



## **MEETING PROFESSIONALS INTERNATIONAL NORTHERN CALIFORNIA CHAPTER POLICY MANUAL**

**Revision Date: June 8, 2022**

### **ARTICLE 1**

#### **MEETING PROFESSIONALS INTERNATIONAL NORTHERN CALIFORNIA CHAPTER THE ASSOCIATION**

SECTION 1: Meeting Professionals International Northern California Chapter was incorporated in 1992 and is a 501(c)(3) nonprofit corporation in the state of California. Tax ID #31-1033129.

SECTION 2: LOCATION: The office of Meeting Professionals International Northern California Chapter is that of the current administrative office of the management firm at 548 Market St, #88658, San Francisco, CA 94104.

SECTION 3: GEOGRAPHICAL AREA. The geographical area of this chapter shall include those areas defined by Meeting Professionals International.

### **ARTICLE II**

#### **PURPOSE STATEMENT**

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

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

MPINCC has the following Value Proposition:

Meeting Professionals International Northern California Chapter (MPINCC) provides meeting professionals with opportunities to increase knowledge, develop skills, and build relationships in the communities we serve.

### **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: Affiliate membership in the Northern California Chapter is designed for MPI members who have selected another chapter as their primary chapter but would also like to receive all MPINCC mailings and event notifications, including the Membership Directory, and be listed in the online Membership Directory. The annual fee is \$100 and the membership is effective on the date payment is received.

## **ARTICLE IV MPINCC 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 MEETINGS AND REPORTS

- 1.1. BOARD OF DIRECTORS MEETINGS: The Board of Directors shall meet at least five (5) times a year in conjunction with scheduled chapter events. A special meeting may be called at the discretion of the President and Executive Committee should the need arise.

- 1.2 The Board of Directors meetings shall be conducted using an abridged version of Robert's Rules of Order.

- 1.3 Every board meeting must have an agenda sent in advance of the meeting. The Executive Director shall prepare BOD agendas based on the Committee Reports and Leadership Reports submitted by the committees and distribute to chapter leadership.
  - 1.3.1. Committee Chairs complete a Committee Report prior to each board meeting. This Committee Report is then reviewed and approved by their Board Director and VP per deadlines established by the management firm.
  - 1.3.2. Respective Committee Reports and Leadership Reports indicate items for board discussion and vote and are appropriately incorporated into the BOD agenda after review of the Executive Director and President.
  - 1.3.3. Motions are recorded and voted on at board meetings and documented in the minutes.
  - 1.3.4. 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.
  - 1.3.5. The proceedings for each BOD meeting shall be recorded by the Executive Director by preparing written minutes. These minutes shall be distributed to the board, committee chairs, MPI headquarters and a master copy shall be kept on file by the management firm.
  - 1.3.6. 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: Annual Business Plan, Budget, 18-month Education Calendar, Marketing Plan/Calendar, Succession Plan, Current & Updated Bylaws and Policy Manual. The Board 101 training must be completed and every board member must sign the conflict of interest statement before the new leadership term begins on July 1. Chapters must submit to MPI Global a copy of the chapter annual tax return by October 1.

#### A. MPINCC BOARD OF DIRECTORS

- 1.1. AUTHORITY & RESPONSIBILITY: The MPINCC Board of Directors is the governing body for all matters related to Chapter business as set forth in the Annual Business Plan.
- 1.2. COMPOSITION AND TERMS: The MPINCC Board of Directors shall consist of the Executive Director, the President, President-Elect, Immediate Past President, a minimum of four (4) Officers/Vice Presidents and a minimum of six (6) Directors.
  - 1.2.1. Officer/Vice President and Board Director terms are one (1) year.
  - 1.2.2. MPINCC is organized as indicated on the Chapter organization chart.
  - 1.2.3. The Executive Committee of the Board of Directors shall include the President, President Elect, five (5) Officers/Vice Presidents/Immediate Past President, and the Executive Director.

B. ELIGIBILITY FOR OFFICE: Any member in good standing who has completed one full year of membership in MPI is eligible to apply for the Board of Directors.

1.3.1. The Chapter's Leadership Process Guides (LPGs) outline the roles, responsibilities and reporting function of each position of the MPINCC Board of Directors. See MPINCC Website for LPGs.

