



TEXAS HILL COUNTRY CHAPTER

MEETING PROFESSIONALS INTERNATIONAL TEXAS HILL COUNTRY CHAPTER POLICY MANUAL

Revision Date: June 1, 2016
Latest Update: August 20, 2021

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.

The MPI Texas Hill Country Chapter (MPI THCC)

MPI THCC has over 300 members, many hard-working committees, regularly scheduled educational sessions and networking events, plus two annual conferences (Texas Education Conference and Southwest Showcase). Our members come from two major cities and destinations throughout Texas. Through our activities, the chapter leadership is devoted to our Vision, Mission Statement and providing our members with opportunities that enhance their careers as meeting professionals.

MPI THCC Vision

To be the first choice for professional career development and a prominent voice for the meeting and event community in the Texas Hill Country.

Core Values

- Focused on People
- Carried out with Enthusiasm and Passion
- Empowered by Trust and Integrity
- Dedicated to Collaboration
- Committed to Principled Profitability

MEMBERSHIP

SECTION 1. MEMBERSHIP

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

SECTION 2. CHAPTER AFFILIATION

- 2.1 CHAPTER TRANSFER: Preferred or Premier Members may transfer their primary chapter at any time through MPI Global. Membership remains continuous unless expired. Preferred or Premier Members are to receive member rates for all MPI events even when the event is not associated with their primary chapter.
- 2.2 AFFILIATE/SUBSCRIBER MEMBERSHIP: Members in good standing of other MPI chapters may apply to be an Affiliate (also known as Subscriber) member of MPI THCC. MPI international membership must be kept current in order to continue MPI THCC Subscriber Membership. The fee for MPI THCC Affiliate Membership is \$120 annually. Refunds will not be provided.

Once application is submitted, membership verified and payment received or processed, applicant will be considered a Subscriber Member of the MPI Texas Hill Country Chapter with all privileges of membership.

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: Committee chairs, Directors and Officers are required to submit Board reports, known as Team Status Reports (TSR) as required before each Board meeting. Generally, committee and Director reports are due no less than two weeks prior to the Board meeting and Executive Committee reports due one week prior. The Chapter Administrator compiles the TSRs and sends to the complete Board and Chapter Operations Manager.
- 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 Two unexcused absences by a Board Member will result in a recommendation of termination from the Board of Directors. An unexcused absence is defined as no prior notice or communication regarding attendance.

SECTION 2: EXECUTIVE COMMITTEE

- 2.1 Pursuant to Chapter bylaws, the Executive Committee may act in place and stead of the Board of Directors between Board Meetings on all matters, except those specifically reserved for the Board by the 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 of Directors for ratification by mail, facsimile, electronic media or at the next Board meeting.

The Executive Committee of the Chapter shall be the President, President-Elect, Vice President of Membership, Vice President of Education, Vice President of Finance, Vice President of Communication and the Immediate Past President. The Chapter Administrator serves ex-officio.

The Executive Committee meets at the call of the President or at the request of two (2) members of this committee.

SECTION 3. BOARD ELECTION & SERVICE:

- 3.1 The Nominations Committee shall assist the Board of Directors in fulfilling its oversight responsibilities relating to developing and implementing sound governance policies as well as the nomination process for directors and officers. The Immediate Past President shall chair the Nominations Committee. The remaining members of the Nominations Committee shall be appointed by the chairman with the approval of the Executive Committee. There shall be no less than four (4) members including the chair.
 - 1) A Nominations Committee is to be selected according to chapter bylaws. The chapter will have a nomination policy in place to support how the committee will handle the process of selecting a recommended slate. This step is to completed by the end of August. (Chapter Succession/Nomination resources are available on the Chapter Leaders Resource area at <https://www.mpi.org/admin/chapter-documents/office-of-the-president>
 - 2) The Nominating Committee will present a recommended slate for the new incoming BOD on the template provided by MPI Global (Chapter Slate Template). Slate is presented to the current board by the January board meeting at the latest. The current BOD will then approve the recommended officers as required by the chapter bylaws.
 - 3) The Chapter Slate Template will be sent to membership on behalf of the nominations committee for membership approval on the directors after BOD approval. The membership has 30 days to contest any or all of the slate. (Should be sent to membership no later than January 29th to ensure bylaw deadlines are met)
 - 4) The chapter submits the approved slate on the Internal slate template provided in the chapter leader's resource area to our Chapter Operations Manager no later than March 1st as per bylaw requirements. It is required to include the membership ID number for each member of the approved slate.
 - 5) Submit a complete board roster with full contact information to your Chapter Operations Manager no later than March 1st.
 - 6) Officers and Directors shall be installed at the Chapter's Annual Meeting. The Annual Meeting must be held prior to June 30 of each fiscal year.
 - 7) Duties or Job Descriptions of the Board of Directors may be found at: https://drive.google.com/a/mpithcc.org/folderview?id=0Bw7dYQYbsd_WaDBBNkNVRld1VFE&usp=sharing

