



# **NEW MEXICO** CHAPTER

## **CHAPTER POLICY MANUAL**

Revision Date: 01/21/19

**MPI VISION:** To be the first choice for professional career development and a prominent voice for the global meeting and event community.

**MPI MISSION:** To provide MPI members, chapters and the global meeting and event community with innovative and relevant education, networking opportunities and business exchanges, and to act as a prominent voice for the promotion and growth of the industry.

## **MEMBERSHIP**

### **SECTION 1. MEMBERSHIP**

- 1.1 **MEMBERSHIP QUALIFICATIONS, CLASSIFICATIONS, TRANSFER AND DUES:** Shall be as described in the current MPI Global Bylaws and Policy Manual. Any member in good standing of MPI is eligible to affiliate with a Chapter regardless of geographic area or location of business. Reference MPI Policies Article III, Sections 1-4 and Article VI, Section 1-4.

### **SECTION 2. CHAPTER AFFILIATION**

- 2.1 **CHAPTER TRANSFER:** Preferred or Premier Members may transfer their primary chapter at any time through MPI Global. Membership remains continuous unless expired. Preferred or Premier Members are to receive member rates for all MPI events even when the event is not associated with their primary chapter.
- 2.2 **AFFILIATE MEMBERSHIP:** Any MPI dues-paying member from another chapter may join the New Mexico Chapter as an affiliate member for a fiscal year (July 1-June 30) for the fee of \$75.00. The application will be placed on the Chapter's website. Affiliate members shall receive full member benefits and be able to take an active role on committees.

## **BOARD OF DIRECTORS/OFFICERS**

### **SECTION 1. AUTHORITY & RESPONSIBILITY:**

- 1.1 **CONFLICT OF INTEREST:** All board members are required to review, sign and adhere to the chapter conflict of interest statement provided by MPI Global and return it to the chapter President prior to being installed on the board.
- 1.2 **PRINCIPLES IN PROFESSIONALISM:** Chapter Board members must adhere to the Principles in Professionalism as outlined by MPI Global.
- 1.3 **CHAPTER BOARD REPORTS:** Board members are required to submit a monthly Chapter Monitoring Report (CMR) no less than one week prior to a scheduled board meeting to the VP-

Administration or other individual designated by the President. VP of Finance is required to submit updated financials to the President and VP Administration/Administrator one week prior to the scheduled board meeting for review and approval by the board.

- 1.4 **MPI GLOBAL REQUIRED DOCUMENTS:** Chapters are required to submit annually (by June 15<sup>th</sup>) to MPI Global the following documents as part of the annual planning process; Annual Business Plan, Budget, 18 month Education Calendar, Marketing Plan/Calendar, Succession Plan, Current & Updated Bylaws and Policy Manual. Additionally chapters must submit these documents as outlined in bylaws or policies a copy of annual tax return by October 1<sup>st</sup>, Confirmation that all incoming board members attended their Board 101 training and signed their conflict of interest statements.

- 1.5 **BOARD MEETINGS:** The Board of Directors shall meet at least six (6) times per year.

1.5.1 All Board meetings are open to the Membership and will be posted in the Chapter newsletter, and on the Chapter website at least 20 days before the scheduled meeting. The incoming Board may attend Board meetings as a non-voting observer. If the meeting is cancelled or rescheduled, the membership will be notified as soon as possible.

1.5.2 Every board meeting must have an agenda sent at least three (3) business days in advance of the meeting. The VP Administration/Administrator shall prepare agendas based on the Chapter Monitoring Report (CMR) prior to each board meeting and submit to the President for review and approval before distribution.

1.5.3 The Board of Director's meetings shall be conducted using an abridged version of Robert's Rules of Order.

1.5.4 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.

1.5.5 The proceedings for each Board of Director's meeting shall be recorded by the VP Administration/Administrator by preparing written minutes. These include all motions and votes. These minutes shall be distributed to the board, committee chairs, MPI Global within one week following the meeting and a master copy shall be kept on file.