C. VACANCIES: A vacancy on the MPINCC Board of Directors shall be filled by appointment of the President, with approval of the Executive Director. If such vacancy occurs after the announcement of the slate, but prior to the installation of officers, the position shall be filled by appointment of the President-Elect with approval of the President, Executive Director and Immediate Past-President acting as the nominations chair.

## SECTION 2: EXECUTIVE COMMITTEE

2.1 MPINCC Executive Committee comprises the President, President-Elect, Immediate Past President, and the Vice Presidents.

## SECTION 3. BOARD ELECTION & SERVICE:

3.1 NOMINATIONS COMMITTEE: The current President shall propose to the board for approval members who he/she wishes to serve on the Nominations Committee for the purpose of nominating a slate of chapter officers and directors. The chair of the Nominations Committee shall be the current Immediate Past President.

1.5.1 There shall be no less than four (4) members, excluding the chair, President-Elect, and Executive Director.

1.5.2 None of the committee members may currently hold an office or serve as a Board Director, except for the Immediate Past President and President-Elect.

1.5.3 The current President-Elect and Executive Director are in attendance to provide feedback on the candidates, however are not allowed to vote

1.5.4 No person on the Nominations Committee shall be considered for a Board Position, except the President-Elect.

B. NOMINATIONS TIMELINE: By early December, a communication shall be sent to all members regarding the nominations process and timeline. This communication shall include a Board Interest Form and descriptions of the board positions (Leadership Process Guides). Completed Board Applications are due to the Management Firm in early January.

1.6.1. The Nominations Committee shall meet in January to develop a slate of Officers and Directors.

- 1.6.2. The proposed slate of Officers and Directors shall be presented to the current Board of Directors for approval by vote no later than January 28.
- 1.6.3. A communication shall be sent to the membership no later than January 29 announcing the slate of Officers and Directors and outlining the method for contesting the slate of Directors.
- 1.6.4. Assuming no position is contested, the Board slate shall be officially elected and submitted to MPI Global by March 1.
- 1.6.5. The nominated slate shall be presented to the membership and installed at the Annual Gala by the nominations committee chair, another MPINCC Past President, or a designated official of MPI.

C. SUCCESSION PLANNING: The MPINCC Succession Plan details the process for identifying and developing members of the Leadership Team with the potential to fill key Chapter roles.

- 3.2 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 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 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 candidate s in contention. In reference to the Chapter Board of Directors vacancies, refer to Article VI, Section 6 of the MPI Chapter Bylaws.
- 3.3 SLATE PRESENTATION AND SUBMISSION: Chapter slate will be presented to membership on templates provided by MPI Global and allows 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> annually.
- 3.4 BOARD TRAINING: Any incoming 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.
- 3.5 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. The aforementioned dates are subject to change in accordance with guidance from MPI Global. Chapters must engage with an external professional facilitator to oversee the

process and flow of the retreat. 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.

#### 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.

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

#### SECTION 1: STANDING COMMITTEES

1.1 STANDING COMMITTEES: A volunteer Chair will be appointed for each standing committee annually. 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:

Volunteer Development

Manage intake and onboarding for new volunteers. Help identify, recruit, train and develop chapter leaders. Provide direction for succession planning for the leadership team. Plan recognition event for volunteers.

Awards and Recognition

Assist in member recognition programs. Define awards and solicit nominees. Coordinate the awarding of the chapter scholarships.

Diversity, Equity, and Inclusion

Ensures the chapter is an industry leader in Diversity, Equity & Inclusion through programming, speaker content, and messaging to members

Gala

Plan all aspects of annual year-end Gala, including site selection, event design and decor, marketing, entertainment, and all event logistics.

Culinary Event

Plan all aspects of a culinary event to include event design and décor, entertainment, logistics, and marketing.

Partnerships

Identify and secure partnership opportunities with member vendors. Solicit and secure sustaining sponsors and sponsors for all chapter programs and events.

ACE Logistics and Experiences

Develop theme and plan annual Expo, including all logistics, securing event sponsors, food & beverage, décor, and promotion.

#### Marketing

Focusing on social media channels, this committee will create engaging communities for members and potential members to market chapter programs and initiatives.

#### Communications

Focusing on chapter emails and newsletters, this committee will establish and grow a single voice for all chapter communications. Additionally, this team will be the point of contact for all press inquiries.

