



## MEETING PROFESSIONALS INTERNATIONAL ARIZONA SUNBELT CHAPTER

### **POLICY MANUAL**

*Revision Date: April 25, 2018*

**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.

**CHAPTER PURPOSE STATEMENT:** The Arizona Sunbelt Chapter promotes excellence in the meeting industry through education, certification, advocacy and business alliances via our members.

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

## 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–** Business Plan updates are due from Vice Presidents to the Chapter Executive Director one week before each Board Meeting. Directors are responsible for submitting their team updates to their VPs as requested.
- 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 In accordance with the chapter's bylaws, the Board shall meet a minimum of 6-8 times a year. Special meetings may be called at the discretion of the Executive Committee should the need arise.

**Board Attendance and Absences:** In the event any Board Member is absent from either two (2) regular meetings of the Board of Directors, or one (1) regular board meeting and one (1) leadership retreat, during the course of the fiscal year, the issue comes before the board for discussion and consideration of dismissal from the Board of Directors. A 2/3<sup>rd</sup>'s vote of the Board of Directors will be required before a board member is dismissed. Attendance at board meetings is allowed by telephone or video, and the member is considered present.

In the event a member of the board is not able to attend a board meeting, or leadership retreat, advanced notice is required. Though advance notification is required, the absence is not excused. In addition, the absent board member must send their updates to their supervisor, who will report at the meeting or retreat.

The Board meetings shall be conducted using an abridged version of Robert's Rules of Order. A motion must be made and seconded for discussions to take place.

Motions are recorded and voted on at the Board meetings. Motions are documented in the meeting minutes for review and acceptance at the next Board meeting.

The President, as the presiding body at Board meetings, shall not be eligible to make a motion or to vote unless there is a tie. In that case, the President shall cast the deciding vote.

Every board meeting must have an agenda sent in advance of the meeting. The Executive Director shall prepare Board agendas and distribute after receiving approval from the President.

The proceedings for each Board meeting shall be recorded by preparing minutes. Those minutes shall be distributed to the Board, Committee leaders, the Chapter Operations Manager (CBM), and a master copy shall be kept for the file.

## SECTION 2: EXECUTIVE COMMITTEE

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

## SECTION 3. BOARD ELECTION & SERVICE:

### 3.1 NOMINATION PROCESS:

**Criteria:** All chapter members in good standing are eligible to submit a Board of Directors Application expressing interest to serve on the Board in the next term year.

#### **Facilitation & Approval of Nominating Committee:**

It shall be chaired by the Immediate Past President with the President-Elect serving as a member of the committee. The remaining members of the Governance and Nominating Committee shall be appointed by the President with the approval of the Board of Directors. There shall be no fewer than four (4) members, including the chairman. No current candidates for officer or director positions may serve on the Governance and Nominating Committee. Elections shall be conducted and submitted to MPI Global by March 1.

It is suggested that the nominating committee have at least two alternates in the event someone on the committee cannot serve. (Otherwise, if someone must leave the committee the process starts all over.)

**Nominating Committee Process:** In early October a communication shall be set forth to all members to complete a Board application. Such form is to be returned by each member to the Chapter Executive Director on or before a November deadline (is suggested) each year. The Chapter Executive Director will provide all forms to the Nominating Committee by an early December deadline (is suggested). In selecting nominees, the Nominating Committee shall interview and evaluate candidates to assure a balance of skills and experience on the MPIAZ Board of Directors. Interviews will be conducted by the Nominating Committee.

Applications must be received on or before, a November deadline (is suggested), to be considered. the Nominating Committee will review and interview all applications received. Interviews may be conducted by either a personal phone interview or in-person interview. All applicants will be asked a similar set of interview questions, determined by

the Nominating Committee. After all interviews are administered, the Committee will meet to discuss results to determine the slate of candidates.

Prior to January 25<sup>th</sup> of each year, the Nominating Committee shall submit a slate of one (1) candidate for each vacancy on the **MPIAZ** Board of Directors and each office of **MPIAZ**. Each January notice of the slate will be emailed to the membership and will be posted on the chapter website. Assuming no position is contested the submitted slate shall officially be elected. If the slate is contested, the final and binding list will be sent to MPI headquarters by March 1<sup>st</sup>. Nominating Committee names shall appear on the bottom of the slate when presented to the membership.

The Nominating Committee results will be shared with each candidate and will be kept confidential.

