications Guide) for the term and update it as needed throughout the term.

The Vice President of Special Events or the Director Special Events is directly responsible for setting the guarantee with the program venue for the Chapter special events.

The Special Events Department shall publish a schedule of meeting dates, locations, and programs at least four months in advance of each event, and preferably 6-12 months in advance of each event, for approval by the Board. The format for the meetings may alternate between breakfast, lunch or dinner meetings as recommended by the Vice President Special Events to the Board, with consideration of member needs, and

shall be published in all Chapter communication vehicles.

## **H. Finance & Sponsorship**

The Vice President Finance & Sponsorship shall be responsible for the timely and accurate reporting of all financial transactions of the Chapter to the Board and Membership in accordance with the Chapter Bylaws.

The Vice President of Finance & Sponsorship is the Chair of the Finance Committee, which consists of the Executive Officers of the Board. As the Chair of the Finance Committee, the Vice President will work with the Officers to develop an operating budget for the Chapter and will present the proposed budget to the incoming Board members by May.

The Vice President Finance & Sponsorship will have responsibility for the activities of the Chapter Administrator as they relate to the financial viability of Chapter resources and will work directly with the Chapter Administrator on all financial transactions. Reports of those transactions will be reported to the Board and made available to the Membership upon request. Reports reflecting the Chapter's financial standing shall be made monthly at the Board meetings All financial transactions shall be managed in accordance with the procedures outlined by the BOD.

The Vice President Finance & Sponsorship, with the assistance of the Director Finance/Sponsorship and the Director of Procurement, supervises the activities of all Finance sub-committees as established by The Board of Directors and to include: 1. The Jan Pollard Award Scholarship Fund 2. JPA Operations Committee 3. JPA Review Team 4. Sponsorship Committee (Strategic Partnerships) 5. Venue Procurement

## **I. Leadership**

The Vice President of Leadership shall direct activities that provide a means for members to derive the greatest benefit from their participation in the chapter's many volunteer activities, while developing their skills to enable them to become leaders within the chapter, the community and personal development.

A fall program (October) will be conducted to help identify potential future leaders. A spring program (prior to nominations) will be conducted to identify and encourage members to sign up for the board of directors.

The Director of Leadership shall assist the Vice President Leadership in the coordination and implementation of leadership programs with the following committees:

- 1. Breakfast Club**
- 2. Emerging Leaders**
- 3. Volunteer Appreciation Event**
- 4. CMP/CMM Recognition Breakfast**
- 5. CSR 6. Succession Plan Development Program**
- 7. Volunteer Development**
- 8. Mentor Café**
- 9. Awards Policy Committee – See Appendix C-Awards Policies and Procedures**
- 10. Fred Kneiberg Mentor Program – See Appendix C-Awards Policies and Procedures**

## **J. Membership**

The VP of Membership is responsible for oversight of the planning and execution of all programs that directly relate to the recruitment, retention, involvement, and orientation of potential and existing members with an aggressive onboarding outline for the Member Care committee.

The VP of Membership general responsibilities include; service on the Executive Committee of the Board of Directors and the performance of all BOD functions in a timely manner and in compliance with the approved budget.

The VP will review and approve all Membership expenses submitting them to the Chapter on a timely basis, and enforce all Membership related policies.

The VP will Review the statistical reports from the Chapter Administrator, review and evaluate the Membership reports from International, maintain Membership Committee participation lists and send them monthly to the Chapter Administrator, while overseeing all Member services.

In addition the VP of Membership will be responsible for or the delegation of the responsibilities for updating the location, agendas, and calendar for monthly committee meetings in a timely manner, assessing and ordering the MPI D/FW Spirit Awards, creating all Chapter surveys and reporting the results to the Executive Committee, maintaining an accurate Circle of Commitment Pin Record based on member tenure, inventorying and ordering the Circle of Commitment pins, and tracking Perfect Attendance at monthly meetings. Also included is tracking Member Recruitment and Perfect Attendance (beginning June 1 through May 31 each year), reporting and recognizing members by sending emails monthly to the members of their achievement, and recognizing them at monthly meetings in preparation for the announcement at the Awards Gala of the Susie Fiveash Award for Recruitment.