#### Recruitment

Help the chapter recruit new members through personal contacts via phone and email. Identify new ways to target prospective members to increase the overall membership for the chapter. Plan chapter Nothing but Networking events to encourage engagement amongst the members and potential members.

#### Retention

Assist the chapter with maintaining existing members. Manage the MPI & Me (orientation) and meet and greet efforts at programs to welcome attendees, especially new members, and first-time attendees. Help create and promote ice breakers that encourage members to interact at Professional Education Programs.

#### Emerging Professionals

Engage professionals during their first three years in the industry by providing educational opportunities and resources geared towards the needs of this growing demographic.

#### CMP/CMM Education

(CMP designation required to serve on this committee.) Develop and produce educational and support programs to help prepare individuals for the CMM and the CMP examination and re-certification.

#### Education Programs

Plan professional development education programs, including site selection, program development, topic and speaker selection, and promotion.

#### ACE Education

Plan educational content for workshops at the Annual Conference & Expo, including program development, topic and speaker selection, workshop logistics and promotion.

## SECTION 2: COMMITTEE LEADERSHIP - MPINCC COMMITTEE CHAIRS

**2.1 AUTHORITY & RESPONSIBILITY:** The MPINCC Committee Chairs oversee and help execute the tasks for each Committee as set forth in the Annual Business Plan and Committee Process Guides (CPGs) **See MPINCC website for CPGs**

**2.1.1** Committee chairs shall act as coach, advisor and counselor to committee members and maintain open dialogue with other committee chairs. Committee chairs shall build their committees through the online volunteer interest forms and their own solicitation. The exception to this is the Nominations Committee in which case the members of the Nominating Committee shall be appointed by the President with the approval of the Board of Directors.

2.1.2 Committee Chairs shall work to actively engage volunteers by delegating work, sharing committee resources and setting deadlines.

### SECTION 3: RECOMMENDATION, APPROVAL & TERMS:

3.1 Committee Chairs will be selected from the general membership based on past committee work, recommendations and expressed leadership interest.

3.2 Committee Chairs and Co-Chairs are appointed by May 1 for the upcoming fiscal year and are selected and approved by the President-Elect.

3.3 At the discretion of the President and President-Elect, a committee chair may be appointed to begin their term at any time during the chapter year.

3.4 No committee chair or co-chair shall serve more than two consecutive terms in the same position on any given committee, unless approved by the Board of Directors.

3.5 Any committee chair not meeting goals shall be counseled by his/her Director and/or VP and if goals are not met will be removed from the role at the discretion of the President. If a committee chair is removed by the President or decides to resign, a new chair will be sourced and approved by the current President.

SECTION 4: REPORTING STRUCTURE: The MPINCC Committee Chairs report to the Director that oversees their committee and the Vice President of their department as illustrated in the current Organization Chart.

4.1 Committee chairs are required to complete Team Status Reports (TSRs) a minimum of two weeks before scheduled board meetings to inform leadership of their committee's status, financial requests or policy issues.

4.2 Committee chairs shall invite their Director, Vice President and the Executive Director to join on committee conference calls.

### SECTION 5: COMMITTEE AUTONOMY

5.1 Committee Meetings: Committees shall meet as needed.

5.1.1 Agendas shall be prepared and distributed to all committee members prior to the committee meeting. The committee chair shall prepare the agenda. The proceedings for each committee meeting shall be recorded by preparing minutes. Those minutes shall be distributed to the committee members (including the Director and VP) following each meeting.

5.1.2 At the end of a Committee Chair's term, Committee Transition Reports are developed by the current committee chair for the next year's committee. These, along with any relevant documents, must be passed along to the following year's committee chair by June 1, preferably in a face-to-face meeting.

5.2 Events:

5.1.1 Committee Chairs of MPINCC Events are responsible for researching potential venues for chapter events with the exception of the Annual Conference and Expo.



5.1.2 The venue options shall be shared with the Director, VP and Management Firm. The venue will be confirmed then contracted by the Management Firm. No Committee Chair shall sign venue contracts.

5.1.3 All vendors shall be advised that no deposits or payments will be made prior to the Chapter's events unless approved by the Executive Director.

5.1.4 All chapter events are to be held at facilities that meet ADA standards.

5.1.5 In every contract the Chapter enters into for an event at which liquor is served, the chapter should include an alcoholic beverages indemnification provision, which makes the liquor license holder (hotel or caterer) responsible to indemnify the Chapter in the event guests over-served someone and accidents result.