- 8) Transition Processes may be found in the Chapter Transition Manual:
https://drive.google.com/drive/folders/1VJbg3hQP3QbnRt4Z-E3fsLntb8X_xCXO?usp=sharing
- 9) Board members are required to attend the annual Transition Meeting, Board Retreats and Board meetings. Generally, arrangements for remote attendance will be available for Board members unable to attend.

2020-2021 MPI THCC Board of Directors:

President - Meaghan Rhame, CMP
 President-Elect - Sophie Curtis
 Immediate Past President - Donna Musselman, CMP
 Vice President Communication - Irma Adams
 Vice President Education - John Harris, CMP
 Vice President Finance - Brenda Hoffmann, CMP, CTA
 Vice President Membership - Debbie Farnum, CMP Emeritus
 Director of Chapter Fundraising - Tammy Srubar
 Director of Digital Media - Amber Lamb
 Director of Education - Michele Gonzalez (replace Jillian)
 Director of Engagement and Retention - Paige Marg
 Director of Industry Relations - David Chapa, CMP (Oct 2020)
 Director of Marketing - Diana Balakirov
 Director of Programs - Toncie Roberson (Oct 2020 replace Michele Gonzalez)
 Director of Recruitment and Networking - Connie Fliss
 Director of Leadership Development - Tanida Mullen, CMP, CTA
 Director of Social Media - Tiffany Coy
 Director of Strategic Partnerships - Elias Aguirre, CTA

- 3.2 **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.
- 3.3 **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.
- 3.4 **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 Operations Manager.

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 or receive any preferential discounts or considerations for attending chapter events.
- 4.2 GIFTS: Directors and elected Officers shall not accept any gifts over the value of \$100.00 unless otherwise approved by MPI Global.

COMMITTEES, TASK FORCES, AND ADVISORY COUNCILS

SECTION 1. STANDING COMMITTEES

- 1.1 Audit and Finance Committee. The Audit and Finance Committee shall be the Executive Committee as determined in Article IX Section 2 of the Chapter Bylaws. The Vice President Finance shall serve as chair. The 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.
- 1.2 Nominations Committee. The Nominations Committee shall assist the Board of Directors in fulfilling its oversight responsibilities relating to developing and implementing sound governance policies as well as the nomination process for directors and officers. The Immediate Past President shall chair the Nominations Committee. The remaining members of the Nominations Committee shall be appointed by the chairman with the approval of the Executive Committee. There shall be no less than four (4) members including the chair.
- 1.3 Council of Past Presidents. The Council of Past Presidents consists of Chapter past presidents, and will give input (advise and recommend) on budget, strategic planning, leadership development, succession planning, Southwest Showcase, etc. All past presidents will be included but must be a member in good standing to be part of this committee. The Chair of this committee will be appointed by the President.
- 1.4 Special Committees. The President, in accordance with the policies approved by the Board of Directors, shall appoint such other committees, subcommittees, or task forces necessary and not in conflict with Chapter Bylaws. Duties of such special committees shall be prescribed by the Board.
- 1.4.1 Communication Committees
Chapter Marketing

This committee overviews all chapter communication (for brand and chapter standards), creating awareness of the chapter in the meeting industry through the promotion of chapter programs, projects, issues, and special events. This committee reports to the Director of Marketing.

