



**MEETING PROFESSIONALS INTERNATIONAL
NEW ENGLAND POLICY MANUAL**

**ARTICLE I
NAME**

Name. The name of this organization is Meeting Professionals International (“MPI”) New England, a not-for-profit corporation, incorporated in the Commonwealth of Massachusetts, 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.

MPINE PURPOSE: The MPI New England Chapter (MPINE) was started in 1979 and was the 16th chapter to be chartered within the organization. Over 40 years later the chapter membership has grown to over 270 meeting professionals. MPINE actively promotes awareness of the meeting industry and increases professionalism within the New England meeting industry by providing members and prospective members with a consistently high level of educational programs, recognition, and networking opportunities. MPINE members represent the leaders in our industry from prominent organizations throughout New England. We are proactively working to exceed our past levels of achievement and provide our members the benefits they expect to have from a leading industry association.

**ARTICLE III
MEMBERSHIP**

SECTION 1. MEMBERSHIP

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

SECTION 2. CHAPTER TRANSFER AND AFFILIATION

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

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

- 2.2 **AFFILIATE MEMBERSHIP:** Effective July 13th, 2017 MPI New England offers the option of affiliate membership to the MPI New England community. The membership is only available to preferred or premier members of another MPI chapter and is offered at the discounted rate of \$85.00 per year. Affiliate membership with the New England chapter includes access to the global membership directory, the monthly chapter electronic newsletter, other special mailings or emailings by the chapter, and eligibility to participate in all chapter sponsored programs and events at the member rate.

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 As noted in the MPI New England Bylaw Manual, Article IX, the MPI New England Chapter has also elected to establish an Executive Committee. The Executive Committee may act in place of the Chapter Board of Directors between Board Meetings on all matters, except those specifically reserved to the Board by these Bylaws, pursuant to delegation of authority to such committee by the Board of Directors. Actions of the Executive Committee shall be reported to the Board for ratification by mail, facsimile, electronic media or at the next Board meeting. The Executive Committee meets at the call of the President or at the request of two (2) members of the Committee. A majority of the Executive Committee constitutes a quorum for the transaction of business of the Executive Committee.
- 1.4 As noted in the MPI New England Bylaw Manual, Article VIII, the governing body shall be the MPI New England Chapter Board of Directors. The Board is responsible for reviewing and approving the organization's strategic plans. The Board oversees financial integrity and monitors performance against achievement of strategy and long-term vision. The Board shall be responsible for the hiring and continual performance assessment of paid staff. The Board shall have other powers and authority as granted to it by its bylaws. A majority of the Board constitutes a quorum for the transaction of the business of the Board. (As calculated: 50% of the number of existing Board members, plus 1. Example: 24 Board Members, 12 plus 1 or 13, would equal a quorum). Any director, including elected officers, who has been absent from one (1) regular meeting of the Board of Directors shall request an excused absence from the President. If the director misses the next Board of Directors meeting, the director shall be deemed to have resigned from the Board of Directors and the vacancy shall be filled

as provided by these bylaws, unless a further excused absence for extraordinary reasons shall be granted by the Board of Directors or President. Any member of the Chapter's Board who is unable to attend a regularly scheduled Board of Directors meeting is required to review and/or submit, prior to the scheduled meeting, a written report on the activities of the committee(s) to which he/she is a liaison. Follow-up with an Executive Committee member is required within five (5) business days. Failure to comply will be considered an unexcused absence. A Director with two (2) unexcused absences, who misses two Board meetings in one operating year may be subject to removal pursuant to the review and action by the Chapter's Board of Directors. Board members are strongly encouraged to attend both the Mid-year and Annual Board Retreats, but may receive exemption on a case by case basis by the President.

SECTION 2: EXECUTIVE COMMITTEE

- 2.1 As noted in the MPI New England Bylaw Manual, Article IX, the MPI New England Chapter has also elected to establish an Executive Committee. The Executive Committee may act in place of the Chapter Board of Directors between Board Meetings on all matters, except those specifically reserved to the Board by these Bylaws, pursuant to delegation of authority to such committee by the Board of Directors. Actions of the Executive Committee shall be reported to the Board for ratification by mail, facsimile, electronic media or at the next Board meeting. The Executive Committee meets at the call of the President or at the request of two (2) members of the Committee. A majority of the Executive Committee constitutes a quorum for the transaction of business of the Executive Committee.