See APPENDIX C – Chapter Awards & Policies

The VP of Membership will lead and direct the activities of the Director of Membership and conduct a transition meeting with the successor, preparing recommendations for the annual Committee budget meeting.

The Director of Membership will assist the Vice President in all operations related to Membership, including the appointment of Committee Chairs and all Member Recruitment activities.

The Director of Membership is responsible for direct communication with all the committee chairpersons to develop appropriate goals and objectives, ensuring that their responsibilities are being met. In addition, to distribute the monthly updated membership reports from the Chapter Administrator to the Member Care team (New Members, Reinstated, Chapter Transfers, and Renewals). Attendance is required at all Chapter BOD meetings and retreats, as well as the performance of all Board functions and reporting requirements in a timely manner.

The Director of Membership is responsible for assigning any special projects to Member Care and the Phone Tree for calls to members or prospective members, and develops and maintains an active, ongoing campaign to retain members. This should include monthly phone contacts with members who are coming up for renewal, and/or who are coming within 30 days of being terminated for non-payment of dues. The committees are as follows:

- 1. Member Orientation**
- 2. Registration**
- 3. Member Care**
- 4. Member Recruitment**
- 5. Table Host**
- 6. Phone Tree**
- 7. Sales Blitz**
- 8. Student Committee**

### **Lifetime and Honorary Memberships**

These member types are determined by rules which are set and administered by MPI Global. Upon request, consideration shall be given by the D/FW Chapter Board of Directors for life and honorary memberships to qualified candidates. The VP of Membership is responsible for qualifying any member interested in Lifetime Membership status and making the recommendation to the D/FW BOD for approval and submitting the information to the International Member Care team. On approval, the VP of Membership will present the certificate and introduce the recipient(s) at a Chapter meeting.

## APPENDIX H – BOARD INSTALLATION

Incoming Board is announced in the following order –

Vice President of Marketing Communications  
Vice President of Educational Events  
Vice President of Special Events  
Vice President of Finance & Sponsorships  
Vice President of Membership  
Vice President of Leadership  
Director of Marketing Communications  
Director of Educational Events  
Director of Special Events  
Director of Finance & Sponsorships  
Director of Procurement  
Director of Membership  
Director of Leadership  
Immediate Past President  
President-elect  
President

Oath of office minimum language to be used for swearing in Board of Directors and President --  
**Incoming Board of Director's Oath of Office**

Please raise your right hand. "On behalf of the members of the MPI Dallas/Fort Worth Chapter are you willing to accept the trust placed in you by your peers? Will you abide by the by-laws and policies of MEETING PROFESSIONALS INTERNATIONAL and this chapter; adhere to the Principles of Professional Conduct and Ethics; and fulfill all of the responsibilities of your particular office? If so, say "I will."

"Chapter Members, will you, members of MPI Dallas/Fort Worth Chapter, agree to support these persons whom you have elected to serve as your officers and board members? If so, say, "I will."

With the powers vested in me, I now declare you installed as the (term year) MPI Dallas/Fort Worth Chapter Board of Directors. My congratulations to you all.

**Incoming President's Oath of Office**

Please raise your right hand. (Name of Incoming President), on behalf of the members of the MPI Dallas/Fort Worth Chapter will you accept the leadership trust placed in you? Will you abide by the by-laws and policies of MEETING PROFESSIONALS INTERNATIONAL and this chapter; adhere to the Principles of Professional Conduct and Ethics; and fulfill all of the responsibilities of President of the MPI Dallas/Fort Worth Chapter? If so, say "I will."

**ADDRESS CHAPTER MEMBERS/AUDIENCE**

Will you, members of MPI Dallas/Fort Worth Chapter, agree to support (incoming President's name), who you have elected to serve as your President? If so, say "I will."

On behalf of all in attendance tonight, I now declare you installed as the President of the (term year) MPI Dallas/Fort Worth Chapter