



M E E T I N G P R O F E S S I O N A L S I N T E R N A T I O N A L



MEETING PROFESSIONALS INTERNATIONAL Kentucky Bluegrass Chapter POLICY MANUAL
Revision Date: January 2019

MPI VISION: To be the first choice for professional career development and a prominent voice for the global meeting and event community.

MPI MISSION: To provide MPI members, chapters and the global meeting and event community with innovative and relevant education, networking opportunities and business exchanges, and to act as a prominent voice for the promotion and growth of the industry.

MEMBERSHIP

SECTION 1. MEMBERSHIP

- 1.1 **MEMBERSHIP QUALIFICATIONS, CLASSIFICATIONS, TRANSFER AND DUES:** Shall be as described in the current MPI Global Bylaws and Policy Manual. Any member in good standing of MPI is eligible to affiliate with a Chapter regardless of geographic area or location of business. Reference MPI Policies Article III, Sections 1-4 and Article VI, Section 1-4.
- 1.2 Members are responsible for updating their contact information directly with MPI International at www.mpiweb.org. When approached by chapter members to update information, chapter representatives should instruct members directly to the Web site and should not collect contact information updates for the chapter's business purposes. To update non-member information contact the chapter's executive director.

SECTION 2. CHAPTER AFFILIATION

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

BOARD OF DIRECTORS/OFFICERS

SECTION 1. AUTHORITY & RESPONSIBILITY:

- 1.1 **CONFLICT OF INTEREST:** All board members are required to review, sign and adhere to the chapter conflict of interest statement provided by MPI Global and return it to the chapter President prior to being installed on the board.
- 1.2 **PRINCIPLES IN PROFESSIONALISM:** Chapter Board members must adhere to the Principles in Professionalism as outlined by MPI Global.
- 1.3 **CHAPTER BOARD REPORTS:** Board members will submit all required reports for each of their committees or activities on a monthly basis to the appropriate VP, along with a copy of the committee chair report by the date specified by the current President. Reports should be sent via email. Board reports will be distributed to all appropriate committees and board members.
- 1.4 **MPI GLOBAL REQUIRED DOCUMENTS:** Chapters are required to submit annually (by June 15th) to MPI Global the following documents as part of the annual planning process; Annual Business Plan, Budget, 18 month Education Calendar, Marketing Plan/Calendar, Succession Plan, Current & Updated Bylaws and Policy Manual. Additionally chapters must submit these documents as outlined in bylaws or policies a copy of annual tax return by October 1st, Confirmation that all incoming board members attended their Board 101 training and signed their conflict of interest statements.
- 1.5 **Absences.** 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.
- 1.6 **Electronic membership databases (including email addresses)** may be utilized by the MPI-KBC Board of Directors, the executive director and authorized committee members for the sole purpose of conducting MPI business. Only the board can grant the use of membership data.

SECTION 2. BOARD ELECTION & SERVICE:

- 2.1 **Nomination's Policies:**
 - 1) **Nomination Processes (applications, review of applicants & selection process)**
 - a. The PE and IPP will speak with each current board members to gauge their interest in continuing on the board in the next fiscal year.
 - b. The chapter Executive Director will email nomination forms to the entire membership.
 - c. The nomination's committee will review applicants and follow-up with any non-current board members.
 - d. The nomination's committee will choose individuals based on a quorum vote.
 - 2) **Installation procedures in accordance with Bylaws.**
 - a. The new board will be installed at the annual meeting that is held in May or June of the preceding fiscal year. A past President will swear-in the board using the verbiage that is provided on the CLRP.
 - 3) **Duties or Job Descriptions:** Please refer to the descriptions in the shared drive (currently, DropBox is being utilized as a shared board drive).