SECTION 3. BOARD ELECTION & SERVICE:

- 3.1 **CONTESTED SLATE POLICY:** Once the Nominating Committee has developed a slate of nominees for election in accordance with these policies, the slate must be presented to the Chapter Board of Directors who must approve the action of presentation to the Membership for election by acclamation. Additional nominations from the membership shall be permitted; provided a nomination is submitted in writing to the Nominating Committee Chair by the date provided and is supported by a minimum of 10% percent of the official chapter membership as of the date provided. The nominee must identify the contested candidate and must submit a Candidate Interest Form to be eligible for petition. If no additional nominations are received by the deadline, the slate of nominees approved by the Chapter Board of Directors will be deemed elected by acclamation of the membership and will be installed at the Chapter's Annual Member Meeting. If additional nominations are received, the Chapter Members shall vote in accordance with Article V of the Chapter Bylaws on those positions having two or more candidates in contention.
In reference to Chapter Board of Directors vacancies, refer to Article VI, Section 6 of the MPI Chapter Bylaws.
- 3.2 **SLATE PRESENTATION AND SUBMISSION:** The Chapter slate will be presented to membership on templates provided by MPI Global and allow a minimum of 30 days for the membership to contest prior to Bylaw deadline of March 1. Chapter will submit to MPI Global the elected slate on the template provided by MPI Global on or before March 1 annually.
- 3.3 **BOARD TRAINING:** Any incoming Chapter Board of Directors member who has never served on a MPI Chapter Board of Directors is required to take the MPI Global Board 101 and MPI Managing Sexual Harassment training prior to the Chapter Business Summit (CBS) as outlined on the Volunteer

Leader Agreement. All Chapter leaders are encouraged to complete local Chapter Board level orientation and attend MPI Global training, 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 The Immediate Past President (IPP) will serve as Nominating Chairperson. Should the Immediate Past President be unable to serve in this position for any reason, the President shall appoint a Nominating Chairperson. The IPP or Chairperson will form a Nominating Committee for the purpose of nominating a slate of officers and Board of Directors beginning in the Fall by the date of the first board meeting of the new fiscal year beginning July 1st. The IPP or Chairperson, with the approval of the Executive Committee, will enroll no more than seven and no less than four members including the Chairperson and the President Elect. The President Elect has a vote as a part of the nominating committee. Other current Board members may not serve on the Nominating Committee. The Chapter Administrator, at the direction of the Nominating Committee, is charged with sending Leadership Interest forms to the general membership, assisting in the preparation of a slate of officers, and mailing the proposed written slate to the general membership. The Chapter Administrator shall collect ballots signed by the members sent via mail, email or fax.

Any member in good standing of MPI whose primary affiliation is with this Chapter is eligible for nomination and election to any elective office. The Nominating Committee (which will include the current President-Elect) will vet all applicants and conduct one on one interviews with potential candidates and then make recommendations back to the committee for final selections.

No current or incoming executive level board member may be seated on any other like for like Industry Board while also serving on the Board of Directors for MPI New England. Like for like industry board is described as a similar organization who targets similar membership such as PCMA, ILEA, HSMIAI, etc. This represents a conflict of interest for a sitting or incoming executive level board member.

1. Installation will take place at the MPI New England Chapter Annual Meeting just prior to the start of the new fiscal year.
2. Duties & Job Descriptions as noted in the MPI Bylaw Manual, Article VII:
 - President. The President shall serve as chairman of both the Chapter Board of Directors and the Executive Committee, if the Chapter has chosen to establish an Executive Committee. The President shall also serve as an ex-officio member on all committees except the Governance and Nominating Committee. At the Annual Meeting and at such other times, the President shall communicate to the members such matters and make such suggestions that will promote the welfare and increase the usefulness of the Chapter. The President shall perform such other duties as or as may be prescribed by the Chapter Board of Directors.
 - President-elect. The President-elect shall preside at all Chapter meetings in the absence of the President, work with officers to ensure chapter minimum standards are met, develop leadership succession planning strategies for the chapter and shall

perform such other duties that may be delegated by the President and/or the Chapter Board of Directors.

