



MEETING PROFESSIONALS INTERNATIONAL  
TEXAS HILL COUNTRY CHAPTER (MPI THCC)  
POLICY MANUAL

**ARTICLE I**  
**NAME**

Name. The name of this organization is Meeting Professionals International (“MPI”) Texas Hill Country Chapter (“THCC”) a not-for-profit corporation, incorporated in the State of Texas, United States of America.

**ARTICLE II**  
**MPI VISION AND MISSION STATEMENTS**

**MPI VISION:** Leading and empowering the meeting and event community to change the world.

**MPI MISSION:** Connect the global meeting and event community to learn, innovate, collaborate and advocate.

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

MPI THCC strives to be the first choice for professional career development and a prominent voice for the meetings and events community in the Texas Hill Country. MPI THCC is focused on people, carried out with enthusiasm and passion, empowered by trust and integrity, dedicated to collaboration, and committed to principled profitability.

**ARTICLE III**  
**MEMBERSHIP**

SECTION 1. MEMBERSHIP

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

SECTION 2. CHAPTER TRANSFER AND AFFILIATION

- 2.1 **CHAPTER TRANSFER:** Preferred or Premier Members may transfer their primary Chapter at any time through MPI Global. Membership remains continuous unless expired. Preferred or Premier Members are to receive member rates for all MPI events even when the event is not associated with their primary Chapter. Refer to MPI Policy Manual to Article IV, Section 1.4.1 for additional guidelines.
- 2.2 **AFFILIATE MEMBERSHIP:** Insert any applicable Chapter affiliate membership policies here. Note primary Chapter is “membership” and subsequent chapters are called “affiliate”. To be eligible to offer affiliate memberships the Chapter must clearly define the cost associated and the benefits to the member. For example; a member can only volunteer with their primary Chapter or Chapters they affiliate with. Affiliate members may only serve as a Chapter Board Member with their primary Chapter. List in your policy what they will receive. Chapters may determine what their fee will be however the maximum amount that can be charged for affiliate membership fees is \$150. This fee is invoiced, collected and retained at Chapter level.

Members in good standing of other MPI chapters may apply to be an Affiliate member of MPI THCC. MPI membership must remain active in order to qualify as an Affiliate member of MPI THCC. The fee for MPI THCC Affiliate Membership is \$120 annually. Refunds will not be provided. Affiliate members assume all benefits as chapter members including members-only news letters, correspondence, events, and promotions. Once application is submitted, membership verified, and payment received or processed by the chapter, the applicant will be considered an Affiliate Member of MPI THCC with all privileges of membership.

## **ARTICLE IV BOARD OF DIRECTORS/OFFICERS**

### **SECTION 1. AUTHORITY & RESPONSIBILITY:**

- 1.1 **MPI VOLUNTEER LEADER AGREEMENT:** All Chapter Board of Directors members are required to review, sign, and adhere to the following:
  - Conflict of Interest Policy and Annual Disclosure Statement
  - Antitrust Compliance Policy
  - Principles of Professionalism
- 1.2 **MPI GLOBAL REQUIRED DOCUMENTS:** Chapters are required to submit annually (by June 15) to MPI Global the following documents as part of the annual planning process: Strategic Business Plan, Budget, 12-24 month Chapter Calendar of Events, Chapter Operation form, Current & Updated Bylaws and Policy Manual. For Chapters that employ a paid Chapter Administrator refer to Article VI, Section 7 for additional requirements. Additionally, US Chapters must submit a copy of their annual tax return by November 15. All other Chapters should follow their local jurisdiction and submit a copy of their tax return to MPI Global by the local tax deadline.
- 1.3 **EXECUTIVE COMMITTEE:** 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.
- 1.4 **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.

### **SECTION 2: EXECUTIVE COMMITTEE**

- 2.1 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 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.

### **SECTION 3. BOARD ELECTION & SERVICE:**

- 3.1 **CONTESTED SLATE POLICY:** Once the Nominating Committee has developed a slate of nominees for election in accordance with these policies, the slate must be presented to the Chapter Board of Directors who must approve the action of presentation to the Membership for election by acclamation. Additional nominations from the membership shall be permitted; provided a nomination is submitted in writing to the Nominating Committee Chair by the date provided and is supported by a minimum of 10% percent of the official chapter membership as of the date provided. The nominee must identify the contested candidate and must submit a Candidate Interest

Form to be eligible for petition. If no additional nominations are received by the deadline, the slate of nominees approved by the Chapter Board of Directors will be deemed elected by acclamation of the membership and will be installed at the Chapter's Annual Member Meeting. If additional nominations are received, the Chapter Members shall vote in accordance with Article V of the Chapter Bylaws on those positions having two or more candidates in contention.