Proofreading and Editing

This committee reviews all content, including emails and web pages, prior to being released to the membership. Members of this committee will proof others' provided content.

Social Media

This highly exciting and energetic team will focus on engaging and connecting with MPI Texas Hill Country members and nonmembers, industry professionals on social media. The responsibilities include building brand awareness, attracting traffic to the website, sponsor activations, and member engagement. This committee reports to the Director of Social Media.

Insight (Newsletter)

This committee is responsible for writing, editing, gathering content, as well as contributing design and ideas for Insights, THCC's e-newsletter that is published monthly. This committee reports to the Director of Marketing.

1.4.2 Education Committees

Texas Education Conference (TEC)

This committee is responsible for designing, coordinating and staffing the MPI-THCC annual educational conference. This committee is also responsible for arranging the facility, speakers, sponsors and activities. This committee reports to the Director of Education.

CMP Study Committee - Austin or San Antonio

The Certified Meeting Professional designation is a highly respected designation within the Meetings Industry. This committee is responsible for setting up the CMP study sessions and providing training for the candidates. Must be a current CMP to serve on this committee. This committee reports to the Director of Education.

Education

This committee plans, coordinates and staffs chapter education events that can occur over breakfast, lunch or dinner. Duties include booking speakers, sponsor solicitation, site selection and onsite management. This committee reports to the Director of Programs.

Global Meetings Industry Day (GMID)

This committee plans, coordinates and staffs the Global Meetings Industry Day (GMID) event. Duties include booking speakers, sponsor solicitation, site selection and onsite management.

Registration

The Registration Committee is a great way to meet the chapter members and may only take an hour or so of your time, once every few months. Committee members help with registration and greeting attendees at specific chapter monthly meetings and special events. This committee reports to the Director of Programs.

Speakers

This committee solicits and seeks speakers for upcoming educational events and sessions. Duties include prospecting, booking, and arranging all onsite needs for speakers.

1.4.3 Membership Committees

Awards

This committee plans a successful recognition campaign to recognize MPI Texas Hill Country members of their accomplishments and devotion to the chapter. Committee members will establish a recognition campaign, promote nominations throughout the year, and recognize members. This committee reports to the VP Membership.

Community Outreach - Austin

The 2018 Spring Community Outreach Events funds be donated to The Refuge, a cause that fights against human trafficking.

This committee plans an annual community outreach program in the Austin area. This committee will work to benefit a non-profit organization whose mission, goals, and objectives affect the Meetings and Events Industry. Needs of the committee includes planning the model of this event, choosing an activity, and determining the benefitting charity. All to be voted on by the MPI Texas Hill Country board of directors. This committee reports to the Director of Retention & Engagement.

Community Outreach - San Antonio

This committee plans an annual community outreach program in the San Antonio area. This committee will work to benefit a non-profit organization whose mission, goals, and objectives affect the Meetings and Events Industry. Needs of the committee includes planning the model of this event, choosing an activity, and determining the benefitting charity. All to be voted on by the MPI Texas Hill Country board of directors. This committee reports to the Director of Retention & Engagement.

Community Outreach Planning

1. The Spring Community Outreach Event will be an activity and benefit a cause that directly impacts the Meeting and Events Industry every year, to be voted by the Board of Directors at each July Board Meeting.
2. Each Fall Community Outreach Event will benefit a cause that directly impacts the community (locally or abroad) every year, to be voted by the Board of Directors at each January board meeting.

Leadership Development

This committee is responsible for planning and executing activities that will develop future leaders for MPI THCC. Many skills will carry over and can be useful for members' day jobs. This committee reports to the Immediate Past President

Diversity, Equity and Inclusion Committee

This committee will identify opportunities for MPI THCC to be educated on diversity, equity, and inclusion in the meetings industry. The committee will work to increase diverse representation of its local community; and provide recommendations for MPI THCC to create a more inclusive environment and events. This committee reports to the Office of the President ~~Director of Engagement & Retention.~~

Membership Recruitment

Just like any organization, MPI THCC needs new members to continue the growth and success of our chapter. Members of this committee will design, plan and execute campaigns to recruit

new members for MPI THCC. This committee reports to the Director of Recruitment & Networking.