- Immediate Past President. The Immediate Past President shall serve as the Governance and Nominating Committee Chair, ensuring compliance and support of chapter bylaws and policy, shall serve as the Awards Committee Chair to honor and celebrate annual award recipients and shall perform other duties that may be delegated by the President and/or the Chapter Board of Directors.
- Vice President Finance. The Vice President Finance shall oversee the Chapter's funds and financial records. The VP Finance shall oversee collection of all funds and/or assessments; shall establish proper accounting procedures for the handling of funds alongside Association Management Company; and shall be responsible for keeping the funds in such banks, trust companies, and/or investments as are approved by the Board of Directors or by the Executive Committee, if the Chapter has chosen to establish an Executive Committee.
The Vice President Finance shall report on the financial condition of the Chapter at all meetings of the Board of Directors and at other times when called upon by the President. The Association Management Company and Vice President Finance shall file Chapter tax reports to MPI and governmental agencies as required.
- Vice President Membership. The Vice President Membership shall oversee new member recruitment, new member orientation, member recognition programs, scholarships, and Chapter retention. The Vice President Membership will access membership reports, including new members and retention, from the MPI database and report at all meetings of the Board of Directors and at other times when called upon by the President.
- Vice President Education. The Vice President Education shall oversee the educational offerings of the Chapter, to include program planning and educational alignment with the MPI strategic plan. The Vice President Education shall also oversee registration, logistics, content and speaker sourcing for all meetings. The Vice President Education will report at all meetings of the Board of Directors and at other times when called upon by the President.
- Vice President Educational Institute. The Vice President Institutes shall oversee the Fall educational institute of the Chapter, to include program planning and educational alignment with the MPI strategic plan. The Vice President Institutes shall also oversee all logistical and strategic planning efforts and execution as relates to the Fall educational institute. The Vice President Institutes will report at all meetings of the Board of Directors and at other times when called upon by the President.
- Vice President Marketing & Communications. The Vice President Marketing & Communications shall oversee the chapter communications. Vice President Marketing & Communications will oversee the timely chapter communications as needed to provide effective newsworthy information to the membership. In addition, the Vice President of Marketing & Communications shall oversee the production of the chapter newsletter/magazine, directory and website, their content and accuracy, and all written communication that is provided by the chapter both internally and externally. The Vice President Marketing & Communications shall also ensure that all written communications follow the chapter Strategic Plan currently in place and MPI designated Policies and Procedures. The Vice President Communications will report at all meetings of the Board of Directors and at other times when called upon by the President.

- Other Officer Positions. Officer positions other than those specified in these Bylaws may be established, and their duties specified by, the Chapter Board of Directors.
3. The governing body shall be the Chapter Board of Directors. The Board is responsible for reviewing and approving the organization's strategic plans. The Board oversees financial integrity and monitors performance against achievement of strategy and long-term vision. The Board shall be responsible for the hiring and continual performance assessment of paid staff. The Board shall have other powers and authority as granted to it by these bylaws.
 4. Once informed of their designated board position, slated members are required to attend the upcoming Annual Retreat and begin the transition process with their predecessors and Chapter Administrator. This includes, but is not limited to, one-on-one tutorials with existing board members both in the role they will be assuming as well as other board members and committee volunteers.

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 There are no current discounts or complimentary rates for Chapter events and/or for Volunteers working events for MPINE at this time.

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

SECTION 1. STANDING COMMITTEES

- 1.1 STANDING COMMITTEES: Chairpersons are determined by the individual Board members that comprise said committee (if applicable). No board vote is required for appointment to committee chair, but all committee members and active volunteer recipients are to be members of MPI. As noted in the MPI New England Bylaw Manual, Article X, standing committees of the chapter are:
 - Finance Committee: This 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 and the performance, qualifications, and independence of the Chapter's independent auditors. In addition, this committee will work to secure all in-kind and cash partnership agreements as well as ensure deliverables are met, as well as solicit raffle items for monthly education meetings and auction items for the online silent auction. Board members include VP of Finance, Director of In-Kind Partnerships, and Director of Chapter Advancement. Committee members will vary.
 - Membership Committee: The Membership Committee is charged with sustaining the organization by recruiting new members and retaining current members, including tracking member status and information with local and international offices. The Membership Committee will support and augment the registration team at the various MPINE programs as part of the Ambassador program. This committee is charged with planning, marketing, and

executing two (2) Membership Meet-up events per year and facilitating the annual MPINE chapter survey and supporting the MPI Global Chapter survey. Board members include VP of Membership and Director of Membership. Committee members will vary.

