



MEETING PROFESSIONALS INTERNATIONAL
Chicago Area Chapter POLICY MANUAL
ADOPTED August 1, 2023

ARTICLE I
NAME

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

ARTICLE II
MPI VISION AND MISSION STATEMENTS

MPI VISION: Lead and empower an inclusive meeting and event community to change the world.

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

ARTICLE III
MEMBERSHIP

SECTION 1. MEMBERSHIP

- 1.1 MEMBERSHIP QUALIFICATIONS, CLASSIFICATIONS, TRANSFER AND DUES: Shall be as described in the current MPI Bylaws and Policy Manual. Any member in good standing is eligible to affiliate with a Chapter regardless of geographic area or location of business. Essential members are members-at-large.

SECTION 2. CHAPTER TRANSFER AND AFFILIATION

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

ARTICLE IV
BOARD OF DIRECTORS/OFFICERS

SECTION 1. CHAPTER BOARD OF DIRECTORS

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

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

SECTION 2. BOARD ELECTION & SERVICE:

- 2.1 NOMINATION: A communication shall be set forth to all Chapter members for members to complete a Board of Director's application. Such form is to be returned to the Governance and Nominating Committee. Once the committee has developed a slate of nominees for election in accordance with these policies, the slate must be presented to the Board of Directors who must approve the action of presentation to the membership for election by acclamation.
- 2.2 SLATE PRESENTATION AND SUBMISSION: The Chapter slate will be presented to membership on templates provided by MPI. The slate will be posted on the Chapter website and an email (including link to the website and process for contesting the slate) will be sent to the membership. The Chapter will allow a minimum of 30 days for the membership to contest prior to the submission deadline as stated by MPI. Additional nominations from the membership shall be permitted; provided a nomination is submitted in writing to the Governance and Nominating Committee Chair by the date provided and is supported by a minimum of 10% percent of the official Chapter membership as of the date provided. The nominee must identify the contested candidate and must submit a Candidate Interest Form to be eligible for petition. If no additional nominations are received by the deadline, the slate of nominees will be deemed elected on the first day of the fiscal year. If additional nominations are received, the Chapter members shall vote in accordance with Article V of the Chapter Bylaws on those positions having two or more candidates in contention.

In reference to Board of Directors vacancies, refer to Article VI, Section 6 of the Chapter Bylaws. Chapter will submit to MPI the elected slate on the template provided annually.

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

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

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

SECTION 3. BOARD COMPENSATION:

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

ARTICLE V

COMMITTEES, TASK FORCES, AND ADVISORY COUNCILS

SECTION 1. STANDING COMMITTEES

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

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

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

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

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

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

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

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

ARTICLE VI

FINANCE

SECTION 1. FISCAL YEAR:

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

SECTION 2. ANNUAL BUDGET:

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

SECTION 3. RESERVE FUND

- 3.1 TERMS: The term Reserves for financial purposes will be defined as funds set aside to be used in emergency cases.
- 3.2 RESERVE TARGET: The reserve target shall be defined as a minimum of 25% of annual fixed expenses. This should not include any event-related expenses, only expenses needed to keep the chapter operational (i.e., costs related to Chapter administrator, bank fees, telecommunication, rent, etc.). Best practice is to maintain 50 - 100% of annual fixed expenses.
- 3.3 ACCESS TO RESERVES: Using reserve funds shall first be referred to the Vice President Finance for consideration. Final approval by a majority vote of the Board of Directors is required.