- 4) Transition Processes: The current board member will meet with their replacement to share information pertaining to the position. The current board member will also provide a written document that details any procedures that are currently in place.
 - a. The outgoing VP of Finance develops the budget for the following fiscal year with the incoming VP of Finance.
 - b. The outgoing VP of Education makes sure that the speaker/panel members are contracted for the first two (2) educational meetings in the new fiscal year.
 - 5) Orientation Requirements: It is at the discretion of the incoming President as to whether or not an orientation/transitional meeting is held. In the past, an orientation and transitional meeting was held in April with the incoming board and the outgoing board. The Executive Director is not required to attend this meeting.
- 2.2 **CONTESTED SLATE POLICY:** Once the Nominating Committee has developed a slate of nominees for election from all the Candidate Interest Forms submitted, the slate is sent to the membership. Additional nominations from the membership shall be permitted; provided a nomination is submitted in writing to the Nominating Committee Chair by date provided and is supported by a minimum of 10% percent of the official chapter membership as of date provided. The nominee must identify the specific person he/she is running against in the general elect and must have already submitted a Candidate Interest Form to be eligible for petition. If no additional nominations are received by the deadline, the ballot submitted by the Nominating Committee will be deemed elected by acclamation and will be installed at the chapter's annual meeting. If additional nominations are received, a mail ballot will be sent to all chapter members for those positions having two or more candidates in contention.
- 2.3 **SLATE PRESENTATION AND SUBMISSION:** Chapter slate will be presented to membership on templates provided by MPI Global and allow 30 days for membership to contest prior to bylaw deadline of March 1st. Chapter will submit to MPI Global the approved slate on the template provided by MPI Global on or before March 1st of each year.
- 2.4 **BOARD TRAINING:** Any incoming board member never serving on a MPI chapter board previously is required to attend the MPI Global Board 101 training on dates specified. Each candidate is required to sign the training acknowledgement form and submit to their President prior to June 15th of the fiscal term. All chapter leaders are able to and encouraged to attend MPI Global trainings, Chapter Business Summit (CBS) and Chapter Leader Forum (CLF at WEC).
- 3.5 **BOARD RETREATS:** Chapters are required to hold an annual board planning retreat each year between April and June of the fiscal year. Chapters are also required to hold a mid-year assessment retreat between November and January of each fiscal year. Chapters must engage with an external professional facilitator to oversee the process and flow of the retreat. Facilitators cannot be a Current Board member from your home chapter or chapter member that has served on the board in the last two years. All retreat facilitators must be approved prior to contracting with your Chapter Business Manager.

SECTION 3. BOARD COMPENSATION:

- 3.1 **COMPENSATION:** Directors and elected Officers shall not be compensated for their services as an MPI Chapter Officer or Director or receive any preferential discounts or considerations for attending chapter events.
- 3.2 **GIFTS:** Directors and elected Officers shall not accept any gifts over the value of \$100.00 unless otherwise approved by MPI Global.

COMMITTEES AND TASK FORCES

SECTION 1. VOLUNTEER ROLES & RESPONSIBILITIES: Please refer to job descriptions on the shared board drive (currently, DropBox is being utilized).

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 the chapter with MPI Global approval.

SECTION 2. OPERATING POLICIES

- 2.1 The annual budget is prepared by the VP Finance for review with the President, PE, IPP, and Executive Director prior to the annual board retreat. The Board of Directors approves the annual operating budget in compliance with MPI Global bylaws. Chapter operations will be in alignment with the annual budget.
- 2.2 No payments will be made without an invoice or expense report and a check request.
- 2.3 The board must approve any unbudgeted expenses.
- 2.4 Check signing authority: Each chapter check requires a two party signature. The VP of Finance, President, IPP, and PE (in that order) are authorized board signatures for chapter expenditures. The other signature on chapter checks is the Executive Director. If the Executive Director is not available, two approved board members (from the list above) may sign a chapter check.

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 will maintain a minimum reserve of 6-8 months operating funds. Operating funds will be defined as annual fixed expenses plus 20%. This timeframe is to be a minimum as it is recognized that external events in the industry, significant downturn in the economy or stock market could make a longer commitment necessary.
- 3.3 MPI Kentucky Bluegrass Chapter will maintain adequate reserves for the following purposes:
- 1) Unpredictable events which could substantially impact MPI's operations or revenue streams. While such occurrences are rare, reserves can provide the resources necessary to keep the organization functioning should one occur.
 - 2) Identification of a valuable investment opportunity for long term growth.

While most 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.