## **SECTION 2: EXECUTIVE COMMITTEE**

- 2.1 MPI New Mexico does not operate with an Executive Committee.

## **SECTION 3. BOARD ELECTION & SERVICE:**

- 3.1 **NOMINATIONS:** The nomination process shall be in accordance to the Chapter Minimum Bylaws which were developed pursuant to the current policies of MPI Global.

- 3.2 **CONTESTED SLATE POLICY:** Once the Nominating Committee has developed a slate of nominees for election from all the Candidate Interest Forms submitted, the slate is sent to the membership. Additional nominations from the membership shall be permitted; provided a nomination is submitted in writing to the Nominating Committee Chair by date provided and is supported by a minimum of 10% percent of the official chapter membership as of date provided. The nominee must identify the specific person he/she is running against in the general elect and must have already submitted a Candidate Interest Form to be eligible for petition. If no additional nominations are received by the deadline, the ballot submitted by the Nominating Committee will be deemed elected by acclamation and will be installed at the chapter's annual meeting. If additional nominations are received, a mail ballot will be sent to all chapter members for those positions having two or more candidates in contention.

- 3.3 **SLATE PRESENTATION AND SUBMISSION:** Chapter slate will be presented to membership on templates provided by MPI Global and allow 30 days for membership to contest prior to bylaw deadline of March 1<sup>st</sup>. Chapter will submit to MPI Global the approved slate on the template provided by MPI Global on or before March 1<sup>st</sup> of each year.
- 3.4 **BOARD TRAINING:** Any incoming board member never serving on a MPI chapter board previously is required to attend the MPI Global Board 101 training on dates specified. Each candidate is required to sign the training acknowledgement form and submit to their President prior to June 15<sup>th</sup> of the fiscal term. All chapter leaders are able to and encouraged to attend MPI Global trainings, Chapter Business Summit (CBS) and Chapter Leader Forum (CLF at WEC).
- 3.5 **BOARD RETREATS:** Chapters are required to hold an annual board planning retreat each year between April and June of the fiscal year. Chapters are also required to hold a mid-year assessment retreat between November and January of each fiscal year. Chapters must engage with an external professional facilitator to oversee the process and flow of the retreat. Facilitators cannot be a Current Board member from your home chapter or chapter member that has served on the board in the last two years. All retreat facilitators must be approved prior to contracting with your Chapter Business Manager.

#### **SECTION 4. BOARD COMPENSATION:**

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

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

#### **SECTION 1. STANDING COMMITTEES**

- 1.1 It is the responsibility of the Board of Directors to set up committees as best suited for their area. Each of these committees should be posted on the web site with committee responsibilities, timeline, and email address of the Chair of the committee. Suggested committees:

##### **ADMINISTRATION**

- Registration (Onsite)
- Phone Tree

##### **COMMUNICATIONS**

- Newsletter
- Website
- Social Media
- Media Outreach
- Editorial Committee

##### **EDUCATION**

- Facilities
- Content Curation

- Showcase/Exhibitor Opportunities

##### **FINANCE**

- Annual Audit Review Committee
- Events
- Sponsorship/Ad Sales
- Door prize/Silent Auction

