



MEETING PROFESSIONALS INTERNATIONAL



# SACRAMENTO/ SIERRA NEVADA

CHAPTER

## MEETING PROFESSIONALS INTERNATIONAL SACRAMENTO/SIERRA NEVADA POLICY MANUAL

*Reference: MPI Policies Article I*

Revision Date: August 1, 2025

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*All Policies in this manual must agree with approved Chapter Bylaws.*

*Wherever conflict exists, the language of the Bylaws prevails.*

### **MPI VISION:**

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

### **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. *Reference: MPI Policies Article II*

### **CHAPTER PURPOSE:**

**MPI Sacramento/Sierra Nevada** empowers its members to increase their strategic value with education, leadership development, and resources to forge powerful partnerships.

## I. 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:** Affiliate Membership in the Sacramento/Sierra Nevada Chapter is available for those MPI members who maintain an active/current “primary” membership with another MPI chapter and would seek affiliation with MPISSN. This allows the following: receipt of all chapter information/communications, including; the option to participate in special events sponsored by MPISSN as a chapter member; volunteer with MPISSN programs and committees, access to members-only content, advertising and sponsorship opportunities. The annual fee is US \$75.00. Affiliate Membership is effective on the date of acceptance of formal application and valid for one year, provided their primary membership is in good standing.

### **Appendix A**

## II. BOARD OF DIRECTORS/OFFICERS

### SECTION 1. AUTHORITY & RESPONSIBILITY:

*Reference: Chapter Bylaws Article VIII, Section I.*

- 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. **Appendix B**

**1.1.1 Definition of conflicts of interest.** A conflict of interest arises when a person in a position of authority over the organization may benefit financially from a decision he or she could make in that capacity, including indirect benefits such as to family members or businesses with which the person is closely associated. This policy is focused upon the material financial interest of, or benefit to, such persons.

**1.1.2 Individuals covered.** Persons covered by this policy are the MPI Sacramento Sierra Nevada Chapter's officers, Chapter Administrator/Executive Director, and contract accountant.

**1.1.3 Facilitation of disclosure.** Persons covered by this policy will disclose or update to the President of their interests that could give rise to conflicts of interest, such as a list of family members, substantial business or investment holdings, and other transactions or affiliations with businesses and other organizations or those of family members.

**1.1.4 Procedures to manage conflicts.** For each interest disclosed to the President, the President will determine whether to: (a) take no action; (b) assure full disclosure to the Board of Directors and other individuals covered by this policy; (c) ask the person to recuse from participation in related discussions or decisions within the Organization; or (d) ask the person to resign from his or her position in the Organization or, if the person refuses to resign, become subject to possible removal in accordance with the Organization's removal procedures. The Organization's Chapter Administrator/Executive Director will monitor proposed or ongoing transactions for conflicts of interest and disclose them to the President in order to deal with potential or actual conflicts, whether discovered before or after the transaction has occurred.

- 1.2 **PRINCIPLES IN PROFESSIONALISM:** Chapter Board members must adhere to the Principles in Professionalism as outlined by MPI Global. **Appendix C**

- 1.3 **CHAPTER BOARD REPORTS:** Board members are required to submit a monthly report in the Board Channel in Teams. [Team Status Reports \(TSR\)](#) formats shall be provided to chapter leaders at the start of each year, and consistent with the business plan.

- 1.4 **MPI GLOBAL REQUIRED DOCUMENTS:** Chapters are required to submit annually (by January 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; Confirmation that all incoming board members attended their Board 101 training and signed their conflict-of-interest statements.

**1.4.1 COMMUNICATION WITH MPI GLOBAL AND CBM.** The Chapter Administrator/Executive Director will submit the CHAPTER OPERATIONS FORM to MPI HQ by the designated deadline.

## **1.5 BOARD MEETING DATES AND ATTENDANCE**

Board meetings will be scheduled as needed and usually once per quarter. The meetings are open for attendance by any Chapter member in good standing. The President can alter this schedule. A list of meetings will be provided to the board and committee chairs at the beginning of the calendar year.

Attendance is also required at the annual leadership training event (Chapter Tools), and the annual board planning retreat.

**1.5.1. Absences.** 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.

## **1.6 DOCUMENT RETENTION AND DESTRUCTION POLICY**

**1.6.1 Rules.** The Organization’s staff, volunteers, Board Members and outsiders (i.e., independent contractors via agreements with them) are required to honor these rules: (a) paper or electronic documents indicated under the terms for retention below will be transferred and maintained by the Chapter Administrator/Executive Director; (b) all other paper documents will be destroyed after three years; (c) all other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year; and (d) no paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.

### **1.6.2. Terms for retention.**

#### **a. Retain permanently:**

*Governance records* – Charter and amendments, Bylaws, other organizational documents, governing board and board committee minutes.

*Intellectual property records* – Copyright and trademark registrations and samples of protected works.

*Financial records* – Audited financial statements, attorney contingent liability letters.

**b. Retain for Five years:** (Moved from Retain permanently)

*Tax records* – Filed state and federal tax returns/reports and supporting records, tax exemption determination letter and related correspondence, files related to tax audits.