SECTION 4. REQUEST FOR PROPOSALS

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

SECTION 5. REIMBURSEMENT OF EXPENSES OR TRAVEL

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

SECTION 6. SPONSORSHIP AND SOLICITATION

- 6.1 ACCESS TO MEMBER LISTS: All Chapters are bound by the MPI Data Privacy Policy <https://www.mpi.org/about/privacy> and are responsible for protecting all data. As such, all member types have access to the Membership Directory <https://www.mpi.org/membership/member-directory>. There are no additional direct member benefits to access registration lists and/or member lists. Any lists provided via sponsorship opportunities must account for opt-outs and be respective of the MPI Data Privacy Policy.
- 6.2 CHAPTER SPONSORSHIP POLICIES: Chapters may sell Sponsorship opportunities to partners that are members or non-members of MPI. Such sponsorships can include education, events, website advertising, newsletters, etc. All sponsor campaigns must consider opt-outs and the MPI Data Privacy Policy. All sponsorships should be considered for overall member value and Chapter business strategies.

SECTION 7. ADMINISTRATORS

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

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

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

ARTICLES VII CHAPTER EVENTS

SECTION 1. EDUCATIONAL & SOCIAL EVENTS

- 1.1 EDUCATIONAL EVENT: Chapters are required to have four (4) educational events annually. Based on market conditions, Chapters should charge a member rate and a non-member rate for events where appropriate. The price difference between member and non-member rates is at the Chapter's discretion based on specific event needs. Refer to Article III, Section 2.1 for additional Chapter member attendance guidelines. Partnership events with other industry organizations are excluded from this requirement and may establish rates without regard to membership with MPI.
- 1.2 Chapters should establish chapter educational, networking and social programs.

ARTICLE VIII COMMUNICATIONS

SECTION 1. BRAND STANDARDS AND TRADEMARKS

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

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

SECTION 2. CHAPTER COMMUNICATIONS

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

ARTICLE IX MISCELLANEOUS

Section 1. PHILANTHROPIC ACTIVITY

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

Section 2. MPI CHAPTER AWARDS

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

SECTION 3. NON-COMPLIANCE

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

SECTION 4. MPI POLICY MANUAL

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

MPI CHICAGO AREA CHAPTER POLICIES ADDENDUM

Revision Date 4/26/2024

ARTICLE I MEMBERSHIP

SECTION 1. AFFILIATE MEMBERSHIP:

- 1.1 A MPI Preferred or Premier member in good standing that has their primary membership with another chapter may purchase an affiliate with the Chicago Area Chapter. The maximum MPI-CAC can charge for an affiliate membership is \$150. This fee is invoiced, collected and retained at the Chapter level.
- 1.2 The Affiliate Membership includes access to the chapter membership directory, monthly chapter electronic newsletter, other special mailings, and eligibility to participate in all chapter sponsored programs and events at the member rate. Affiliate members may serve as an engaged member for the Chicago Area Chapter but cannot hold a board of director or officer position, nor do they have voting rights.

ARTICLE II BOARD OF DIRECTORS/OFFICERS

SECTION 1: AUTHORITY & RESPONSIBILITY

- 1.1 The Board of Directors are responsible for attending board retreat(s). In-person attendance is preferred, and a virtual or phone option may be provided. The chapter President may excuse the attendance of a board member for extraordinary circumstances.
- 1.2 The Board of Directors are responsible for attending board meetings. In-person attendance is preferred, and a virtual option may be provided. The chapter President may excuse the attendance of a board member for extraordinary circumstances.
- 1.3 The Board of Director's meetings shall be conducted using an abridged version of Robert's Rules of Order. A motion must be made and seconded for discussions to take place. Whenever possible, motions are to be written or typed and given to the Management Firm for accurate recording. The President, as the presiding body at board meetings, shall not exercise his or her right to make motions while presiding. The President shall refrain from voting except (i) when the vote is by ballot, or (ii) whenever his or her vote will affect the result. On a vote that is not by ballot, if a majority vote is required and there is a tie, he or she may vote in the affirmative to cause the motion to prevail. If there is one more in the affirmative than in the negative, the president can create a tie by voting in the negative to cause the motion to fail. Similarly, if a two-thirds vote is required, he or she may vote either to cause, or to block, attainment of the necessary two thirds.
- 1.4 Every board meeting must have an agenda sent in advance of the meeting. The chapter President shall be responsible for board agendas. All Board meetings shall be posted to the chapter website and updated regularly by the AMC. If pre-work/pre-reading is required prior to a Board Meeting, the materials for all board meetings are posted in real time and is contingent on-board report submission. The proceedings for each board meeting shall be recorded by preparing minutes. Minutes for the Board Meeting must be distributed to all Board of Directors' members no later