##### **GOVERNANCE**

- Advocacy
- Bylaws & Policies and Procedures Review
- Nominations\*

## **MEMBERSHIP – Recruitment, Retention, Recognition**

- Supplier Recruitment
- Planner Recruitment

- Hospitality/Member Care
- Networking Events

- 1.1.1 In addition to the above a Nomination committee required per MPI Global, and detailed in the MPI Minimum Bylaws and Procedures shall be appointed by the President. The IPP serves as Chair and PE serves on the committee. Both have voting rights. The IPP presents the committee for vote to the Board of Directors for approval.
- 1.1.2 The Editorial Committee is made up of the Office of the President. The purpose of this committee is to review and approve all chapter communications distributed to the membership and the public.
- 1.2 Anyone serving on a committee must be a member of MPI. Committees shall be structured to offer as many members the opportunity to volunteer as is beneficial to accomplish required task(s)
- 1.3 No committee chair or co-chair shall serve more than two consecutive terms in the same position or any given committee, unless approved by the Board of Directors.
- 1.4 Committee meeting agendas shall be prepared and distributed to all committee members, prior to the meeting. The committee chair shall prepare the agenda.
- 1.5 Committee meeting agendas and meeting notes are to be archived. It is the VP overseeing the committee's responsibility to notify the committee chair of this requirement and establish the process for submitting documentation.
- 1.6 Committee chairs and members will comply with MPI branding guidelines.
- 1.7 Committees are not authorized to 1) sign contracts or BEO's on behalf of the association 2) commit funds without the consent of the Board 3) finalize or distribute printed materials without the approval of the Editorial Committee.
- 1.8 Committee Reports are to be submitted upon request to the supervising VP.
- 1.9 At end of each year, a thank you letter will be sent to all MPI New Mexico members that have served on a committee –signed by the President and Immediate Past President

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

- 2.1 Volunteers for any advisory councils and/or task forces shall be appointed as needed.

## **SECTION 3. VOLUNTEER ROLES & RESPONSIBILITIES:**

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

- 1) Clearly communicate purpose/charge for the group. If changes in direction occur, communicate to group in a timely manner.
- 2) Develop and clearly communicate work plans to achieve purpose/charge 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 30 days of funded meeting.

Expectations of Volunteer Members:

- 1) Focus on assigned purpose/charge for the group.
- 2) Attend meetings and conference calls.
- 3) Complete any assignments by pre-determined deadlines.
- 4) Communicate any challenges/concerns early to volunteer chair.
- 5) Submit volunteer reimbursement requests immediately following approved expenses but no later than 15 days.
- 6) Maintain confidentiality of discussions and background materials and immediately disclose any conflict of interest that may arise.

**FINANCE**

**SECTION 1. FISCAL YEAR:**

- 1.1 The fiscal year of the chapter for financial and business purposes is July 1 through June 30 unless otherwise determined by the chapter with MPI Global approval.

**SECTION 2. ANNUAL BUDGET:**

- 2.1 The chapter will utilize the Cash Basis of Accounting that recognizes revenues when they are received and expenses when they have been paid.
- 2.2 The VP of Finance, with support from the President and President Elect, 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
- 2.3 The incoming VP Finance and the current VP Finance will review and revise the budget, presenting their recommendations at the last board meeting before the Spring retreat.
- 2.4 The final budget must be approved and voted on by the sitting Board of Directors prior to July 1 as specified by MPI Global.
- 2.5 Expenditures that fall under the annual budget do not need to be approved individually. Any budget adjustment must be submitted for approval by the Board of Directors.
- 2.6 The Board should not enter into a contractual agreement with any vendor for terms greater than one year unless extraordinary circumstances warrant. A contract for a term greater than one year requires a Board approval.
- 2.7 The chapter is required to have an audit committee to review finances every year, per Bylaws. Best Practice suggests that a chapter have a full audit conducted by an outside CPA every 3-5 years.
- 2.8 The Office of the President may be issued an MPI credit card at any time. This card will be used pay for MPI-related expenses only, and when a check is not an acceptable payment method. As soon as an individual terms off the board, the VP of Finance will cancel the card. The VP of Finance must be notified immediately if a charge has been placed on the card, and back-up forwarded to his/her attention.

- 2.9 The chapter does not utilize a petty cash system.
- 2.10 All financial records must be stored for seven (7) years. All other records shall be retained for three (3) years. The destruction of any records must be approved by the Board
- 2.11 The chapter checking account will be audited quarterly to determine if funds need to be moved to the chapter savings account. No more than \$5,000 should be sitting in the checking account unless approved by the President to accommodate specific cash flow needs.

