



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 TEXAS HILL COUNTRY CHAPTER  
POLICY MANUAL

Revision Date: June 1, 2016  
Latest Update: March 20, 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.

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 Business Manager.
- 1.4 MPI GLOBAL REQUIRED DOCUMENTS: Chapters are required to submit annually (by June 15<sup>th</sup>) 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 1<sup>st</sup>, 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 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 the nomination process for directors and officers. The Immediate Past President shall chair the Governance and Nominating Committee. The remaining members of the Governance and Nominating 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 Nominating 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 <http://www.mpiweb.org/ChapterAdmin/documents-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 nominating 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 Business 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 Business Manager no later than May 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/olderview?id=0Bw7dYQYbsd\\_WaDBBNkNVRld1VFE&usp=sharing](https://drive.google.com/a/mpithcc.org/olderview?id=0Bw7dYQYbsd_WaDBBNkNVRld1VFE&usp=sharing)

- 8) Transition Processes may be found in the Chapter Transition Manual:  
[https://drive.google.com/a/mpithcc.org/folderview?id=0Bw7dYQYbsd\\_Wfkl1TEE4OVd3UVNpUnhZSVZBcC1xYUNPZGhfTG51T1F1b09GR3pSU2JYQIE&usp=sharing](https://drive.google.com/a/mpithcc.org/folderview?id=0Bw7dYQYbsd_Wfkl1TEE4OVd3UVNpUnhZSVZBcC1xYUNPZGhfTG51T1F1b09GR3pSU2JYQIE&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.

**2018-19 MPI THCC Board of Directors:**

President-Donna Musselman, CMP  
 President-Elect-Marcia Williams, CMM, CMP  
 Immediate Past President-Kathy Danielson, CFEE, TMP  
 VP Membership-Meaghan Rhame, CMP  
 VP Education-Cindy Smith  
 VP Communication-Kelly Luna  
 VP Finance-Andrea Elizondo, CMM, CMP  
 Director of Social Media-Elias Aguirre, CMP, CTA  
 Director of Marketing - Sharon Hill, CMP  
 Director of Member Engagement-Chandler Jones  
 Director of Retention-Jessica Chester  
 Director of Recruitment-Emily Atwood  
 Director of Strategic Alliances-Rachel Stroik, CMP  
 Director of Education-Lindsy Little, CMP  
 Director of Monthly Programs-Kathy Kasper  
 Director of Chapter Fundraising -Jillian Romero

**2019-2020 MPI THCC Board of Directors:**

President - Marcia Williams, CMP, CMM  
 President-Elect - Meaghan Rhame, CMP  
 Immediate Past President - Donna Musselman, CMP  
 Vice President Communication - Elias Aguirre, CTA  
 Vice President Education - Cindy Smith, CMP  
 Vice President Finance - Andrea Elizondo, CMP, CMM  
 Vice President Membership - Connie Fliss  
 Director of Chapter Fundraising - Angela Feinstein  
 Director of Education - Lisa Morales, CTA  
 Director of Marketing - Jennifer Schlabach  
 Director of Member Engagement - Chandler Jones, CMP  
 Director of Monthly Programs - Jillian Romero, CMP  
 Director of Recruitment - Elizabeth Alderson  
 Director of Retention - Emily Atwood  
 Director of Social Media - Jennifer York, CMP  
 Director of Strategic Alliances - Tari-Ka Foltz

- 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 1<sup>st</sup>. Chapter will submit to MPI Global the approved slate on the template provided by MPI Global on or before March 1<sup>st</sup> 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 15<sup>th</sup> 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 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 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 the nomination process for directors and officers. The Immediate Past President shall chair the Governance and Nominating Committee. The remaining members of the Governance and Nominating 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 oversees 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.

Under the Oaks (Newsletter)

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

1.4.2 Education Committees

Texas Education Conference (TEC) (formerly CAMP MPI)

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

San Antonio Food for Thought

This committee plans, coordinates and staffs the four quarterly education events that occur in San Antonio. The content of this education is hands on and provides practical, useful takeaways delivered in one hour. Duties include booking speakers, sponsor solicitation, site selection and onsite management. This committee reports to the Director of Monthly Programs.