- Special Projects Committee: This committee is charged with planning, marketing and executing four (4) events per year that include the Annual Meeting, Summer Industry Outing, Annual Holiday Event and Spring Gathering. The MPI New England Chapter Annual Meeting will include officer installation, awards presentation, and year-end festivities (usually targeted for June at the end of the fiscal year). The Summer Industry Outing, annual Holiday event in December, and the Spring gathering in May will not generally include educational content and are designed for networking and celebration. This committee also focuses on the MPI connection with the rest of the New England community through corporate social responsibility (CSR) initiatives at select events. It is also the responsibility of this committee to work with the Director of In-Kind Partnership to research venues and submit RFP's for consideration. Board members include VP of Special Projects and Director of Special Projects. Committee members will vary.
- Marketing & Communications Committee (Marcom): The Marcom committee is charged with developing and implementing a marketing plan in order to improve internal and external communication within the chapter and its membership. It oversees graphics standards and typewritten words for the all Chapter communication, not the least of which includes the newsletter, social media platforms, and website. In addition, this team is to work alongside the Chair of Sponsorship Fulfillment (Finance Committee) to ensure all paid and in-kind sponsors / contributors to the chapter are marketed according to their agreed upon contractual marketing medium. This committee oversees chapter website content & design and explores ways the chapter can better use electronic media with the direction of the Director of Chapter Advancement as well as the Board of Directors. This committee is also responsible for all external-facing social media posting for the chapter as it relates to news, events, anniversaries, and chapter news. Current outlets are Facebook, LinkedIn, Twitter, and Instagram. Board members include VP of Marketing & Communications and Director of Marketing & Communications. Committee members will vary.
- Monthly Program Education Committee: A standing committee established pursuant to bylaws Article X, Section 4: The Monthly Programs Education Committee is charged with providing exceptional educational and networking opportunities at the regular chapter meetings. In addition, this committee works to align its program content to Events Industry Council standards and guidelines and works to ensure clock hours may be assigned when applicable. It is the responsibility of this committee to work with the Director of In-Kind Partnership to research venues and submit RFP's for consideration. Board members include VP of Education and the Director of Education. Committee members will vary.
- Educational Institute Committee: A standing committee established pursuant to bylaws Article X, Section 4: The Educational Institute Committee is charged with providing exceptional educational and networking opportunity at the Annual Educational Institute. In addition, this committee works to align its program content to Events Industry Council standards and guidelines and works to ensure clock hours may be assigned when applicable. It is the responsibility of this committee to work with the Director of In-Kind Partnership to research venues and submit RFP's for consideration. Board members include VP of Educational Institute and Director of Educational Institute. Committee members will vary.
- Nominating & Awards Committee: The Nominating & Awards Committee is chaired by the Immediate Past President. For Nominations, it 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 President-Elect serves as a

member of the committee with regards to Nominations. There shall be no fewer than four (4) members, including the chairperson. No current candidates for officer or director positions may serve on the Nominating Committee. Elections shall be conducted and submitted to MPI Global by March 1. For Awards, the committee is charged with nominating members of the Chapter, as well as soliciting candidates from the membership, who have demonstrated outstanding achievement or contribution to the work of MPINE for the following awards:

- o Kathy Keegan Cummings Professional Development Scholarship Award
- o Dayna Brunelli Tomorrow's Leader Award
- o Sam Dame Chapter Leader of the Year Award
- o Meeting Professional of the Year – Supplier
- o Meeting Professional of the Year – Planner

The committee, with the President's consent, has the ability to award, not award, or combine awards of any of the above recognitions due to extenuating circumstances that arise during the awards nomination process. Additionally, the President also has the ability to select and establish a "President's Award" recipient(s). The merit of this award is at the discretion of the President. Board members of the committee include Immediate Past President and President-Elect, other committee members will vary but are to be presented to the board of directors and voted on no later than the close of the 2nd board meeting of the new fiscal year (September)

- Diversity, Equity & Inclusion Committee (DEI): The DEI Committee is a subcommittee of the Office of the President. The DEI Committee is charged with developing processes that foster an environment of inclusion, diversity and equity for all current and potential members of the chapter. This committee works toward this goal through partnership with the chapter standing committees and the Board of Directors overall to ensure DEI is a key part of each committee's plan. The DEI committee also works toward this goal by developing and including questions in annual MPINE member surveys, and evolving committee processes from those survey results. The DEI committee is led by the Chair of DEI and has representation from members of chapter standing committees.

SECTION 2. ADVISORY COUNCILS AND TASK FORCES:

- 2.1 MPINE maintains a Past President's Advisory Council made up of MPINE Past Presidents. This council meets on an ad hoc basis and forms Task Forces as needs arise. Board members of this council include President, Immediate Past President, and President-Elect.

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 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 reports to assigned Chapter Board of Directors as needed.

- 6) Ensure volunteer reimbursement requests are submitted and paid within 60 days of the 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 / board member.
- 5) Submit volunteer reimbursement requests immediately following approved expenses but no later than 30 days.
- 6) Comply with Conflict-of-Interest Policy, maintain confidentiality of discussions and background materials and immediately disclose any conflict of interest that may arise.