Membership Retention

Membership retention is one of the most important elements of MPI THCC's success. Committee members will personally contact other members asking for feedback. They will also design or help implement membership recruiting initiatives throughout the year. This committee reports to the Director of Retention & Engagement.

New Member / Peer Program

Remember when you had just joined the chapter? You didn't know anyone, and you weren't sure where to start or how to get involved with the chapter. Members of this committee personally contact and mentor new members of MPI THCC. Help new members learn the ropes of how to be most successful with the chapter. Let them know that they have a friend in the chapter who can answer questions and help them meet other chapter members. This committee reports to the Director of Leadership Development.

Networking

This committee plans and executes the chapter's networking events in Austin and San Antonio. Committee will find venues, plan, promote, coordinate and staff the meetings. This committee reports to the Director of Recruitment & Networking.

Scholarship

Current chapter members can apply for scholarships that can be used to pay MPI membership dues, fees related to earning your CMP, registration fees for MPI conferences, and more. Committee members promote the scholarship program and judge the applications that are submitted. This committee reports to the VP of Membership.

1.4.4 Finance Committees

Chapter Celebration Event

This happens in early Summer. Each year, we host the Chapter Celebration Event to recognize members who have given so much to our chapter throughout the year. This committee plans and executes all aspects of the Chapter Celebration Event except for awards and is managed under the Office of the President. This committee reports to the Director of Fundraising.

Fundraising

This committee is responsible for planning and executing a holiday event, and fundraiser, for the chapter. This committee reports to the Director of Fundraising.

Strategic Partnerships (Sponsorships) – Fulfillment

This committee is charged with finding monetary and in-kind sponsorships to help the chapter produce educational and other events that helps the membership professionally. This committee ensures sponsor received all agreed-upon deliverables. This committee reports to the Director of Strategic Partnerships.

Strategic Partnerships (Sponsorships) – Sourcing and Relations

This committee is charged with finding monetary and in-kind sponsorships to help the chapter produce educational and other events that helps the membership professionally. Committee members seeks sponsorships for upcoming events. This committee reports to the Director of Strategic Partnerships.

Silent Auction

This committee is responsible for soliciting donations, planning and executing the Silent Auction fundraiser at our Annual Chapter Celebration Event. Proceeds from the silent auction benefit our scholarship fund and other chapter programs. This committee reports to the Director of Fundraising.

MPI Foundation Scholarship Endowment

In June 2015 the THCC Board of Directors voted to transfer \$25,000 to the MPI Foundation to create an endowment fund managed by the Foundation to award scholarships to MPI THCC members within the parameters of Foundation and Chapter rules.

SECTION 2. ADVISORY COUNCILS AND TASK FORCES:

2.1 Volunteers for any advisory councils and/or task forces shall be appointed as needed. Advisory Councils and Task Forces of the chapter are:

Southwest Showcase Advisory Council. Each party to the Southwest Showcase Agreement, including MPI THCC, shall appoint three representatives with conference and/or trade show experience, to serve one annual term effective April 15, who will review and approve and take action as needed within the timeline specified by Event Management. Duties to include:

- Assist in the development of educational programming for SWS including specific tracks for each target audience.
- Assist in the development of show agenda.
- Review show planning and marketing.
- Review show theme as applicable if changed.
- Review show logo as applicable if changed.
- Review exhibit prospectus and registration brochure.
- Be present during SWS to serve as representatives and assist with presentation remarks.

Texas Education Conference Task Force

This task force shall meet as directed by the Office of the President (OP) when necessary to evaluate and review TEC. The OP shall appoint four (4) chapter members to serve on the task force in addition to the Vice President of Education for a total of five (5) members. The task force will submit a report to the Board regarding any suggestions to be made to the conference according to the timeline set by the OP.