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

SECTION 4. REQUEST FOR PROPOSALS:

- 4.1 Contracts for services or products totaling \$2,500 or more require a bid process.
1. Development of an RFP outlining bid requirements.
 2. Obtaining a minimum of three (3) proposals.
 3. Extending to all applicable members the option to bid.
 4. Considering bids from non-members as deemed appropriate by the corresponding committee.
 5. Conduct a formal review of bids by the committee chair, the applicable Board Director and Vice President.
 6. Submit final recommendation with copies of proposals to applicable Vice President and Vice President of Finance.
 7. Final selection will be made by a Board vote.

SECTION 5. REIMBURSEMENT OF EXPENSES OR TRAVEL

- 5.1 When members are traveling at the direct request of the chapter, reasonable and customary expenses will be reimbursed.

5.2 REGISTRATION:

1. Event registration will be reimbursed at the early bird rate.
2. Additional charges will only be reimbursed if the activity/event is being attended at the direction of the board.
3. Participation in CSR activities are not reimbursable.

5.3 TRAVEL:

1. The chapter will reimburse for transportation to and from the event:
 - Ground transportation
 - The most cost efficient mode (rental, mileage, train, etc.) should be utilized at all times.
 - When multiple chapter members are traveling simultaneously, every effort should be made to consolidate costs.
 - Air transportation
 - Ground transportation (including tips) to and from the airport will be reimbursed.
 - Members are expected to use the most economical means of transportation available (including traveling in groups when possible).
 - The chapter will reimburse baggage check fees as follows:
 - 5 nights or less – one bag
 - More than 5 nights – two bags

5.4 ACCOMMODATIONS:

1. Accommodations will be reimbursed based on the official dates of the event.
2. All members should book their accommodations within the room block provided (if available).
3. Tips for hotel staff (including bell staff and parking staff) will be reimbursed.

5.5 FOOD AND BEVERAGE:

1. When travelling for official approved MPI KBC business purposes, the chapter will reimburse for meals (tax and tip included) in accordance with the federal per meal per diem that is applicable to the location of the meeting/conference/event. Alcohol reimbursement is only reimbursable if it falls within the per diem amount.
2. If a meal is provided as part of the meeting/conference/event schedule, BOD members are expected to use this meal option before using per diem amounts.
3. Participation in elective activities is not reimbursable.

5.6 MISCELLANEOUS:

1. Individuals traveling on chapter business may extend their travel plans for personal pleasure provided that the chapter does not incur additional travel costs. The chapter will only reimburse airfare that is equal to or less than the associated costs for an airline ticket on the travel days associated with the conference. The airline ticket should be booked a minimum of three (3) weeks prior to the travel date in an effort to be good stewards of the chapter's funds. If airfare must be booked less than three (3) weeks prior to the travel date, the board member must consult with the VP of Finance and President prior to purchasing the ticket or the ticket cost may not be reimbursed. If the board member will miss part of the training session/conference, said board member must discuss with President to determine if said board member should still attend or if it will make sense to send another board member instead.

Reimbursement will be processed upon receipt of a completed check request along with all itemized receipts.

- 5.7 For any travel directed or offered by MPI Global chapter board members will comply with expense and reimbursement guidelines outlined for such event by MPI Global procedures.

SECTION 6. SPONSORSHIP AND SOLICITATION:

- 6.1 **ACCESS TO MEMBER LISTS:** Access to membership and attendance lists shall be restricted to MPI premiere members in good standing only. Members shall be provided the opportunity to opt out of solicitation emails from both the chapter and MPI Global.

SECTION 7. GIVE-AWAY - INCENTIVES:

- 7.1 The MPI-KBC Giveaway/Incentive Policy considers the method of award of any chapter incentive and/or giveaway.

Eligibility

- Who is eligible? Any individual attending an MPI-KBC function is eligible to participate.
- Does the winner have to be present to win? The selected winner must be present at the time of any giveaway or drawing. If the selected individual is not present, a new name will be selected.

Method of choosing the winner

- Who determines the method of selection? The method of selection will be determined/approved by an MPI-KBC Executive Committee member. Donors/sponsors will not be permitted to delegate the method of selection unless prior approval of been granted.
- When will the method of selection be determined? The method of selection will be determined prior to the event. Selected methods will not be deviated from during the event. It is

recommended that any giveaway is conducted when the bulk of the attendees are present unless otherwise noted in communications to the membership.

