



MEETING PROFESSIONALS INTERNATIONAL  
GULF STATES CHAPTER POLICY MANUAL  
ADOPTED August 1, 2023

**ARTICLE I**  
**NAME**

Name. The name of this organization is Meeting Professionals International (“MPI”) Gulf States Chapter a not-for-profit corporation, incorporated in the State of Louisiana.

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

MPI VISION: Lead and empower an inclusive meeting and event community to change the world.

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

**ARTICLE III**  
**MEMBERSHIP**

SECTION 1. MEMBERSHIP

1.1 MEMBERSHIP QUALIFICATIONS, CLASSIFICATIONS, TRANSFER AND DUES: Shall be as described in the current MPI Bylaws and Policy Manual. Any member in good standing is eligible to affiliate with a Chapter regardless of geographic area or location of business. Essential members are members-at-large.

SECTION 2. CHAPTER TRANSFER AND AFFILIATION

2.1 CHAPTER TRANSFER: Members may transfer their primary Chapter affiliation at any time through MPI. Preferred or Premier Members are also eligible to receive member rates for all MPI events even when the event is not associated with their primary Chapter. An individual may be a member of only one chapter but may pay a fee to be affiliated with more than one chapter. Each chapter sets its own affiliation fee.

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

SECTION 1. CHAPTER BOARD OF DIRECTORS

1.1 AUTHORITY & RESPONSIBILITY: The authority and responsibilities of the Board of Directors are stated in Chapter Bylaws Article VIII, Section 1.

1.2 COMPOSITION

- 1.2.1 The Board of Directors shall consist of a minimum of five (5) elected officers: the President, President-Elect, Immediate Past President, Vice President Finance, and Vice President Membership. Each chapter must also assign the role of a Vice President Marketing and Communications and a Vice President Education to other officers or elect an additional two officers to cover these positions. The Board of Directors may have up to 20 members. All Board positions are one-year terms.
- 1.2.2 Qualifications of Officers: Any member in good standing of MPI whose primary affiliation is with this Chapter is eligible to be a member of the Chapter Board of Directors.
- 1.2.3 Director Eligibility: Any member in good standing of MPI whose primary affiliation is with this Chapter is eligible to be a member of the Chapter Board of Directors.
- 1.2.4 Director Vacancies: A vacancy shall be filled in accordance with the Chapter Bylaws.
- 1.3 MPI VOLUNTEER LEADER AGREEMENT: Each member of the Board of Directors shall annually review, sign and comply with the MPI Volunteer Leader Agreement, Conflict-of-Interest Policy and Annual Disclosure Statement, Antitrust Compliance Policy and the Principles of Professionalism.
- 1.4 MPI REQUIRED DOCUMENTS: Chapters are required to submit annually to MPI the following documents 30 days prior to the start of the fiscal year: Strategic Business Plan, Budget, 24-month Chapter Calendar of Events, Chapter Operation Form, Chapter Bylaws and Chapter Policy Manual. For Chapters with a paid Chapter Administrator, refer to Article VI, Section 7 for additional requirements. MPI does not require submission of tax returns, however, chapters must comply with local tax laws.

## SECTION 2. BOARD ELECTION & SERVICE:

- 2.1 NOMINATION: A communication shall be set forth to all Chapter members for members to complete a Board of Director's application. Such form is to be returned to the Governance and Nominating Committee. Once the committee has developed a slate of nominees for election in accordance with these policies, the slate must be presented to the Board of Directors who must approve the action of presentation to the membership for election by acclamation.
- 2.2 SLATE PRESENTATION AND SUBMISSION: The Chapter slate will be presented to membership on templates provided by MPI. The slate will be posted on the Chapter website and an email (including link to the website and process for contesting the slate) will be sent to the membership. The Chapter will allow a minimum of 30 days for the membership to contest prior to the submission deadline as stated by MPI. Additional nominations from the membership shall be permitted; provided a nomination is submitted in writing to the Governance and Nominating Committee Chair by the date provided and is supported by a minimum of 10% percent of the official Chapter membership as of the date provided. The nominee must identify the contested candidate and must submit a Candidate Interest Form to be eligible for petition. If no additional nominations are received by the deadline, the slate of nominees will be deemed elected on the first day of the fiscal year. If additional nominations are received, the Chapter members shall vote in accordance with Article V of the Chapter Bylaws on those positions having two or more candidates in contention.