### **SECTION 3. RESERVE FUND:**

- 3.1 **TERMS:** The term “Reserves” for financial purposes will be defined as funds set aside to be used in emergency cases or in the event of an investment by the Chapter to further its mission.
- 3.2 **RESERVE TARGET:** Chapter will maintain a minimum reserve of 6-8 months operating funds. Operating funds will be defined as annual fixed expenses plus 20%. This timeframe is to be a minimum as it is recognized that external events in the industry, significant downturn in the economy or stock market could make a longer commitment necessary.
- 3.3 **PURPOSE OF RESERVES:** MPI New Mexico will maintain adequate reserves for the following purposes:
  - 1) Unpredictable events which could substantially impact MPI’s operations or revenue streams. While such occurrences are rare, reserves can provide the resources necessary to keep the organization functioning should one occur.
  - 2) Identification of a valuable investment opportunity for long term growth.

While most such opportunities are managed through budgeted expenditures, the right opportunity with a significant and dependable return on investment can warrant a decision on the part of the board to access the organization’s reserves.

These investments would require an acceptable ROI back to the organization and would be sustainable long term without the initial deemed reserve support.

- 3.4 **ACCESS TO RESERVES:** The access of the “reserve” shall first be referred to the VP Finance for consideration. Final approval by a majority vote of the Board of Directors is required.

### **SECTION 4. REQUEST FOR PROPOSALS:**

- 4.1 Requests for Proposals must be issued for all vendor opportunities, whether paid or in-kind.
- 4.2 Supplier members will be given first right of refusal for all meeting and event locations and any services required for these meetings and events. Outside sources from non-members may be solicited when all member resources have been exhausted or there are no members who are able to perform or fulfill the service.
- 4.3 A written contract must be established for all vendors and address scope of services, payment terms and delivery timelines.
- 4.4 Contracts are to be signed by the President only. The President 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.

- 4.4 Vendors shall be advised that no deposits or payments will be made prior to services being delivered, unless approved by the President.
- 4.5 All chapter events are to be held at facilities that meet ADA standards.

## **SECTION 5. REIMBURSEMENT OF EXPENSES OR TRAVEL**

- 5.1 No payment will be made without an invoice and/or completed Check Request Form. The role of the VP Finance will be to audit inbound invoices and expense requests against the established budget and to code the invoice/request to the proper account. All bills must be submitted within 15 days of the expenditure being made.
- 5.2 If purchases were made by a chair or committee member, the Board Director overseeing that committee must approve before the form is sent to VP Finance.
- 5.3 Invoices/check requests must be processed and paid by the VP of Finance within 30 days of receipt.
- 5.4 There must be two signatures on all checks. The President, President-Elect and immediate Past President are authorized to sign checks.
- 5.5 For any travel directed or offered by MPI Global chapter board members will comply with expense and reimbursement guidelines outlined for such event by MPI Global procedures.
- 5.6 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.

## **SECTION 6. SPONSORSHIP AND SOLICITATION:**

- 6.1 **ACCESS TO MEMBER LISTS:** Access to membership and attendance lists shall be restricted to MPI premiere members in good standing only. Members shall be provided the opportunity to opt out of solicitation emails from both the chapter and MPI Global.
- 6.2 **CHAPTER SPONSORSHIP POLICIES:** All in-kind donations should be tracked, submitted to the VP Finance and accounted for in the operating budget. Although tracked, In-kind donations are shown "below the line" as they are not counted in the budget as cash.