SECTION 3. VOLUNTEER ROLES & RESPONSIBILITIES:

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

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

- 6) Ensure volunteer reimbursement requests are submitted and paid within 60 days of funded meeting.

Expectations of Volunteer Members:

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

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. ANNUAL BUDGET:

- 2.1 The annual budget is prepared by VP Finance for review by the Executive Committee. 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 Two signatures are required on all checks of \$500.00 or above. Signing authority belongs to the President, President-Elect, VP Finance, and the Chapter Administrator.
- 2.3 The chapter shall maintain a debit card and bank issued credit card. The VP Finance and Chapter Administrator shall each have these cards.
- 2.4 The Board of Directors must vote to approve expenditure requests not covered in the approved budget.
- 2.5 All contracts/ letters of agreement to be signed by the President or Past President and a member of the Executive Committee and Chapter Administrators will retain a copy of all contracts.
- 2.6 Chapter finances will reflect the guidelines of the Generally Accepted Accounting Practices (GAAP)

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 PURPOSE OF RESERVES: MPI Texas Hill Country Chapter will maintain adequate reserves for the following purposes:
 - 1) Unpredictable events which could substantially impact MPI THCC’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. Persons authorized to sign on the investment account and conduct business with the investment company will be the Vice President Finance and Chapter Administrators.

July 20, 2021 - VP Finance moves to transfer \$15,000 funds from reserves to operating account to cover upcoming expenses. Seconded by Dir. of Strategic Partnerships.
Amendment offered by President to authorize transfers as required through the fiscal year to maintain standard operating cash levels. Seconded by VP Communication and passed unanimously.

August 17, 2021 - Transfer of \$20,000 authorized by Board to be transferred to cover depressed revenues due to pandemic.

SECTION 4. REQUEST FOR PROPOSALS:

- 4.1 The Director of Strategic Partnerships is responsible for solicitation and management of Requests for Proposals and Sponsorships. These include annual and directed (TEC, educational programs, networking events, BOD retreats) sponsorship and hosting, in-kind contributions, and general sponsorship (transportation, refreshments, etc.).

SECTION 5. REIMBURSEMENT OF EXPENSES OR TRAVEL

- 5.1 **MPI Texas Hill Country Chapter Travel Guidelines/Procedures for Board Member Travel**

When the Chapter is budgeted for travel related and registration expenses the following guidelines should be followed:

Hotel

The conference hotel(s) must be used. If a conference hotel is unavailable (block is sold-out), then hotels in similar price ranges may be used.

Ground Transportation

Transportation to/from the home airport is covered. Mileage will be reimbursed at the POV (personally owned vehicle) rates approved under the GSA (U.S. General Services Administration). See <http://www.gsa.gov/portal/content/100715>. If a shuttle service is used instead of driving a POV, then the shuttle will be reimbursed.

Parking at the home airport is also reimbursed. Board members must park in long term, on-airport parking or companies that provide a similar service nearby...whichever is lower in cost. If the board member parks in short term parking, MPI THCC will only reimburse the cost of long term parking and the board member must pay the difference.

Arriving at the destination, Board members are encouraged to first look at shuttles (complimentary or not) as the first mode of transportation. If timing will not work to take a shuttle, then a taxi is acceptable. Limousines are not acceptable.

If the Board member drives their own car, mileage will be reimbursed at the POV (personally owned vehicle) rates approved under the GSA (U.S. General Services Administration). See <http://www.gsa.gov/portal/content/100715>.

Airline Policy

It is incumbent upon all MPI THCC 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. A purchased ticket may only be changed if personal or work-related conditions are unavoidable. Fare splitting for an event with other MPI THCC or personal travel must be approved prior to travel.

Meals

Board members may eat out only when a full meal is not provided at the conference. An agenda of the conference is required showing the meals provided. Board members should use as a guideline the meal costs (Meals and Incidentals) provided under the GSA (www.gsa.gov) for their destination city using the 7th tier costs. Daily costs may go up to 20% over the 7th tier for the destination city. Tips on meals are included in the 7th tier + 20%. Receipts are required for all meals.