than five (5) business days following the meeting in order to allow for action items to be completed prior to the next Board meeting, or by the designated deadline. The Director serving as the liaison to each standing committee is responsible for submitting a monthly committee report on the 15th of each month. The committee report should detail the committee's previous month's activities.

SECTION 2: EXECUTIVE COMMITTEE:

- 2.1 The Executive Committee can function as the Audit and Finance Committee with the responsibilities identified in Article V, Section 1.1.1.
- 2.2 The Executive Committee will meet at least 2 times per fiscal year and/or as needed per the Office of the President.
- 2.3 By a majority vote, the Executive Committee has the authority to remove any committee chair (co-chair or vice-chair) for failing to fulfill the duties and responsibilities required of the position. It is noted that duties and responsibilities of committee chair (co-chair or vice-chair) include overseeing all tasks assigned to their committee, holding regular committee meetings necessary to further the progress of committee-related tasks, and filing complete monthly committee reports to the Board. The Board Liaison to the respective committee may recommend removal to the Executive Committee of a committee chair (co-chair or vicechair).

SECTION 3: BOARD ELECTION & SERVICE

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

- 3.1 The chair of the Nominating Committee shall be the current Immediate Past- President. The Immediate Past-President shall appoint committee members, with the approval of the Board, for the purpose of nominating a slate of chapter officers and directors. There shall be no less than four members, plus the committee chair and the President-Elect, none of whom may currently hold an office (except for the Immediate Past-President and President-Elect) or serve as a director. No person on the Nominating Committee shall be considered for a board position, except President- Elect. The approval of the Nominating Committee shall take place during a Board of Directors meeting and an IDEA representative must serve on the committee. The Governance and Nominating Committee shall not appear on the committee sign-up sheet, as it is an appointed body. A candidate interest form with board position descriptions shall be distributed to the membership no later than April 1st. Completed forms are due to the Governance and Nominating Committee no later than May 15th. No later than March 15th, the Board of Directors will provide the Governance and Nominating Committee with an Organizational Chart outlining all positions available for slating by the Governance and Nominating Committee. The Governance and Nominating Committee shall not make any changes to this structure without approval from the Board of Directors. Although a filled slate is preferred, the Governance and Nominating Committee is not required to fill all positions if, in the opinion of the Governance and Nominating Committee, there are not enough qualified candidates. Candidates must disclose volunteer positions held on association boards. Candidates are discouraged from serving on multiple board of directors for similar associations simultaneously. The Governance and Nominating Committee can make the final decision on the board slate. Members currently serving on the Board of Directors must disclose to the Executive Committee the intent to serve on the board of directors for similar associations during the remainder of the MPI-CAC term.

The Chair of the Governance and Nominating Committee shall assign members of the Governance and Nominating Committee to conduct interviews with all prospective candidates. Two members of the Governance and Nominating Committee will be assigned to each of the candidates. Members of the Governance and Nominating Committee should only contact candidates to whom they have been assigned. Should any member of the Governance and Nominating Committee have contact with a candidate through the normal course of business or at industry functions there should be no discussion regarding the nominations process. Candidates for the Board shall avoid “campaigning” to be on the board or be slated for a specific position.