## **SECTION 7. PAID STAFF ADMINISTRATORS**

- 7.1 **DUTIES:** Paid staff administrators must adhere to the standards and qualifications established by MPI Global. A minimum scope of services as outlined below will be included in Administrator RFP and contracts. Additional services above the minimum requirements can be added by the chapter at their discretion with board approval.
- 7.2 **MANAGEMENT OF PAID STAFF:** In the event that the chapter retains paid staff, the following policies will apply:
  - 1. For any long-term position, six or more months, the Office of the President will develop a job description, conduct interviews and present their assessment and recommendation as a motion to the Board of Directors. A board vote is required.
  - 2. Any paid position requiring handling money will be subject to background checks.
  - 3. President will sign contract and the Office of the President (P, PE, IPP) will manage the contract and either serve as contract manager or appoint an individual to serve in this capacity.

The contract manager will serve as the staff member's supervisor, and be responsible to ensure the scope of services outlined in the contract is being delivered, oversee evaluation and submit required documentation to MPI Global as detailed in 7.3.

7.3 EVALUATION OF PAID STAFF & CONTRACT RENEWALS: Each chapter is required to complete an annual review of their administrator 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.

7.4 7.4.1. Contracts for any chapter administrator or paid staff services will require the following language included in contracts and/or scope of services by January 30, 2019. This includes all existing/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 requirements 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 CAP (Chapter Administrator Program) 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 July 1<sup>st</sup>.
- Non-compliance with these requirements will require termination of contract.

7.4.2. Chapters must complete an annual review of services provided by paid administrators. Reviews should begin at least 90 days prior to the end of the contract. The outcomes of the review as well as any updated contracts for service should be submitted to Global by July 1<sup>st</sup> annually.

7.4.3. All administrative services must be contracted as a vendor for services; not an employee of the chapter.

7.4.4. 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.

7.4.5. 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.

7.4.6. In the event chapter does not engage in paid staff services, chapter board members are required to adhere to all CAP guidelines and take all required trainings. Refer to CAP program guidelines for requirements.



## **CHAPTER EVENTS**

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

- 1.1 **EDUCATIONAL PROGRAMS:** The Chapter shall hold a minimum number of educational programs per year, currently six (6), as dictated by MPI Global. The specific type and format of the educational programs is at the discretion of the Chapter and the Leadership Team
  - 1.1.1 An 18 month Master Calendar should be set by the VP Education and will be maintained and periodically updated. Every effort should be made to prevent programs from conflicting with other local and national MPI and other industry events.
  - 1.1.2 Efforts should be made to convene programs outside of Albuquerque (particularly in Santa Fe and Las Cruces) due to the Chapter's large geographic span.
- 1.2 **NETWORKING/SOCIAL PROGRAMS:** The Chapter may hold any number of social and networking events per year that do not include an educational component.
- 1.3 **EVENT ATTENDANCE:** Chapters must charge a member rate and a non-chapter member rate for all events. The price difference between member and non-chapter member rates is at the chapter discretion based on specific event needs. Anyone who is not a preferred or premier level member is required to pay the non-chapter member rates for events and is limited to no more than 2 events in one fiscal year at the non-chapter member rate.

Partnership events with other industry organizations are excluded from this requirement.

Non-industry guests are exempt from this rule and can be charged a guest rate to be determined by the chapter.
- 1.4 **COLLABORATIVE EVENTS:** 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.
  - 1.4.1 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.
  - 1.4.2 The agreement should include information on registration management and specify registration fees for all attendee types
  - 1.4.3 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.
  - 1.4.4 The agreement should address delegation/division of tasks.
  - 1.4.5 The agreement should address event branding and MPI NM logo use, and approval process for collateral material so that the MPI Logo Identity Program is not compromised. The VP Communication shall have final approval of event collateral.
- 1.5 **EVENT ATTENDANCE POLICIES:** Any MPI member in good standing shall be allowed to attend all chapter membership meetings at the member fee. No restriction on the number of meetings a member can attend shall be imposed. The proof of membership shall be in the MPI Membership database. Any members attending a meeting of the chapter will adhere to the reservation and cancellation policy of the chapter.