It is not acceptable to use chapter funds to:

- Buy yourself multiple drinks (one drink with dinner is acceptable)
- Buy drinks for others
- Buy meals for others (unless they are a board member budgeted for the same trip)

Gratuities (other than meals)

| | |
|-----------------|-------------------|
| Skycap, bellman | \$1.00 per bag |
| Doorman | \$1.00 per bag |
| Taxi | up to 18% of fare |

| | |
|-----------------|-------------------------|
| Shuttle Drivers | \$1.00 per bag |
| Housekeeping | \$1.00 per room per day |

Health Club Facilities

Health Club fees are not eligible for payment or reimbursement by MPI THCC..

Non Eligible Reimbursements

- Spa Services
- Hotel Upgrades
- Hotel Mini Bars
- Hotel Room Movies/Games

Reimbursement

To request reimbursement, the Board member should submit a Travel Expense Form of all expenses and provide copies of all receipts. Certain expenditures, i.e., gratuities, soft drink machines, etc., will be reimbursed however the “Purpose/Description of Expenses/”Other” box on the Travel Expense Form must be filled out with dates, descriptions and amounts.

- 5.2 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.
- 5.3 BUDGETED CHAPTER EXPENSES: Any member requesting reimbursement of expenses must submit a MPI THCC Reimbursement Form: <https://docs.google.com/a/mpithcc.org/document/d/1r-5-gAnE2hmOjOrnPeGr0Kt9ZKLy0EWYZAjMOegXRrU/edit?usp=sharing>. Receipt(s) must accompany reimbursement form. MPI THCC is a 501(c)3 organization and will not reimburse tax. Incomplete forms will not be reimbursed. Form must have Director and VP approval for reimbursement.

SECTION 6. SPONSORSHIP AND SOLICITATION:

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

MPI THCC may allow for email or mailing to member or attendee lists with sponsorship packages. This is part of the overall sponsorship benefits and will be reserved for higher dollar packages. The Chapter will send out the communications on behalf of the vendor; not giving the list itself out. MPI THCC will use a separate email other than the normal chapter email if possible, so in the event members opt out they do not opt out of chapter marketing. No more than 10 (ten) of these communications will be sent per fiscal year.

If a member or non-member wants attendee or membership list/ mailing labels, MPI THCC cannot offer them directly. If they are a Premier member, the Chapter can direct them to MPI Global and they will assist them with direct marketing lists. There are fees associated and they are not given the actual list but rather MPI Global will send out their marketing piece on their behalf.

- 6.2 CHAPTER SPONSORSHIP POLICIES: Sponsorships and In-Kind tracking must be submitted on the form: https://drive.google.com/open?id=0Bw7dYQYbsd_WeXpDWnVPbG1SS0E and submitted to the Director of Strategic Partnerships during the month the in-kind donation or sponsorship is received.

- 6.3 CREDIT CARD PROCESSING FEES: Sponsors wishing to pay by credit card will be assessed a 3% processing fee on each transaction to cover the Chapter's processing fees to the merchant cards supported.

SECTION 7. PAID STAFF ADMINISTRATORS:

- 7.1 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.
- 7.2. 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.
- 7.3 All administrative services must be contracted as a vendor for services; not an employee of the chapter.
- 7.4 ~~Chapter Administrators or paid staff cannot be family or an immediate relative of board members. Family or immediate relative is defined as, Spouse, children, parents, siblings or grandchildren.~~
- 7.5 Chapter Administrators will work to hold chapter boards accountable to all defined MPI performance standards, policies and Principles of Professionalism. Chapter Board of Directors will support Administrators in this process.
- 7.6 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 8. EDUCATIONAL & SOCIAL EVENTS:

- 8.1 EDUCATIONAL PROGRAMS: No smoking is allowed, including tobacco and e-cigarettes, within Chapter events. Alcohol use at Chapter events is controlled by drink tickets when alcoholic beverages are sponsored. No more than two drink tickets will be issued to any participant during a single event.
- 8.2 NETWORKING/SOCIAL PROGRAMS: No smoking is allowed, including tobacco and e-cigarettes, within Chapter events. Alcohol use at Chapter events is controlled by drink tickets when alcoholic beverages are sponsored. No more than two drink tickets will be issued to any participant during a single event.