ARTICLE VI
FINANCE

SECTION 1. FISCAL YEAR:

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

SECTION 2. ANNUAL BUDGET:

- 2.1 The Vice President Finance shall meet monthly with the Chapter Administrator to review and critique financial reports of the Chapter at all meetings of the Board of Directors and at other times when called upon by the President. The Vice President of Finance shall review checks issued for payment by the Chapter, but the AMC will be responsible for the issuing of all checks. In the absence of the Vice President of Finance, another previously designated member of the Board may review checks. In addition, the AMC will manage all accounts payable and accounts receivable payments. The annual budget is prepared by VP Finance for review by the Board of Directors beginning at the start of the slate approval leading up through the Annual Retreat and approved for final submission by the MPI Global deadline of July 1. The Board of Directors approves the annual operating budget in compliance with MPI Global Bylaws. Chapter operations will be in alignment with the annual budget. The Vice President Finance supervises the AMC's role in the receipt and disbursement of chapter funds: maintaining proper bookkeeping procedures; hiring a Certified Public Accountant at the end of the fiscal year to conduct an accounting review or audit (if needed); maintaining Massachusetts sales tax exemption; and filing Chapter tax reports with MPI, the Internal Revenue Service and state agencies as required. Contracts and agreements may be executed on behalf of the MPI New England Chapter by the Chapter Administrator for the Chapter and either the Chapter President or Vice President of Finance in consultation with the appropriate board liaison. MPI New England Board of Directors will determine what amount they feel is adequate to be written off to "bad debt expense" and add that amount to the budget for the fiscal year. This amount will be voted on as part of the overall budget. Chapter Accountant will only write-off bad debt after receiving written notice from the Office of the President and VP of Finance. This process should be done once during the fiscal year (preferably by June 15th). Bad debt will show as an expense and reduce the accounts receivable account.

SECTION 3. RESERVE FUND:

- 3.1 TERMS: The term “Reserves” for financial purposes will be defined as funds set aside to be used in emergency cases or in the event of an investment by the Chapter to further its mission.
- 3.2 RESERVE TARGET: Chapter reserve target shall be defined as a minimum 25% of annual fixed expenses. This should not include any event-related expenses, only expenses needed to keep the chapter operational (i.e. costs related to chapter administrator, bank fees, telecommunication, rent, etc.).
- 3.3 ACCESS TO RESERVES: The access of the “reserves” shall first be referred to the Chapter VP Finance for consideration. Final approval by a majority vote of the Chapter Board of Directors is required.
- 3.4 PURPOSE OF RESERVES: MPI New England will maintain adequate reserves for the following purposes:
- 1) Unpredictable events which could substantially impact MPI’s operations or revenue streams. While such occurrences are rare, reserves can provide the resources necessary to keep the organization functioning should one occur.
 - 2) Identification of a valuable investment opportunity for long term growth.

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

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

The Chapter’s Board of Directors will evaluate and monitor the Chapter’s reserves at the end of each fiscal year and make contributions from NET earnings to this fund (if applicable). If funds are withdrawn from the reserve funds, an action plan for replenishment of the withdrawn amount must be developed with a 3-month timeline for approval by the Board of Directors.

SECTION 4. REQUEST FOR PROPOSALS:

- 4.1 RFP & Contract Approval Process: Specified Chapter Committee works alongside Director of In-Kind Partnerships (DIKP) and Director of Chapter Advancement (DCA) to complete and update RFPs to solicit venues and vendors, per the provided meeting specifications for in-kind and paid partnerships respectively. All RFPs are sent directly to prospective in-kind venues by the (DIKP) or paid partnerships by the DCA. The respective Director communicates option(s) to the appropriate contact such as, President, Board Member, Committee Chair, etc. and after consideration with a specific committee, the respective initiates a contract with the selected vendor.

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 an event by MPI Global Policy Manual.