- 1.5.1 Meeting registrations must be accompanied with payment in full.
- 1.5.2 Cancellation notices received up to one week prior to the event will receive a credit toward another program in the calendar year. Replacements are permitted, however if there is a difference in attendee status, i.e. non-member replacing a member, there will be a charge for the difference. Cancellation notices received less than 72 hours prior to the event and no-shows are non-refundable and no credit will be given.
- 1.5.3 Early registration fees, late fees and on-site registration fees may be established for events and should remain consistent across event types.
- 1.5.4 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.
- 1.5.5 Non-member attendee fees must be at least \$10.00 higher than member fees.
- 1.5.6 Complimentary registrations are extended for all Chapter events.
- 1.5.7 Complimentary registrations are extended to keynote speakers (and one guest if requested)
- 1.5.8 Complimentary registrations may be extended to event sponsors or annual chapter sponsors as part of their sponsorship agreement.
- 1.5.9 Chapter Immediate Past President receives complimentary registration to all chapter events. This will be offered to a Past President immediately following their term as President. This is offered in recognition and appreciation of their commitment to the Chapter, evidenced by a three year President term. A Past President must be a member in good standing to qualify for this benefit.
- 1.5.10 Registration for media/press/photographers covering Chapter events is complimentary
- 1.5.11 The hosting facility shall be allowed two complimentary registrations. Additional attendees may be allowed complimentary access with permission of a Board Member as long as the Chapter is not charged for the meal(s) consumed.
- 1.5.12 Committee Chairs or members are not exempt from paying registration fees at any chapter event, except by Board approval.
- 1.5.13 When a meeting is fully sponsored by host, VP of Membership has the discretion to utilize seats for recruitment purposes. The number of seats will be based on the facility parameters and be determined prior to registration opening. Additional seats may be added after the fact if registration is low.
- 1.5.14 Additional complimentary registration fees may be extended to special honorees such as Worker Bees or member of the year, at the discretion of the President.
- 1.6 ANNUAL BUSINESS MEETING: As per the MPI NM bylaws, one annual meeting will be held no later than June 30. This can be in conjunction or separate from another chapter event.
  - 1.6.1 An Annual Report shall be prepared by the VP Administration/Administrator which includes a chapter overview and financial information. It will be made available to all members.

- 1.6.2 The President and/or President-elect shall give a “state of the chapter” address.
- 1.6.3 The VP Administration/Administrator will file a copy of the program and financial report in the Chapter’s official records.
- 1.7 There are member and non-member registration fees for Chapter education programs. The member fee for a standard Chapter Meeting, 60 minute education program with full lunch is \$30.00 for members and \$45 for non-members [BOD 6/4/11]; Monthly chapter meeting fees will be reviewed and approved annually at the first board meeting of the fiscal year or as determined by the President.
- 1.8 Creative education program formats are encouraged and may require a different pricing structure. Special pricing for non-traditional or extended programming can be proposed to the board of directors for approval.
- 1.9 VP Administration/Administrator will update registration database within 5 business day of event indicating any onsite or no-show registrants.
- 1.10 Attendee lists for Chapter events will be submitted within 7 days of event by VP Administration/Administrator to VP of Finance, along with any registration payments within 7 days of event, and to VP of Membership – for possible prospective members being contacted within 20 days of the event

## **COMMUNICATIONS**

### **SECTION 1. BRAND STANDARDS:**

- 1.1 All Chapters must adhere to the MPI Chapter Logo and Identity Standards document provided. Any theme specific logos for events must not be in conflict with the MPI Global Brand Standards and must be approved by MPI Global prior to use.

