



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 SAN DIEGO POLICY MANUAL  
Revision Date: August 11, 2016

**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.

Meeting Professionals International San Diego Chapter (MPI SD) is a not-for-profit corporation approved for charter by MPI in November 1979. MPI SD is located in San Diego County and serves members from a variety of geographical locations with our primary membership base located in the Greater San Diego area. MPI San Diego deems itself the go-to meetings industry association dedicated to offering quality education, business opportunities and professional development.

**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 MEMBERSHIP:** An individual may be a member of only one chapter but members of other chapters may become an "affiliate" member of San Diego. To become an "affiliate" member of San Diego a form must be sent to the office along with \$75 annually. Affiliate members are entitled to receive chapter publications, volunteer on local committees/ board, and eligible for chapter awards.

**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: Each VP is responsible for submitting a Team Status Report (TSR) at least 7 days prior to scheduled board meetings to report each committee needs, decisions and action steps. It is recommended that Committee Chairs and Directors submit their individual team updates at least 10 days prior to the board meeting to allow VP's to compile information in a timely manner.
  - 1.1.1 Each VP is responsible to work with their teams to develop and submit to the Chapter Administrator yearly goals and proposed budget by June 30<sup>th</sup> prior to their term.
- 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 In accordance with the chapter's bylaws, the Board shall meet a minimum of four (4) times a year. Special meetings may be called at the discretion of the Executive Committee should the need arise.

The Board meetings shall be conducted using an abridged version of Robert's Rules of Order. A motion must be made and seconded for discussions to take place.

Motions are recorded and voted on at the Board meetings. Motions are documented in the meeting minutes for review and acceptance at the next Board meeting.

The President, as the presiding body at Board meetings, shall not be eligible to make a motion or to vote unless there is a tie. In that case, the President shall cast the deciding vote.

Every board meeting must have an agenda sent in advance of the meeting. The Executive Director shall prepare Board agendas and distribute after receiving approval from the President.

The proceedings for each Board meeting shall be recorded by preparing minutes. Those minutes shall be distributed to the Board, Committee leaders, the Chapter Business Manager (CBM), and a master copy shall be kept for the file.

## SECTION 2: EXECUTIVE COMMITTEE

- 2.1 MPI San Diego Executive Committee will be comprised of the President, President-elect, Immediate Past President, VP Human Resources, VP Finance, VP Membership, VP Education and VP Communications.

## SECTION 3. BOARD ELECTION & SERVICE:

- 3.1 Nominations and elections shall be in accordance with MPI bylaws.
- 1) The nomination process shall begin in October for the following year's officers, directors and committee chairs with a written notice to all Chapter members inviting them to apply to become a chapter director or executive team member. Applications will then be reviewed by the Nominations committee and interviews conducted. Slate will be determined by the committee and presented to MPI Global by March 1<sup>st</sup>. Committee Chairs will be recruited and selected by the directors and vice presidents of each team.
  - 2) Installation for the board will occur annually at the Awards & Installation Gala
  - 3) Duties or Job Descriptions will be housed on the MPI San Diego google drive and updated annually.
  - 4) Transition Processes will begin as slated is confirmed with a Transition meeting taking place at least 2 weeks before the annual leadership retreat. **The transition meeting actually needs to occur after the incoming board is slated and before Chapter Business Summit (now in April) to prepare the new board for taking office July 1<sup>st</sup>. Incoming board should be invited to attend all board meetings after slate is submitted to MPI Global.**
  - 5) Orientation to the board and chapter will be conducted during the annual Transition Meeting.
- 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 MPI San Diego Standing Committees shall serve in accordance with the bylaws; they may include the following but not be limited to:

STANDING COMMITTEES: A volunteer Chair will be appointed for each standing committee annually. The Board of Directors will appoint committee chairs. Any MPI San Diego member is eligible to be a Committee Chair but can only serve as Chair/ Co-Chair of one committee. They may serve as a team member of others, if needed.