In reference to Chapter Board of Directors vacancies, refer to Article VI, Section 6 of the MPI Chapter Bylaws.

- 3.2 **SLATE PRESENTATION AND SUBMISSION:** The Chapter slate will be presented to membership on templates provided by MPI Global and allow a minimum of 30 days for the membership to contest prior to Bylaw deadline of March 1. Chapter will submit to MPI Global the elected slate on the template provided by MPI Global on or before March 1 annually.
- 3.3 **BOARD TRAINING:** Any incoming Chapter Board of Directors member who has never served on a MPI Chapter Board of Directors is required to take the MPI Global Board 101 and MPI Managing Sexual Harassment training prior to the Chapter Business Summit (CBS) as outlined on the Volunteer Leader Agreement. All Chapter leaders are encouraged to complete local Chapter Board level orientation and attend MPI Global trainings, as applicable.
- 3.4 **BOARD RETREATS:** Chapters are required to hold an annual board planning retreat between April and June of the fiscal year. Chapters are also required to hold an annual mid-year assessment retreat between November and January of each fiscal year. The aforementioned dates are subject to change in accordance with guidance from MPI Global. Chapters are required to utilize an "MPI-verified Chapter Facilitator" during both annual and mid-year retreats to oversee the process and flow of the retreat. MPI-verified Chapter Facilitator cannot be a current Chapter Board of Directors member or have served on the board in the two (2) last years or be a Chapter Administrator from your home Chapter
- 3.5 **NOMINATING COMMITTEE:** The Nominating Committee shall remain in accordance with chapter bylaws Article X, Section 2. The Immediate Past President shall chair the Nominating Committee. The President-Elect shall serve as a non-voting member of the committee. The remaining members of the Nominating Committee shall be appointed by the chairman with the approval of the Executive Committee. There shall be no less than five (5) members including the chair. The committee, inclusive of the chairman, shall consist of an odd number of committee numbers.
- 1) The chapter will have a nomination policy in place to support how the committee will handle the process of selecting a recommended slate. The committee shall welcome and accept director and officer nominations for any chapter member in good standing through an application and interview process. The committee meets to discuss all applicants including interviews and votes to establish the recommended slate to the Board. The application, interview, and committee meeting are completed November - December. The interviews and committee meetings are closed meetings and are to be confidential amongst committee members.
  - 2) The Nominating Committee will present a recommended slate for the incoming Board of Directors 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](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](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.

**2021-2022 MPI THCC Board of Directors:**

President - Sophie Curtis

President-Elect - Joe Bedsole, CTA, CIES, CSES

Immediate Past President - Meaghan Rhame, CMP

Vice President Communication - Jennifer Rasco Smith

Vice President Education - Michele Gonzalez, CMP

Vice President Finance - Brenda Hoffmann

Vice President Membership - Paige Marg

Director of Chapter Fundraising - Tammy Srubar

Director of Education - Anne Ledet, CMP, CTA

Director of Engagement and Retention - Karen Fogel, CMP, HMCC

Director of Marketing - Chase Brunson, CMP

Director of Programs - Nour Hammoudeh

Director of Recruitment and Networking - David Chapa, CMP

Director of Social Media - Tiffany Coy

Director of Strategic Partnerships - Ellen Forsythe, CMP

**2022-2023 MPI THCC Board of Directors:**

President - Joe Bedsole, CTA, CIES, CSES

President-Elect - Cherry Kay Abel

Immediate Past President - vacant

Vice President Communication - LaChelle Evans

Vice President Education - Michele Gonzalez, CMP

Vice President Finance - Debbie Farnum, CMP

Vice President Membership - Donna Harbers, CMP

Director of Chapter Fundraising - Ellen Forsythe, CMP

Director of Education - Anne Ledet, CMP, CTA

Director of Engagement & Retention - Karen Fogle, CMP, HMCC

Director of Marketing - Andrea Howard

Director of Programs - Nour Hammoudeh

Director of Recruitment & Networking - Jo Beth Wolfe

Director of Social Media - Abbigail McCulloch Mund, CMP

Director of Strategic Partnerships - Lavita Miller

**SECTION 4. BOARD COMPENSATION:**

4.1 **COMPENSATION:** Directors and elected Officers shall not be compensated for their services as an MPI Chapter Officer or Director, but they may be reimbursed for reasonable expenses incurred in the performance of

their duties to the Chapter in accordance with such Chapter policies approved by the Chapter Board of Directors. The term "compensation" means direct or indirect remuneration, including gifts and benefits that are not insubstantial.