Austin Educational Programs

This committee plans, coordinates and staffs chapter education events that can occur over breakfast, lunch or dinner. The chapter holds approximately 8-10 education events per year. Duties include booking speakers, sponsor solicitation, site selection and onsite management. Education programs are held primarily in Austin but can be held in other cities within our chapter's geographic area. This committee reports to the Director of Monthly Programs.

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 Director of Education.

#### 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 Monthly Programs.

#### 1.4.3 Membership 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 silent auction and is managed under the Office of the President.

##### Community Outreach - Austin

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

*This event happens in March. This committee will work to benefit Sammy's House, a non-profit organization that provides services for children who are medically fragile and/or developmentally delayed. Exact needs of the charity are to be determined. Committee members will design and execute a giving campaign that will fulfill the needs of Sammy's House. This committee reports to the Director of Recognition.*

##### Community Outreach - San Antonio

*This event happens in December. This committee plans the annual holiday party for the Senior Companions program in San Antonio. In this program, seniors age 60 and older help other senior citizens who have special needs maintain their dignity and independence. Committee members also secure donations to ensure that each senior companion attending the holiday party will leave with a small gift. This committee reports to the Director of Recognition.*

##### 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.

##### 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.

##### 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.

#### 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 Recruitment

#### 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 Retention.

#### 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 Director of Recognition.

#### 1.4.4 Finance Committees

##### Strategic Alliances (Sponsorships)

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. The committee also oversees the agreements with the sponsors to be sure they receive our promises to them and theirs to us. This committee reports to the Director of Strategic Alliances.

##### 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 Strategic Alliances.

## 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.

### SECTION 4. REQUEST FOR PROPOSALS:

- 4.1 The Director of Strategic Alliances 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](http://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-gAnE2hmOjOrnPeGr0Kt9ZKLYoEWYZAjMOegXRrU/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](https://drive.google.com/open?id=0Bw7dYQYbsd_WeXpDWnVPbG1SS0E) and submitted to the Director of Strategic Alliances during the month the in-kind donation or sponsorship is received.

## 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.
- ~~7.1 DUTIES: Paid staff administrators must adhere to the standards and qualifications established by MPI Global. A minimum scope of services as outlined below will be included in administrator RFP and contracts. Additional services above the minimum requirements can be added by the chapter at their discretion with board approval.~~
- ~~7.2 MANAGEMENT OF PAID STAFF: MPI THCC's Board of Directors has ultimate control over the management of MPI THCC's affairs. Paid Staff reports to the Office of the President. The President of MPI THCC has sole authority for signing contracts binding MPI THCC, and the Chapter Administrators shall maintain copies of all contracts.~~
- ~~An annual review of the agreement between the two parties shall be made at least 45 days before the end of the MPI THCC fiscal year. MPI THCC shall conduct annual evaluations of the Chapter Administrator's performance. Such evaluation shall be based on evaluation of the services performed by the administrators that are consistent with the services described in the agreement between the two parties.~~
- ~~7.3 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.~~

## **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](https://drive.google.com/open?id=0B_54mkBbas9VcmdSaUp5c2Q3UTg)

## 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](https://drive.google.com/open?id=0B_54mkBbas9VcmdSaUp5c2Q3UTg)

## **MISCELLANEOUS**

### SECTION 1. PHILANTHROPIC ACTIVITY:

- 1.1 MPI THCC currently supports Sammy's House in Austin and Senior Companions 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, Hall of Fame, 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 (3 Awards)**

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 2015-2016 year. This committee exemplified how volunteers should work by recruiting its members effectively and by meeting and exceeding all set goals.

**Committees:** CMP Study Group – Austin; CMP Study Group – San Antonio; Communication; Community Outreach – Austin; Community Outreach – San Antonio; Education and Programs; Leadership Development; Membership Recruitment; Membership Retention; New Member / Peer Program; Networking Events – Austin; Networking Events – San Antonio; Registration; Scholarships; Silent Auction; Texas Education Conference (TEC); Under the Oaks

## **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.