8.3 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.

8.4 Event fees are determined by the Board of Directors.

Current registration rates are as follows:

- Monthly educational programs: Early registration \$40 Members; \$60 Non-members. Students \$15. Late and on-site registration rates are increased by \$10.
- Networking Events: ~~Early registration \$25 Members; \$35 Non-members. Students \$15.~~ Stand-alone networking events are \$40 for member suppliers, \$50 for non member suppliers and no charge for member & non member planners. Late and on-site registration rates are increased by \$10.
- Texas Education Conference: Early registration \$175 Members; \$225 Non-members; \$75 Students. Late and on-site registration rates are increased by \$50.
- Chapter Celebration Event: Early registration \$60 Members and guests of Members; Student Members and guests \$30; \$70 Non-members and Guests. Late and on-site registration rates are increased by \$10.

Cancellation and refund policy for all registrations. Refund of fee less 25% administrative fee if cancelled four days or more before any event.

COMMUNICATIONS

SECTION 1. BRAND STANDARDS:

1.1 All Chapters must adhere to the MPI Chapter Logo and Identity Standards document provided. Any theme specific logos for events must not be in conflict with the MPI Global Brand Standards and must be approved by MPI Global prior to use.

SECTION 2. CHAPTER COMMUNICATIONS:

2.1 Chapter Communications Procedures and Timelines: All processes for Chapter communication are outlined in the Marketing Standard Operating Procedures:
https://drive.google.com/open?id=0B_54mkBbas9VcmdSaUp5c2Q3UTg

2.2 For any given MPI THCC planned or hosted event, a Marketing Request Form must be submitted at least 45 days prior to the event date. If this is not accomplished, event cannot move forward as scheduled.

SECTION 3. ADVERTISEMENTS:

- 3.1 Chapter Advertising Processes and Procedures: All processes for Chapter advertising are outlined in the Marketing Standard Operating Procedures:
https://drive.google.com/open?id=0B_54mkBbas9VcmdSaUp5c2Q3UTg

MISCELLANEOUS

SECTION 1. PHILANTHROPIC ACTIVITY:

- 1.1 MPI THCC currently supports The Refuge in Austin and Wounded Warrior in San Antonio. Changes to philanthropic support must be approved by the Board.

SECTION 2. CHAPTER AWARDS:

2.1 Members of the Chapter nominate Planner of the Year, Supplier of the Year, Rising Star, Volunteers of the Year, and Committee of the Year. The Board of Directors nominates and selects Venue of the Year and Unsung Hero. The President's Award is determined solely by the current President of the Chapter. Not all awards must be given in any Chapter year. No more than two awards of the total awards shall be given to any current board members serving each fiscal year. Board recognition to thank them for service is acceptable but should not be called an award rather recognition of service.

Criteria for Chapter Awards:

PLANNER OF THE YEAR

Award is given to the planner chapter member who has made the most significant contribution to the chapter and the meeting industry during the year. The planner must meet eligibility criteria for the award.

- Must be a current Planner Member in good standing with MPI THCC.
- Must have been a member of the chapter for a minimum of 12 months prior to the nomination.
- Member has made significant continuous contributions to the chapter through MPI Global and MPI THCC events attended leadership and/or committee participation, authorized articles, professional designations, member recruitment, etc.
- Member has been instrumental in the mentoring of other chapter members.
- Member should not have won the Planner of the Year award in the last five years.

SUPPLIER OF THE YEAR

Award is given to the supplier chapter member who has made the most significant contribution to the chapter and the meeting industry during the year. The supplier must meet eligibility criteria for the award.