7.2 Recognition of donors:

- Donors will be recognized by verbal announcement at the time of giveaway. The donor will also draw the winning ticket for raffle items (except at the joint meeting, where the winning tickets will be drawn by the member who is on stage).

SECTION 8. PAID STAFF ADMINISTRATORS:

8.1 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.

8.2 EVALUATION OF PAID STAFF & CONTRACT RENEWALS: Each chapter is required to complete an annual review of their administrative services prior to end of the chapter year. Chapter must at a minimum adhere to the evaluation guidelines provided on the sample template. Additional processes can be deemed necessary at the chapter discretion. All chapters must submit a copy of their paid staff evaluations to MPI Global within 30 days of completion of the evaluation.

8.3 The entire board will submit a written review of the chapter administrator. The President will compile the results from the review. The President, IPP, and PE will discuss the evaluation results with the chapter administrator and the owners of the management company.

8.4 MPI Global Chapter Administrator Program

1. Contracts for any chapter administrator or paid staff services will require the following language included in contracts and/or scope of services by January 30, 2019. This includes all existing/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 CAP (Chapter Administrator Program) 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 July 1st.
- Non-compliance with these requirements will require termination of contract.

2. Chapters must complete an annual review of services provided by paid administrators. Reviews should begin at least 90 days prior to the end of the contract. The outcomes of the review as well as any updated contracts for service should be submitted to Global by July 1st annually.

3. All administrative services must be contracted as a vendor for services; not an employee of the chapter.

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

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

6. In the event chapter does not engage in paid staff services chapter board members are required to adhere to all CAP guidelines and take all required trainings. Refer to CAP program guidelines for requirements.

CHAPTER EVENTS

SECTION 1. EDUCATIONAL & SOCIAL EVENTS:

- 1.1 Cancellation of any program or event must have the approval of the Board of Directors before any action is taken.
- 1.2 All chapter events are to be held at facilities that meet ADA standards and in a non-smoking room. MPI KBC Member venues will be offered the opportunity to host chapter events prior to offering this opportunity to non-member venues
- 1.3 All chapter members in good standing may attend monthly luncheons.
- 1.4 Chapter events except Educational Conference: Cancellation notices received 72 hours prior to the event will receive a full refund. Cancellation notices after the 72-hour prior to event deadline and no-shows are non-refundable
- 1.5 Media/press/photographer shall receive complimentary admission to chapter events.
- 1.6 Tracking Continuing Education Unites - MPI-KBC is not responsible for tracking the Continuing Education Units for individual members. A self-tracking tool is available on MPI International's Web site at www.mpiweb.org. Members will be informed of individual meeting CEU availability via the invitation to the event.
- 1.7 When a Professional Speaker is working with the MPI-KBC chapter, there are specific guidelines set in place regarding reimbursement for food and lodging. The members of the Education committee should first approach local members of hotel and lodging facilities to sponsor the speaker (comp a room and breakfast for the speaker). If the speaker is unable to attend dinner with a member of the Board, the following guidelines will be in place regarding meals.
 - Breakfast/Lunch – the speaker may be reimbursed up to \$10 for each breakfast or \$15 for lunch during their stay for the speaking engagement for MPI-KBC.
 - Dinner - the speaker may be reimbursed up to \$25 for each dinner during their stay for the speaking engagement for MPI-KBC
- 1.8 **EVENT ATTENDANCE:** Chapters must charge a member rate and a non-chapter member rate for all events. The price difference between member and non-chapter member rates is at the chapter discretion based on specific event needs. Anyone who is not a preferred or premier level member is required to pay the non-chapter member rates for events and is limited to no more than 2 events in one fiscal year at the non-chapter member rate.

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

Non-industry guests are exempt from this rule and can be charged a guest rate to be determined by the chapter.

COMMUNICATIONS

SECTION 1. BRAND STANDARDS:

- 1.1 All Chapters must adhere to the MPI Global Brand Standard Policy document provided.

SECTION 2. CHAPTER COMMUNICATIONS:

- 2.1 Advertising on the website or in the newsletter requires payment prior to the advertisement running. MPI KBC will not bill after the fact, unless there are extenuating circumstances and the post billing is approved in writing by the VP of Communications. If an advertiser does not submit payment by the pre-specified date, the chapter can accept another advertiser in that spot.