In reference to Board of Directors vacancies, refer to Article VI, Section 6 of the Chapter Bylaws. Chapter will submit to MPI the elected slate on the template provided annually.

- 2.3 BOARD TRAINING: Any incoming Board of Directors who have not previously served is required to take the MPI Board 101 and Managing Sexual Harassment training prior to the Chapter Leadership Summit as outlined on the MPI Volunteer Leader Agreement. All Chapter leaders are encouraged to complete local Chapter Board orientation and attend MPI training, as applicable.
- 2.4 BOARD RETREATS: Chapters are required to hold an annual Board planning retreat between two to three months prior to the fiscal year. Chapters are recommended to hold a mid-year assessment retreat mid-fiscal year. Chapters are required to utilize an MPI-verified Chapter Facilitator during annual retreats to oversee the process and flow of the retreat. The MPI-verified Chapter Facilitator cannot be a current member of the home chapter, have served on the Board in the last two (2) fiscal years or be a Chapter Administrator.
- 2.5 ATTENDANCE. In-person attendance is required at all in-person Board meetings and virtual attendance is required at all virtual Board meetings. If a Board member who is not on an approved leave of absence fails to attend at least seventy-five percent (75%) of Board meetings, the Board may, in consideration of the totality of circumstances and any excused absences, remove the member in accordance with the Chapter Bylaws.

For purposes of this policy, an “excused absence” is one where the absent director promptly notifies the President that they are unable to attend a regularly scheduled Board meeting because of (i) a previous commitment that was identified to the President when the Board meeting was first scheduled, (ii) a health-related emergency to the director or their immediate family (iii) observance of a generally-recognized religious holiday, or (iv) an unforeseen business conflict outside the director’s control.

For purposes of this policy, “approved leave” is the absence from a Board meeting for a reasonable duration approved by the Board on the basis of a medical limitation, military deployment, childbirth or adoption, or other grounds as the Board may determine; provided, however, that the director on approved leave must use their best efforts to virtually attend Board meetings, if available, to ensure they are adequately informed of and responsible for the organization’s affairs.

### SECTION 3. BOARD COMPENSATION:

- 3.1 COMPENSATION: Board of Directors shall not be compensated for their services as a Chapter Officer or Director, but they may be reimbursed for reasonable expenses incurred in the performance of their duties to the Chapter in accordance with such Chapter policies approved by the Board of Directors. The term “compensation” means direct or indirect remuneration, including gifts and benefits, that are not *de minimis* in value.

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

### SECTION 1. STANDING COMMITTEES

- 1.1 Standing committees of Chapters shall be the Audit and Finance Committee and the Governance and Nominating Committee. Annually, the President of the Board of Directors shall select members to serve during the President’s term.

- 1.1.1 **Audit and Finance Committee.** The Audit and Finance Committee shall assist the Board of Directors in fulfilling its oversight responsibilities relating to the quality and integrity of the Chapter's financial reporting processes and accounting practices. If the Chapter has determined to have an Executive Committee, the Executive Committee can function in place of an Audit and Finance Committee and will have the responsibility as defined.
- 1.1.2 **Governance and Nominating Committee.** The Governance and Nominating Committee shall assist the Board of Directors in fulfilling its oversight responsibilities relating to developing and implementing sound governance policies as well as a nomination process for directors and officers. The Immediate Past President shall chair it. The President-Elect shall serve as a non-voting member of the committee. The remaining members of the Governance and Nominating Committee shall be appointed by the President, who may not serve as a member of the committee, which will be ratified by the Board of Directors. There shall be at least six (6) members, including the Immediate Past President as chair, having a quorum of 5 for action. A Governance and Nominating Committee member who may consider serving as an officer shall recuse themselves from the Board development process related to the nomination and development of a slate of officers. In the case of a resignation, the President will be authorized to fill a vacancy. The Governance and Nominating Committee shall be in place no later than the date stated by MPI with final slate submission as stated by MPI.
- 1.2 **Special Committees.** The President-Elect shall appoint committees, task forces, and advisory councils for their term as President.
- 1.3 **Standing Committees.** Committees perform fundamental governance functions for the chapter, i.e., Governance and Nominating Committee.
- 1.4 **Select Committees.** Committees that are formed to accomplish a specific goal on an ongoing basis.
- 1.5 **Task Forces.** Committee-like groups created for a defined and time-limited purpose to solve a specific problem.
- 1.6 **Advisory Councils** - An advisory council is a collection of individuals who bring unique knowledge and skills which augment the knowledge and skills of the board of directors to guide the organization and/or represent a specific vertical/segment of our community. The advisory council does not have formal authority to govern the organization, that is, the advisory council cannot issue directives which must be followed. Rather, the advisory council serves to make recommendations and/or provide key information and materials to the board of directors.