### **SECTION 2. CHAPTER COMMUNICATIONS:**

- 2.1 All official correspondence related to Chapter activities shall be on Chapter letterhead. Email communications shall include the Chapter approved signature line.
- 2.2 Only the President and/or the Vice President of Communications may speak to the media on behalf of the chapter.
- 2.3 All materials distributed on behalf of the Chapter will be vetted by the Editorial Committee. The committee will be given at least 48 hours to review and approve the materials.
- 2.4 Bona fide members and affiliates of the Chapter shall receive all mailings and emails
- 2.5 WEB SITE: The official website of the MPI New Mexico is [www.mpinm.org](http://www.mpinm.org) and is maintained by the VP Communications. The website contains basic Chapter information, events calendar, sponsorship/advertising rates, strategic partnership opportunities, job bank, listing of Board and Committee Chairs, list of past presidents and most recent versions of Chapter Bylaws, Policies and Procedures and annual report.
  - 2.5.1 The website will not contain information that violates generally accepted privacy standards, infringes copyright laws, is political in nature, is offensive to individuals or organizations, promotes any non-affiliated commercial establishment, or violates community

standards. In publishing any information, consideration must be given to the fact that all unsecured website pages are available to all users of the worldwide web.

2.5.2 To ensure coordinated, consistent and timely implementation of website updates, all changes will be funneled through the VP Communications or designated committee member.

2.5.3 Changes to website design or architecture must be approved by the Board members. This does not apply to corrections/updates to current content.

- 2.6 Job Bank: The Job Bank is open to all members and non-members for viewing existing job opportunities and posting new job opportunities. The Job Bank can be found on the MPI-NM website. Job listings are removed after 60 days and must be resubmitted if job is still unfilled.
- 2.7 Social Media: MPI New Mexico maintains a Facebook page which is managed by the VP Communications. The addition of other social media outlets must be approved by the Board of Directors.
- 2.8 The VP Communications will determine, with board consensus, which board members will be permitted to post to the Facebook page. Those designed will receive training to ensure coordinated, consistent messaging before the receive passwords and login information to access Chapter sponsored social media. The login information may not be shared with any non-owner and if disseminated, will be deemed a violation of this Policy
- 2.9 The VP Communications or designated committee member will view all posts at least weekly and is responsible for monitoring all posts and social media content.
- 2.10 Members and non-members are able to “friend” or “follow” the Chapter’s site.
- 2.11 Posts containing any of the following items are prohibited and will be deemed a violation of this Policy:
- Vulgar language
  - Inappropriate images, such as, but not limited to, pornography
  - Personal attacks of any kind against any person
  - Comments or content that promotes or perpetuates discrimination
  - Spam or links to other sites
  - Advocating illegal activity
  - Promotes non-industry related services or products, political or religious organizations
  - Infringements on copyrights or trademarks
  - Information that may compromise the safety, security, or proceedings of any legal action pertaining to the Chapter
- 2.15.1 The Chapter reserves the right to remove any content the Board, in their sole discretion, deem inappropriate or harmful to the Association or any individual
- 2.15.2 Any comments deemed negative or inappropriate will be brought to the attention of the Office of the President who will convene within 48 hours to determine if the post should remain or be removed. If there is consensus the post should be removed, the President will direct the VP of Communications to remove the post immediately upon notification.
- 2.12 DATABASE: MPI Global maintains an updated database of all members in good standing. MPI New Mexico maintains a marketing database made up of past, non-member event participants and other individuals interested in learning more about MPI. This is maintained by the VP Administration/Administrator.

- 2.12.1 Bona fide registered members and affiliates of the Chapter shall receive all mailings and emails designated for chapter members.
- 2.12.2 All electronic mailings will include an opt-out feature. Individuals may also inform the VP Administration/Administrator if they would like to be removed from the mailing list.
- 2.12.3 It is the member's responsibility to update their contact information current and to let both the local chapter and MPI Global know of any changes.
- 2.12.4 The Chapter marketing database may not be sold or otherwise be made available to any organization or individual except as indicated under 2.7.5 and/or approved by the Board.
- 2.12.5 Mailing labels of chapter members are available to Premiere Members only as per MPI Global Policies and Procedures. We reserve the right to review and approve the material to be mailed. Other MPI chapters may request our member mailing labels, complimentary, for a one time use. This is with the understanding that this agreement is reciprocal. At no time is the chapter database given to anyone electronically.
- 2.13 NEWSLETTER: Chapter will produce a newsletter not less than four times a year to be distributed to all members in good standing. Editorial content, design and distribution of the newsletter is the responsibility of the VP Communication.
- 2.14 Only MPI-NM members can place collateral on the member table at monthly chapter meetings. This collateral must reflect the member's organization or must be MPI-industry related.