- 2.2 While MPI-KBC supports its members and their endeavors both internally and externally, chapter communications tools are primarily reserved for organizational messaging, such as the delivery of invitations to monthly events and other chapter-sponsored communications.

All advertising or individual-based messaging requests must be distributed via a Strategic Partnership agreement through the chapter's VP of Communications. Messages must be pre-approved by MPI-KBC Communications prior to the sending an e-blast.

- 2.3 It is the general policy of MPI-KBC to acknowledge the life events of its members at the executive committee's discretion based on the following policy. Recognizing life events of non-members (including spouses of members) is at the sole discretion of the executive committee.

Births & Marriages - Information may be submitted to the Director of Communications for inclusion in the chapter's publications.

Illness - Illnesses may be acknowledged by a card (on behalf of the board).

Death - Death may be acknowledged by a card (on behalf of the board), flowers or a donation (if recommended in lieu of flowers). The amount of recognition will not exceed \$50.

MISCELLANEOUS

SECTION 1. CHAPTER AWARDS:

- 1.1 The Executive Committee is charged with the mission of recognizing the contributions and achievements of chapter members. In addition, this committee is responsible for the administering of the selection process for recognition and awards.
- 1.2 The Executive Committee may create an additional award or decide to award multiples in a category as they see fit. Applicable dates are July 1-May 15.
- 1.3 Nominations are distributed to the entire membership via e-mail and are posted on the chapter Web site.
- 1.4 The Award Committee will select the award winners via a conference call. Silver Platter Award is given to the host venue with the highest evaluation for food and beverage served during the MPI-KBC event.
- 1.5 The following are the awards of the chapter:

Don Harrington/Dorothy Penner Planner of the Year – The Planner of the Year Award goes to a planner member in recognition of outstanding association/industry contributions, leadership and professionalism. This person in their professionalism and dedication furthers the aims of MPI and its members. The selection of this award is based on a history of accomplishments in our industry as well as to meeting management and for furthering the aims of MPI and its mission. They serve as a role model for other suppliers, as well as a leader in meeting management. This member should have contributed his or her time, hard work, and experience to the meeting industry of Kentucky.

Gene Metzler Supplier of the Year – The Supplier of the Year Award is presented to a supplier member of MPI in recognition of outstanding association/industry contributions, leadership and professionalism. This person, in their professionalism and dedication, furthers the aims of MPI and its members. The selection of this award is based on a history of accomplishments in our industry as well as to meeting management and for furthering the aims of MPI and its mission. They serve as a role model for other suppliers, as well as a leader in meeting management. This member should have contributed his or her time, hard work, and experience to the meeting industry of Kentucky.

Rising Star Award – Awarded to an individual who has not been a member of MPI or KBC MPI for more than 3 years and exhibits strong sense of initiative on behalf of the meetings industry and the Chapter. This person may or may not have been a member of a committee, but will have shown willingness to devote his or her energies to the Chapter and its vibrancy.

MPI KBC Committee Member of the Year – This award is given to an active committee chairperson or committee member who has shown initiative and above-and-beyond service in fulfilling his or her committee responsibilities. This person represents the initiatives of not only the committee she serves, but promotes KBC MPI in all endeavors.

MPI KBC Volunteer of the Year – This award was designed to recognize a member of the chapter that *is not currently serving on the Board of Directors* but has contributed significantly to KBC MPI outside the commitment to a committee. This person has volunteered his or her services time-after-time to the service of the chapter. They are always willing to help when asked. They are always willing to volunteer their time and efforts.

President's Award -- Recognizes a Kentucky Bluegrass Chapter member who has gone beyond the call of duty, providing outstanding contributions to the chapter. This award is selected at the sole discretion of the President of the Board of Directors. All chapter members are eligible.

SECTION 2. MEMBERSHIP ANNIVERSARIES:

2.1 The president will recognize members celebrating five or more years of membership during chapter meetings. Their name and year of membership will continue to be included in the newsletter.

SECTION 3. SCHOLARSHIPS:

3.1 MPI KBC does not currently offer any scholarships.