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

- 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 Committee Chairs who plan events requiring a paid attendance shall attend that event complimentary. (This includes Chair and Co-Chair of Awards Gala, EduCon, Holiday Party, Fundraiser, Business Owners Forum and Golf Tournament. Attendance at a monthly program is complimentary for the Property and Program Coordinators for that particular program).

Each Committee shall have a Board liaison and a Committee Chair or Co-Chair.

Anyone serving on a Committee must be a member of MPI.

Committee Chairs will come from the general membership and will report to the Board Director or Executive Committee Member, according to chapter leadership structure.

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

Committees shall be structured to offer as many members the opportunity to volunteer as is beneficial to accomplish required task(s).

Any member is eligible to serve on no more than two (2) current/active Committees during a program year without Board approval. A member can only serve as Chair/Co-Chair of one Committee unless Board approval is obtained.

No Committee Chair or Co-Chair shall serve more than two consecutive terms in the same position on any given Committee, unless approved by the Board of Directors.

Appointed Committee Chair shall select Co-Chair who will be the intended Chair the following year.

Each Committee Chair to develop yearly goals as set forth by chapter leadership.

Each Committee to meet as needed.

Committee meeting agendas shall be prepared and distributed to all Committee members, Director, Vice President, Executive Director and Office of the President prior to the meeting. The Committee Chair shall prepare the agenda.

The proceedings for each Committee meeting shall be recorded by preparing minutes. Those minutes shall be distributed to the Committee members (including the Director, Vice President, Executive Director and Office of the President) following each meeting.

Committee Chairs and Co-Chairs are required to have working knowledge of this document and the chapter's bylaws.

Committees will follow the current Business Plan adopted by the chapter.

Committee Chairs will encourage active participation and involvement of all Committee members in the implementation of the Committee's program of work.

Committees will coordinate with the Executive Director to schedule meetings and events, to avoid any conflicts.

Committees will ensure that the MPI chapter logo appears on all chapter publications, marketing materials, collateral and flyers.

Committees will ensure that the MPI Chapter address appears on all forms including raffle donation and sponsorship and those forms are sent directly to the MPI office.

Committee Chairs shall send all BEO's for all paid or sponsored MPIAZ programs to the Vice President and Board Director in department to review prior to being sent to the Chapter President for final approval and signature.

Committees are not authorized to: 1) sign contracts or BEO's on behalf of the chapter, 2) commit funds without the consent of the Board and/or Executive Director, 3) finalize or distribute programs or event materials without the final approval of the Board or Executive Director.

A member of the Committee shall be appointed to take and distribute meeting minutes.

Business Plan Updates are due from Vice Presidents to the Executive Director by the first Wednesday of each month. The updates should be written by Committees who will submit to their Directors who will then submit to their Vice Presidents.

### **COMMITTEES:**

#### **ANNUAL AWARDS GALA:**

Plans and implements the Annual Awards Gala.

Board of Director Position responsible: President

Recommended number of volunteers: 3/8

#### **BUSINESS OWNER FORUM:**

The Business Owners Forum is an informal gathering of MPI member business owners which meet at least twice a year (see rate sheet). The Committee Chair coordinates the educational content and provides a networking opportunity for member business owners.

Board of Director Position responsible: Director of Special Educational Projects  
Recommended number of volunteers: 3/8

**CAREER CONNECTIONS:**

Oversee and manages the job bank listings on the chapter website.

Board of Director Position responsible: Director of Communications  
Recommended number of volunteers: 3/8

**CERTIFICATION:**

Promotes the CMP Study Group and mentors prospective applicants for the CMP certification and CMM. Promotes the MPI Global Training which includes CMP and CMM designations to the chapter and the industry and the Certification I and Certification II programs.

Board of Director Position responsible: Director of Special Educational Projects  
Recommended number of volunteers: 3/8

**COMMITTEE VOLUNTEERISM (Adhoc Committee):**

Works to recruit members for the various chapter Committees.

Board of Director Position responsible: President Elect  
Recommended number of volunteers: 3/8

**COMMUNITY OUTREACH:**

Focuses on giving back to the community by soliciting volunteers from the chapter membership for community service projects throughout the year. Through these efforts, the Committee works to increase awareness of MPIAZ and the hospitality industry. Coordinate all of the volunteer and community service projects.

Board of Director Position responsible: Director of Communications  
Recommended number of volunteers: 3/8

**EDUCON:**

Organizes the annual education conference. The Committee selects a site, creates fun networking activities, develops educational content and ties the weekend together with a creative theme.