**c. Retain for three years:**

*Employee/employment records* – Employee names, addresses, social security numbers, dates of birth, INS Form I-9, resume/application materials, job descriptions, dates of hire and termination/separation, evaluations, compensation information, promotions, transfers, disciplinary matters, time/payroll records, leave/comp time/FMLA, engagement and discharge correspondence, documentation of basis for independent contractor status (retain for all current employees and independent contractors and for three years after departure of each individual).

*Lease, insurance, and contract/license records* – Software license agreements, vendor, hotel, and service agreements, independent contractor agreements, employment agreements, consultant agreements, and all other agreements (retain during the term of the agreement and for three years after the termination, expiration, non-renewal of each agreement).

**c. Retain for one year:**

*All other electronic records, documents and files* – Correspondence files, past budgets, bank statements, publications, employee manuals/policies and procedures, survey information.

**1.6.3. Exceptions.** Exceptions to these rules and terms for retention may be granted only by the Organization's President.

## 1.7 WHISTLEBLOWER POLICY AND CODE OF ETHICS

Each board member will be required to sign a copy of the Whistleblower Policy and the Code of Ethics at the beginning of each year.

1.7.1. This **Whistleblower Policy (Appendix D)** of (MPI Sacramento Sierra Nevada Chapter): (1) encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the Organization; (2) specifies that the Organization will protect the person from retaliation; and (3) identifies where such information can be reported.

**Encouragement of reporting.** The Organization encourages complaints, reports or inquiries about illegal practices or serious violations of the Organization's policies, including illegal or improper conduct by the Organization itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar

illegal or improper practices or policies. Other subjects on which the Organization has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via the Organization's human resources channels, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

**Protection from retaliation.** The Organization prohibits retaliation by or on behalf of the Organization against staff or volunteers for making good faith complaints, reports, or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The Organization reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports, or inquiries or who otherwise abuse this policy.

**Where to report.** Complaints, reports, or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports, or inquiries. They should be directed to the Organization's chief employed executive or the President; if both of those persons are implicated in the complaint, report, or inquiry, it should be directed to the President-elect. The organization will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize that the Organization may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

1.7.2 The **Code of Ethics (Appendix E)** validates the volunteers' full acknowledgement of the commitment they are undertaking and their responsibility to carry out their role with the utmost professionalism and integrity.

## SECTION 2: EXECUTIVE COMMITTEE

- 2.1 **The Executive Committee:** An Executive Committee may be established as an option in accordance with **Article IX, Section 1** of the chapter bylaws. The President chairs special meetings of the Executive Committee which may occur to address issues or topics that require attention in between regularly scheduled board meetings. The work of the executive committee is to a) support the strategic decision-making of the board, b) serve as a sounding board for management on emerging issues, problems or initiatives, and c) facilitate communication on organizational matters. The Executive Committee presents any actions or recommendations to the board to ratify at the next board meeting, or by email, or teleconference, if urgent.

## SECTION 3. BOARD ELECTION & SERVICE

- 3.1 **NOMINATING COMMITTEE PROCEDURES.** Outlined in chapter minimum bylaws **Article X, Section 2**. Nomination policies cannot conflict with the chapter bylaws.

- 3.1.1 **Governance and Nominating Committee Formation.** The Immediate Past President shall chair the Nominating Committee, with the President-Elect serving as a member of the committee. The remaining members of the Nominating Committee shall be appointed by the Immediate Past president with the approval of the Board of Directors. There shall be no less than four (4) members including the chairman.

To eliminate conflict of interest no member of the Nominating Committee shall have his or her name placed in nomination by the Committee for an office or a seat on the Board of Directors.

- 3.1.2. **The Governance and Nominating Committee Function.** The Committee shall act as the official canvasser for the Chapter and shall be responsible for the management of all aspects of the nomination and election process including the following:

- 3.1.2.1. Establishing and adhering to a nomination and election calendar that assures timely completion of the elections in accordance with Chapter Bylaws which require completion process no later than July 31 of each year.
- 3.1.2.2. Soliciting nominations from the floor at the first monthly meeting after the announcement of the slate of candidates.
- 3.1.2.3. Securing nominee consent.
- 3.1.2.4. Developing a slate of candidates from among the members of the Chapter who are eligible for election in accordance with Article VI, Sections 2, 3 and 5 of the Bylaws. This slate shall include nominees for the positions of President-elect, Vice Presidents of Finance, Education and Events, Membership, and Communications, and nominees for other officer positions (directors) as established and specified by the Board of Directors. Job descriptions and duties for each elected officer may be found in **Appendix F**.
- 3.1.2.5. Directing the posting the slate of nominees to Chapter members.
- 3.1.2.6. Managing any matters regarding a contested slate.
- 3.1.2.7. Presenting the slate to the Board of Directors for election.
- 3.1.2.8. Announcing the results of the elections to the MPISSN membership.
- 3.1.2.9. Submitting names of elected Officers and Board Members to MPI headquarters by the designated date each calendar year.
- 3.1.2.10. Implement activities per the annual timeline.

February	Submit Nomination Committee Members to the Board
March	Membership Communication inviting consideration
April	Develop a list of prospects and interested parties
May/June	Request nominations from the floor at an event Contact prospects and gauge interest level
June	Deliberate and approve slate as presented by Nominations Committee
July	Post Slate and/or address contested slate per policy to Membership
August 1	Submit Slate to HQ and announce to members

3.1.3 **Transition processes and orientation requirements.** The Governance and Nominating Committee shall communicate requirements of all newly elected officers and directors to participate in the annual leadership training event (Chapter Tools) to facilitate the smooth transition of officers and to ensure appropriate orientation to MPISSN policies and procedures of operation.