- 4.2 GIFTS: Directors and elected Officers shall not accept any gifts over the value of \$100.00 unless otherwise approved by MPI Global.
- 4.3 WORKING VOLUNTEER DISCOUNTS. The Board of Directors may deem it appropriate to provide a complimentary or discounted registration to events if said board member or chapter member volunteer is working the event they are provided with a complimentary or discounted registration for. Board members may receive a complimentary or discounted registration to events at one per department if the individual is working as a representative of the Board throughout the event.

## **ARTICLE V**

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

#### SECTION 1. STANDING COMMITTEES

- 1.1 STANDING COMMITTEES: A volunteer Chair will be appointed for each standing committee annually. The board representative for each committee is responsible for the appointment and solicitation of committee members. A board vote is not required for approval, but all volunteers must be chapter members in good standing.

Standing committees of the Chapter are:  
Audit and Finance Committee  
Nominations Committee  
Council of Past Presidents  
Special Committees

- 1.2 AUDIT AND FINANCE COMMITTEE. The Audit and Finance Committee shall be the Executive Committee as determined in Article X Section 1 of the Chapter Bylaws. The Vice President Finance shall serve as chair and Board of Director position responsible for the committee. 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.
- 1.3 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 and Board of Director position responsible for the 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 five (5) members including the chair.
- 1.4 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. The President is responsible for the oversight of the committee.
- 1.5 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) 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. This committee reports to the Director of Marketing.

#### 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.

## 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. This committee reports to the Vice President 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 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. This committee reports to the Vice President of Education.

## 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 or San Antonio

This committee plans annual community outreach programs in the Austin and/or 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 benefiting charity. All to be voted on by the MPI Texas Hill Country board of directors. This committee reports to the Director of Engagement & Retention.

#### 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.

#### 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 Engagement & 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 Engagement & Retention.

#### 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.

#### 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.

## 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:



- 5) Clearly communicate purpose/charge for the group. If changes in direction occur, communicate to group in a timely manner.
- 6) Develop work plans to achieve purpose/charge and clearly communicate responsibilities/assignments for each member. Create a positive volunteer experience for all.
- 7) Complete any assignments by pre-determined deadlines.
- 8) Draft and disseminate minutes and summaries promptly.
- 9) Draft and submit progress report to assigned Chapter Board of Directors as needed.
- 10) Ensure volunteer reimbursement requests are submitted and paid within 60 days of funded meeting.

3.2 Expectations of Volunteer Members:

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

**ARTICLE VI**  
**FINANCE**

SECTION 1. FISCAL YEAR:

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

SECTION 2. ANNUAL BUDGET:

- 2.1 The 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 reserve target shall be defined as a minimum 25% of annual fixed expenses. This should not include any event-related expenses, only expenses needed to keep the chapter operational (i.e. costs related to chapter administrator, bank fees, telecommunication, rent, etc.).

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

3.4 PURPOSE OF RESERVES: MPI 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.

#### 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 For any travel directed or offered by MPI Global, Chapter Board of Directors members will comply with expense and reimbursement guidelines outlined for such event by MPI Global Policy Manual.

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

- 1) 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.
- 2) 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>.

- 3) 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.

- 4) 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)

- 5) 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

- 6) Health Club Facilities: Health Club fees are not eligible for payment or reimbursement by MPI THCC..

- 7) Non Eligible Reimbursements

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

- 8) 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.

- 5.3 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: All chapters are bound by the MPI Data Privacy Policy <https://www.mpi.org/about/privacy> and are responsible for protecting all data. As such, all member types have access to the Membership Directory <https://www.mpi.org/membership/member-directory>. There are no additional direct member benefits to access registration lists and/or member lists. Any lists provided via Sponsorship opportunities must account for opt-outs and be respective of the MPI Data Privacy Policy.

- 6.2 CHAPTER SPONSORSHIP POLICIES: Chapters have the ability to sell Sponsorship opportunities to partners that are members of MPI. Such sponsorships can include education, events, website advertising, newsletters, etc. All sponsor campaigns must take into account opt-outs and the MPI Data Privacy Policy. All sponsorships should be considered for overall member value and chapter business strategies.