Board of Director Position responsible: Director of Special Educational Projects  
Recommended number of volunteers: 6/10

**GOLF TOURNAMENT:**

Plans and implements the Annual MPIAZ/HSMIAI Golf Tournament.

Board of Director Position responsible: Director of Fundraising & Special Events  
Recommended number of volunteers: 5/15

**GOVERNMENT RELATIONS:** There is no Government Relations Committee at this time.

**HOLIDAY PARTY:**

Plans and executes the Annual Holiday Party in December. The Committee finds the location and creates the theme.

Board of Director Position responsible: Director of Fundraising & Special Events  
Recommended number of volunteers: 4/10

**HOST AND HOSPITALITY:**

Assures that all members are aware of the upcoming monthly meetings and events by calling them prior. Welcomes all attendees to MPIAZ events and assists with registration at meetings/events.

Board of Director Position responsible: Director of Membership  
Recommended number of volunteers: 3/8

**MEMBERSHIP RECRUITMENT:**

Drive new member recruitment with a strong new member, guest, and mentoring program designed to welcome and educate on the return of investment that can be obtained by joining MPI.

Board of Director Position responsible: Director of Membership  
Recommended number of volunteers: 3/8

**MEMBER RELATIONS/RETENTION:**

Membership retention will be tasked to communicate to members the value of membership and help to retain current members.

Board of Director Position responsible: Director of Membership  
Recommended number of volunteers:3/8

**MINI-TRADESHOW:** There is no Mini-tradeshow Committee at this time.

**MONTHLY PROGRAMS:**

Creates, implements and designs ongoing educational programs to increase membership, knowledge within the meetings, events and hospitality industry as well as enhance business profitability.

Board of Director Position responsible: Director of Monthly Programs  
Recommended number of volunteers: 3/8

**NOMINATIONS COMMITTEE:**

**This committee facilitates the nomination process.** The IPP is the chair of the nomination committee as stated in the Bylaws. Also serving on the nomination committee is the President-Elect.

Board of Director Position responsible: Immediate Past President  
Recommended number of volunteers: 3/8

**PAST PRESIDENT'S COUNCIL:** There is no Past President's Council at this time.

**MARKETING/E-NEWSLETTER:**



Prepares press releases on MPIAZ activities, establishes relationships with local media, promotes all chapter events including the "Buy MPI" program, and creates opportunities for chapter media exposure.

Board of Director Position responsible: Director of Communications  
Recommended number of volunteers: 3/8

**SPRING FUNDRAISER:**

Plans and implements the annual Spring Fundraiser,

Board of Director Position responsible: Director of Fundraising & Special Events  
Recommended number of volunteers: 3/15

**SCHOLARSHIP COMMITTEE:**

This group oversees the Bobette Gordon Scholarship and regular scholarship applications and awards scholarships. Committee helps identify future leaders and encourage participation in chapter leadership opportunities.

Board of Director Position responsible: Past President  
Recommended number of volunteers: 3/7

**SOCIAL MEDIA COMMITTEE:**

Oversees and manages the chapter social media specific to posting, editing, refreshing, approving changes, and maintaining design integrity.

Board of Director Position responsible: Director of Communications  
Recommended number of volunteers: 2/3

**SPONSORSHIPS:**

Solicits prize donations and corporate/CVB sponsorships for all events throughout the year. Responsible for selling raffle tickets at monthly meetings.

Board of Director Position responsible: Director of Strategic Alliances  
Recommended number of volunteers: 2/6

**STUDENT RELATIONS:**

Responsible for promoting MPIAZ to potential student members planning a career in the industry, mentoring these students and liaising with the various institutions offering courses in the meetings industry.

Board of Director Position responsible: Director of Membership  
Recommended number of volunteers: 3/8

**WEBSITE COMMITTEE:**

Oversees and manages the chapter website specific to editing, refreshing, approving changes, and maintaining design integrity.

Board of Director Position responsible: Director of Communications  
Recommended number of volunteers: 3/5

SECTION 2. ADVISORY COUNCILS AND TASK FORCES: The chapter does not currently have any Advisory Councils or Task Forces but will appoint those 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 work plans to achieve purpose/charge and clearly communicate responsibilities/assignments for each member. Create a positive volunteer experience for all.
- 3) Complete any assignments by pre-determined deadlines.
- 4) Draft and disseminate minutes and summaries promptly.
- 5) Draft and submit progress report to assigned Board of Director as needed.
- 6) Ensure volunteer reimbursement requests are submitted and paid within 60 days of funded meeting.