## **ARTICLE VI** **FINANCE**

### SECTION 1. FISCAL YEAR:

- 1.1 The Chapter fiscal year for financial and business purposes is the calendar year unless otherwise determined by International Board of Directors.

### SECTION 2. ANNUAL BUDGET:

- 2.1 The annual budget is prepared by the Audit and Finance Committee who recommend the budgets to the Board of Directors. The Board of Directors approves the annual budget.

### SECTION 3. RESERVE FUND

- 3.1 TERMS: The term Reserves for financial purposes will be defined as funds set aside to be used in emergency cases.
- 3.2 RESERVE TARGET: The reserve target shall be defined as a minimum of 25% of annual fixed expenses. This should not include any event-related expenses, only expenses needed to keep the chapter operational (i.e., costs related to Chapter administrator, bank fees, telecommunication, rent, etc.). Best practice is to maintain 50 - 100% of annual fixed expenses.
- 3.3 ACCESS TO RESERVES: Using reserve funds shall first be referred to the Vice President Finance for consideration. Final approval by a majority vote of the Board of Directors is required.

### SECTION 4. REQUEST FOR PROPOSALS

- 4.1 The Chapter will develop a local policy for requests for proposals and expenditures exceeding a certain threshold as defined by the Board of Directors.

### SECTION 5. REIMBURSEMENT OF EXPENSES OR TRAVEL

- 5.1 Chapters will develop a policy addressing reimbursement of expenses and include in the addendum.

### SECTION 6. SPONSORSHIP AND SOLICITATION

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

### SECTION 7. ADMINISTRATORS

- 7.1 Administrators must adhere to the standards and qualifications established by MPI. Additional services above the minimum requirements can be added by the Chapter at their discretion with Board of Directors' approval.
- 7.2. EVALUATION OF ADMINISTRATOR & CONTRACT RENEWALS: Each Chapter is required to complete an annual review of their administrative services prior to end of the fiscal year. Chapters must, at a minimum, adhere to the evaluation guidelines provided on the sample template

promulgated by MPI. Additional processes can be deemed necessary at the Chapter's discretion. All Chapters must submit a copy of their administrator evaluation and current contract for services (if applicable) to MPI by the stated date.

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

## **ARTICLES VII CHAPTER EVENTS**

### SECTION 1. EDUCATIONAL & SOCIAL EVENTS

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

## **ARTICLE VIII COMMUNICATIONS**

### SECTION 1. BRAND STANDARDS AND TRADEMARKS

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

approved by MPI prior to use. Each chapter will be required to sign a Trademark License Agreement that will be maintained by MPI.

## SECTION 2. CHAPTER COMMUNICATIONS

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

## **ARTICLE IX MISCELLANEOUS**

### Section 1. PHILANTHROPIC ACTIVITY

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

### Section 2. MPI CHAPTER AWARDS

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

## SECTION 3. NON-COMPLIANCE

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

## SECTION 4. MPI POLICY MANUAL

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

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**GULF STATES CHAPTER POLICIES  
ADDENDUM**

Revision Date **4/30/2024**

MEETING PROFESSIONALS INTERNATIONAL  
Gulf States Chapter POLICY MANUAL

**ARTICLE I  
NAME**

Name. The name of this organization is Meeting Professionals International (“MPI”) Gulf States Chapter a not-for-profit corporation, incorporated in the Louisiana.

