



MEETING PROFESSIONALS INTERNATIONAL  
Michigan Chapter POLICY MANUAL  
ADOPTED August 1, 2023

**ARTICLE I**  
**NAME**

Name. The name of this organization is Meeting Professionals International ("MPI") [Michigan Chapter](#) a not-for-profit corporation, incorporated in the [State of Michigan United States of America](#).

**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 Requests for Proposals (RFPs) are sent out the year prior and as needed.

### SECTION 5. REIMBURSEMENT OF EXPENSES OR TRAVEL

- 5.1 Expense reimbursements are submitted to the admin for processing.

### SECTION 6. SPONSORSHIP AND SOLICITATION

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

### SECTION 7. ADMINISTRATORS

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

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

## **ARTICLES VII**

### **CHAPTER EVENTS**

#### **SECTION 1. EDUCATIONAL & SOCIAL EVENTS**

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

## **ARTICLE VIII**

### **COMMUNICATIONS**

#### **SECTION 1. BRAND STANDARDS AND TRADEMARKS**

- 1.1 All Chapters must adhere to the MPI Chapter Logo and MPI Brand Guide documents provided. Any theme-specific logos for events must not conflict with the MPI Brand Guide and must be approved by MPI prior to use. Each chapter will be required to sign a Trademark License Agreement that will be maintained by MPI.

## SECTION 2. CHAPTER COMMUNICATIONS

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

## **ARTICLE IX MISCELLANEOUS**

### Section 1. PHILANTHROPIC ACTIVITY

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

### Section 2. MPI CHAPTER AWARDS

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

## SECTION 3. NON-COMPLIANCE

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

## SECTION 4. MPI POLICY MANUAL

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

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## MPI MICHIGAN CHAPTER POLICIES ADDENDUM

Revision Date **9/9/2025**

### ARTICLE I MEMBERSHIP

#### SECTION 1. AFFILIATE MEMBERSHIP:

##### **Affiliate Memberships**

Affiliate Memberships allow MPI members to build strong connections with our chapter while enjoying a variety of exclusive benefits designed to keep you informed and engaged throughout the year.

##### **Benefits include:**

- Exclusive *Affiliate Member* ribbon for event name badges
- Welcome mention in our chapter newsletter
- Subscription to all chapter communications
- Access to chapter event invitations via Cvent

##### **Annual Fee:** \$25

- No pro-rated pricing available
- Affiliate membership aligns with your primary MPI membership expiration date

**Discount Code Provision:** A unique discount code will be supplied to redeem the complimentary registration through Cvent; current Chapter Admin to track discount code usage.

### ARTICLE II BOARD OF DIRECTORS/OFFICERS

#### SECTION 3: BOARD ELECTION & SERVICE

##### 3.1 BOARD NOMINATIONS:

- 1) Attend Board Curious
- 2) Submit Application
- 3) Interview
- 4) Notification of Seat
- 5) Acceptance of Seat
- 6) Nominations Committee Vote
- 7) Board Vote
- 8) 30 Day Submission to Members
- 9) Submit Slate to Global

#### SECTION 4: BOARD COMPENSATION

- 4.1 GIFTS: Directors and elected Officers shall not accept any gifts over the value of \$100.00 unless otherwise approved by MPI Global.

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

- 1.1 **STANDING COMMITTEES:** A volunteer Chair will be appointed for each standing committee annually. The VP or Director responsible for the area is responsible for making the appointment for chairs/committees. A board vote is not required.

Standing committees of the Chapter are:

### **OFFICE OF THE PRESIDENT**

Nominations Committee-Develops and recommends slate for incoming Board of Directors

Board of Director Position Responsible: Immediate Past President

Recommended Number of Volunteers: 5

### **COMMUNICATIONS**

Newsletter-Plans, collects and writes content for MPI MICHIGAN CHAPTER monthly electronic publication.

Board of Director Position Responsible: Director of Communication

Recommended Number of Volunteers: 2

Marketing-Markets MPI MICHIGAN CHAPTER to the general public through media and advocacy, chapter photography and press releases.

Board of Director Position Responsible: VP of Communication

Recommended Number of Volunteers: 4

Website-Coordinates and regularly monitors website content and maintains calendar postings on other industry websites.

Board of Director Position Responsible: VP of Communication

Recommended Number of Volunteers: 1

Social Media-Manages postings and content of MPI MICHIGAN CHAPTER social media sites, encourages participation and activity on these sites (LinkedIN, Instagram, Facebook and Twitter).