The committee shall meet by June 15th to develop a slate. The current sitting President shall not be in attendance at this meeting during the slating and interview process. The President may either in-person, via video conferencing, conference call or written address provide the members of the Governance and Nominating Committee a summary State of the Chapter to allow the members of the Governance and Nominating Committee to better understand the current needs of the chapter. Candidates for President-Elect shall be interviewed in-person by the Governance and Nominating Committee no later than June 15th. Members of the Governance and Nominating Committee shall use a standard list of interview questions for all candidates to keep consistency in the interview process. The Governance and Nominating Committee may review and amend these questions as necessary. The slate shall remain confidential until all candidates (including those that have not been slated) have been contacted either in person or by phone (no emails or voice messages) by a member of the Governance and Nominating Committee. The members of the Governance and Nominating Committee should tell all candidates that the information needs to remain confidential until published to the membership. Once all candidates have been contacted and have agreed to accept a position on the Board a notification will be sent to the membership announcing their selections. This announcement shall also outline the method for contesting the slate, detailed in section 2.2. Assuming no position is contested the submitted slate shall officially be elected by the last day of July in accordance with chapter by-laws and sent to MPI Headquarters by that date. The approved slate of chapter officers and directors shall complete and sign the Volunteer Leader Agreements, detailed in section 1.3. The term for elected board members shall be a calendar year of January 1 - December 30. The Board of Directors’ installation will be in accordance with the Chapter’s By-laws at the Chapter’s Annual Meeting. The Duties or Job Descriptions shall be detailed in the call for nominations. New board orientation and transition process will be detailed by the incoming president after no later than 30 days prior to the Annual Retreat or September 30th, whatever date is sooner. It is the responsibility of the outgoing board members to effectively prepare and review transition documents with the incoming board members; to include but not limited to the budget, business plan and operating manual specific to the areas they oversee.

- 3.2 The President Elect will oversee transitions from the current board to the new board immediately following slate approval. This shall consist of a minimum of the following activities:
1. Ensure all parties have transition documentation and understand the expectations of how often they should meet, shadowing meetings, and transition timeline.
 2. Scheduling and planning new board orientation class
 3. Scheduling and planning Annual Board Retreat

SECTION 4: BOARD COMPENSATION

- 4.1 The Finance Committee can include discounted or comped registration rates for BOD, Committee or Past Presidents, at their discretion at the time of budget development.

ARTICLE IV COMMITTEES, TASK FORCES, AND ADVISORY COUNCILS

- 1.1 A volunteer Chair will be appointed for each standing committee annually. Current standing committees of the Chapter are as follows:
 1. Education
 - a. Education Events (Industry Xchange & Signature Luncheon)
 - b. Education Content
 - c. Education Programs
 2. Leadership Development (Individual Committees)
 - a. Awards Selection
 - b. Leadership Development
 - c. Inclusion, Diversity, Equity & Accessibility (IDEA)
 3. Marketing & Communications
 4. Membership
 5. Partner Development
 6. Special Events
 - a. Golf Classic
 - b. Holiday Party & Awards
 7. Finance and Audit Committee
 8. Governance & Nominating

SECTION 2: ADVISORY COUNCILS AND TASK FORCES

- 2.1 Volunteers for any advisory councils and/or task forces shall be appointed as needed. Final approval for these special committees is needed from the chapter Office of the President. The VP of the department to approve task force appointments.

SECTION 3: VOLUNTEER ROLES 7 RESPONSIBILITIES:

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

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

Expectations of Volunteer Members:

1. Focus on assigned purpose/charge for the group.
2. Attend meetings and conference calls.
3. Complete any assignments by pre-determined deadlines.
4. Communicate any challenges/concerns early to volunteer chair.
5. Submit volunteer reimbursement requests immediately following approved expenses but no later than 30 days.
6. Comply with Conflict-of-Interest Policy, maintain confidentiality of discussions and background materials and immediately disclose any conflict of interest that may arise.
7. All committee members must be members of MPI CAC.
8. The committee chairs are required to check this membership quarterly to ensure that all committee members are current with their memberships