- 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 election 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 August 1st. Chapter will submit to MPI Global the approved slate on the template provided by MPI Global on or before August 1st of each year, unless MPI Global selects an alternate date.
- 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 within two weeks of the board member's 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 September and November of the calendar year. Chapters also have the option to hold a mid-year assessment retreat between April and June of each calendar 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.

### III. COMMITTEES, TASK FORCES, AND ADVISORY COUNCILS

#### SECTION 1. STANDING COMMITTEES

Note: Standing Committees are distinct from other committees prescribed by chapter bylaws (**Article X**) including the *Executive Committee*, *Audit and Finance Committee*, and the *Governance and Nominating Committee*, which are addressed elsewhere in this manual.

- 1.1 **STANDING COMMITTEES:** A volunteer Chair will be appointed for each standing committee annually. Chairs are appointed by the President-Elect with the insight of the Immediate Past President and other directors all of whom are responsible for proper succession planning for the chapter. Chairs are guided and encouraged to form their respective committees with the assistance of the President-Elect who has a primary duty to organize and recruit volunteers. A board vote is not required in the appointment of volunteer Chairs and committee members. *At the minimum*, these Standing Committees shall form annually:

Committee	Purpose	Timeline	Responsible to:	Recommended # of Volunteers
Annual event committee	To produce primary annual fundraiser/annual meeting and board induction	February through October	VP Education and Events	5-10
Awards and recognition committee	To honor and recognize individuals for chapter specific awards and chapter longevity	September through December	VP Membership	6 - 8
Crab Feed committee	To produce festive midyear fundraiser	October through February	VP Education and Events	5-10
Education programs committee	To plan and implement all education programs	Year-round	VP Education and Events	8 - 10
Membership recruitment/retention committee	To actively promote and foster membership in MPISSN	Year-round	VP Membership	8

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

- 2.1 **ADVISORY COUNCILS AND TASK FORCES:** Volunteers for any advisory councils and/or task forces shall be appointed as determined by the board of directors although a board vote is not required to form a council or task force.

2.1.1 **Past Presidents Advisory Council**

Purpose: The Past Presidents Advisory Council aids the board of directors by offering advice and guidance, presenting insight on emerging issues, mentoring directors and officers, and other issues as needed.

Responsibilities/Timelines:

- The past presidents of MPISSN shall be known collectively as the Past Presidents Advisory Council (PPAC).
- The PPAC shall serve in an advisory and support capacity to the President and Board of Directors and shall serve as mentors to chapter leaders.
- The PPAC shall be composed of all past presidents who are currently members in good standing of MPISSN, or who have retired from the industry.
- Past Presidents of MPISSN who no longer members of the Sacramento Sierra Nevada Chapter, shall be considered affiliate, or ex-officio members of the PPAC and will be invited to Council meetings and events.
- Following each PPAC meeting, the Chair shall provide a report to the Board of Directors.
- The PPAC shall meet quarterly, or as determined by the Council members.
- The President and President-Elect will be invited, and are encouraged, to attend all PPAC meeting.

The Immediate Past President shall serve as the Chair of the PPAC and serve as the liaison to the Board of Directors.

### SECTION 3. VOLUNTEER ROLES & RESPONSIBILITIES

- 3.1 **Expectations of Committee, Advisory Council and/or Task Force Chairs:** If necessary, co-chairs may be assigned to share the responsibilities of a position. Position descriptions, including extensive detail and timelines, are provided in **Appendix F** for each chair role. There may be times when not all of these roles are filled, which can be allowed with the approval of the MPI SSN Board of Directors.

The universal expectations of every volunteer chairperson include the following:

- Clearly communicate purpose/charge for the group. If changes in direction occur, communicate to group in a timely manner.
- Ensure that expenses are within the parameters of the board-approved budget and specific to line-item detail.
- Develop work plans to achieve purpose/charge and clearly communicate responsibilities/assignments for each member. Create a positive volunteer experience for all.

- Complete any assignments by pre-determined deadlines.
- Draft and disseminate meeting notes/summaries to document actions and guide volunteers.
- Draft and submit progress (via TSR reporting) to assigned Board of Director as needed.
- Ensure volunteer reimbursement requests are submitted and paid within 30 days of funded meeting.

Volunteer chairs shall convey these minimum expectations of their respective volunteer **committee members** to encourage positive outcomes and success in meeting the objectives of the committee:

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

## IV. **FINANCE**

### SECTION 1. CALENDAR YEAR

- 1.1 The calendar year of the chapter for financial and business purposes is January 1 through December 31 unless otherwise determined by the chapter with MPI Global approval.

### SECTION 2. ANNUAL BUDGET

- 2.1 The **annual budget** is prepared by the Office of the President (President, President-Elect, Immediate Past President) in collaboration with the VP Finance and Executive Director/Chapter Administrator for review by the Executive Committee/Board. The Board of Directors approves the annual operating budget in compliance with MPI Global bylaws and prior to December 1. All chapter operations will be in alignment with the annual, board-approved budget. All directors and chairs will work within the parameters of specific line-item detail. Any adjustments must be board approved.
- 2.2 **Contractual and Financial Obligation Policy:** Among the responsibilities of the Board of Directors are the execution of contracts and the fiscal encumbrance of the assets of the Chapter. The Board delegates this responsibility to the President who has sole authority to sign on contracts and agreements. In the President's absence, the Immediate Past President may sign. Chapter Administrator/Executive Director may also sign at the direction of the OOP.