Board of Director Position Responsible: Director of Communications

Recommended Number of Volunteers: 4

### **FINANCE**

Sponsorship Chair-Achieve sponsorship sales to reach set goal for the year, update the new sponsorship catalog, and maintain communication with the committee and liason.

Board of Director Position responsible: VP of Finance

Recommended Number of Volunteers: 5

### **EDUCATION**

Signature Series Education Programs-Plans content, secures speakers and assists with the promotion and execution of the Chapter meeting and education programs.

Board of Director Position Responsible: Director of Education

Recommended Number of Volunteers: 6

Fall Symposium Plans all content and activities for Fall Symposium. Secures sponsorships and assists with the promotion and execution of the event.

Board of Director Position Responsible: Director of Education

Recommended Number of Volunteers: 6

Michigan Event Industry Day-Plans all content and activities for Michigan Event Industry Day. Secures partnering organizations, sponsorships and assists with the promotion and execution of the event.

Board of Director Position Responsible: Director of Education

Recommended Number of Volunteers: 6

## MEMBERSHIP

Membership Renewal and Retention Chair-Responsible for maintaining regular contact with the membership to ensure member satisfaction and to meet or exceed the membership retention goal set by the budget and strategic plan. Committee is also responsible for managing the Ambassador Program for the Chapter

Board of Director Position Responsible: VP of Membership

Recommended Number of Volunteers: 3

New Member Engagement Chair-Responsible for engaging new members according to the best practices plan.

Board of Director Position Responsible: VP of Membership

Recommended Number of Volunteers: 2

New Member Orientation Chair-Responsible for scheduling and inviting new members to orientations as scheduled by the VP of Membership.

Board of Director Position Responsible: VP of Membership

Recommended Number of Volunteers: 1

Premier Member Chair-Responsible for engaging Premier Members and ensuring they are utilizing their National incentive.

Board of Director Position Responsible: Director of Membership

Recommended Number of Volunteers: 1

Member Growth Chair-Responsible for recruitment and growth of membership.

Board of Director Position Responsible: Director of Membership

Recommended Number of Volunteers: 2

Non-Member Conversion Chair-Responsible for recruitment of non-members to membership.

Board of Director Position Responsible: Director of Membership and Member Growth Chair

Number of Recommended Number of Volunteers: 1

Newsletter Liaison Chair-Responsible for communication of new members to Communications Committee

Board of Director Position Responsible: Director of Membership

Recommended Number of Volunteers: 1

## LEADERSHIP DEVELOPMENT

Celebration-Plans content and activities for MPI MICHIGAN Chapter's annual Celebration! Event. Secures sponsorships and assists with the promotion and execution of the event

Board of Director Position Responsible: VP of Leadership Development

Recommended Number of Volunteers: 6

Silent Auction-Coordinate and plan the chapter's Annual Silent Auction Fundraiser.

Board of Director Position Responsible: VP of Leadership  
Recommended Number of Volunteers: 6

Special Events Chair-Plan and solicit partners as requested, communicate with the committee and liaison.

Board of Director Position Responsible: Director of Leadership Development  
Recommended Number of Volunteers: 4

Regional Conference-Represents the Michigan Chapter and along with the MPI Chapters of Wisconsin and Indiana, participates in planning the content and activities for the fall Great Lakes MPI Education Summit.

Board of Director Position Responsible: Director of Regional Conference/VP of Leadership Development.  
Recommended Number of Volunteers:7

## SECTION 2: ADVISORY COUNCILS AND TASK FORCES

2.1 Volunteers for any advisory councils and/or task forces shall be appointed as needed.

## 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.

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.

## SECTION 4: IMMEDIATE PAST PRESIDENT

### **Past President Benefits**

To honor their service and leadership, Past Presidents receive special benefits each year:

- **Complimentary Event Registration:** Each Past President is entitled to one complimentary registration to a chapter event annually, excluding MPI Global events.
- **Discount Code Provision:** A unique discount code will be supplied to redeem the complimentary registration through Cvent; current Chapter Admin to track discount code usage

## **ARTICLE V FINANCE**

### **SECTION 1. ANNUAL BUDGET**

- 1.1 The annual budget is prepared by the VP Finance for review by the Board of Directors. 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.

### **SECTION 2. RESERVE FUND**

- 2.1 **PURPOSE OF RESERVES:** MPI Michigan 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.

### **SECTION 3. REQUEST FOR PROPOSALS:**

- 3.1 Venues represented by MPI MICHIGAN CHAPTER members will receive preference to host chapter events. A member representing a CVB may submit a proposal to host a chapter event, provided the proposed venue is a member of that CVB.