- Must be a current Supplier Member in good standing with MPI THCC.
- Must have been a member of the chapter for a minimum of 12 months prior to the nomination.
- Member has made significant continuous contributions to the chapter through MPI Global and MPI THCC events attended leadership and/or committee participation, authorized articles, professional designations, member recruitment, etc.
- Member has been instrumental in the mentoring of other chapter members.
- Member should not have won the Supplier of the Year award in the last five years.

RISING STAR

Award is given to the new chapter member (planner or supplier) who has made the most significant contribution to the chapter and the meeting industry during the year. The nominee must meet eligibility criteria for the award.

- Must be an active member in good standing with MPI THCC and new member less than 24 months.
- Member has made significant continuous contributions to the chapter through MPI Global and MPI THCC events attended, leadership and/or committee participation, authorized articles, professional designations, member recruitment, etc.

OUTSTANDING VOLUNTEER OF THE YEAR

Awards are given to up to three chapter members who have made the most significant contributions to the chapter and the meeting industry during the year. Award recipients must meet eligibility criteria for the award.

- Must be an active member in good standing with MPI THCC.
- Member has made significant continuous contributions through one of the following committees as a committee chair, co-chair or committee member.

COMMITTEE OF THE YEAR

Award honors the committee that pulled out all the stops to achieve their goals during the fiscal year. This committee exemplified how volunteers should work by recruiting its members effectively and by meeting and exceeding all set goals.

- Committee members active members in good standing with MPI THCC.
- Committee has made significant continuous contributions to the chapter.

SECTION 3. SCHOLARSHIPS:

- 3.1 MPI THCC members have an opportunity to apply for scholarships throughout the fiscal year. These scholarships are applicable for various items such as membership dues, CMP exam expenses, registration for Southwest Showcase, TEC (Texas Education Conference), educational sessions, attendance at MPI WEC (World Education Conference), as well as other economic hardship benefits. Scholarships are awarded based upon participation in chapter committees, event attendance, designation status and a brief essay. Scholarships can be submitted at any time on the chapter website. Recipients will be notified within one month after the submitted application.
- 3.2 Each THCC member is eligible for up to one scholarship item awarded to them per fiscal year.

Section 4: MPI Chapter Data Policy

MPI values individual's privacy and wants to ensure all stakeholder's data remains secure. Therefore, Volunteers are expected to follow certain guidelines and rules when handling personally identifiable data (PII). PII is any information that could be used to identify, classify or contact an individual. State, Federal, and Country laws protect PII and, if handled incorrectly, MPI could experience large financial penalties. Therefore, each Volunteer is expected to be diligent to not share or expose PII to unauthorized parties.

Volunteers should note when they are interacting with PII (i.e. names, contact information, job information, demographic information, and transaction data) and be cautious about use, security, and collection of this data. Volunteers are not allowed to collect or use PII on MPI's behalf without explicit permission.

When interacting and using MPI provided data, Volunteers agree to follow these guidelines:

Data Use

- Volunteers will only use data in authorized manners and gain explicit MPI approval before additional collection or use occurs;
- Volunteers will not use MPI data for unauthorized personal or business functions;
- Volunteers will not use MPI data for non-MPI advertisements, communications, or solicitations.

Data Collection

- When a chapter uses physical lists for data collection, the paper will clearly state the intended use and the user understand by placing their information on the list they are opting in;
- European Union chapters will not use physical sign up lists to gain opt-in for email content (per GDPR laws);
- European Union Volunteers will not send list containing PII to MPI.

To protect individual's PII, Volunteers will follow these guidelines:

- Volunteers will not email highly sensitive data provided by MPI members (i.e. social security numbers, credit card numbers, etc.);
- Volunteers will access member information directly from MPI's Chapter Leader Resource page and not email member contact lists;
- Volunteers will contact Member Services for any questions on proper data handling.

At times, chapters separately hire outside parties to aid with administrative activities. MPI Volunteers will add all data privacy language in this agreement to the third-party contract to ensure correct data use by these individuals. Those contracted individuals are required to hold the same data privacy standard as volunteers.

If MPI discovers a Volunteer has used, collected, or secured data in an unauthorized way, MPI holds the right to implement consequences up to termination of role and legal action.