5.1.6 The Executive Director shall manage event guarantees.

5.1.7 Cancellation of any program or event must have the approval of the Board of Directors before any action is taken.

5.1.8 A post-event feedback survey shall be sent to each attendee by the management firm following each event. The management firm shall compile the survey results and distribute to the Board of Directors.

5.1.9 In the event of an accident at a Chapter function, the Executive Director shall assist the witness to the accident in completing the Incident Report.

### 5.3 Vendors:

5.3.1 Committees shall first offer bids to MPINCC existing vendors/sponsor and shall strive to obtain three bids for any event items that will be purchased with chapter monies.

5.3.2 The vendor options shall be shared with the Director, VP and Management Firm.

5.3.3 The vendor will be confirmed then contracted by the Management Firm. No Committee Chair shall sign vendor contracts.

5.3.4 Any organization that agrees to help defray the cost of a function does so with the understanding that the Chapter's high-quality standards must not be compromised. Audio/Visual equipment, if needed, is to be in excellent working condition. The value of food and beverage provided is to be equal to or greater than the price that has been budgeted for each event. Decorations, printed materials and any other donated services related to a function must also meet these same standards.

## 4.6. COMMITTEE BUDGETS

6.1 Directors shall keep committee chairs aware of the committee's budget status.

6.2 Any budget adjustment must be submitted for approval by the Board of Directors.

6.3 The following expenses are neither budgeted for nor reimbursed by the Chapter for committee meetings and activities: phone expenses, transportation, parking, site visits, meals

related to committee meetings, or celebrations. Committees under the responsibility of the IPP are exempt from this policy.

6.4 Committee-to-committee purchases, such as educational event coupons for giveaways, prize drawings, etc., are to be purchased at the member attendee fee for that specific event and charged back to the appropriate committee.

6.5 All committees must notify the Sponsorship Committee and Management Firm of any sponsorship or in-kind support received for their events by completing the online Sponsorship Interest Form.

6.6 Thank you notes to sponsors, (including vendors and venues) are the responsibility of the committee chair and shall be standard procedure. These should be handwritten and mailed within two weeks following the program or event.

## SECTION 7. ADVISORY COUNCILS AND TASK FORCES:

7.1 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 8. VOLUNTEER ROLES & RESPONSIBILITIES:

8.1 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.

8.2 Expectations of Volunteer Members:

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

8.3 Committee Process Guides (CPGs):

- 1) Describe in detail each committee's responsibilities, the processes by which the committee may perform its work, and the interdependencies that exist to support the committee's work.
- 2) Available on the chapter website.

## **Article VI** **FINANCE**

SECTION 1: The fiscal year of MPINCC is July 1 through June 30.

SECTION 2: OPERATING BUDGET: The VP Finance, Executive Director, President and additional Board Members as requested by the President or Executive Director will prepare an annual chapter budget containing individual committee budgets, and administrative fees and expenses. The individual committee budgets will be break even, loss or profit based on the individual committee goals and objectives. The overall budget will be a break even budget. Expenses should not exceed income.

- 2.1. The incoming VP Finance and the current VP Finance will review and revise the budget and ensure there is a clear understanding of all components which make up the budget.
- 2.2. Committee budgets will be reviewed with each Committee Chair and/or Co-Chair by the incoming VP Finance or a member of the Executive Committee to ensure there is a clear understanding of all components which make up the committee budgets.
- 2.3. The proposed budget will be presented by the VP Finance and incoming VP Finance at the Annual Leadership Retreat for purposes of discussion by the incoming Executive Committee and Board of Directors.
- 2.4. The final budget must be approved and voted on by the sitting Board of Directors prior to July as specified by MPI.
- 2.5. Any revisions to the Chapter budget over \$200.00 must be approved by the Board of Directors.
- 2.6. Any revisions to a committee budget must be approved by the Board of Directors
- 2.7. Board Directors are responsible for monitoring their committees' expenditures.
- 2.8. There shall be a review every year basis provided by a finance professional independent of the current VP Finance or someone within the Management firm.

SECTION 3: ACCOUNTS PAYABLE

- 3.1. No payment will be made without an invoice or completed Expense Reimbursement Form submitted to the management firm online. Members seeking reimbursement for expenses must submit the Expense Reimbursement Form online on the chapter website and attach digital images of receipts. The Board Director or VP must approve the reimbursement and indicate his/her approval to the Executive Director via email before further processing may occur. If necessary, the management firm will discuss the reimbursement request with the VP Finance and/or the President before approving.

