



MEETING PROFESSIONALS INTERNATIONAL
Rocky Mountain Chapter POLICY MANUAL

ARTICLE I
NAME

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

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.

(All Chapters’ Vision & Mission Statements should be the same as MPI Global. Each Chapter may have an additional purpose or proposition statement, insert here as needed. Purpose statements should include the geographic location served by Chapter, who, where and how you serve the members. What makes your Chapter unique? Chapter purpose statements cannot conflict with the MPI Global Mission and Vision statements.)

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: An individual may only be an International member of one Chapter, but may choose to become an Affiliate Member of other Chapters. An MPI dues-paying member from another Chapter may join the MPI Rocky Mountain Chapter as an Affiliate Member at the rate of \$75. This membership is due for renewal on the Affiliate Member’s anniversary date. This Affiliate Member shall receive full member benefits and be able to take an active role on Committees

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 **CHAPTER BOARD REPORTS:**
Team Status Reports (TSR's) are due from the Board of Directors to the Chapter President and Chapter Executive Director on the Friday prior to each Board Meeting. All Board members are responsible for submitting their individual updates by filling out the TSR's located on the Google Drive.
- 1.4 In accordance with the Chapter's bylaws, the Board shall meet a minimum of four (6) times a year. Special meetings may be called at the discretion of the Executive Committee should the need arise. Note; board meeting attendance is addressed in your chapter minimum bylaws under Article 8, Section 10 and your policies should not be in conflict with bylaws. 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 Chapters 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, the Chapter Business Manager (CBM), and a master copy shall be kept for the file.

SECTION 2: EXECUTIVE COMMITTEE

- 2.1 The Board shall have an Executive Committee that may meet as the need arises to review Chapter business, policy and procedures or any other business that affects the Chapter.

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 **NOMINATION PROCESS**
Criteria: All chapter members in good standing are eligible to submit a Board of Directors Application expressing interest to serve on the Board in the next term year.
Nominating Committee Process: The IPP is the chair of the nomination committee as stated in the Bylaws. Also serving on the nomination committee is the President-Elect. The IPP and PE are voting members of the committee. The President appoints the remaining members of the nominating committee (4-5). The IPP presents the nomination committee to the Board of Directors for approval vote. This vote is recorded in the board meeting minutes and posted on the chapter website.
Call for Volunteers: In early October a communication shall be sent to all members to complete a Board application if they wish to serve. This communication shall be sent to all chapter members via email, posted on the Chapter website and through social media platforms. Nomination applications must be returned to the Chapter Executive Director by December 15th. The Chapter Executive Director will provide all completed forms to the Nominating Committee Chair within one week and the Nominating Committee Chair will share the forms with the Committee immediately following. The Nominating Committee will use pre-qualified interview questions and the Skills and Experience Matrix for assessing nominee skills to assure a balance of skills and experience on the MPIRMC Board.

- Applications must be received by December 15th to be considered

- The Nominating Committee will review all qualified applicants between December 15th and January 10th
- Interviews will be conducted by phone or in-person. All applicants will be asked the same set of interview questions, determined by the Nominating Committee.

The Nominating Committee will contact each nominee to inform them of the outcome of their nominations. This information will remain confidential between the Nomination Committee and the nominees until the slate is presented to the membership.

The Nominating Committee will submit a complete slate to the MPIRMC Board of Directors for Board approval no later than the January Board Meeting. No later than mid-January, the Board approved slate must be presented to the membership via email and Chapter website. 30 days will be given for member approval. Assuming no position is contested, the slate shall officially be confirmed. The slate will be sent to MPI Global by March 1st. Nominating Committee names shall appear on the bottom of the slate when presented to the membership.

Committee Chairs and Co-Chairs: Chair and Co-Chair positions will be filled by the respective Vice President and Director of each department.

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 Up to 5 Complimentary passes are given to prospective members. A early bird rate of \$35 is given to all Members a week earlier. Committee Chairs needing comps receive one. Sponsors of events receive a level of complimentary registrations depending on the level of their sponsorship.