Board members, committees and staff should be free to incur obligations to the amount of the approved budget.

MPI Sacramento Sierra Nevada prepares an annual operating budget that is constructed as a functional budget. It does so in order that various committees can accurately track revenue and expenses relative to their specific committee(s). Annually, committee chairs propose a specific budget for their committee, which is then incorporated into the operating budget for final adjustment. This budget is then reviewed and approved by the Board of Directors. The budget is developed based on prior years' data and performance and, in the case of events, on per person calculations for revenue and expense. Thus, if any committee wishes to deviate from the budget numbers, it must first ask and receive approval from the Board of Directors for such budget exceptions. The annual budget is developed on a line-item basis. Thus, budget allocations for one item may not be used to increase the budget for other line items.

#### 2.2.1. **Contracts Policy**

- No contracts obligating MPI Sacramento Sierra Nevada shall be executed which are not reflective of the Policies of MPI Sacramento/Sierra Nevada.
- All contracts shall be reviewed by the Chapter Administrator and executed by the President.
- The Chapter Administrator/Executive Director shall report any contractual or other financial obligation to the MPI Sacramento Sierra Nevada Board of Directors within 30 days of execution.

#### 2.2.2. **Undisputed Invoices**

All undisputed invoices or portions of undisputed invoices from vendors will be paid promptly on receipt, so long as they are accompanied by the **Check Request form (Appendix G)**.

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

*Reference: MPI Policies Article V, Section II Addendum*

- 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 reserve target of a minimum of 25% of annual fixed expenses, excluding event-related expenses, to ensure the Chapter's operational stability. 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 Sacramento/Sierra Nevada will maintain adequate reserves for the following purposes:
  - Unpredictable events/emergencies 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.
  - 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.

3.5 **Investment Policy:** MPI Sacramento Sierra Nevada shall be attentive to risk and adhere to investment guidelines regarding the diversification of MPI Sacramento Sierra Nevada assets;

**3.5.1. Investment Objective**

The Board of Directors of MPI/Sacramento Sierra Nevada has authorized the Vice President of Finance to make **low risk** investments in order to maintain a high level of current income and to achieve growth in principle over the long term. These guidelines are a general direction and provide some discretionary authority to the Board in expectation, but not assurance, that the policy will yield the desired results.

**3.5.2. Responsibilities of the Account Representatives**

The Vice President of Finance, on behalf of the Board, is responsible for oversight of MPI Sacramento Sierra Nevada assets. Under the Board's **low risk** posture, investments are restricted to either certificates of deposit or money market accounts. The Vice President of Finance, in consultation with the Accountant and the Chapter Administrator/Executive Director, will determine which amounts should be held as normal business checking and which are to be transferred to higher yielding products, based on an analysis of MPI Sacramento Sierra Nevada's cash flow needs.

**3.5.3 Risk Tolerance**

Investment theory and historical capital market return data suggests that, over long periods of time, there is a relationship between the level of risk assumed and the level of return that can be expected in an investment program. In general, higher (i.e., volatility of return) is associated with higher returns. Given this relationship between risk and return, the target will be a **low-risk** strategy.

**3.5.4 Performance Evaluation**

The Board will monitor the investments and evaluate the success in achieving the investment objectives for current and future needs.

**3.5.5 Approval**

The investment policy as set forth in this document will be reviewed periodically by the Board to consider and implement changes. Deviations from the investment policies and constraints outlined in this document may be authorized in writing by the Board when it determines that the deviation does not constitute a material departure from the spirit of this Investment Policy. Only the MPI Sacramento/Sierra Nevada Board of Directors may make substantial and material modifications of this investment policy and may do so by mail or facsimile ballot with most of those voting approving the action to be taken.

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

- 4.1 **Request for proposals** shall be encouraged for education programs, trade show, crab feed, annual event, and board retreats. Request for proposals shall include letter of transmittal, qualifications of the firm or company, the approach to be utilized and the maximum, all-inclusive fees that will be charged. Request for proposals should be secured from no less than two (2) qualified vendors, as possible, and ideally from suppliers who maintain membership with MPI.

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

- 5.1 It is the policy of MPI Sacramento Sierra Nevada Chapter to reimburse only reasonable and necessary expenses actually incurred by Board Members.

- 5.1.1. **Reimbursement for Board of Directors Travel Expense:** Expenses incurred while attending Chapter Business Summit and World Education Congress qualify as reimbursable travel only as budgeted and approved by the board. When incurring business expenses, MPI Sacramento Sierra Nevada Chapter expects Board Members to:

- Always seek employer support first.
- Exercise discretion and good business judgment with respect to those expenses.
- Be cost conscious and spend MPISSN's money as carefully and judiciously as the individual would spend his or her own funds.
- Report expenses, supported by required documentation, as they were actually spent.

- 5.1.2. **Personal and Spousal Travel Expenses:** Any additional expenses incurred as a result of personal travel, including but not limited to extra hotel nights, additional stopovers, meals or transportation, are the sole responsibility of the individual and will not be reimbursed by MPI Sacramento Sierra Nevada Chapter. Expenses associated with travel of an individual's spouse, family or friends will not be reimbursed by MPI Sacramento Sierra Nevada Chapter.