**ARTICLE II  
MPI VISION AND MISSION STATEMENT**

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.

**ARTICLE III  
MEMBERSHIP**

SECTION 1. MEMBERSHIP

- 1.2 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:  
Refer to MPI Policy Manual to Article IV, Section 1.4.1 for additional guidelines.
- 2.2 AFFILIATE MEMBERSHIP: Affiliate membership membership cost is \$75/year. Affiliate membership benefits include:, Personal listing in Chapter Directory, Access to all Gulf States communications and option to participate in committees. An Affiliate member must have a Preferred or Premier level of membership with MPI.

**ARTICLE IV  
BOARD OF DIRECTORS/OFFICERS**

SECTION 1. AUTHORITY & RESPONSIBILITY:

- 1.1 CHAPTER BOARD REPORTS: All board members shall submit monthly required monthly reports one (1) week prior to Board meeting, including any supporting team reports
- 1.2 VOTING. Voting rights of a Director shall not be delegated to another nor exercised by a proxy. Voting is permitted via conference call or e-mail. Voting can be recorded over conference call when a live vote is taking place. E-mail voting is accepted when the entire vote is being handled over e-mail.

## **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.

Standing committees of the chapter are:

#### **Finance & Special Events –**

**Purpose:** Support oversight and securing of chapter fundraising dollars annually. Oversee annual networking events with any major fundraising components.

**Responsibilities/Timelines:** Host monthly committee meetings, execute networking events in accordance with chapter calendar and marketing plan. Host fundraising throughout the year to ensure chapter budget is met. Support chapter finances on behalf of the membership. Maintain and upload all department related documents to the database.

**Board of Director Position responsible:** VP Finance, Director of Special Events

#### **Strategic Partnerships**

**Purpose:** To align the chapter with businesses and community partners that will benefit the well-being of the chapter through sponsorship, advertising or cash donations.

**Responsibilities/Timelines:** Oversee sponsor engagement, fulfillment and manage RFPs. This committee works to obtain in-kind and cash sponsorship for chapter events and other activities. Maintain and upload all department related documents to the database.

**Board of Director Position responsible** VP Finance, Strategic Partnerships

#### **Membership**

**Purpose:** To engage, recruit and retain membership.

**Responsibilities/Timelines:** Execute chapter on boarding, engage with members, recruit new members. Maintain and upload all department related documents to the database.

**Board of Director Position responsible:** VP Membership, Director of Membership

#### **Communications**

**Purpose:** To establish and maintain communication with members through maintaining chapter website and social media, obtain advertisement, produce newsletters and follow MPI Global Branding standards.

**Responsibilities/Timelines:** Update website and social media, produce newsletter, maintain and update the 18-month calendar and sell advertising. Maintain and upload all department related documents to the database.

**Board of Director Position responsible:** VP Communications, Director of Communications

### Education

**Purpose:** To provide 6 profitable monthly education meetings for the chapter that provide CEU's, 50% at minimum.

**Responsibilities/Timelines:** host education meetings with in the timeline outlined on the marketing calendar. Maintain and upload all department related documents to the database.

**Board of Director Position responsible:** VP Education, Director of Education

### Leadership Development

**Purpose:** To engage members who volunteer with chapter, assist in placement, training and recruitment.

**Responsibilities/Timelines:** Produce quarterly volunteer training, maintain DRAFT for volunteer recruitment. Work with board on committee needs, work with volunteers on ensuring their goals in volunteering have been met. Maintain and upload all department related documents to the database.

**Board of Director Position responsible:** VP of Membership, Director of Leadership Development

## SECTION 2. ADVISORY COUNCILS AND TASK FORCES:

- 2.1 Volunteers for any advisory councils and/or task forces shall be appointed as needed. Should there be a need for an Advisory Council or Task Force, a Board Member should bring to Office of the President for development, then Board will vote in.

## 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.

### 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) 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 January 1 through December 31 unless otherwise determined by MPI Global.

### SECTION 2. ANNUAL BUDGET:

- 2.1 All items over by \$101 or more require approval from VP of Finance and a board vote. For example, a budget has a revenue line item for an event to earn \$10K with an expense of \$5K but they are going to raise \$15K it doesn't mean they can spend the additional \$5K without board approval.

