



MEETING PROFESSIONALS INTERNATIONAL
Southern California Chapter POLICY MANUAL
ADOPTED September 19, 2024

ARTICLE I
NAME

Name. The name of this organization is Meeting Professionals International (“MPI”) [Southern California Chapter](#) a not-for-profit corporation, incorporated in the [state of California](#).

ARTICLE II
MPI VISION AND MISSION STATEMENTS

MPI VISION: Lead and empower an inclusive meeting and event community to change the world.

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

ARTICLE III
MEMBERSHIP

SECTION 1. MEMBERSHIP

1.1 MEMBERSHIP QUALIFICATIONS, CLASSIFICATIONS, TRANSFER AND DUES: Shall be as described in the current MPI Bylaws and Policy Manual. Any member in good standing is eligible to affiliate with a Chapter regardless of geographic area or location of business. Essential members are members-at-large.

SECTION 2. CHAPTER TRANSFER AND AFFILIATION

2.1 CHAPTER TRANSFER: Members may transfer their primary Chapter affiliation at any time through MPI. Preferred or Premier Members are also eligible to receive member rates for all MPI events even when the event is not associated with their primary Chapter. An individual may be a member of only one chapter but may pay a fee to be affiliated with more than one chapter. Each chapter sets its own affiliation fee.

ARTICLE IV
BOARD OF DIRECTORS/OFFICERS

SECTION 1. CHAPTER BOARD OF DIRECTORS

1.1 AUTHORITY & RESPONSIBILITY: The authority and responsibilities of the Board of Directors are stated in Chapter Bylaws Article VIII, Section 1.

1.2 COMPOSITION

- 1.2.1 The Board of Directors shall consist of a minimum of five (5) elected officers: the President, President-Elect, Immediate Past President, Vice President Finance, and Vice President Membership. Each chapter must also assign the role of a Vice President Marketing and Communications and a Vice President Education to other officers or elect an additional two officers to cover these positions. The Board of Directors may have up to 20 members. All Board positions are one-year terms.
- 1.2.2 Qualifications of Officers: Any member in good standing of MPI whose primary affiliation is with this Chapter is eligible to be a member of the Chapter Board of Directors.
- 1.2.3 Director Eligibility: Any member in good standing of MPI whose primary affiliation is with this Chapter is eligible to be a member of the Chapter Board of Directors.
- 1.2.4 Director Vacancies: A vacancy shall be filled in accordance with the Chapter Bylaws.
- 1.3 MPI VOLUNTEER LEADER AGREEMENT: Each member of the Board of Directors shall annually review, sign and comply with the MPI Volunteer Leader Agreement, Conflict-of-Interest Policy and Annual Disclosure Statement, Antitrust Compliance Policy and the Principles of Professionalism.
- 1.4 MPI REQUIRED DOCUMENTS: Chapters are required to submit annually to MPI the following documents 30 days prior to the start of the fiscal year: Strategic Business Plan, Budget, 24-month Chapter Calendar of Events, Chapter Operation Form, Chapter Bylaws and Chapter Policy Manual. For Chapters with a paid Chapter Administrator, refer to Article VI, Section 7 for additional requirements. MPI does not require submission of tax returns, however, chapters must comply with local tax laws.

SECTION 2. BOARD ELECTION & SERVICE:

- 2.1 NOMINATION: A communication shall be set forth to all Chapter members for members to complete a Board of Director's application. Such form is to be returned to the Governance and Nominating Committee. Once the committee has developed a slate of nominees for election in accordance with these policies, the slate must be presented to the Board of Directors who must approve the action of presentation to the membership for election by acclamation.
- 2.2 SLATE PRESENTATION AND SUBMISSION: The Chapter slate will be presented to membership on templates provided by MPI. The slate will be posted on the Chapter website and an email (including link to the website and process for contesting the slate) will be sent to the membership. The Chapter will allow a minimum of 30 days for the membership to contest prior to the submission deadline as stated by MPI. Additional nominations from the membership shall be permitted; provided a nomination is submitted in writing to the Governance and Nominating Committee Chair by the date provided and is supported by a minimum of 10% percent of the official Chapter membership as of the date provided. The nominee must identify the contested candidate and must submit a Candidate Interest Form to be eligible for petition. If no additional nominations are received by the deadline, the slate of nominees will be deemed elected on the first day of the fiscal year. If additional nominations are received, the Chapter members shall vote in accordance with Article V of the Chapter Bylaws on those positions having two or more candidates in contention.