5.1.3. **Reimbursable Travel Expenses:**

Airfare: The lowest available coach fare should be booked (e.g. 21-day advance purchase). Convention meeting dates are published well in advance, allowing for timely reservations. Costs related to upgrades utilizing frequent flyer miles are not reimbursable. Delays (weather, mechanical) in travel beyond the control of the individual will generally be considered reimbursable; however, a full justification/explanation and appropriate documentation must accompany the expense report.

Lodging: For official MPI Sacramento Sierra Nevada Chapter travel to Chapter Business Summit and WEC negotiates specific hotel rates (Corporate and Government). These are the only acceptable rates for reimbursement unless the traveler has secured a lower rate through their own efforts. Reservations must be made prior to the room block cut-off date if the traveler is utilizing the rates negotiated by the HQ. If the Board Member fails to make the reservation prior to the cut-off date and incurs a higher rate, reimbursement of the higher cost is at

the discretion of the President. If the Board Member chooses to stay at a hotel other than the approved conference hotel(s), only the amount of the negotiated rate at the approved hotel(s) will be reimbursed toward the stay at the alternative lodging.

Transportation: If by personal car the current IRS mileage rate should be used. The cost should not exceed the lowest available airfare, plus necessary ground transportation. Reimbursement for the use of rental cars is not authorized unless they are required for MPI Sacramento Sierra Nevada Chapter business or are less expensive than the normal mode of transportation. Advance approval by the President is required. Rental cars must be refueled prior to return. Transportation to and from the airport to hotels should be by the lowest cost available – i.e. – hotel/airport shuttle, metro, taxi.

Parking/Tolls: Parking costs and tolls incurred when using your personal vehicle or authorized rental car are reimbursable.

Meals: Meals are not covered by the chapter for attendance at any event.

Airport Parking: Airport parking costs are reimbursable. Individuals should select the lowest cost option.

**5.1.4 Non-Reimbursable Travel Expenditures:** MPI Sacramento Sierra Nevada Chapter maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by a nonprofit organization. Expenses that are not reimbursable include, but are not limited to:

- a. Alcohol
- b. Fees for upgrades of air, hotel and auto costs
- c. Entertainment
- d. Personal travel during MPI Sacramento Sierra Nevada Chapter trip
- e. Spousal expenses
- f. Limousine travel
- g. Business conferences which are not approved by the President or Board
- h. Laundry service
- i. Traffic citations
- j. Auto repairs
- k. In-room movies, costs for use of hotel gym, massage, or sauna
- l. Valet parking, unless there is no “self-park” option, or self-parking is an unsafe option.
- m. In-room internet access for personal, non-business-related use

All claims must be approved by the President prior to reimbursement. Exceptions to this policy must have prior written approval of the Board of Directors.

5.2 For any travel directed or offered by MPI Global, chapter board members will comply with expense and reimbursement guidelines outlined for such event by MPI Global procedures.

5.3 **Budgeted Chapter Expenses:** Officers, directors, chairs, and volunteers shall adhere to the following regarding budgeted chapter expenses.

5.3.1 **Expense Report:** All requests for reimbursement shall be made using the standard MPI Sacramento Sierra Nevada Chapter **Check Request Form (Appendix G)**. The form may be downloaded from the MPISSN website. The check request shall be submitted immediately and at least within two weeks of the program expense or completion of travel (if travel reimbursement is requested). The check request must include:

- The individual's name.
- If reimbursement for travel is requested, the date, origin, destination, and purpose of the trip.
- The amount of each expense categorized under the appropriate Expense Report line item with supplemental description, if needed.

All travel expense reports must be signed and dated by the President or President elect. All other expense reports must be signed by the Vice President for the program area overseeing the activity.

5.3.2 **Receipts:** Receipts are required for all expenditures. No expense will be reimbursed to any volunteer unless the individual requesting reimbursement submits the check request form with written receipts or invoice showing the vendor's name, a description of the services provided (if not otherwise obvious), the date, and the total expenses, including tips (if applicable).

5.3.3. **Compensation and Reimbursement of Guest Speakers' Expenses:** As consideration for services rendered by speakers, Sacramento Sierra Nevada Chapter shall provide the speaker:

- a. Complimentary event registration.
- b. Hotel accommodations for the night before or after the presentation (only when arranged by Sacramento Sierra Nevada Chapter). (In the event the Speaker must stay at the hotel for additional nights due to travel delays through no fault of Speaker, Sacramento Sierra Nevada Chapter shall pay all hotel accommodation costs for such additional night(s) otherwise additional nights are the responsibility of the speaker.)
- c. Air travel from the nearest large airport to speakers' home to the Sacramento International Airport and back, and this will only be reimbursed with the presentation of a receipt of economy class travel made at least 21 days prior to the event.
- d. Ground transportation to and from the speaker's home and their local airport. And from the event site to the Sacramento International Airport will be reimbursed when the chapter is provided with a receipt. The chapter will not pay for car rentals or private transportation.



- e. Meals will be reimbursed when the chapter is presented with receipts not to exceed \$60 per day including travel days.
- f. An Honorarium will be paid to the speaker by event when presented with an invoice in advance. No check will be cut without a current W-9 form.