Standing committees of the chapter include but are not limited to: **...are listed on the attached addendum. Place this chart in an addendum.**

Committee	Purpose	Board Leader	# of Committee
Advertising	Create business exposure opportunities for members.	VP Finance	1

Awards/Recognition	<i>Award members for ongoing chapter dedication and commitment</i>	VP Membership	7
CMP Study Group	<i>CMP Exam Prep</i>	VP Education	3
Community Outreach	<i>Philanthropic partnership</i>	VP Communications	2
Education Programs	<i>Conduct (5) programs annual to support the education needs of our members</i>	VP Education	6
Fundraising	<i>Raise money to support chapter budget and community outreach.</i>	VP Finance	10
Holiday Event	<i>Conduct annual celebration for members around holiday season.</i>	VP Finance	4
Installation Gala		President-elect	2
Mentor Program		VP Human Resources	2
Nothin' But Net Events		VP Finance	2
Opportunity Drawings		VP Finance	2
Recruitment		VP Membership	3
Registration		VP Membership	3
Retention		VP Membership	3
Social Media		VP Communications	2
Special Education Programs		VP Education	4
Strategic Alliance	<i>Sponsorship and relationships</i>	VP Finance	4
Student Intern	<i>Recruit Student Members</i>	VP Membership	1
Website		VP Communications	2
Volunteer Recruitment		VP Leadership Development	2

**SECTION 2. ADVISORY COUNCILS AND TASK FORCES:**

2.1 The chapter does not currently have any Advisory Councils or Task Forces but will appoint those as needed.

**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.
  - 2.1.1 All agreements with venues, speakers and suppliers must first be approved by a VP or President-elect with final signature and approval from the current President.
  - 2.1.2 Bank Signatures
    - Authorized signers to be on file at the bank and changed as appropriate on an annual basis by July 30th are: VP of Finance, President and President Elect. (Signers must go to bank with an authorized signer to show ID and create login) Note: \*Bank will require a copy of the minutes with new officers recorded as signers.
    - Each payment must be accompanied by an approved payment request
    - VP Finance to cross reference all check requests & match to budget before approving
    - Once payment has been made, invoice must be stamped PAID, initiated and dated as back up for payment.
  - 2.1.3. Payment Requests
    - Two signatures are required on every check but most checks will be sent electronically.
    - Any payments using a Debit Card/ Online Checks need to be pre-authorized by President (via email is appropriate), then reconciled monthly by the Admin/VP Finance/President.
    - Payments using Debit Card include static monthly charges that remain the same month to month (such as the phone bill), that can be pre-authorized at the beginning of the fiscal year by the new President.

- Charges should have receipt or explanation from authorized user (usually Chapter Administrator)

#### 2.1. 4. Bank Account/ Financial Review:

- Chapter Admin, VP of Finance, President and President-Elect to have access to bank accounts on-line. Access and codes given by July 1st.
- Quarter Reports & Reviews ( by Oct 1, Jan 1, April 1 and June 15th): Monthly breakdown- profit & loss statement & notes and investment reports to EC team
- Monthly Reports & Reviews : Monthly profit & loss with notes, balance sheet reports to BOD
- Annual Investment review will be conducted in late June to determine how funds will be invested and saved. (Bonds, Savings, Investments)

### 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 San Diego 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.
  - 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.

### SECTION 4. REQUEST FOR PROPOSALS:

- 4.1 Guidelines for venue selection for monthly Chapter meetings & events include: Priority given to MPI members and venues offering sponsorship; favor to be given to sites not selected during

previous year's bid/selection process; use of unique venues in addition to traditional hotels. Venues for monthly meetings and special events will be solicited by an RFP, which will be sent out to all by March 30. Non-Members may submit proposals 4 weeks following the member RFP response time. The bid packages will be reviewed by the Strategic Alliance committee along with input from the President and VP of Education and VP of Finance. The Strategic Alliance committee will then make a venue selection recommendation to the Executive Board for final approval.

- 4.2 Sponsorship Benefits for the upcoming year (July – June) will be reviewed and revised by the Strategic Alliance committee prior to March 1 and voted on by the Board of Directors prior to the solicitation of venue RFP's.

## SECTION 5. REIMBURSEMENT OF EXPENSES OR TRAVEL

- 5.1 All approved expenses for transit (taxi's, etc), mileage, airfare, hotel reimbursement, WEC expenses, CBS expenses, board meeting or retreat travel expenses are required to be submitted to the VP of Finance in the form of a check request. All expenses require receipts to be submitted. Also, all board travel should be allotted for in chapter budgets. Meal per diems are restricted to \$75 per day. Mileage will be reimbursed at \$0.565 per mile.

The chapter will pay all budgeted travel related and registration expenses for the President to attend the MPI World Education Congress.

- 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: Insert any applicable expense reimbursement policies here.

## SECTION 6. SPONSORSHIP AND SOLICITATION:

- 6.1 ACCESS TO MEMBER LISTS: 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.
- 6.2 CHAPTER SPONSORSHIP POLICIES: All In-kind or cash sponsorship shall be eligible for current sponsorship benefits as outlined in the Strategic Alliance RFP packet.