A standard Request for Proposal (RFP) will be utilized to solicit proposals for chapter events. The approved RFP will be distributed to members. All events do not need to be sent in a single RFP process.

### **SECTION 4. REIMBURSEMENT OF EXPENSES OR TRAVEL**

- 4.1 Advance approval by the VP of Finance shall be required for all MPI MICHIGAN CHAPTER paid travel expenses other than those associated with the Chapter Administrator travel to monthly meetings and regularly scheduled board meetings and travel for the President and President-Elect acting under official capacity for MPI MICHIGAN CHAPTER.
- 4.2 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.
- 4.3 **ALLOWANCE:** All MPI MICHIGAN CHAPTER members, speakers, staff and guests who are pre-approved to incur individual business travel expenses to be paid for directly or reimbursed from MPI MICHIGAN CHAPTER funds are subject to the following guidelines.

- 4.3.1 Personal meal allowance including tax and gratuity when not included in event registration are as follows:

Breakfast \$13.25, Lunch \$16.50, Dinner \$29. Breakfast and lunch allowance may be switched; an approved traveler may choose to spend up to \$16.50 for breakfast; however in such case may not exceed \$13.25 for lunch.

The breakfast and lunch allowances may not be combined for one \$29.75 meal. The \$29.75 combined allowance may not be split between breakfast and lunch in any combination other than \$13.25 and \$16.50.

Receipts are required for reimbursement of all meals.

Meals will only be reimbursed when they are not included in conference registration.

Meal allowances will be adjusted annually. The Consumer Price Index (CPI) will be used as a guide to determine the annual adjustment to the meal allowance.

4.3.2 Laundry/Dry Cleaning will be reimbursed for hotel valet service for an approved traveler traveling seven (7) consecutive days away from home.

4.3.3 Health Club fees are not eligible for payment or reimbursement by MPI MICHIGAN CHAPTER.

4.3.4 Gratuities are reimbursed at the following rate:

Skycap, bellman - \$1.00 per bag

Doorman - \$1.00 - \$2.00

Car/Taxi - \$5.00 maximum for a normal car/taxi drive (20 minutes), \$10.00 maximum for multiple people on board a longer run.

Housekeeping - \$1.00 per room until per day (example: 3 room suite = \$3.00)

4.3.5 Ground Transportation: Shuttle transportation should always be used if available. Exceptions are, travelers required to be at the meeting site sooner than a shuttle can get you there, traveler must wait for the shuttle for more than 20 minutes, traveler is transporting an extraordinary amount of luggage and meeting materials or boxes, other transportation is equal to or less expensive than the shuttle.

4.3.6 Airport Parking: Long-term parking must be used for trips over one day. If short-term parking is used, the approved traveler is responsible for the cost difference. Approved travelers are encouraged to consider alternatives to airport parking for long trips where it would be less expensive to take a cab or use a car service to and from the airport.

4.3.7 Mileage: MPI MICHIGAN CHAPTER will reimburse an approved traveler for the use of their vehicle for approved travel. Reimbursement will be made at approved Internal Revenue Service mileage rate for each relevant mile traveled. MPI MICHIGAN CHAPTER is not responsible for damage to the approved traveler's car while on MPI MICHIGAN CHAPTER business. The approved traveler is responsible for maintaining adequate auto insurance encompassing business travel.

4.3.8 Airline: It is the incumbent upon all MPI MICHIGAN CHAPTER approved travelers to fly as inexpensively as possible. Approved travelers are encouraged to utilize the internet to research and book the most cost-effective flights. If a traveling approved traveler is given advance notice of their schedule, they are expected to act promptly to secure economical flights. If they delay and therefore do not qualify for the normal reduced fare the approved traveler must pay the difference. If the approved traveler makes a reservation and the ticket must be changed due to a non-MPI MICHIGAN CHAPTER related business reason, the traveler will pay the penalty. If a

change occurs for personal reasons, the approved traveler will pay the penalty. Fare splitting for an event with other MPI MICHIGAN CHAPTER or personal travel must be approved prior to travel.

4.3.9 Hotel Rooms: MPI MICHIGAN CHAPTER will cover expenses (room and tax) for a standing single room for approved traveler. Approved travelers sharing a room with a non-approved traveler will be expected to split the cost of the hotel room charges evenly with the non-approved traveler. For travelers wishing other accommodations, they will be responsible for any total expense (room and tax) differential from the standard single negotiated rate.