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

SECTION 1. STANDING COMMITTEES

- 1.1 Each Committee will have a Committee Chair or Committee Co-Chairs. Anyone serving on a Committee must be a member in good standing of MPI. Each Committee shall have a Board liaison and a Committee Chair or Co-Chairs. Committee Chairs will be appointed by a member of the Board and report to that Board Member in accordance to the Chapter leadership structure. Committee Chairs report their monthly progress to the Board Member in which appointed them. Deadlines for reporting this information are determined by the Board Member. The Chair or Co-Chairs, once appointed, can begin their term at any time during the Chapter year. Any member is eligible to serve on no more than two (2) current/active Committees during a program year without Board approval. A member can only serve as Chair/Co-Chair of up to two Committees unless Board approval is obtained. Committee Chairs cannot change their position or appoint a Co-Chair without approval from the Board Member who

appointed them first. Committee meeting agendas shall be prepared and distributed to all Committee members, Director, Vice President, Executive Director and President prior to the meeting. The Committee Chair shall prepare the agenda. Committee Chairs are encouraged to attend Board Meetings whenever possible. Committee Chairs and Co-Chairs are required to have working knowledge of the Policies and Procedures, Chapters Bylaws and the Chapters Business Plan. Committee Chairs are to work with their appointing Board member to develop yearly goals that support their specific project and also support the goals set by Chapter Leadership. Each Committee will meet as needed. Committee meeting agendas shall be prepared and distributed to all Committee members, Director, VP, Executive Director, and Office of the President prior to the meeting. The Committee Chair shall prepare the agenda. Committees shall be structured to offer as many members the opportunity to volunteer as is necessary to fulfill the requirements and deliver favorable outcomes of the task. Committees will coordinate with the Executive Director to schedule meetings and events to avoid any conflicts. Committees will insure the MPI Chapter logo appears on all Chapter publications, marketing material, collateral, and any communication to the membership, whether printed or otherwise, is always pre-approved by the Communications Team in advance. Committees will use only pre-approved MPI logos in accordance with the Communication Standards Guidelines, located in the MPIRMC Tool Kit. Committees do not authorize or give approval on, 1) contracts or BEO's on behalf of the Chapter, 2) commit to funds with the consent of the Board, 3) finalize or distribute program material without final approval of the Board/Communications.

SECTION 2. ADVISORY COUNCILS AND TASK FORCES:

2.1 Expectations of Committee, Advisory Council, Volunteer Members and/or Task Force Chairs:

- 1) Clearly communicate and focus on 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
- 7) Attend meetings and conference calls.
- 8) Communicate any challenges/concerns early to your appropriate volunteer leader
- 9) 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 Fiscal year is July 1 through June 30

The Chapter operates on a cash basis and will maintain a Chart of Accounts.

The incoming Vice President of Finance shall have the opportunity to review and revise the budget with the current President. The current Vice President of Finance has the primary responsibility for developing the new budget, ensuring there is a clear understanding of all components which make up the budget. The incoming Executive Committee shall have input in the discussion, serving as the Finance Committee

The current Board shall vote on the final budget no later than June 15, for the New Year. It is the Executive Director's responsibility to ensure that a copy of the final, approved Chapter budget is sent to MPI Global and posted to the Chapter website by MPIRMC's deadline.

The Vice President of Finance, through the Executive Director, will provide a monthly Chapter financial statement to the Board. VP of Finance cannot make a motion to approve the financials during a Board meeting.

There shall be an annual audit or review of all financial data provided by a finance professional independent of the current Vice President of Finance or the Executive Director. Chapters are required to have an annual review by the Finance Audit Committee. Best Practice is that the chapter will have a full audit every 3-5 years.

Financial Audit Committee has 4 members. Committee will automatically include VP of Finance and the President Elect. Current President will include 2 Past President committee members to serve. Audit to happen in July and should be completed by the end of the August.

Expenses should not exceed income. If the chapter is in a position where this occurs, the Board must approve any movement of funds from the money market or investment account.

No Committee Meeting or Celebration expenses are reimbursable by the Chapter unless discussed and pre-approved by the board.

The Board, prior to incurring expense, must discuss and approve any and all unbudgeted expenses.

The Board must approve all changes to the chapter budget after it has been voted on and approved.

No payment will be made without an invoice or check request and receipt for purchase.

All purchases must be made in the Chapter's name, not the Committee Chair or member's name.