### SECTION 3. RESERVE FUND:

- 3.1 MPI Gulf States Chapter will maintain adequate reserves for the following purposes:
  - 1) Unpredictable events which could substantially impact MPI's operations or revenue streams. While such occurrences are rare, reserves can provide the resources necessary to keep the organization functioning should one occur.
- 3.2 FINANCIAL ACCOUNT MANAGEMENT: Maintain a healthy balance in our checking and reserves and analyze the appropriate time to move checking funds over to reserves.

### SECTION 4. REQUEST FOR PROPOSALS:

- 4.1 A sponsorship package shall be submitted to all members. An MPI Gulf States RFP (Request for Proposal) for paid or in-kind services will be sent to all Gulf States members and local suppliers. Priority consideration shall be given to an MPI members over a non-member.

### 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 Previously approved expenses shall be submitted to the Chapter VP of Finance and OTP accompanied by the chapter expense report and all supporting itemized receipts. These may include but are not limited to; mileage, airfare and hotel reimbursement, WEC or CBS expenses, board meeting or retreat travel expenses. Expenses are to be previously authorized in chapter budget or approved via board vote. Expense reports require two signatures prior to reimbursement being awarded.
- 5.3 BUDGETED CHAPTER EXPENSES: Reimbursement for budgeted chapter expenses should be submitted to the chapter administrator with supporting documentation. This can be an invoice, signed contract with amount or an approved expense report. This only applies for budgeted expenses.

#### SECTION 6. SPONSORSHIP AND SOLICITATION:

- 6.1 Access to membership and attendance lists shall be restricted to MPI premiere members in good standing only. Members shall be provided the opportunity to opt out of solicitation emails from both the chapter and MPI Global. Premier members may purchase the list at a cost of \$500 and the list will only be submitted in PDF format that includes members who has opted into chapter communications. Member lists will never be traded for in kind donations with sponsorship.
- 6.2 MPI Gulf States Sponsorship package will be distributed quarterly. The Director of Strategic Partnership will track in-kind donations and value with the Chapter Administrator to submit to VP of Finance and Office of the President.

#### SECTION 7. PAID STAFF ADMINISTRATORS:

- 7.1 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

### **ARTICLE VII CHAPTER EVENTS**

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

- 1.1 Monthly chapter event fees are \$45 for member with pre-registration and \$65 for non-member preregistration. On-Site registration is available at each meeting for additional \$10 per person

respectively. Student Rates are determined for each event at any MPI Gulf States program. The student rate is to be offered at the discretion of the board of directors on an as needed basis.

## **ARTICLE VIII COMMUNICATIONS**

### SECTION 1. CHAPTER COMMUNICATIONS:

- 2.1 MPI Gulf States will follow MPI Global brand standards. No statement to the press or on behalf of the membership will be made without board discussion and approval in advance. The President shall serve as the chapter spokesperson. E-mails, survey and member communication shall happen in accordance with the marketing & communications plan or when requested and approved by the board.

### SECTION 2. ADVERTISEMENTS:

- 3.1 VP Communications shall enter into contract with Advertisers but must get approval by the office of the president and the VP of Finance. Tracking to be handled by VP Communications and reported to Chapter Administrator and Board of Directors accordingly.

### SECTION 3. CHAPTER DOCUMENTS:

- 4.1 All Chapter Documents will be stored in a shared database maintained by each Board member. Documents will be reviewed for accuracy and cleaned up monthly.

## **ARTICLE IX MISCELLANEOUS**

### SECTION 1. PHILANTHROPIC ACTIVITY:

- 1.1 MPI Gulf States Chapter shall support the Foundation as opportunities arise with Board agreement.

### SECTION 2. CHAPTER AWARDS:

- 2.1 Annual Awards shall be given/presented at the Annual meeting. The Office of the President will determine what awards categories are appropriate for the year and open nominations up to the membership. The Office of the President will make the final decision on the Annual Award winners based on chapter member nominations.

### SECTION 3. SCHOLARSHIPS:

- 3.1 At this time, there are no Gulf States Chapter scholarships applicable. Scholarships may be developed should the board of directors agree and vote criteria into place to make this a viable member benefit.