#### 3.2 Expectations of Volunteer Members:

- 1) Focus on assigned purpose/charge for the group.
- 2) Attend meetings and conference calls.
- 3) Complete any assignments by pre-determined deadlines.
- 4) Communicate any challenges/concerns early to volunteer chair.
- 5) Submit volunteer reimbursement requests immediately following approved expenses but no later than 30 days.
- 6) 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 fiscal year is July 1 through June 30.

The chapter will utilize the Cash Basis of Accounting that recognizes revenues when they are received and expenses when they have been paid.

The chapter will maintain a Chart of Accounts.

Committee budgets will be prepared by the Vice President of Finance in April and presented to the Board for approval on or before June 30<sup>th</sup>.

The incoming Vice President Finance, who has actual budget responsibility, shall have the opportunity to review and revise the budget with the current Vice President of Finance. The current Vice President of Finance has the primary responsibility for

developing the new budget, ensuring there is a clear understanding of all components, which make up the budget. The incoming Executive Committee shall have input in the discussion, serving as the Finance Committee.

The final budget shall be voted on by the Board no later than the June 30th. It is the Executive Director's responsibility to ensure that a copy of the final, approved chapter budget is sent to MPI Headquarters and posted to the chapter website by MPI deadline.

A monthly financial statement will be provided to the Board by the Vice President of Finance through the chapter's accounting services, including an overall chapter finance statement and individual finance statements for all Committees. Currently the chapter has a one-year contract with Lisa Samuel and Rent-A-Controller. This contract will be reviewed on an annual basis.

There shall be an annual audit or review of all financial data provided by a finance professional independent of the current Vice President of Finance or the Executive Director.

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

The Vice President of Finance shall inform the Committee Chair of the importance and role of sponsorships in their budgets.

Expenses are neither budgeted for nor reimbursed by the chapter for Committee meetings, and/or celebrations.

All unbudgeted expenses must be approved by the Board.

All changes to the chapter budget and/or Committee budgets must be approved by the Board.

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

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

Each incurred expense must be documented on a "check request" form. The completed form with copy of invoice is then submitted by the Committee Chair to their Board Liaison and Vice President of Finance for signatures. Invoice should indicate the Chapter as the purchaser using the Chapter name and address. The Director will forward the signed form to the Executive Director. If necessary, the Executive Director will discuss the request with the Vice President of Finance and/or the President before approving.

All bills must be closed out in one month.

The chapter authorizes the use of a credit card to the Executive Director

A single signature on the chapter's check is allowed with authorization given to the President, President-Elect, Vice President of Finance and the Executive Director not to

exceed \$1000. Any checks over \$1000 will require two signatures, one from the Executive Director and the other by the President, President-Elect or Vice President of Finance. A minimum of four signatures should be on file at the chapter's financial institution.

Board Directors are responsible for monitoring their Committees' expenditures.

Each Committee shall designate one person to be the financial liaison with the Vice President of Finance. If no one is appointed, the Chair of the Committee shall serve in this role.

No chapter member has authorization to sign a check request form or a for-deposit-only check on behalf of the chapter when the payee is the chapter member or the company or organization they represent.

Direct billing will be requested from hotels and venues where programs are held.

The Board approves all investments.

The Executive Director shall advise Vice President of Finance when movement of cash between checking and money market account is necessary according to cash flow projections. Excess cash may be invested in the following list of approved investments: 1) Certificates of Deposit, 2) Money Market Accounts, 3) Vanguard Liquid Fund.

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

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

Tax reports and payments are to be submitted prior to Government and MPI deadlines (dated due).

Copies of Federal tax returns and financial statements shall be sent to MPI in a timely manner. The Vice President of Finance shall work with the Executive Director to ensure all taxes are filed in a timely and proper manner.

The Chapter's Arizona State Tax Return will be filed each year by the Executive Director as required by state law.

The chapter carries indemnity insurance through MPI for all members of the Board.

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

The chapter does not utilize a petty cash system.