Each expense must be documented on each Board Members TSR's under the Check Request section. Original receipts or invoice must accompany the check request and be submitted to the Vice President of Finance for signatures. An invoice, if attached, must indicate the Chapter as the purchaser using the Chapter name and address. The Vice President of Finance will forward the signed form to the Executive Director. If necessary, the Executive Director will discuss the request with the Vice President of Finance and/or the President before approving.

All bills must be closed out in one month.

Checks are cut on the 1st and the 15th of each month.

The chapter authorizes the use of the debit card to the Executive Director along with an Authorized check request.

Two signatures are required on the chapter's check. Signature authorization is given to the President, President-Elect, Immediate Past President, Vice President of Finance and the Executive Director.

Board Directors are responsible for monitoring their Committees' expenditures.

The Board approves all investments.

The Executive Director shall advise Vice President of Finance when movement of cash between checking and money market account is necessary according to cash flow projections. Excess cash may be invested in the following list of approved investments: 1) Money Market Accounts, or any other account that is researched and approved by the Board.

Uncollectible accounts, or delinquent accounts, will be handled in the following manner:

1. Vice President of Finance or the Executive Director will place a telephone call to the delinquent account to inform them of their delinquency and explain the chapter's policy and procedures regarding delinquent accounts.
2. Vice President of Finance or the Executive Director will notify the delinquent account by certified letter if a reasonable amount has passed since the initial telephone call and payment has still not been received.
3. Board of Directors shall prohibit the delinquent account from future chapter functions until the account has been settled.
4. If a third party is involved in payment (for example, an advertising agency) full payment may be required prior to placement of the order.

The Executive Director will file the Chapter's Colorado State Tax Return each year, as required by law.

Director & Officer Insurance is provided through MPI Global and it covers indemnity insurance for the Chapter's Board of Directors.

It is the policy to prohibit loans to employees and members under all circumstances.

The chapter does not utilize a petty cash system.

All financial records shall be stored for seven (7) years. All other records shall be retained for three (3) years. Board must approve the destruction of all records.

At the end of the fiscal year the Executive Director will provide digital copies of all financial records to the Vice President of Finance as noted above.

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 MPI Rocky Mountain 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.
 - 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 “Chapter” will post a Request for Proposal on the Chapter Website by July 1, for each new year, for all hosted events including (but not limited to) Monthly Educational Events, Special/Fundraising Events and Vendors. Preference will be given to current MPI Members.
- 4.2 Chapter” will post a Request for Proposal on the Chapter Website by July 1 for the Executive Director website every 3 years starting in 2025.

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 The Chapter will pay all budgeted travel related and registration expenses for the President and President-Elect to attend both the MPI World Education Congress (WEC) and Chapter Business Summit (CBS). Approved travel expenses to CBS or WEC for the Executive Director and Board members will include airfare and one luggage fee each way, ground transportation costs to/from the airport in the host city, room and tax, conference registration and a per diem equal to the current Federal per diem for Food and beverage (only if that meal is not provided by the group or by the conference) and with approved receipts. No reimbursements will be made if per diem is unused. Expenses that are not covered include car rental, alcohol, laundry/dry cleaning, mileage, health club, personal items such as lost luggage/room movies/gifts and personal gratuities such as bellman/doorman/housekeeping.

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 The Chapter offers several levels of sponsorship with predetermined benefits that can be modified or negotiated only with Board approval (see Sponsor Benefit Sheet). The Vice President of Finance oversees this process. Other in-kind sponsorships are donated upon request and chapter need and are tracked by the VP of Finance and Executive Director.

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 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 Executive Director, herein known as “Executive Director” is employed by the Chapter and contract fees and responsibilities are set forth by a contract approved by the Board and signed by the current President. Event and meeting attendance is complimentary for two staff members and annual MPI membership dues are complimentary through MPI Global. The President and Executive Director are the only approvers and contract authorizers. The President and Executive Director may delegate the signing of certain contracts and other legal documents to other members of the Executive Committee.

No document is to be signed by an Executive Team member without use of his/her *chapter title*.

If needed, the chapter may choose to conduct a Mid-Year Review in addition to the Annual Review. Participation at one or both Reviews will include the Office of the President and the Executive Director(s).