ARTICLE V FINANCE

SECTION 1. ANNUAL BUDGET

- 1.1 All chapter policies must follow the guidelines of the GAAP (Generally Accepted Accounting Practices) available on the Chapter Leader Resource Page.
- 1.2 The annual budget is prepared by Audit & Finance Committee for review by the Executive Committee. The Chapter Board of Directors approves the annual operating budget in compliance with MPI Bylaws. Chapter operations will be in alignment with the annual budget.
- 1.3 All unbudgeted expenses must be approved by the Board. All changes to the chapter budget and/or committee budgets exceeding \$2,000 must have board approval. Changes less than \$2,000 must be approved by majority vote by the President, Vice President - Finance and area Vice President. The board must be notified of the change by the next board of directors meeting.
- 1.4 The chapter's preferred method of payment is ACH for ease of use and reduced fees associated with payments. Payment by check is permitted but not preferred. Credit card payments are only allowed in urgent circumstances and must be approved by the VP of Finance.

- 1.5 All chapter payments must include a budget line item on payment request. All chapter payments must be logged through Smartsheet and approved by the VP of Finance. Payments that exceed \$1500 need a second approval by the Chapter President.

SECTION 2. RESERVE FUND

2.1 PURPOSE OF RESERVES

MPI-CAC will maintain adequate reserves for the following purposes:

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

SECTION 3. REQUEST FOR PROPOSALS:

- 3.1 Committees shall solicit a minimum of three bids for any event items that will be purchased with chapter monies, as well as for sponsorships whether cash or in-kind. Solicitations will be included in the eNewsletter and on the website via Request for Proposal (RFP) or sponsorship slide decks outlining event needs. The turnaround time for each proposal is dependent on the Committee Chair. Committees can choose to offer first right of refusal to previous event-specific cash and in-kind sponsors at their discretion. First right of refusal will be offered to the sponsors through the Cash Marketing Partnership. If first right of refusal is offered, the committee does not need to solicit a minimum of three bids for that service/contribution. New sponsorship opportunities presented throughout the year require the approval of the VP of Finance and are limited to a term length of one year or the duration of the event/project.. First right of refusal does not apply for the first year after a new sponsorship opportunity is deployed.

SECTION 4. REIMBURSEMENT OF EXPENSES OR TRAVEL

- 4.1 All Chapter Board of Directors travel should be allotted for in chapter budgets.
- 4.2 The chapter may pay the registration fee for the MPI-CAC President and President-Elect to attend the MPI World Education Congress and cover travel related expenses per the Travel Policy if the budget permits. The Chapter President may attend all chapter events on a complimentary basis if the budget permits. This privilege is transferable when President designates President Elect to attend on his/her behalf
- 4.3 Check requests must be approved by VP of Finance and submitted for reimbursement for budgeted chapter expenses that are paid for by a chapter leader.

SECTION 5. SPONSORSHIPS

- 5.1 The AMC shall utilize a chapter mailing list/membership database, based on the chapter roster from MPI Headquarters. The chapter obtains the current chapter member roster from MPI as needed.

The chapter does not sell members' e-mail addresses. The chapter may exchange e-mail addresses with other organizations on approval from the Board of Directors or Executive Committee.

Sponsors that contribute \$5,000 or more in cash or \$10,000 or more of in-kind sponsorship may receive a one- time benefit of having an email sent to the registrants of the event for which they sponsor by MPI-CAC.

Sponsors that contribute an annual in-kind equivalent over multiple events as measured within the Chapter's fiscal year will have the option to choose one event per year to send their email message. The message content will be provided by the sponsor for MPI-CAC to send to the registered attendees that have chosen to receive the sponsored message.

5.2 Annual Cash Sponsorships:

Signature cash sponsorship opportunities are those that provide the chapter with a lump sum cash donation in return for long term sponsor benefits. Sponsor benefits will be limited to those approved by the Board of Directors in the current published Sponsorship Prospectus and/or customized benefits as deemed to be of an equal value as approved by mutual agreement of MPI-CAC VP of Finance and MPI-CAC Executive Director.