## 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 with the opportunity to opt out of solicitation emails from both the chapter and MPI Global.
- 6.2 **Chapter Sponsorship Policies:** MPISSN's Strategic Partnership & Advertising Kit (**Appendix H**) shall reflect the offerings of the chapter. It shall be reviewed annually and approved by the board of directors to reflect market-appropriate opportunities.

## SECTION 7. PAID STAFF ADMINISTRATORS

- 7.1 **Duties:** Paid staff administrators must adhere to the standards and qualifications established by MPI Global. A minimum scope of services as outlined below will be included in administrator RFP and contracts. Additional services above the minimum requirements can be added by the chapter at their discretion with board approval.

7.1.1. Minimum scope of services of paid administrator shall include the following for the provision of professional management and administrative services:

- Provision of headquarters office and necessary technology to support all methods of communication with board and members, e.g., phone fax, email, computers, printer, software, etc.
- Proven skills in all administrative functions and support for small associations
- Capable in bookkeeping services
- Capable in website management, i.e., content management systems
- Capable in event management and registration
- Capable in recordkeeping and documentation
- Capable in all facets of board support

- 7.2 **Management of Paid Staff:**

7.2.1 The chapter President is authorized to execute the contract between MPI Sacramento Sierra Nevada Chapter and its contract Chapter Administrator/Executive Director and Contract bookkeeper (which may be one and the same), on behalf of the chapter.

7.2.2 The Chapter Administrator/Executive Director Yearly Performance Review shall be the responsibility of the Immediate Past President. The President Elect, President, Immediate Past President, and Vice Presidents for the year in review shall offer feedback. Vice Presidents also reach out to Committee Chairs (for the year in review) for feedback, when appropriate. Chapter Administrator/Executive Director evaluations should correlate to the current scope of services. The Chapter Administrator/Executive Director, Immediate Past President and President should

be present for review. A copy the of signed review shall be kept on file. The Immediate Past President shall keep the board informed throughout the process.

- 7.3 **Evaluation of Paid Staff & Contract Renewals:** Each chapter is required to complete an annual review of their administrative services prior to end of the chapter year. The Chapter must at a minimum adhere to the evaluation guidelines provided on the sample template. Additional processes can be deemed necessary at the chapter's 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 **Process for Determining Compensation:** The process for determining compensation for the Chapter Administrator/Executive Director and/or association management company and/or third party administrator shall include the following elements: (1) review and approval annually by the Compensation Committee (Office of the President) of MPISSN; (2) use of data as to comparable compensation; and (3) contemporaneous documentation and recordkeeping.

7.4.1 The Office of the President has the authority to negotiate the Chapter Administrator/Executive Director/paid staff's annual contract and compensation, pending the results of the annual, formal evaluation.

- **Review and Approval.** The Compensation of the Chapter Administrator/Executive Director and/or Association Management Company and/or Third-Party Administrator is reviewed and approved by the Compensation Committee (Office of the President) of MPISSN annually provided that person(s) with conflicts of interest with respect to the compensation arrangement at issue shall not be involved in this review and approval.
- **Contemporaneous Documentation and Recordkeeping.** There is contemporaneous documentation and recordkeeping with respect to the deliberations and decisions regarding the compensation arrangement.

## **SECTION 8. COMPLIMENTARY ADMISSION TO PROGRAMS AND EVENTS**

- 8.1 **Complimentary Registrations:** Approved complimentary registration may be charged to the budget line item of the sponsoring committee, group, or individual. Officers, Directors and committee chairs shall not receive any compensation for their service to MPI.

## **SECTION 9. JOINT VENTURE**

- 9.1. MPISSN shall evaluate its participation in joint venture arrangements under Federal tax law and take steps to safeguard the organization's exempt status with respect to such arrangements. It applies to any joint ownership or contractual arrangement through which there is an agreement to jointly undertake a specific business enterprise, investment, or exempt-purpose activity as further defined in this policy.

9.1.1. It is the general policy of the Organization to engage in Joint Ventures or other joint business enterprises only with other tax exempt organizations. However in the event

the Organization enters into any such arrangements then it shall do so only in compliance with the following procedures.

**9.1.1.1 Joint ventures or similar arrangements with taxable entities.** For purposes of this policy, a joint venture or similar arrangement (or a “venture or arrangement”) means any joint ownership or contractual arrangement through which there is an agreement to jointly undertake a specific business enterprise, investment, or exempt-purpose activity without regard to: (1) whether the Organization controls the venture or arrangement; (2) the legal structure of the venture or arrangement; or (3) whether the venture or arrangement is taxed as a partnership or as an association or corporation for federal income tax purposes. A venture or arrangement is disregarded if it meets both of the following conditions:

- a. 95% or more of the venture’s or arrangement’s income for its tax year ending within the Organization’s tax year is excluded from unrelated business income taxation including but not limited to: (i) dividends, interest, and annuities; (ii) royalties; (iii) rent from real property and incidental related personal property except to the extent of debt-financing; and (iv) gains or losses from the sale of property; and
- b. the primary purpose of the Organization’s contribution to, or investment or participation in, the venture or arrangement is the production of income or appreciation of property.