- 3.2. All purchases must be made in MPINCC's name, not the committee chair or member's name. Vendors shall be asked to send two copies of the invoices – one to the committee or member and one to the Management Firm.
- 3.3. Invoices must indicate MPINCC as the purchaser using the Chapter name and address.
- 3.4. All bills must be closed out in one month.
- 3.5. There must be two signatures on all checks. The Executive Director and the VP Finance shall sign all checks. The President, President-Elect, and Immediate Past President are authorized to sign checks in the absence of the VP Finance.

#### SECTION 4: EVENT FEES AND EXPENSES

- 4.1. Registration fees for all events will be approved by the Board of Directors. Fees for all events for the fiscal year must be set by July 1 so that the budget is accurate.
- 4.2. Registration fees shall remain consistent across event type and cannot be changed without the approval of the Board of Directors.
- 4.3. A maximum chapter expense shall be set for each event type to cover food and beverage cost. These maximum expense thresholds shall be approved by the Board of Directors by July 1 and should be consistent across event type.
- 4.4. They should be reviewed no less than every other year. Any change to the maximum chapter expense for any event must be approved by the Board of Directors.

#### SECTION 5. RESERVE FUND:

- 5.1 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.
- 5.2 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.).
- 5.3 PURPOSE OF RESERVES: MPINCC reserves policy includes, but is not limited to, use in emergency cases and in the event of a major investment in membership such as:
  - 1) Investment in education.
  - 2) Unpredictable events which could substantially impact MPI's operations or revenue streams. While such occurrences are rare, reserves can provide the resources necessary to keep the organization functioning should one occur.
  - 3) 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.

- 5.4 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 6. REQUEST FOR PROPOSALS:

- 6.1 MPINCC’s Management Firm submits and receives RFPs in consultant and collaboration with the appropriate board members and committee chairs.

#### SECTION 7. REIMBURSEMENT OF EXPENSES OR TRAVEL

- 7.1 All reimbursements are received and processed by the Management Firm in accordance with the chapter budget guidelines
- 7.2 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.

#### SECTION 8. SPONSORSHIP AND SOLICITATION:

- 8.1 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.
- 8.3 The Management Firm in consultation and collaboration with the appropriate board member and committee chairs tracks past sponsorship.

#### SECTION 9. MANAGEMENT FIRM

- 9.1 Due to its size and scope of responsibilities, MPINCC may retain the paid services of a Management Firm. The contract with the Management Firm should be set for a two-year minimum, with the possibility of renewal every two years. The Management Firm contract should be reviewed by the President, President-Elect, and VP Finance at a minimum. The contract must be approved by the Board of Directors.
- 9.2. Six months prior to the Management Firm contract expiration date, the Immediate Past President, President and President-Elect have the option to recommend renewing the Management Firm contract for another two-year term. At this time, the Board of Directors shall approve or deny this recommendation.

- 9.3 The President-Elect and President shall retain the current Management Firm contract agreement.

## SECTION 10. MANAGEMENT FIRM RESPONSIBILITIES

- 10.1 It is the Management Firm's responsibility to ensure that all financial documents (including final approved budget, audit documents and tax returns) are sent to MPI Global per their specified deadlines and adhere to government deadlines.
- 10.2 It is the Management Firm's responsibility to ensure that necessary insurance coverage for the Chapter is maintained and renewed as needed. The Chapter will carry liability insurance for all special events.
- 10.3 The Management Firm will ensure that all contracts for events and services for MPINCC are reviewed and signed by the Executive Director. Only the Executive Director is authorized to sign contracts on behalf of MPINCC.
- 10.4 The Management Firm will manage all event guarantees.
- 10.5 It is the Management Firm's responsibility to manage payments to all vendors.
- 10.6 It is the Management Firm's responsibility to manage sponsorship payments and benefits.
- 10.7 The Management Firm, with the assistance of the Awards and Recognition Committee Chair and Co-Chair, will arrange appropriate recognition for MPQ award winners to include awards and other items at the discretion of the President and Executive Director.
- 10.8 The Management Firm, with the assistance of the Awards and Recognition Committee Chair and Co-Chair will arrange appropriate recognition for annual award winners at the annual Gala to include awards or other gifts at the discretion of the President and Executive Director.
- 10.9 The Executive Director shall advise the VP Finance when movement of cash between checking and investment accounts is necessary to manage cash flow.
- 10.10 The Management Firm will oversee Chapter investments and manage any changes to the investment program with the approval of the Board of Directors.