- 6.3 CHAPTER SPONSORSHIP POLICIES: 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/mailling 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.

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 Partnerships during the month the in-kind donation or sponsorship is received.

- 6.4 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 DUTIES: Paid staff administrators must adhere to the standards and qualifications established by MPI Global. A minimum scope of services as outlined below will be included in administrator RFP and contracts. Additional services above the minimum requirements can be added by the Chapter at their discretion with board approval.

- 7.1.1 Minimum scope of services of paid administrator shall include the following for the provision of professional management and administrative services:

- Provision of headquarter office and necessary technology to support all methods of communication with board and members
- Proven skills in basic administrative functions and support of associations
- Capable in bookkeeping services
- Capable in website management
- Capable in event management and registrations
- Capable in record keeping and documentation
- Capable in all facets of Chapter Board of Directors support

- 7.2. EVALUATION OF PAID STAFF & CONTRACT RENEWALS: Each Chapter is required to complete an annual review of their administrative services prior to the end of the Chapter's fiscal year. Chapters must, at a minimum, adhere to the evaluation guidelines provided on the sample template promulgated by MPI Global. Additional processes can be deemed necessary at the Chapter's discretion. All Chapters must submit a copy of their paid staff evaluations and updated contracts for services (if applicable) to MPI Global at any time upon completion but no later than June 15.

- 7.3. Contracts for any Chapter Administrators or paid staff services will require the following language included in contracts and/or scope of services. This includes all existing and future contracts.
- Chapter Administrators and their support staff will represent the Chapter and MPI Global in a professional manner adhering to the Principles of Professionalism Guidelines provided by MPI Global.
  - Chapter Administrators and their support staff will follow all MPI Global and Chapter Bylaws, Policy & Procedures, Financial budgeting requirements and any other defined requirements set forth by Chapter or MPI Global.
  - Chapter Administrators are required to adhere to all Chapter Administrator Program (CAP) guidelines and policies. See program guidelines for specific requirements.
  - Chapter Administrators or paid support staff must be licensed and insured with a minimum of \$1 million dollars in general liability insurance and provide proof of said policy to Chapter and MPI Global annually by June 15.
  - Non-compliance with these requirements will require termination of contract.

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

- 7.5. Chapter Administrators will work to hold Chapter Board of Directors accountable to all defined MPI Global performance standards, policies and Principles of Professionalism. Chapter Board of Directors will support Chapter Administrators in this process.
- 7.6. All administrative services must be contracted as a vendor for services, not an employee of the Chapter. In the event a Chapter is without capacity to support a paid staff administrator, consult your Chapter Operations Manager (COM).
- 7.7. MANAGEMENT OF PAID STAFF: The Chapter's Office of the President will act as the managers of paid staff, will be responsible for contracting and negotiation, and lead the annual review process. Such activities will be shared with the Executive Committee.

## **ARTICLE VII CHAPTER EVENTS**

### SECTION 1. EDUCATIONAL & SOCIAL EVENTS:

- 1.1 EVENT ATTENDANCE: Pending market conditions, Chapters should charge a member rate and a non-member rate for events where appropriate. The price difference between member and non-member rates is at the Chapter's discretion based on specific event needs. Anyone who is not a MPI preferred or premier level member is required to pay the non-member rates for events with no limitations to event attendance. Refer to Article III, Section 2.1 for additional Chapter member attendance guidelines. Partnership events with other industry organizations are excluded from this requirement.
- 1.2 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. Event fees are determined by the Board of Directors. Cancellation and refund policy for all registrations. Refund of fee less 25% administrative fee if cancelled four days or more before any event.
- 1.3 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. Current registration rates are as follows: Early registration \$40 Members; \$60 Non-members. Students \$15. Late and on-site registration rates are increased by \$10.
- 1.4 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. Current registration rates are as follows: 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. 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.

## **ARTICLE VIII COMMUNICATIONS**

### SECTION 1. BRAND STANDARDS:

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

SECTION 2. CHAPTER COMMUNICATIONS:

2.1 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)

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

**ARTICLE IX**  
**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.

2.2 CRITERIA FOR CHAPTER AWARDS

- 1) 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.
- 2) 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.
- 3) 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.
- 4) **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.
- 5) **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. CHAPTER 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. NON-COMPLIANCE:

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

### SECTION 5. MPI POLICY MANUAL:

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