- 5.2 **President & President-Elect:** Only when traveling for Chapter business (and when accounted for in annual budget), the President and President-Elect may be reimbursed for the amount of the registration fee, airfare, ground transportation (or parking) to and from departure airport, and overnight accommodations for a maximum of five (5) nights per meeting to attend the MPI World Education Congress and other requisite meetings.
- Kathy Keegan Cummings Award Recipient:** This Scholarship award is presented annually to an MPI member from the New England Chapter to provide a full-year of complimentary registration to all monthly education programs of the Chapter (excluding the Fall Institute). The candidate must present a rationale for receiving this scholarship, including why he/she would like to participate in Chapter educational events throughout the year, how this participation will benefit the candidate's future professional goals, and how his/her participation will benefit the MPI New England Chapter.
- Chapter Volunteers:** Chapter board members and volunteers selected to participate in the Leadership Conference or Chapter Business Summit held by MPI Global (when in-person) may be reimbursed by the Chapter for ground transportation (if not provided by the conference) to and from the arrival airport to the conference site. Any additional funds needed for flight transportation to attend the Leadership Conference or Chapter Business Summit may be covered up to \$450 from the allotted \$375 from MPI Global.
- Food and Beverage:** No food and beverage expense will be reimbursed to chapter members for any conference, retreat or meeting.
- All expenses must be submitted within 30 days to the VP of Finance for approval. The VP of Finance then codes the expense to the operating budget and submits it to the AMC Finance Director for check issuance.
- 5.3 **BUDGETED CHAPTER EXPENSES:** In order to exceed total budget or line item amounts within the yearly fixed budget a Board member must secure Presidential pre-approval in consultation with the VP of Finance.

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 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 For all cash sponsorships, the Director of Chapter Advancement drafts a contract with outlined benefits for monetary contribution and then sends to Chapter Administrator for review, accuracy and conformity against the original bid agreement. Agreement is sent to the selected cash sponsor for final review. Upon reaching agreement to terms of contract, the cash sponsor signs and authorizes the contract which is then co-signed by the Chapter Administrator, President, or VP of Finance. Chair of Sponsorship Fulfillment keeps all contracts on file and notifies appropriate Chapter contact and

committee members, if applicable. All fulfillments to the cash sponsor are managed by the Chair of Sponsorship Fulfillment with oversight by the Director of Chapter Advancement. All cash sponsors are tracked through Google Sheets system managed by Chair of Sponsorship Fulfillment and Director of Chapter Advancement.

SECTION 7. PAID STAFF ADMINISTRATORS:

- 7.1 DUTIES: Paid staff administrators must adhere to the standards and qualifications established by MPI Global. A minimum scope of services as outlined below will be included in administrator RFP and contracts. Additional services above the minimum requirements can be added by the Chapter at their discretion with board approval.
- 7.1.1 Minimum scope of services of paid administrator shall include the following for the provision of professional management and administrative services:
- Provision of headquarter office and necessary technology to support all methods of communication with board and members
 - Proven skills in basic administrative functions and support of associations
 - Capable in bookkeeping services
 - Capable in website management
 - Capable in event management and registrations
 - Capable in record keeping and documentation
 - Capable in all facets of Chapter Board of Directors support
- 7.2. EVALUATION OF PAID STAFF & CONTRACT RENEWALS: Each Chapter is required to complete an annual review of their administrative services prior to the 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 relatives are 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).
- 7.7. **MANAGEMENT OF PAID STAFF:** The MPI New England Board of Directors currently retains DRI Professional Services (DPS AMC) as the Association Management Company (AMC) on record to perform duties relating to the management of the chapter. The duties and responsibilities of the AMC shall be identified in the yearly contract and in the work plan approved by the Board of Directors annually prior to, or at the commencement of, each fiscal year.
The AMC shall provide a report at the start of each scheduled meeting of the Board of Directors on the execution of their duties and responsibilities. The Board of Directors shall be responsible for providing overall policy direction and instruction to the AMC. The Chapter's Office of the President (or Special Task Force) shall conduct the regular evaluation of the performance of the management company to be completed annual prior to the June board retreat. The format of such an evaluation shall be agreed upon between the Chapter Administrator and the Office of the President.
As noted in the MPI New England Bylaw Manual, Article IX, paid staff administrators may be employed by the Chapter Board of Directors to serve at its discretion. Duties and compensation shall be determined by the Board. Paid staff administrators must adhere to the standards and qualifications established by MPI Global. Any and all evaluations of paid staff administrators must be performed by the Office of the President as a whole. The Chapter Administrator is compensated through the monthly AMC fee. The onsite liaison is compensated on an hourly basis as a contractor.

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 Regular chapter meetings will be held on the third Wednesday of every month (whenever possible) as determined by the Board of Directors at a location recommended and approved by the Board of Directors. In instances when calendar conflicts occur, the Board of Directors may elect to change the dates of these meetings. Additionally, the MPI New England Chapter Signature Event, the Fall Educational Institute, is traditionally held in November over a 1.5 day period and may not follow the cycle of the third Wednesday of the month. Additional Chapter meetings may be scheduled at times

and places to be determined by the Board of Directors in order to not interfere with monthly programs, special programs, fundraising events and the annual meeting.