**9.1.1.2. Safeguards to ensure exempt status protection.** The Organization will: (a) negotiate in its transactions and arrangements with other members of the venture or arrangement such terms and safeguards adequate to ensure that the Organization’s exempt status is protected; and (b) take steps to safeguard the Organization’s exempt status with respect to the venture or arrangement. Some examples of safeguards include:

- a. control over the venture or arrangement sufficient to ensure that it furthers the exempt purpose of the organization;
- b. requirements that the venture or arrangement gives priority to exempt purposes over maximizing profits for the other participants;
- c. that the venture or arrangement not engage in activities that would jeopardize the Organization’s exemption; and
- d. that all contracts entered into with the organization be on terms that are arm’s length or more favorable to the Organization.

**9.1.1.3. Existing Joint Ventures or Joint Business Enterprises.** As of the date of adoption of this policy the Organization does not participate in any joint ventures.

## **SECTION 10. GENERAL FINANCIAL OPERATIONS**

**10.1 Fiduciary Responsibility:** It is the fiduciary responsibility of every Board Member of the Board of Directors and every Committee Chair to maintain and improve the financial health of the Chapter. If there is a proposal to spend money for an event or project, and that expenditure is

not already contained in an approved budget, Board approval must be obtained in advance of making the expenditure. Such requests shall be submitted in writing to the MPI Sacramento/Sierra Nevada Board of Directors and shall specify the amount and reasons for the expenditure.

- 10.2 **Check Request Forms:** It is the responsibility of Board Members and Committee Chairs to complete a check request form (**Appendix G**), duly signed by the requesting party, and submit it, together with appropriate documentation, to the Chapter Administrator/Executive Director. The purpose of this policy is not to restrict already budgeted expenditures, but to ensure that the expenditures are assigned to the correct budgetary line items. The Chapter Administrator/Executive Director or bookkeeper shall not cause any payments to be issued that do not adhere to this policy.
- 10.3 **Invoice Request Forms:** It is the responsibility of Board Members and Committee Chairs to provide information in writing on the Invoice Request Form (**Appendix I**) to the MPISSN office regarding commitment for payment to MPISSN. It is the responsibility of the Chapter Administrator/Executive Director and/or bookkeeper to ensure that invoicing is produced on a timely basis and revenues collected. Examples of such payments are: *Key Partnerships, Sponsorships, and Advertising*.
- 10.4 **Check Issuance Policy.** Checks will be prepared weekly, or as often as necessary, and submitted to the authorized individuals with check signing responsibilities. This includes the VP of Finance, the President, the Immediate Past President, and the President-Elect. In no instance shall a check be signed by the person to whom the check is issued. Executive Director/Chapter Administrator shall expedite check processing to ensure timely payment.
- 10.5 **Monthly Bank Reconciliation.** Upon receipt of monthly bank statements, the bookkeeper will reconcile the chapter account. The bookkeeper will produce the following financial reports within ten (10) days of receipt of the statements:
- Statement of Financial Position
  - Profit and Loss Statement
  - Budget versus Actual Statement
  - Others as deemed useful for board business and management of program areas
- 10.6 **Credit Card and Online Registration Processing.** Credit card transactions and online registration shall be available to members to facilitate convenience and ease, and security. The Chapter Administrator/Executive Director manages the application and enters information, as required, manually (i.e., checks or faxed credit card numbers and any transaction not automatically handled by the application) and shall update daily.
- 10.7 **Deposits.** Checks received by MPI Sacramento Sierra Nevada will be deposited within the same week in which they are received by the Contract Bookkeeper and, in no event shall checks be held for more than eight days without proper justification for doing so. Cash deposits shall be performed by the Chapter Administrator/Executive Director within one week of receipt.
- 10.8 **Delinquent Accounts.** VPs, directors, or chairs who submit an invoice request are responsible for all follow-up to ensure that receivables do not extend out more than 30 days.

## V. CHAPTER EVENTS

### SECTION 1. EDUCATIONAL & SOCIAL EVENTS:

- 1.1 **Educational Programs:** MPISSN shall produce quality, accessible education programs for members' professional development, attentive to the following:
  - 1.1.1. **Education Luncheon Meeting Fees:** The Board of Directors shall determine the effective pricing of events upon determining the annual budget during the Annual Retreat. Non-members shall pay higher rates than Members to attend events. It is at the discretion of the Board to apply Early Bird or Late Rate tiered pricing.
  - 1.1.2. **Payment to hotels and caterers** that supply food and beverage for all chapter education and events will be reviewed by the board of directors as needed. The amount paid to suppliers for breakfast shall not exceed \$20 inclusive, and \$50 inclusive for lunch, unless otherwise pre-approved by the Board.
  - 1.1.3. **Audio visual equipment:** Whenever possible, audio/visual equipment shall be secured through donations. The in-house AV company of the facility to be used will be given first option to provide the equipment at no charge. If the in-house AV company is unable to do this, an AV company with an MPI member on staff will be invited to provide the equipment at no charge with a minimum of one week's notice prior to the event. A list of AV companies with MPI Sacramento Sierra Nevada members on staff will be maintained by MPISSN staff and may be contacted by the committee. If the equipment is not available at without charge, the company submitting the lowest bid will be selected. At its discretion, the chapter may purchase its own audiovisual equipment.
  - 1.1.4. **Distribution of material/Table-top displays:** Only materials related to MPI-sponsored event or projects, or materials from the event host, or event sponsor may be displayed. Arrangements are made by the program committee in advance of the meeting.
- 1.2 **Networking/Social Programs:** MPISSN shall produce quality, accessible programs for the purpose of enhanced networking and chapter fundraising, attentive to the following:
- 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, or Affiliate 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 **Meeting and event registration procedures:**