## 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.

- 7.2 MANAGEMENT OF PAID STAFF: President, President Elect and VP Human Resource are responsible for contract updates for the paid administrator annually. They will present for final vote by the current Board of Directors by May 15<sup>th</sup> annually.

Chapter staff will be paid monthly on the 1<sup>st</sup> of the month direct payment from bank account.

- 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 1. EDUCATIONAL & SOCIAL EVENTS:

- 1.1 EDUCATIONAL PROGRAMS: Differential rates will be offered for members, non-members and students dependent on program event expenses. The RFP process should include obtaining at least two proposals for site selection and services (F&B, AV, transportation, décor, etc.) RFPs should be extended to our membership first, before offering opportunities to individuals/companies who are not members. All hired speakers/presenters are to provide rates and requirements upfront for the board to review and approve.
  - 1.1.1 San Diego Chapter meeting costs shall be approved by the Board of Directors during the budget process. Any member attending a San Diego chapter meeting shall adhere to the reservations and cancellation policy of the Chapter which will be listed on each Cvent invitation.
- 1.2 NETWORKING/SOCIAL PROGRAMS: Differential rates will be offered for members, non-members and students dependent on program event expenses. The RFP process should include obtaining at least two proposals for site selection and services (F&B, AV, transportation, décor, etc.) RFPs should be extended to our membership first, before offering opportunities to individuals/companies who are not members. All hired entertainment providers are to provide rates and requirements upfront for the board to review and approve. The San Diego Chapter is allowed to provide up to two drinks to attendees and then they are on own
- 1.3 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.

1.4 Insert any additional event attendance policies here as applicable. These may include but are not limited to; event fees for members and non-members, process and approval to change fees.

## **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 Delivery of chapter communications should be consistent in their timing and format. Also, the website calendar and information is to be updated no less than once a month. The San Diego chapter policies will be in full compliance with the MPI Global brand standard guidelines.

The VP of Communication shall oversee and approve all official Chapter communications.

2.2 Chapter will produce at least a quarterly newsletter via electronic or print that will be sent to members only.

### SECTION 3. ADVERTISEMENTS:

3.1 Paid advertising shall be accepted. The VP of Finance will set advertising options and pricing annually during the budget process.

3.1.1 The chapter will only release member data for the following reasons: Purchased mailing labels (addresses only) or SA Benefit (Mailing label or email blast sent by chapter)

## **MISCELLANEOUS**

### SECTION 1. PHILANTHROPIC ACTIVITY:

- 1.1 Selection of the chapter charitable donation recipients shall be determined by/ at the first regular board meeting of the new board (usually in August). Scope of involvement, charity choice(s) and charity donation amounts will be voted on by the board of directors.

## SECTION 2. CHAPTER AWARDS:

- 2.1 Annual award recipients are selected by the MPI San Diego Recognition Committee, whose members review and update the criteria for selection, review submissions and select recipients. Criteria to be established each year by committee prior to nominations and must be approved by the board.
  - 2.1.1 **Outstanding Volunteer Award** shall be given to members making a significant contribution to the Chapter, based on personal contributions of time and effort as well as the ability of the members to motivate others, stimulate volunteer functions, give a sense of direction and act as a catalyst to cause exceptional results that benefit SDMPI. Star of the Month winners are determined by majority vote of the Board of Directors.
  - 2.1.2. **Outstanding Volunteer Award** nominees must have been involved in chapter activities for a minimum of six months; Current SDMPI board members are not eligible, nominations can be made by any member; if no one was been extraordinary no award will be given for that month. Awards will be presented at monthly Chapter meetings.
  - 2.1.3 MPI San Diego Recognition Committee will accept nominations from for all Annual Chapter Awards until six weeks prior to the annual Installation Gala. The awards will be presented at this gala. Award categories will be determined by the board of directors prior to call for nominations.
  - 2.1.4. The **Committee of the Year Award** will be nominated and awarded by the current Board of Directors and presented at the Installation Meeting.
  - 2.1.5. All venues are eligible for **Venue of the Year** and will be nominated and selected by the Board of Directors (with input from the Education and Strategic Alliance Committees) and awarded at the Installation Meeting.

All Sponsors are eligible for **Strategic Partners of the Year** and will be nominated and selected by the appropriate committees by Strategic Alliance Committee and awarded at the Installation Meeting.

## SECTION 3. SCHOLARSHIPS:

- 3.1 MPI San Diego will encourage all members to apply for scholarships provided via the MPI Foundation. Any local scholarships will be on a case by case basis and promoted on our chapter website.