Speaker fees and travel are assessed on a case by case basis and are authorized by the VP of Education and VP of Educational Institute so that they are aligned within their specified chapter budget. Speakers, Facilitators, Panelists or discussion leaders who lend their expertise on a topic, are eligible for meeting/program fees to be waived at the discretion of the VP of Education and VP of Educational Institute. If the speaker is being sponsored, or is being represented by an outside sponsoring company, the sponsor or speaker may be acknowledged just prior to and/or upon the conclusion of the speaker's presentation, and the actual content of the program must be free of sales and promotion.

The MPI New England Chapter confirms with MPI Global policy relative to non-hosted alcoholic beverage bars at all MPI New England Chapter monthly meetings.

Chapter fees shall be determined by the representative committees subject to approval by the Chapter's Board of Directors. Pricing for both the monthly meetings and Fall Educational Institute should be based upon consideration of prior pricing history and current market conditions. Information relative to the historical pricing for activities, goods, services and events should be obtained from the Chapter's Chapter Administrator.

Up to two (2) participating co-chairs for an individual monthly and special program may attend their respective meetings on a complimentary basis. The co-chairs shall be determined as those listed on the promotional materials for the event and would be exempt from paying the registration fee. The VP of specified committee would determine the co-chairs per meeting to which this exemption would be applied. Complimentary registration fees may not be transferred.

At the MPI New England Chapter Monthly Meetings, the Chapter will provide complimentary registration for employees of the sales staff and senior management staff of the host facility, provided there are no direct costs to MPI for these individuals and it is currently in line with their venue sponsorship contract. Should a direct cost to the Chapter be incurred, charges to the host facility will be assessed. Complimentary registrations for representatives from the other sponsoring organizations may also be extended on a case-by-case basis by the Director of In-Kind Partnership.

The Membership Committee may sponsor up to two prospective members at each monthly meeting as a proactive step towards increasing membership. The prospects will be pre-qualified by the chair of the committee to ensure that they are active in the meeting industry and that they are good candidates for membership in the MPI New England Chapter. The chair of the Membership Committee will be responsible for approving the monthly prospects and notifying the management company of their names and affiliations. The prospective member should not have attended an MPI New England event in the last 12-18 months.

The registration fee for any educational program will be waived for any past president or the current president of the MPI New England Chapter. This privilege does not apply to networking/social programs, Educational Institute, or other events that require overnight accommodations.

- 1.3 EDUCATIONAL PROGRAMS: The Chapter shall conduct at least five (5) monthly educational and networking programs for the membership, plus the Educational Institute. The respective committee shall determine the fees for attendance at monthly meetings and the Educational Institute subject to approval by the Board of Directors. Pricing tiers shall be established for all monthly meetings which will establish categories for members and non-members. Chapter members shall be entitled to a lower rate than non-members.

Pricing for the Fall Educational Institute signature event is determined on a yearly basis and submitted for approval by the Board of Directors. Pricing factors include participation as part of Hosted Buyer Program (if applicable), supplier attendee vs. planner attendee, sponsorship

participation, and other incentive programs determined by the VP of Education and Director of Institutes.

- 1.4 NETWORKING/SOCIAL PROGRAMS: The Chapter shall conduct four (4) networking/social meetings and two (2) membership meet-ups during each fiscal year of the organization. The fees for participation in these meetings shall be established by the Special Projects and Membership committees and subject to approval by the Board of Directors.

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 The MPI New England Chapter Marketing & Communication (Marcom) Committee policies fall under the realm of managing the following three categories of media and outreach to member and non-member databases:

- Social Media - LinkedIn, Facebook, Twitter, Instagram
- Publications – Magazine/Newsletters, Directory, Website Content, PR
- Brand Awareness & Content – ensuring all content executed in aforementioned areas remains consistent with MPI/NE brand under MPI Global parameters

The Marcom Committee is responsible for the CVENT generated content on all meetings, special events, newsletter, and the chapter website. All event chairs must submit an Event Build form encompassing all event details including venue location, date and agenda, speakers, and program logistics. This form is reviewed by the VP and Director of Marcom, Director of In-Kind Partnership, Director of Chapter Advancement, Office of the President before being submitted to the Chapter Administrator to create the necessary content for the CVENT marketing materials and website content. Timelines are managed by the Marcom team with each respective committee determining event logistics.

The Marcom Committee is responsible for all content placed on the www.mpine.org website in addition to all content generated from any social media account.