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

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

### SECTION 3. RESERVE FUND:

- 3.1 **TERMS:** The term “Reserves” for financial purposes will be defined as funds set aside to be used in emergency cases or in the event of an investment by the Chapter to further its mission.
- 3.2 **RESERVE TARGET:** Chapter 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:** All chapters are required to provide policies for the purpose of their reserves. These policies should include but are not limited to; when is it acceptable to use funds, any procedures for using funds associated. Policies should reflect that reserves are used in emergency cases and in the event of a major investment in membership. A sample policy is provided for you.

MPI Arizona Sunbelt Chapter will maintain adequate reserves for the following purposes:

- 1) Unpredictable events which could substantially impact MPIAZ’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 “Chapter” will submit a Request for Proposal for all hosted events including (but not limited to) Monthly Programs, EduCon, Holiday Party and Gala. Preference will be given to current MPIAZ Members.”

## SECTION 5. REIMBURSEMENT OF EXPENSES OR TRAVEL

- 5.1 The chapter will pay all budgeted travel related and registration expenses for the President and President-Elect to attend both the MPI World Education Congress. The President may attend the MPI conference in Europe should finances allow and with Board approval.

Approved travel expenses to CBS or WEC for the Executive Director and Board members will include airfare, transportation costs to/from the airport or cab rides, room and tax, conference registration and a per diem equal to the current Federal per diem for Food and beverage (only if that meal is not provided by the group or by the conference). Expenses that are not covered include car rental, laundry/dry cleaning, mileage, health club, personal items such as lost luggage/room movies/gifts and personal gratuities such as bellman/doorman/ housekeeping.

- 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.

## 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:**

The Chapter offers several levels of sponsorship with predetermined benefits that can be modified or negotiated only with Board approval (see rate sheet).

Special events can have different sponsorship levels, that differ from chapter sponsorships.

The Vice President of Finance and Director of Strategic Alliances oversees this process.

Other in-kind sponsorships are donated upon request and chapter need. All donations are tracked on the donation tracker located on the website.

### **MAILING LABELS:**

*At no time is the chapter database ever sold or given electronically to anyone.*

### **RAFFLES:**

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.

**MONTHLY MINI-TRADESHOW:** There is no Mini-tradeshow at this time.

**WEBSITE:**

Advertising opportunities are available on the chapter website at [www.mpi-az.org](http://www.mpi-az.org). The website advertising is managed by Naylor Publications. Questions on advertising should be directed to Naylor. Website advertising is not limited to members, although there will be member versus non-member rates.

**E-NEWSLETTER:**

E-Newsletter advertising is yet to be determined.

**MEMBERSHIP DIRECTORY:**

The membership directory advertising is managed by Naylor Publications which will determine rates with input from the chapter. Questions on advertising should be directed to Naylor. Membership directory advertising is not limited to members, although there will be member versus non-member rates.

The Chapter highly promotes "Buy MPI" and encourages all members to purchase and use services from fellow MPIAZ members first. The "I Buy MPI" Page(s) provides an alphabetical listing of companies by category type similar to what is currently categorized in the MPIAZ Directory, for example "Airlines, AV/Production/Staging, Car Rental, Hotel /Motel/Resort/Inn" etc. Companies interested in this category receive their individual name, company name address, telephone, fax, e-mail listed and a link to the sponsoring organization's home page (see rate sheet).

**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.

**CVENT Maintenance:**

The Executive Director oversees and manages Cvent specific to monthly and special event build-outs. Provides additional support with eMarketing, contact management, and survey builds specific to Cvent use.

Board of Position responsible: Executive Director

Recommended number of volunteers: 1/2

- 7.2 **Management of Paid Staff:** A Chapter Executive Director, herein known as "Executive Director", is employed by the Chapter. Contract fees and responsibilities are set forth by a contract approved by the Board and signed by the current President. Event and meeting attendance is complimentary for two staff members and annual MPI membership dues are complimentary through the MPI headquarters. Contracts are signed by the President and Executive Director only. The President and Executive Director must approve the signing of contracts. The President and Executive Director may delegate the signing of certain contracts and other legal documents to other members of the Executive Committee.

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

chapter title.

- 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. 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.

## **CHAPTER EVENTS**

### SECTION 1. EDUCATIONAL & SOCIAL EVENTS:

- 1.1 **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.

## **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 **MEDIA REQUEST**

Only the Executive Director, President and/or the Vice President of Communications may speak to the media on behalf of the chapter. Previous notification and approval should be obtained by International.

#### 2.2 **MONTHLY E-Blast**

The monthly all-member e-blast shall be the official vehicles for advising the membership of the time, place and topic for meetings. Policy related copy must be approved by the President.