5.3 Event Specific Cash Sponsorships:

Event Specific Cash sponsorships are those that provide the chapter with a lump sum cash donation for one specific event in return for sponsor benefits related directly to a specific event. Event Specific Cash Sponsors are limited to one event sponsorship, unless they are current signature cash sponsors as well. In the case of multiple event sponsorships, the total value of all cash sponsorships will determine level of signature sponsorship benefits. Sponsor benefits will be limited to those approved by the Board of Directors in the current published Sponsorship Prospectus and/or customized benefits as deemed to be of an equal value as approved by mutual agreement of MPI-CAC VP of Finance and MPI- CAC Executive Director. Event sponsorship slide decks must be approved by MPI-CAC VP of Finance and MPI-CAC Executive Director prior to any offers being extended to potential event sponsors.

5.4 In-Kind Sponsorships:

In-Kind Sponsorship opportunities are those that provide the chapter with goods or services for one specific event in return for sponsor benefits related directly to a specific event. In the case of multiple event sponsorships, the aggregate value of all sponsorships will determine the level of event specific sponsorship benefits. Sponsor benefits will be limited to those approved by the Board of Directors in the current published Sponsorship Prospectus and/or customized benefits as deemed to be of an equal value as approved by mutual agreement of MPI-CAC VP of Finance and MPI-CAC Executive Director. Event sponsorship slide decks must be approved by MPI-CAC VP of Finance and MPI-CAC Executive Director prior to any offers being extended to potential event sponsors. In the case of a partial in-kind sponsorship (chapter budget allows for payment of a portion,) sponsorship benefits are then based upon the value of donated portion only.

5.6 Planner Reception Sponsorships:

Sponsorship opportunities that encourage planner attendance at key chapter events allowing planners to attend at no charge and allowing the sponsor to have exclusive access for a designated period prior to the event in return for cash sponsorship and coverage of any reception expenses. Sponsor benefits will be limited to those approved by the Board of Directors in the current published Sponsorship Prospectus and/or customized benefits as deemed to be of an

equal value as approved by mutual agreement of MPI-CAC VP of Finance and MPI-CAC Executive Director. Event sponsorship slide decks must be approved by MPI-CAC VP of Finance and MPI-CAC Executive Director prior to any offers being extended to potential event sponsors. In the case of a partial in-kind sponsorship (chapter budget allows for payment of a portion), sponsorship benefits are then based upon the value of donated portion only.

No sponsorship or partnership will be considered official or confirmed until an agreement has been dually signed by both parties. To expedite the process, the MPI-CAC Executive Director is authorized to sign all sponsor/partner agreements once any Board approvals noted above have been made.

Chapter-wide exclusive sponsorships are not allowed. It is not in the best interest of the chapter and those committees who are supported through sponsorship dollars.

5.7 Event Specific In-Kind Sponsor Exclusivity will be allowed under the following conditions:

- RFP process to be followed with bid opportunity being made available on chapter website in appropriate amount of time prior to event
- In-Kind supplier expectations have been clearly outlined by committee in RFP document and chosen sponsor can accommodate all requested items
- Ideally three or more responses being compared and considered by committee leaders
- In-Kind suppliers will have option to outsource (also at 100% In-Kind or paid by sponsor) to a trusted partner (In-Kind sponsor recognition/credit at standard In-Kind value, per supplier)
- If In-Kind supplier cannot accommodate a requested item with a reasonable time period, MPI-CAC reserves the right to secure a separate sponsorship on own, regardless of exclusivity

5.8 Right of First Refusal – In-Kind Sponsorships

- Are no longer honored by MPI-CAC
- Right of First Refusal has been replaced with Right to Submit Bid. RFP will be automatically sent in order for the sponsor to be considered for the same event.

5.9 Sponsorship contracts to include the following language:

“Promotion to MPI-CAC membership of education or networking event that sponsoring company is conducting or is involved with is strictly prohibited. This applies and is not limited to the use of the mailing list, eblasts, and all social media sites.”