SECTION 3. ADVERTISEMENTS:

- 3.1 Chapter Advertisements include, but are not limited to:
- Newsletter Ads: The Chapter shall produce monthly newsletters throughout the year. The fees for advertising in the newsletter shall be determined by the Director of Chapter Advancement and subject to approval from the Chapter's Board of Directors or President.
 - Sponsored E-blasts: Advertising Sponsor can purchase and create content that the Chapter Administrator will distribute on behalf of sponsor. No member contact information is given to the sponsor and content must be approved by the Marcom Committee.
 - Social Media Takeover: Advertising Sponsor can purchase and create content that the Marcom Committee will post on Chapter Social Media Channels on behalf of sponsor. No member contact information is given to the sponsor and content must be approved by the Marcom Committee.

ARTICLE IX
MISCELLANEOUS

SECTION 1. PHILANTHROPIC ACTIVITY:

- 1.1 Funds for the MPI New England Chapter's contributions to philanthropic and educational endeavors will come from many sources, including but not limited to fundraising events. The balance of the funds may be divided among organizations that are involved in the meetings industry, which are related to the industry, or meetings industry related charities. These categories include, but are not limited to specific educational programs of the MPI New England Chapter and the MPI Foundation. In addition, balance of the funds raised may impact a local charity or organization outside the meetings industry as part of a Corporate Social Responsibility (CSR) initiative. No donation may be designated nor committed without approval by the Board of Directors of the MPI New England Chapter. The Board will consider committee recommendations in determining the allocation of philanthropic funds.

SECTION 2. CHAPTER AWARDS:

- 2.1 The Nominations & Awards Committee is charged with nominating members of the Chapter, as well as soliciting candidates from the membership, who have demonstrated outstanding achievement or contribution to the work of the MPI New England Chapter for the following awards:
- Kathy Keegan Cummings Professional Development Scholarship Award: Scholarship Award (see below, Section 3.1)
 - Dayna Brunelli Tomorrow's Leader Award: This award is presented annually to an MPI member who has made new contributions to the association at the chapter level. The candidate must be a current member of MPI in good standing. This award recognizes a new and growing career in the events industry with demonstration of involvement, commitment and achievement on a chapter level. This award is named in honor of an incredible young member of MPI New England who passed away too soon but remembered always for her contributions to the chapter.
 - Sam Dame Chapter Leader of the Year Award: This award is intended to recognize the local commitment of a chapter member in influencing the life of the Chapter. The award is based upon the ability of the recipient to motivate others, impact chapter functions, provide a sense of purpose in the community and act as a catalyst to cause exceptional results that benefit the local chapter and meetings industry.
 - Meeting Professional of the Year – Supplier/Planner: These awards (one for Planner and one for Supplier) are presented annually to a member of MPI in recognition of outstanding association/industry contributions, leadership and professionalism. The awards are based on chapter participation, donation of time, talents and services to members of the community and community service outside of the chapter. The awards recognize a career of involvement, commitment and achievement.
 - The President also has the ability to select and establish a "President's Award" recipient(s). The merit of this award is at the discretion of the President.

The Awards committee will communicate criteria and solicit applications from the general membership during the year. Applications and nominations should be submitted by the marked deadline for review and final selection by the Awards Committee. Award recipients are notified at the June Annual Meeting. Winners MAY be part of the upcoming fiscal year Board of Directors beginning July 1st, but may not CURRENTLY sit on the MPI New England Chapter Board of Directors at the time of nomination. All applicants must be members in good standing of the MPI New England Chapter.

The committee, with the President's consent, has the ability to award, not award, or combine awards of any of the above recognitions due to extenuating circumstances that arise during the awards nomination process.

SECTION 3. CHAPTER SCHOLARSHIPS:

- 3.1 In addition to the merit awards, the June Annual Meeting will also highlight a scholarship recipient award –the Kathy Keegan Cummings Award. The recipient of the Kathy Keegan Cummings award shall receive complimentary educational registrations for the five (5) education meetings in that upcoming fiscal year. The complimentary registration cannot be applied to any networking event, the Fall Educational Institute and may not be carried over into the next fiscal year. Inability to attend an education meeting will result in forfeiture of that comp registration. The candidate is nominated by his/her peers or self-nominated and the awards committee will deliberate amongst the nominees and select the nominee most deserving. All applicants must be members in good standing of the MPI New England Chapter.

The Awards committee will communicate criteria and solicit applications from the general membership during the year. Applications and nominations should be submitted by the marked deadline for review and final selection by the Awards Committee. Award recipients are notified at the June Annual Meeting. Winners MAY be part of the upcoming fiscal year Board of Directors beginning July 1st, but may not CURRENTLY sit on the MPI New England Board of Directors at the time of nomination.

SECTION 4. NON-COMPLIANCE:

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

SECTION 5. MPI POLICY MANUAL:

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

MPI New England
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