## SECTION 11. BUDGET MANAGEMENT

- 11.1 The Management Firm will prepare financial statements for the Board of Directors prior to each Board Meeting.
- 11.2 Monthly financial statements will be provided to the VP Finance through the Management Firm including overall chapter finance statement and individual finance statements by committee.

## SECTION 12. CHAPTER RECORDS

- 12.1 All records, supplies, membership lists, printed materials and property owned by the Chapter shall remain the property of the Chapter and be returned to same should the services of the Management Firm be terminated.
- 12.2 It is the responsibility of the Management Firm to maintain the membership mailing list and membership database, based on the Chapter roster from MPI Global. Regular membership updates can be downloaded from MPI Global's website as needed.
- 12.3 An annual Membership Directory shall be produced and distributed to members at no cost to them as long as the chapter is under contractual obligation with the publisher to produce such Directory. The production of the directory shall be self-supporting through the efforts of a contracted vendor and managed by the Management Firm.
- 12.4 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.
- 12.5 A review and assessment of the Management Firm should be conducted at least annually by the Immediate President, Past President and President-Elect. The discussion should be documented and reported to the Board of Directors.

### SECTION 13. REQUIREMENTS FROM MPI GLOBAL: PAID STAFF ADMINISTRATORS

- 13.1 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.
  - 13.1.1 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
- 13.2. 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.

- 13.3 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.
- 13.4. 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.
- 13.5. 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.
- 13.6. 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).

## **ARTICLE VII**

### **CHAPTER PROGRAMS AND 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.

#### B. EDUCATIONAL PROGRAMS

- 2.1. The Chapter shall hold a set number of educational programs per year. The specific type and format of the educational programs is at the discretion of the Chapter and the Leadership Team.
- 2.2. Efforts should be made to alternate programs among San Francisco, East Bay, North Bay and South Bay locations due to the Chapter's large geographic span.



- 2.3. An 18-month Master Calendar should be set by the Programs Committee Chair(s), the President, President-Elect, VP Education, Director of Education and Executive Director and will be maintained and periodically updated by the Committee. Every effort should be made to prevent programs from conflicting with other local, national and international industry events.

### SECTION 3: NETWORKING EVENTS

- 3.1. The Chapter may hold any number of networking events per year.

### SECTION 4: COLLABORATIVE EVENTS

- 4.1. In an effort to increase the programs available to the membership, it may be appropriate at times for the Board of Directors to approve the co-sponsorship of an existing event, or the co-sponsorship of another association or professional organization's event.
- 4.2. The committee chair responsible for the event should work with their Board Director to develop a written agreement for the event that requires approval by the Board of Directors.
  - 4.2.1. The agreement should include information on registration management and specify registration fees for all attendee types.
  - 4.2.2. The agreement should be developed in partnership with the co-sponsoring association/organization and must include specific financial arrangements including how profits/losses are to be divided and how revenues, expenses and sponsorships are to be managed.
  - 4.2.3. The agreement should address delegation/division of tasks.
  - 4.2.4. The agreement should address event branding and MPINCC logo use, and approval process for collateral material so that the MPI Logo Identity Program is not compromised. The Director of Marketing shall have final approval of event collateral.

### SECTION 5: EVENT REGISTRATION AND FEES

- 5.1. Event registration fees for educational programs, social events and networking events are set by the Board of Directors and should be reviewed no less than every other year. Early registration fees, late fees and on-site registration fees may be established for events and should remain consistent across event types.
  - 5.1.1. Discounted student registration fees should be established for educational events whenever possible. The student registration rate must cover the per person expense of the event plus the registration fees paid to the registration service.
  - 5.1.2. Non-member attendee fees must be at least \$10.00 higher than member fees.
  - 5.1.3. A portion of the registration fees offsets the cost of the registration service.

## 5.2. Complimentary registrations

5.2.1 Complimentary registrations are extended to keynote speakers (and one guest if requested)

5.2.2 Complimentary registrations may be extended to event sponsors or annual chapter sponsors as part of their sponsorship agreement.