All committees must notify the Partnership Development Committee and Management Firm of any sponsorship or in-kind support received for their events by completing the Sponsorship Interest Form.

Any organization that agrees to help defray the cost of a function does so with the understanding that the chapter's high-quality standards must not be compromised. Audio/Visual equipment, if needed, is to be in excellent working condition. The value of food and beverage provided is to be equal to or greater than the price that has been budgeted for each event. Decorations, printed materials and any other donated services related to a function must also meet these same standards.

MPI-CAC supports our professional speakers and is happy to provide a complimentary table onsite for book sales and autograph signings. However, the responsibility for the purchase of saleable items, payment processing and staffing of the complimentary table are solely the author's or their designee. The chapter takes no responsibility in relation to saleable items of or by authors”.

All committees must notify the Partner Development Committee and Management Firm of any sponsorship or in-kind support received for their events by completing the Sponsorship Interest Form located on the MPI CAC website.

Thank you notes to sponsors are the responsibility of the committee chair and should be standard procedure.

5.10 Benefit Fulfillment

Sponsorship benefit fulfillment is the responsibility of the AMC. At times the AMC will need collaboration from other committees (event committee, marketing, PDC) to ensure fulfillment is timely and to the satisfaction of the sponsor.

SECTION 6. MANAGEMENT OF PAID STAFF

- 6.1 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
- 6.2 The MPI-CAC Board of Directors shall evaluate their AMC twice per year to ensure contract and scope compliance is being upheld. The Office of the President shall deliver the evaluations to the AMC using Global issued forms that are dually signed upon conclusion of the evaluation.
- 6.3 All contracts must be signed by both the VP of Finance and Chapter President. AMCs will not sign MPI-CAC contracts, but will review all contracts prior to sharing with VP of Finance and Chapter President for signature.

The AMC will support each event by updating P&L with current registration data once per week, beginning four weeks prior to the event.

ARTICLE VI CHAPTER EVENTS

SECTION 1. EDUCATIONAL & SOCIAL EVENTS

- 1.1 All chapter events are to be held at facilities that meet ADA standards. Online evaluations should be distributed within two (2) days following the event.
- 1.2 All evaluations must include the standard evaluation questions included in the Event Marketing Form. The completed surveys will be stored in Smartsheets and shared by the AMC and sent to the current committee chair and members of the Board of Directors. Evaluation results should be included in the following month's Board of Directors reports/pre-work prior to the next Board Meeting.
- 1.3 All speakers along with detailed session descriptions, for all MPI-CAC Educational events must be submitted for review by the Vice President of Education, prior to speaker contracts being initiated and/or presented for MPICAC executive signature.
- 1.4 The chapter will act in accordance with MPI Global Headquarters on the number of required educational programs, unless unforeseen circumstances occur, at which time, MPI Global would provide direction.
- 1.5 **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.

- 1.6 **NETWORKING/SOCIAL PROGRAMS:** MPI-CAC will offer networking and social events according to the chapter calendar. Registration fees will be determined based on costs but will include member and non-member pricing.
- 1.7 In every contract the chapter enters into for an event at which liquor is served, the chapter should include an alcoholic beverages indemnification provision, which makes the liquor license holder (hotel or caterer) responsible to indemnify the chapter in the event they over-serve someone and an accident results.
- 1.8 **COLLABORATIVE EVENTS**

In an effort to further enhance the programs available to the MPI-CAC membership, is appropriate at times for the Board of Directors to approve the sponsorship of one of our existing events or the addition of a new event to our schedule with another professional organization.

When an opportunity to work with organizations becomes a reality, the committee chair responsible for that event should work with their Board Liaison to develop a written agreement that must be approved by the Board of Directors. This agreement should be developed in partnership with the other organizations, but not considered final until the Board has voted in favor of the agreement. All parties should then sign this agreement before a formal collaboration takes effect.