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 **EDUCATIONAL EVENTS:** MPIRMC sends out a complete Sponsorship RFP to all Members in July /August and posts the RFP on their website. These opportunities are based on the events approved by the Board during their Annual and Mid-Year Board Retreats, on the 18-month calendar. The Finance Team and Chapter Administrator/Executive Director directs potential sponsors throughout the year to

this list to secure open sponsorship opportunities. RFP specs and for each program/event can be found on the SPONSORSHIP TOOL KIT. All program/event arrangements made with venue will be completed through a formal Letter of Agreement through the Director of Strategic Alliances. The Letter of Agreement specs can be found on the SPONSORSHIP TOOL KIT. All program/event fees committed to by the Chapter to the venue, through the Letter of Agreement, have been structured and approved by the Board of Directors. Any changes to these fees must first be reviewed and approved by the Board. These fees are inclusive of tax and service fee. A separate gratuity may be paid to a venue in addition to the program/event fee, if it is already built into the program/event budget. Any fees over what is budgeted must be reviewed and pre-approved by the Board. The following program/event fee structure for Monthly Educational Events are: Monthly Education Breakfast, Lunch, Dinner = \$10 per person Directors, Committee Chairs and appointed Committee Members are responsible for previewing venues and working directly with service providers, prior to the program/event, including A/V, Food and Beverage, and any other special service required to assure successful based on each program's goals and objectives. The team who is responsible to the program/event determines these Directors, Committee Chairs and appointed Committee Members. Smoking and alcohol policies set by each venue, for each program/event, including the Chapter's Alcohol Policy are strictly followed for each program. The Vice President, whose department has responsibility for the event, will be the one with authority to and approve program/event invoices for payment. NETWORKING/SOCIAL PROGRAMS: MPIRMP follows the same Sponsorship policies for Networking/Social Programs as listed above under Educational Events. The fee structure for Networking/Social Programs/Events is: Networking Events = \$5 per person Gala/Auction = \$20 per person. All Other Programs/Events not listed will need Board discussion and approval prior to setting a fee structure.

- 1.3 Chapter allows five (5) complimentary registrations for each Chapter event, excluding the Annual Golf Tournament and Gala/Action. These complimentary registrations can be requested by any current Board Members and are approved by the Vice President of Membership and Executive Director. The Office of the President must approve any additional request for complimentary registration.
- 1.4 Cancellations for Chapter programs/events must be received 72 hours prior to the event in order to receive a full refund. No refunds will be issued for cancellations within 72 hours of the event. Only in special circumstances will exceptions be granted and they must be reviewed and discussed by the Board first.

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 **MEDIA REQUEST - Only the Executive Director, President and/or the Vice President of Communications y Speak to the media on behalf of the chapter. Board approval is needed for anyone beyond these two. WEEKLY MEMBER MINUTE - The weekly Member Minute email shall be the official vehicles for advising the membership of the time, place and topic for meetings. The President must approve copy any policy related topics. The weekly Member Minute will be sent out at 2:00pm on Thursdays. For additional information on chapter communications, refer**

to the Chapter Communications Standard Guidelines. **WEBSITE** - The official website of the Chapter will be www.mpirmc.org. The website is one of the chapter's most important portals for sharing information. The website is maintained by the Chapter Administer and reviewed in the Chapter Administrator's contract on an annual basis. The website contains basic chapter information, meeting/events calendar, award information, advertising and sponsorship opportunities, leadership tools, listing of Board and Committee Chairs, membership applications and information, global community, past events with photos and archived data. The Director of Publications, along with the Chapter Administrator work together to filter updates and changes to the Webmaster on a regular basis. The website advertising is managed by Executive Director who will determine rates with input from the chapter. Questions on advertising should be directed to the Executive Director. Website advertising is not limited to members, although there will be member versus non-member rates. **MEMBERSHIP DIRECTORY** – At this time there is no Chapter Membership Directory due to MPI Global guidelines

SECTION 3. ADVERTISEMENTS:

- 3.1 The chapter currently sells electronic advertising on the website, Member Minute, and via email blast.

ARTICLE IX MISCELLANEOUS

SECTION 1. PHILANTHROPIC ACTIVITY:

- 1.1 Charitable programs will be reviewed by the Community Outreach Committee and presented to the Board of Directors for approval each year.

All monetary charitable donations are subject to discussion and Board approval prior to making any commitments.

The Chapter will support the MPI Foundation, with an annual financial donation, amount to be determined by the Board of Directors at the beginning of each fiscal year.

