



MEETING PROFESSIONALS INTERNATIONAL
ALOHA POLICY MANUAL
ADOPTED January 13, 2025

ARTICLE I
NAME

Name. The name of this organization is Meeting Professionals International ("MPI") Aloha a not-for-profit corporation, incorporated in the State of Hawaii.

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 are formed to accomplish a specific goal on an ongoing basis.
- 1.5 **Task Forces.** Committee-like groups are 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 that 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 that 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 the 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.

ALOHA CHAPTER POLICIES

ADDENDUM

Revision Date 1/13/2025

ARTICLE I MEMBERSHIP

SECTION 1. AFFILIATE MEMBERSHIP: An individual member of another Chapter may become an affiliate member of the Chapter for an annual fee as determined by the Board of Directors. This fee is invoiced, collected and retained at the Chapter level. This entitles the individual member to attend Chapter events at the member rate and to receive the newsletter and all other publications of the Chapter. This member cannot sit on the board and does not have voting rights.

ARTICLE II BOARD OF DIRECTORS/OFFICERS

SECTION 1: AUTHORITY & RESPONSIBILITY

- 1.1 The Board of Director members are required to attend at least two chapter events per year. In addition, board members are expected to attend as many board meetings and board retreats as possible unless there are extenuating circumstances that cannot be prevented. Call-in attendance is acceptable. Also, Board Members are required to adhere to all chapter minimum bylaws.
- 1.2 CHAPTER BOARD REPORTS: Chapter board members are to update in the Google Drive the following on a monthly basis: budget/financial updates, committee/departments updates to include volunteer names and other reports as requested.

SECTION 2: EXECUTIVE COMMITTEE:

- 2.1 The Chapter does not enact an Executive Committee.

SECTION 3: BOARD ELECTION & SERVICE

- 3.1 Board Election: The Immediate Past President will serve as Nominating Committee Chair and the President-Elect will serve on the committee. Both will comply with the following procedures for the

purpose of nominating a slate of Officers and Directors. The President shall present the names of the Nominating Committee members to the Chapter Board of Directors for approval by April 1 annually.

- 3.2 The Nominating Committee will meet to review job descriptions; bylaws and policies concerning eligibility, terms of office, etc.; and to determine the characteristics and skills desirable for each position and duty.
 - 3.3 A board application will be sent out to the membership and due back to the Chapter Administrator on the specified due date.
 - 3.4 The Nominating Committee will meet to select candidates for officers and directors and to match the job description, eligibility characteristics, and skills necessary.
 - 3.5 Slate Presentation and Submission: Chapter slate will be presented to the membership on templates provided by MPI and allow 30 days for membership to contest prior to the bylaw deadline of August 1. The Chapter will submit to MPI the approved slate on the template provided by MPI on or before August 1.
 - 3.6 Board Training: Any incoming board members are required to complete the MPI Board 101 training. Each candidate is required to sign the training acknowledgment form and submit it to the Chapter Administrator prior to December 1. All Chapter leaders are able to and encouraged to attend MPI training
- Chapter Leaders' Summit (CLS)

SECTION 4: BOARD COMPENSATION

- 4.1 Directors and elected Officers shall not be compensated for their services as a Chapter Officer or Director or receive any preferential discounts or considerations for attending Chapter events.
- 4.2 Directors and elected Officers shall not accept any gifts over the value of \$100.00 unless otherwise approved by MPI.

ARTICLE IV COMMITTEES, TASK FORCES, AND ADVISORY COUNCILS

- 1.1 **STANDING COMMITTEES:** A volunteer Chair will be appointed for each standing committee annually. Include in each who is responsible for making the appointment for chairs/committees and if a board vote is required.

Standing committees of the Chapter are:

- Education
- Membership
- Gala (Finance)
- Fundraising
- MARCOMM

Standing Committee Chairs, in collaboration with their team, will establish the following for their committees:

- Purpose
- Responsibilities
- Timelines
- Volunteers

SECTION 2: ADVISORY COUNCILS AND TASK FORCES

- 2.1 Volunteers for any advisory councils and/or task forces shall be appointed as needed. Include in each who is responsible for making the appointment for advisory councils/task forces and if a board vote is required.

SECTION 3: VOLUNTEER ROLES & RESPONSIBILITIES:

3.1 Expectations of Committee, Advisory Council and/or Task Force Chairs:

1. Clear communication on purpose/charge for the group. If changes in direction occur, communicate with the 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 Chapter Board of Directors 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. Comply with Conflict-of-Interest Policy, maintain confidentiality of discussions and background materials and immediately disclose any conflict of interest that may arise.

ARTICLE V FINANCE

SECTION 1. ANNUAL BUDGET

- 1.1 The annual budget is prepared by the VP Finance and the Chapter Administrator for review by the Board of Directors. The Chapter Board of Directors approves the annual operating budget in compliance with MPI Bylaws. Chapter operations will be in alignment with the annual budget.
- 1.2 Non-budgeted items must be pre-approved by the Board of Directors.
- 1.3 All check requests must be signed by two members of the Board of Directors.
- 1.4 **CONTRACTS:** All Chapter contracts and agreements must be signed by the President and VP of Finance.
- 1.5 **BANKING AND INVESTMENT ACCOUNTS:** A minimum of the President and VP Finance will be designated as signatories on all financial accounts. The signatories will be updated annually upon installation of the incoming Board of Directors.
- 1.6 **CHECK PROCESSING:** All Chapter checks must bear the signature of a designated account signatory. Two approvals are required on the check request for the release of checks.

SECTION 2. RESERVE FUND

2.1 PURPOSE OF RESERVES: The 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.
- 3) Providing additional value to our members, i.e. additional educational opportunities or scholarships to industry events like the WEC.