Technology sponsorships are available and managed by the Sponsorship Committee.



The monthly all-member e-blast will be sent out the first Tuesday of each month by the Communications team to chapter members only.

For additional information on chapter communications, refer to the Chapter Communications Guide.

### 2.3 **WEBSITE**

The official website of the Chapter will be [www.mpi-az.org](http://www.mpi-az.org).

The website is one of the chapter's most important portals for sharing information.

The website went online in September 2003 and is currently maintained through a contract with Dave Stott of Internet 6. This contract will be reviewed on an annual basis.

The website contains basic chapter information, meeting/events calendar, award information, advertising and sponsorship opportunities, leadership tools, online directory, job bank, listing of Board and Committee Chairs, membership applications and information, global community, past events with photos and archived data.

The Chair of the Website Committee, along with the Executive Director will work together to filter updates and changes to the webmaster on a regular basis.

The website advertising is managed by Naylor Publications who will determine rates with input from the chapter. Questions on advertising should be directed to Naylor. Website advertising is not limited to members, although there will be member versus non-member rates.

### 2.4 **MEMBERSHIP DIRECTORY**

The directory will be printed once a year.

The directory includes the name, affiliation, address, phone number, fax number, e-mails and websites of all members, MPI Code of Ethics, list of Officers and Committee Chair, and the name and address of the Chapter administrative offices.

The directory advertising is managed by Naylor Publications who will determine rates with input from the chapter. Questions on advertising should be directed to Naylor. Directory advertising is not limited to members, although there will be member versus non-member rates.

There will be a cost for non-members for the Membership Directory (see rate sheet) and that cost is always to be printed in the Directory (see rate sheet)

## SECTION 3. ADVERTISEMENTS:

- 3.1 The chapter currently is involved with the Arizona Business Magazine industry supplement. MPIAZ gets to contribute content in exchange for MPIAZ members buying advertising space from the magazine.

## **MISCELLANEOUS**

### SECTION 1. PHILANTHROPIC ACTIVITY:

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

All monetary charitable donations are subject to the approval of the Board of Directors in advance of the program/event.

The Chapter will support the MPI Foundation, with a figure to be determined by the Board of Directors at the beginning of each fiscal year.

### SECTION 2. CHAPTER AWARDS:

#### 2.1 MONTHLY PROGRAM – MEMBER OF THE MONTH

The award shall be called the “Member of the Month and awarded each month. The chapter President-Elect will manage this awards process and purchase the awards, award nameplates (chosen by the Chapter President) and make or delegate all necessary communication with award nominees and winners. All Award costs will be paid out of the President Elect’s Award Budget. Besides these award and nameplate costs, there is no monetary value or honorarium with this award.

All existing members of MPIAZ, who are in good standing, are eligible, with the exception of the Chapter Board of Directors and Executive Team. Any member in good standing can nominate an individual for this award via a nomination form available on the chapter website. Criteria of receiving this award shall include a member’s consistent involvement in chapter activities, the quality of their chapter work, follow through, and the furthering of chapter goals/needs. These qualities will be assessed by the Board and be voted on one month before the nominee is recognized at the chapter board meeting, where no more than 2 winners will be chosen from the list of nominees. The chapter president shall be the final decision maker in case of a tie vote. A maximum of two Members will be recognized and awarded each month. Board members are not eligible for a Member of the Month award.

Secrecy must be safe guarded with only the President-Elect making contact with nominees. Revealing winners outside the Board by anyone else is strictly prohibited.

The goal of presenting the award would be to surprise the member in front of their peers and work colleagues. For example, the award might be presented at the member’s workplace, an offsite luncheon, the MPIAZ monthly meeting or some other designated area. The President-Elect shall be responsible to set the appropriate time and location to present the award.

The President-Elect shall notify the monthly program committee once the award has been presented to include the member in the power point presentation during the monthly program. They shall notify the website chair to also update the “Member of the Month” list on the website, submit to the newsletter and social media chairs.

The winning candidate shall be available for pictures, videotaping, and or interviews for the chapter website newsletter. Such promotional work shall be coordinated between the Director of PR, VP of Communications and President-Elect.

After receiving this award, the member shall not be eligible to win again within the next twelve (12) months. New members and non-winners will always be given a priority assessment, with previous winners being given secondary assessment if no other non-winning viable candidates are put forward.