SECTION 2. CHAPTER AWARDS:

- 2.1 **VOLUNTEER OF THE QUARTER** - Outstanding Volunteer Awards are designed to honor individuals who have contributed at an extraordinary level of dedication. Examples of this type of outstanding service would include: Demonstrating superior leadership, exceptional service to a committee, Outstanding Communication, Creativity and innovation
Eligibility All volunteers, excluding Board of Director members, that donate a minimum of 1 hour during that quarter, are eligible for nomination. The Board of Directors will determine nominees and the recipient for MPIRMC. Four winners will be named each year. 1. An individual may receive the award only once in a given year. 2. Length of Service The Volunteer must be an active member in good standing with MPIRMC for at least one quarter prior to their nomination. 3. Mission The nominee must exemplify the mission and values of MPIRMC, as well as consistently demonstrate their dedication to the advancement of the chapter and its members. 4. Nominations will be made based on the use of the volunteer tracking spreadsheet and discussions with board members working with these volunteers.
RECOGNITION - The Director of Leadership Development and/or the President will announce the quarterly winner at a monthly Education Event. Each winner will receive an award along with live recognition during a short presentation with his/her photo up on screen, at an Educational Event. In

addition to written recognition via the Member Minute, being highlighted the Chapter website and other social media platforms.

ANNUAL YEAR END GALA AWARDS: The following Awards are given at the Chapter's Annual Awards Gala in June. A description of each Award is on the Chapter Website and at the Chapter office. Changes to these awards may be made through the use of the Awards Policy Committee under the direction of the Immediate Past President and the current President's request. Any changes would require a Board vote. All awards are presented for outstanding performance and achievement. Should requirements not be met, no award will be presented in that category: Planner of the Year, Supplier of the Year, Rising Star, Outstanding Volunteer or Chair, Hospitality Award of Excellence (2 Venue levels awarded), Industry Award of Excellence, Industry Legacy Award in Honor of Sandy Gerety, Presidents Award of Excellence. Members in good standing are eligible to nominate fellow members, or themselves, via an online nominations form on the chapter website. No more than two (2) Annual Awards shall be given to current Board Members in a fiscal year. The Awards Nominating Committee (ANC) is made up of the Vice President of Membership as Chair, two (2) past Presidents within the past three (3) years (or prior years if unavailable), and two (2) members at large who are appointed by the Chair. An alternate is recommended. Other than the Chair (VP of Membership) ANC members cannot currently be serving on the Board. If an ANC member receives an award nomination, they may excuse themselves from the Committee or decline the nomination and remain on the Committee. The Awards are purchased and paid for using the Awards Gala Budget from the Education and Leadership budget line items. There is no monetary value of honorarium attached to these awards. The ANC and the President select the awards. The Chair will discretely confirm each award recipient's attendance at the Gala. Award recipient's names should be known only to members of the ANC, the vendor who is selected to imprint the awards and to the Chapter Administrator who will prepare the power point, scripting detail, and winner cards for the night of Gala. All will keep the recipients names in strict confidence to maintain the element of surprise during the event. Revealing any award recipients identity is strictly prohibited. Additional side gifts, themed gifts, flowers, etc. shall be decided at the discretion of the Chapter President and the ANC, and paid for by available funds in the Gala Budget. Award winners in each category will be showcased with the membership following the Gala, via Chapter website, Member Minute and other social media platforms. e.

SECTION 3. CHAPTER SCHOLARSHIPS:

3.1 MPIRMC currently does not participate in an "Official" Chapter scholarship program. The opportunity does exist that one or more may be considered in the near future and many members give scholarships to hospitality students.

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.

Section: 6. MPIRMC MISC. Board Requirements

6.1 Chapter Alcohol Policy

MPI Rocky Mountain Chapter organizes and supports legitimate uses of alcoholic beverages at many of its business and social events. As a Chapter, we recognize the consumption of alcohol is at the sole discretion of each of its members and with that comes the sole responsibility of each member. As Board Members, consumption of alcoholic beverages must also be kept strictly within the Chapters professional code of ethics and conduct.

6.2 Board Orientation Requirements

Each outgoing board member transitions their successor. Transition should be done as a group meeting, not as a board meeting and not left up to individuals to do so.

Rocky Mountain Chapter

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