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.

2.2 Access to Reserves: The access of the "reserve" shall first be referred to the VP of Finance for consideration. Final approval by a majority vote of the Board of Directors is required.

SECTION 3. REQUEST FOR PROPOSALS:

- 4.1 The Board of Directors should solicit more than one bid for needed services. All bids are to be reviewed by the Board of Directors and voted on before the vendor selection is made.

SECTION 4. REIMBURSEMENT OF EXPENSES OR TRAVEL

- 4.1 Travel reimbursement is allotted in the Chapter budget. The Chapter will reimburse mileage, airfare, hotel, and incidentals for WEC and CBS if budgeted.
- 4.2 BUDGETED CHAPTER EXPENSES: A check request form, located in Google Drive, needs to be completed and signed by two board members. Then submit the check request, along with receipts, to the Chapter Administrator. Checks are cut once a month.
- 4.3 For any travel directed or offered by MPI, Chapter board members will comply with expense and reimbursement guidelines outlined for such events by MPI Global procedures.

SECTION 5. SPONSORSHIPS AND SOLICITATION

- 5.1 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.

SECTION 6. MANAGEMENT OF PAID STAFF

- 6.1 The Board of Directors shall determine the Chapter Administrator's duties and compensation with ratification by the Board. See Chapter Administrator's Contract for a comprehensive list of duties and responsibilities. Contract approval and discharge of the Chapter Administrator shall require a two-thirds (2/3)-majority vote of the entire Board of Directors.
- 6.2 All administrative services must be contracted as a vendor for services, not an employee of the Chapter.

- 6.3 Chapter Administrators or paid staff cannot be family or immediate relatives of board members. Family or immediate relative is defined as, Spouse, children, parents, siblings, or grandchildren.
- 6.4 Chapter Administrators will work to hold Chapter boards accountable to all defined MPI performance standards, policies, and Principles of Professionalism. Chapter Board of Directors will support Administrators in this process.
- 6.5 The Executive Committee will select the Chapter Administrator with ratification by the entire Board.
- 6.6 Duties: Paid staff administrators must adhere to the standards and qualifications established by MPI. A minimum scope of services as outlined below will be included in the administrator RFP and contracts. Additional services above the minimum requirements can be added by the Chapter at their discretion with board approval.

ARTICLE VI 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.
- 1.2 **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 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.
- 1.4 Partnership events with other industry organizations are excluded from this requirement.
- 1.5 Non-industry guests are exempt from this rule and can be charged a guest rate to be determined by the chapter.

SECTION 2. MEETING REGISTRATION FEES:

- 2.1 The Board of Directors establishes the meeting registration fees. The Board may approve a separate fee schedule for special meetings and events. There is an advance registration fee for the educational meetings.

- 2.2 Long-term MPI members (20+ years) in good standing who retire from professional employment will be allowed to attend Chapter meetings at the member rate.
- 2.4 In the event of inclement weather, the act of God, or terrorism the Board of Directors will be responsible for making the decision to hold or cancel any Chapter meeting. Once a decision has been made to hold or cancel the meeting members will be notified via email and the decision will be posted on the Chapter website. If the decision is to hold the meeting each member must make the decision whether or not to attend the meeting. If the registered member decides not to attend the meeting said member would be considered a no-show.
- 2.5 If a member or non-member wants to attend only a portion of the meeting and not have a meal, they will need to pay the full registration fee.
- 2.6 Anyone who is not a preferred or premier-level member is required to pay the non-member rates for events. 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.
- 2.7 Attendees will be expected to pay their own parking fees.
- 2.8 Attendees must be checked in within five minutes of the meeting start time or there is no guarantee of a meal.
- 2.9 Any member of the Chapter delinquent in dues, fees, or assessments for a period of sixty (60) days from the time such are payable shall be notified of the delinquency and suspended from further Chapter privileges until paid. If payment of dues, fees, or assessments is not made within the next Succeeding thirty (30) days, the delinquent member shall be dropped from the rolls and thereupon forfeit all rights and privileges of Chapter membership; unless such suspension, at the request of the member for good cause shown, is waived by the affirmative actions of the Executive Committee.

ARTICLE VII COMMUNICATIONS

SECTION 1. CHAPTER COMMUNICATIONS

- 1.1 All Chapters must adhere to the MPI Chapter Logo and Identity Standards document provided. Any theme-specific logos for events must not conflict with the MPI Global Brand Standards and must be approved by MPI before use.
- 1.2 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 Chapter will be in full compliance with the MPI Global brand standard guidelines.
- 1.3 Internal Board of Director and committee email communications should be succinct and respectful. When answering chapter emails, responses should be sent only to the initiator and not to all who are copied on the correspondence.

ARTICLE VII MISCELLANEOUS

SECTION 1. PHILANTHROPIC ACTIVITY

- 1.1 If the chapter budget allows, it will donate to the MPI Foundation on an annual basis.

SECTION 2. CHAPTER AWARDS

- 2.1 The Board of Directors suggests, discusses and makes a unified decision regarding chapter award nominees and winners. The "President's Award" is at the discretion of the sitting President. It is a recommended process to have no more than two awards of the total awards given to any current board members serving each fiscal year. Board recognition to thank them for service is acceptable but should not be called an award rather recognition of service.

SECTION 3. SCHOLARSHIPS:

- 3.1 There are currently no specific Chapter scholarships. Scholarship applications are directed to the MPI Foundation. TIM School scholarships are dependent on annual budgets. If budgets allow, the Chapter will award scholarship(s) as the Board of Directors deems appropriate.