5.2.3 The MPQ Award recipients receive complimentary registration to the program where they will be honored.

5.2.4 MPI Global Current and Elect Chairpersons will receive complimentary registration.

5.2.5 Registration for media/press/photographers covering Chapter events is complimentary

5.2.6 The hosting facility shall be allowed one complimentary registration.

5.2.1.1. Additional attendees (maximum of 5) may be allowed complimentary access with permission of a Board Member as long as the Chapter is not charged for the meal(s) consumed.

5.2.1.2. Additional attendees from the host facility shall be extended the Chapter member registration rate.

5.2.8. Committee Chairs or members are not exempt from paying registration fees at any chapter event, except by Board approval.

5.2.9. Additional complimentary registration fees may be extended to special honorees such as MPI service pin recipients, at the discretion of the President and Executive Director.

## SECTION 6: REGISTRATION CANCELLATION

6.1. For all chapter programs and events, registration cancellation notices received by the Management Firm more than 72 hours before the event will receive a credit toward another program in the calendar year. Registration cancellation notices received less than 72-hours prior to the event and no-shows are non-refundable, and no credit will be given.

## **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.

MPI has a one-logo identity program to be used by all chapters. The Northern California Chapter uses “Northern California Chapter” in conjunction with the MPI International logo as directed by International. Chapter logo usage guidelines are available on both the MPINCC and MPI websites.

Before the MPINCC name or logo is lent to any activity there shall be careful screening of the activity and approval directed by the Director of Marketing through proper channels.

All official correspondence related to Chapter activities shall be on the Chapter letterhead. Supplies are maintained by the Management Firm.

## SECTION 2. ADVERTISEMENTS:

The Management Firm, in consultation and collaboration with appropriate board members, committee chairs, and the contracted publishing firm, establishes and manages the advertising process.

## **ARTICLE X** **AWARDS AND RECOGNITION**

SECTION 1: AWARDS: The Chapter may present awards and recognition to members in the following categories:

- 1.1 Meeting Professional of the Quarter
- 1.2 Annual Awards which may include Tomorrow’s Leader, Committee Chair of the Year, Board Member of the Year, Member of the Year, Partner of the Year, Hall of Fame, President’s Award, and The Spire Award.

SECTION 2: SCHOLARSHIPS: The Chapter may offer the following scholarships opportunities to members:

- 2.1 CMP University
- 2.2 MPI World Education Congress (WEC)

SECTION 3: CRITERIA AND TIMELINES

- 3.1 Criteria and timeline for each award and scholarship are specified in the Awards and Recognition Committee Process Guide (CPG).

SECTION 4: AWARD AND SCHOLARSHIP ELIGIBILITY

- 3.1 Any current member with the exception of the current Board Directors, Executive Committee, Awards and Recognition Chair, Co-Chair and Committee members is eligible for Quarterly Awards.
- 3.2 Any current member with the exception of the current President, President-Elect, Awards and Recognition Chair, Co-Chair and Committee members is eligible for any Annual Award.
- 3.3 Scholarships are available to all current chapter members, including Committee Chairs, Committee Co-Chairs, Board of Directors and Executive Committee.

## SECTION 5: AWARDS AND RECOGNITION COMMITTEE

- 3.1 To provide for a diverse representation of our membership in the awards and recognition process, the selection committee shall consist of the Chair, Co-Chair, 2-3 additional members at large that represent our MPINCC membership, and the following board members; Director of Leadership Development, VP Leadership Development, the current President, President Elect, and Executive Director. Those additional members at large will only be a part of one awards cycle, and not committed to the entire year. If any member at large of the awards and recognition committee is nominated for an award, they will be asked to recuse him or herself from awards discussion and not be eligible for that specific quarter. All other members of the selection committee are not eligible for awards in that year except for the annual awards. The Executive Director does not have a vote. All participants in the selection process will be asked to keep the information discussed and the selections confidential.

## SECTION 6. NON-COMPLIANCE:

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

## SECTION 7. MPI POLICY MANUAL:

- 7.1 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 X** **MISCELLANEOUS**

### SECTION 1. PHILANTHROPIC ACTIVITY:

- 1.1 MPINCC makes an annual donation to the MPI Foundation in an amount approved by the board of directors in accordance with the budget. MPINCC further encourages its members to support the MPI Foundation and offers the opportunity to do so via the program registration process.