This agreement specifically needs to address the financial arrangements that are being made (including information about who is to handle registration, how profits/losses are to be divided and how revenues/expenses/sponsorships are handled). It should also specifically address delegation/division of tasks, outline the expectations as to use of logos, describe the approval process of all collateral and specify the financial commitments that are being made on behalf of the united organizations. A Board vote is required to alter the committee's budget if the net change is greater than \$2,000 and/or Policies & Procedures for that particular event.

When MPI-CAC enters into a co-sponsorship of an event, the Logo Identity Program must not be compromised. This is especially important with all pre-event mailings, programs and with on-site nametag

ARTICLE VII COMMUNICATIONS

SECTION 1. CHAPTER COMMUNICATIONS

- 1.1 Chapter communications will be overseen by the VP of Communications in concert with the Director of Marketing, AMC and in accordance with the marketing calendar. These include meeting notices, special messages, and the monthly 30/30 digital newsletter.
Note: Chapter policies cannot be in direct conflict with the MPI Brand Guide.

SECTION 2. ADVERTISEMENTS

- 2.1 MPI-CAC reserves the option to contract with an outside vendor for the sale of advertising space in the membership directory, website, and monthly digital communications. The annual directory will be printed and distributed at no cost to the chapter. Commissions for advertisements will be as agreed in the contract.

ARTICLE VII MISCELLANEOUS

SECTION 1. PHILANTHROPIC ACTIVITY

- 2.2 The chapter, in conjunction with select sponsors, contributes efforts towards charitable organizations. The selection of the organization is based on the choice of the sponsor, with approval by the MPICAC BOD.

SECTION 2. CHAPTER AWARDS

- 2.1 It is a recommended process to have no more than two awards of the total awards given to any current Chapter Board of Directors members serving each fiscal year. Chapter Board of Directors' recognition to thank them for service is acceptable but should not be called an award but rather a recognition of service.

- 2.2 All committees who have met their goals, financial and otherwise, will be eligible to win the Committee(s) of the Year Award. A separate submission for committee consideration is not required.
- 2.3 An IDEA representative must be appointed to the Awards Selection Committee to ensure Chapter IDEA initiatives are being considered and upheld
- 2.4 The Awards Selection Committee is responsible for selecting the chapter award winners on an annual basis. Those serving on the Awards Selection committee will not be eligible for chapter individual awards during the term they serve. This does not include Organization inductees into the MPI- CAC Hall of Fame where a member of the Award Selection Committee might be employed. Only chapter members are eligible to win the following awards:
- Chapter Leader of the Year (1 winner)
 - Eleanor H. Woods Supplier of the Year (1 winner)
 - Hall of Fame – Individual (1 winner)
 - Hall of Fame – Organization (1 organization)
 - Planner of the Year (1 winner)
 - Emerging Leader Award (up to 3 winners)
 - IDEA Champion of Change Award (1 winner)
 - Committee of the Year Service Based (1 winner)
 - Committee of the Year Event Based (1 winner)

Winners of the following categories may or may not be members of the Chapter:

- Kathy Osterman Meetings & Events Industry Advocate Award (1 winner every 5 years)

SECTION 3. CHAPTER SCHOLARSHIPS

- 3.1 The purpose of the Professional Grant program is to directly reduce the financial burden on MPI-CAC members by reducing the costs of: Attendance at educational events at both a local and international level and MPI annual membership dues. The Grant Selection Sub-Committee, a subcommittee under Membership, is responsible for promoting and selecting the grant recipients based on financial need and merit based on the criteria and procedures listed below. Those serving on the Grant Selection Subcommittee will not be eligible for Professional Grants during the term they serve. The funds allocated to the Professional Grants program are raised through proceeds from the Annual Holiday Party, individual donations through the online registration system, and other events as deemed appropriate by the Board of Directors. The Professional Grants fund is named the Hinton Holiday Fund. Professional Development Grants to be offered include the Bill O'Donnell Education Grants and the Hinton Membership Grants. Candidates complete an application detailing their involvement in MPI, reason for requesting a grant and financial need.