## 2.2 YEAR END GALA AWARDS

The following chapter awards may be given at the chapter's Gala: President's Achievement Award, Edward E. Scannell Award, Supplier of the Year, Planner of the Year, Rising Star, Sponsorship Award, and the James Fausel Student of the Year. A description of each award is available on the chapter website and at the Arizona Sunbelt Chapter office. Additional awards may be added at the discretion of the current President but will need approval by the Board and budget limits set for any additions. These awards are for outstanding performance. Should requirements not be met, no award will be presented in that category.

Members in good standing are eligible to nominate fellow members via an online form on the chapter website. *No more than 2 Annual Awards shall be given to current board members in a fiscal year.*"

The Awards Nominating Committee made up of two Past Presidents, two members at large and the current President will receive and choose award winners.

These chapter awards will be purchased and paid for from the Chapter President's department Gala budget. There is no monetary value or honorarium attached to these awards.

The Chapter President shall discreetly make sure the award winners are in attendance to make sure the surprise element is maintained. Privacy of winners shall be strictly safe guarded by all Nominating Award Committee Members and Gala Committee Members. Revealing any award winners early is strictly prohibited.

Additional side gifts, theme gifts, flowers, etc. shall be decided at the discretion of the Chapter President and paid for by available funds in the President's Gala Budget.

## SECTION 3. SCHOLARSHIPS:

### 3.1 CHAPTER SCHOLARSHIPS

Chapter scholarships are awarded annually with the type of scholarships to be decided by the Scholarship Committee.

The dollar amount of scholarships offered will be at the discretion of the Board each fiscal year influenced by the amount of funds raised and financial position of the Chapter.

The President and President-Elect are not eligible to apply for a scholarship. All Vice Presidents and Directors are eligible to apply for Board scholarships only (if applicable).

Two to three members of the Past Presidents Council shall serve as the Scholarship Committee to review each application. The Immediate Past President shall oversee this process. The Committee's decision of scholarship recipients is final and not open to appeal.

Scholarships will be awarded based on the extent to which the applicants meet certain objective and subjective criteria which may include, but not be limited to: years as an MPIAZ member, meeting/event attendance, leadership/committee involvement, community involvement, employer support, financial need, and scholarships received previously.

Terms and Conditions of Applicants:

Applicant must be an MPIAZ member in good standing for a minimum of one (1) year at the time of application. (Affiliate Members not eligible)

Criteria:

Apply the award to an MPIAZ educational program or further involvement in the chapter. Attend a minimum of 6 chapter events per calendar year. Abide by the Principles of Professionalism as outlined by Meeting Professional International. (Available on [www.mpiweb.org](http://www.mpiweb.org).)

Applicant may apply for more than one type of scholarship. Recipients will not be eligible for duplicate scholarship within 3 years. Recipients will be eligible to apply for scholarships of a different type until awarded.

Funds will be paid directly to the recipient of the scholarship upon receipt of a signed acceptance letter (all applicable receipts required to be submitted to chapter).

Except for reasons of health or other emergency, a chapter scholarship recipient commits to attend the *entire event* scholarship designated.

Failure to fulfill commitments will require recipient to refund the *entire* Scholarship amount to the chapter.

If for any reason educational event is cancelled, the scholarship recipient may present a written request to the Selection Committee with an alternate educational opportunity to apply the award OR all refundable registration and/or other fees must be returned to the chapter scholarship fund. Either scenario must be completed within 30 days of notice of the events cancellation.

### 3.2 BOBETTE GORDEN SCHOLARSHIP

This scholarship, set up in the name of the generous donor beginning in 2011. The scholarship is intended to assist MPIAZ members with their attendance to MPI's World Education Congress (WEC). These scholarships will only be awarded to members who have NEVER had the opportunity to attend an MPI Conference before.

A \$2000 scholarship will be awarded to one MPIAZ Arizona Sunbelt Chapter member to use toward attendance and participation in the 2018, 2019 and 2020 WECs.

Criteria:

- 1) Applicant to be an MPIAZ member in good standing for a minimum of three years.
- 2) Applicant has never attended an MPI Conference.

Funds will be paid directly to the recipient of the Bobette Gorden/WEC Scholarship upon receipt of a signed acceptance letter (receipts required to be submitted to chapter upon return from WEC.)

Except for reasons of health or other emergency, a chapter scholarship recipient commits to attend the *entire event* for which the scholarship is designated.

Failure to fulfill commitments will require recipient to refund the *entire* Scholarship amount to the chapter.