4.3.10 Personal Expenses: MPI MICHIGAN CHAPTER will not reimburse the approved traveler for personal items, including but not limited to clothing items, lost or damaged luggage, room movies, snacks, newspapers, hotel mini-bar personal entertainment (event admissions fees, amusement park admissions, theater tickets, movie admissions), gifts, etc. Sodas, coffee, tea, juice and bottled water will not be reimbursed unless consumed with a meal. Exceptions due to extenuating circumstances will be handled on an individual basis.

- 4.4 Reimbursement: To request reimbursement, the approved traveler should submit a written summary of all expenses and all original receipt copies. Certain expenditures of less than \$25.00 each for which receipts are not traditionally available (i.e. gratuities, etc) will be reimbursable with appropriate written documentation provided as to the specific amounts, dates and locations for each such expenditures.

5.3.12 Reimbursement for MPI events, World Education Congress and Chapter Business Summit are limited to the cost of full registration. All other ticket events or activities are the responsibility of the attendee.

## **ARTICLE VII COMMUNICATIONS**

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

- 1.1 Publicity of upcoming events and other items pertinent to the chapter are to be submitted via the Zoho form <https://zfrmz.com/72EuGLD2mzgKhz2ZnRSC>.
- 1.2 CHAPTER E-NEWSLETTER: A chapter e-newsletter will be produced for the express purpose of communicating with members about subjects pertinent to the meetings industry and MPI MICHIGAN CHAPTER activities and business. The frequency of this e-newsletter will fulfill minimum MPI chapter compliance requirements.

The chapter e-newsletter will be distributed to members during the first full week of the month that it is published.

- 1.3 WEBSITE: A chapter website will be maintained for the express purpose of communicating with members about subjects pertinent to the meetings industry and MPI MICHIGAN CHAPTER activities and business. The site will be updated frequently to keep it vital and fresh.
- 1.4 SOCIAL NETWORKING: Social networking sites will be managed using the following guidelines.

1.4.1 There will be a minimum of two administrators for each site: one volunteer and the VP/Director of Communications.

1.4.2 These administrators will monitor content and remove any inappropriate postings.

1.4.3 All board members (and fellow MPI MICHIGAN CHAPTER members) will offer suggestions for postings to the Communications Team to keep the information/postings updated and active. It is very important for all of the board to participate to keep the pages fresh and informed.

1.4.4 The administrators will communicate with the board of directors to address any issues that may arise. The policy is not intended to address specific issues-only to handle situations as needed.

1.4.5 MPI MICHIGAN CHAPTER will use the U.S. Air Force chart as a guideline for handling offensive postings.

1.5 The Chapter will observe the following membership restrictions.

1.5.1 MPI MICHIGAN CHAPTER fan page on Facebook, open for all members and non members. Leaving it open to non members generates exposure and promotion of our chapter and events including potential sponsorship.

1.5.2 MPI MICHIGAN CHAPTER Twitter, open for all members and non members. Leaving it open to non members generates exposure and promotion of our chapter and events including potential sponsorship.

1.5.3 In order to join LinkedIn you have to be an MPI MICHIGAN CHAPTER member.

1.5.4 Group Space is guided by MPI International policies.

## SECTION 2. ADVERTISEMENTS

2.1 The Board of Directors will determine advertising fees for both the e-newsletter and the website.

The Board of Directors reserves the right to refuse advertising and/or copy that does not reflect MPI MICHIGAN CHAPTER standards.

Advertising is not limited to members of MPI, however precedence for available space will be given to members.

## **ARTICLE VII MISCELLANEOUS**

### SECTION 1. PHILANTHROPIC ACTIVITY

1.1 MPI MICHIGAN CHAPTER will support the MPI Foundation, with amount to be determined by the Board of Directors.

1.2 MPI MICHIGAN CHAPTER will consider annual fundraising activities to support the charitable program(s) determined by the Board of Directors. Funds raised for charity will be properly



dispensed during the fiscal year in which the funds were raised unless the Board of Directors makes other specific provisions.

## SECTION 2. CHAPTER AWARDS

- 2.1 Chapter Awards will be reviewed, and winners will be selected by Past Presidents and our Regional Partners. We will look to have approximately 3 Past Presidents and 3 Regional Partners help to select the award winners. The submissions will be anonymous for the review committee and the committee will use a rating system to select the winners.  
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.

## SECTION 3. CHAPTER SCHOLARSHIPS

- 3.1 MPI MICHIGAN CHAPTER will disperse scholarship dollars to MPI MICHIGAN CHAPTER members annually, with amounts to be determined by the Board of Directors.