- 1.5.7 **Cancellation Policy:** Should a member or guest pre-pay for attendance at a meeting or event and need to cancel their registration, an email or fax must be sent to the MPI SSN office three (3) working days prior to the meeting to assure application of payment to the next meeting.
- 1.4.2. **No-Show Policy:** There are no provisions for refunds to pre-paid members or guests who do not cancel and do not attend MPI SSN meetings and events. Exceptions may be made for emergencies. The amount would be credit toward a future event of the same value and within the same fiscal year.
- 1.4.3. **Invoice Policy:** MPISSN will NOT invoice for events and all fees must be paid by the date of the event or attendance will be prohibited.
- 1.4.4. **Replacement for Pre-Paid Member Registrant:** Should an MPISSN member pre-pay and be unable to attend a meeting or event, an individual from the same organization may attend. If the replacement is not an MPISSN member, the difference in fee must be paid in advance or at the event.
- 1.4.5. **Pre-Registered Definition:** A pre-registered member or guest is one who has registered online or by fax and paid the fee for the event before the announced cut-off date stated in advertising for the event. Phone or email registrations are not accepted.
- 1.4.6. **Limit on Non-Member Attendance:** Guests, nonmembers, and former MPI members may attend up to a maximum of two events. After two events, the individual must join or rejoin MPI. This includes special events, tradeshow, or the auction/installation dinner. Past Presidents, who have retired and who no longer work in the meeting industry and no longer retain membership in MPI, may attend MPISSN luncheons and events at the member rate.
- 1.4.7. **Attendance of Hotel Staff from Hosting Venue:** Up to two (2) hotel/venue representatives from the host site for a given MPISSN education program may attend that MPISSN educational luncheon and/or workshop with the understanding that the host venue covers the representatives' meal costs, and that the offer is based on space availability. MPISSN education committee members who are responsible for negotiating hotel venue locations will maintain some flexibility in negotiating the number of representatives as appropriate if the venue pursues additional representation and space allows.
- 1.5 **Drawing/Raffle Prize Eligibility:** All MPI Sacramento/Sierra Nevada members and guests (Planners or Suppliers) shall be eligible to participate in all raffles and/or drawings conducted during any MPI Sacramento/Sierra Nevada meeting or event unless such participation is prohibited by law. If a meeting sponsor requests that only eligible planners participate in a special drawing for a prize, they have donated then this will be allowed.
- 1.6 **Media Attendance at MPISSN Functions:** Media professionals are required to pay the nonmember rate at all events unless the Public Relations committee requests otherwise. Cost

of luncheon(s) will be charged to the Public Relations Committee. If media professionals wish to attend, but not eat, they may do so without charge.

## **VI. 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 MPISSN shall communicate chapter activities six weeks prior to the events as planned per the chapter's 18-month calendar.

### **SECTION 3. ADVERTISEMENTS**

- 3.1 MPISSN shall honor the annually approved sponsorship/advertising package and its rates, sizes, and deadlines within.

### **SECTION 4. MAILING LISTS**

- 4.1 **Mailing List Policy:** MPI Sacramento/Sierra Nevada may sell and distribute membership mailing labels in accordance with the following policy.
  - Membership mailing labels may be exchanged with any other MPI chapter free of charge and to any other organization with prior approval of the MPISSN Board of Directors.
  - Membership mailing labels may be sold to private and public not-for-profit organizations and agencies offering products and services including educational programs which may further the professional goals of the membership or member client for a cost of \$75 per set of labels.
  - Membership mailing labels may be sold to private for-profit organizations, companies, corporations, agencies, and individuals for a cost of \$75 per set.
  - Staff shall require payment in advance and require a signed contract detailing the limitations of the use of the labels to one-time use.
  - Staff shall report monthly on the sale and distribution of MPI Sacramento/Sierra Nevada membership labels.

## VII. MISCELLANEOUS

### SECTION 1. PHILANTHROPIC ACTIVITY

- 1.1 **Community Outreach Program:** MPISSN Develops and presents plans for the interaction of the Chapter with the greater Sacramento community in programs for public benefit.

MPI SSN will contribute 100% of the revenue generated by fundraising activities at monthly programs to a charity or charities within the geographic region of the chapter, so long as the geographic region selected is within the state of California (required by Attorney General of the state of California. Revenue generated by fundraising activities at monthly events is posted as "Community Outreach Income." In May of each year, a call will go out to the membership soliciting proposals for charity(ies) for the upcoming program year. Any MPI SSN member may submit a proposal recommending support of a charitable event or organization to the Community Outreach Committee. The charitable organization shall be determined annually by a vote of the Board of Director at its year-end meeting (held prior to the new program year for which the charity(ies) will receive funds). MPISSN contributions distributed by the Community Outreach Committee shall be posted as a Community Outreach Committee expense line item.

Charity Selection Process is outlined in **Appendix J**.

- 1.2 **MPI Foundation "Spare Change" Collection:** MPISSN may take opportunities at education programs and events to collect "spare change" for the MPI Foundation. A total sum will be forwarded to MPI Foundation at year-end.