### **SECTION 3. ADVERTISEMENTS:**

- 3.1 Advertising space is currently available on the MPI New Mexico Website and in the newsletter.
- 3.2 MPINM reserves the right to reject advertisements for any reason at any time.

## **MISCELLANEOUS**

### **SECTION 1. PHILANTHROPIC ACTIVITY:**

- 1.1 MPI New Mexico does not currently have any chapter general philanthropic policies in regard to MPI Foundation support.

### **SECTION 2. CHAPTER AWARDS:**

- 2.1 The Chapter has two awards to recognize member service to the chapter; the Member of the Year and the President's Award.
  - 2.1.1 The VP Membership is responsible for identifying the Member of the Year. The nominee must have contributed to the MPI New Mexico Chapter within the MPI Calendar year July 1 – June 30. Board members and committee chairs will be invited to submit nominations. All nominations will be sent to the Board of Directors with a response ballot or will be announced at a Board Meeting so a vote can be taken at that time. Current MPI New Mexico Chapter Board of Directors are not eligible for the Member of the Year award during their term.

- 2.1.2 The President's Award is at the discretion of the President. All members are eligible for consideration.
- 2.1.3 Award recipients will receive an award object, selected by the VP Membership and President not to exceed \$100. Additional recognition may be offered, with board approval, depending on resources available.

### **SECTION 3. SCHOLARSHIPS:**

- 3.1 MPI New Mexico does not currently have any chapter scholarship policies. The chapter will encourage members to apply for scholarships through the MPI Foundation.

### **SECTION 4. RAFFLES/DOOR PRIZES**

- 4.1 The Chapter offers raffle donation opportunities. The Raffle/Sponsorship Committee collects raffle prizes to be used at all regular monthly meetings and if additional donations are available they may be utilized at chapter special events.
- 4.1.1 Suppliers cannot win door prizes that were donated by other suppliers.
- 4.1.2 Board members are not eligible to win door prizes at chapter events.
- 4.1.3 Board members may participate in fundraising raffles or silent auctions where there is a monetary exchange.

### **SECTION 5. TRANSITION:**

- 5.1 All records shall be turned over to the incoming Board by the outgoing Board prior to the summer Annual Board of Directors Retreat. The Transition meeting of the Board will occur according to the timeline set by the President-Elect, between March 1 and prior to July 1. At least one week prior to the retreat, each out-going Board member will schedule a one-on-one meeting with his/her successor to review responsibilities, tasks, deadlines and processes relating to their position on the Board

### **SECTION 6. CHAPTER TABLECLOTH AND BANNER**

- 6.1 The Chapter owns a 6'-8' convertible tablecloth and an 8' retractable banner. The Chapter Administrator/VP Administration is responsible for the management and care of these items.
- 6.1.1 Board members may reserve the tablecloth and/or the banner by emailing the Chapter Administrator/VP Administration at least three (3) business days in advance and must provide date/times and reason for reservation. Board member must make arrangements for pick-up and drop-off of item(s) reserved.

### **REVISIONS**

Indicate sections modified and date approved by board of directors:

<b>Date Revised</b>	<b>Sections Impacted</b>
10-25-16	MPI Global new template with revised board policies; entire document updated
03-18-18	Miscellaneous – added management and reserve process for tablecloth and banner
1-21-2019	Added language in Finance (section 7) upon MPI Global request to all chapters