In reference to Board of Directors vacancies, refer to Article VI, Section 6 of the Chapter Bylaws. Chapter will submit to MPI the elected slate on the template provided annually.

- 2.3 BOARD TRAINING: Any incoming Board of Directors who have not previously served is required to take the MPI Board 101 and Managing Sexual Harassment training prior to the Chapter Leadership Summit as outlined on the MPI Volunteer Leader Agreement. All Chapter leaders are encouraged to complete local Chapter Board orientation and attend MPI training, as applicable.
- 2.4 BOARD RETREATS: Chapters are required to hold an annual Board planning retreat between two to three months prior to the fiscal year. Chapters are recommended to hold a mid-year assessment retreat mid-fiscal year. Chapters are required to utilize an MPI-verified Chapter Facilitator during annual retreats to oversee the process and flow of the retreat. The MPI-verified Chapter Facilitator cannot be a current member of the home chapter, have served on the Board in the last two (2) fiscal years or be a Chapter Administrator.
- 2.5 ATTENDANCE. In-person attendance is required at all in-person Board meetings and virtual attendance is required at all virtual Board meetings. If a Board member who is not on an approved leave of absence fails to attend at least seventy-five percent (75%) of Board meetings, the Board may, in consideration of the totality of circumstances and any excused absences, remove the member in accordance with the Chapter Bylaws.

For purposes of this policy, an “excused absence” is one where the absent director promptly notifies the President that they are unable to attend a regularly scheduled Board meeting because of (i) a previous commitment that was identified to the President when the Board meeting was first scheduled, (ii) a health-related emergency to the director or their immediate family (iii) observance of a generally-recognized religious holiday, or (iv) an unforeseen business conflict outside the director’s control.

For purposes of this policy, “approved leave” is the absence from a Board meeting for a reasonable duration approved by the Board on the basis of a medical limitation, military deployment, childbirth or adoption, or other grounds as the Board may determine; provided, however, that the director on approved leave must use their best efforts to virtually attend Board meetings, if available, to ensure they are adequately informed of and responsible for the organization’s affairs.

SECTION 3. BOARD COMPENSATION:

- 3.1 COMPENSATION: Board of Directors shall not be compensated for their services as a Chapter Officer or Director, but they may be reimbursed for reasonable expenses incurred in the performance of their duties to the Chapter in accordance with such Chapter policies approved by the Board of Directors. The term “compensation” means direct or indirect remuneration, including gifts and benefits, that are not *de minimis* in value.

ARTICLE V COMMITTEES, TASK FORCES, AND ADVISORY COUNCILS

SECTION 1. STANDING COMMITTEES

- 1.1 Standing committees of Chapters shall be the Audit and Finance Committee and the Governance and Nominating Committee. Annually, the President of the Board of Directors shall select members to serve during the President’s term.

- 1.1.1 **Audit and Finance Committee.** The Audit and Finance Committee shall assist the Board of Directors in fulfilling its oversight responsibilities relating to the quality and integrity of the Chapter’s financial reporting processes and accounting practices. If the Chapter has determined to have an Executive Committee, the Executive Committee can function in place of an Audit and Finance Committee and will have the responsibility as defined.
- 1.1.2 **Governance and Nominating Committee.** The Governance and Nominating Committee shall assist the Board of Directors in fulfilling its oversight responsibilities relating to developing and implementing sound governance policies as well as a nomination process for directors and officers. The Immediate Past President shall chair it. The President-Elect shall serve as a non-voting member of the committee. The remaining members of the Governance and Nominating Committee shall be appointed by the President, who may not serve as a member of the committee, which will be ratified by the Board of Directors. There shall be at least six (6) members, including the Immediate Past President as chair, having a quorum of 5 for action. A Governance and Nominating Committee member who may consider serving as an officer shall recuse themselves from the Board development process related to the nomination and development of a slate of officers. In the case of a resignation, the President will be authorized to fill a vacancy. The Governance and Nominating Committee shall be in place no later than the date stated by MPI with final slate submission as stated by MPI.
- 1.2 **Special Committees.** The President-Elect shall appoint committees, task forces, and advisory councils for their term as President.
- 1.3 **Standing Committees.** Committees perform fundamental governance functions for the chapter, i.e., Governance and Nominating Committee.
- 1.4 **Select Committees.** Committees that are formed to accomplish a specific goal on an ongoing basis.
- 1.5 **Task Forces.** Committee-like groups created for a defined and time-limited purpose to solve a specific problem.
- 1.6 **Advisory Councils** - An advisory council is a collection of individuals who bring unique knowledge and skills which augment the knowledge and skills of the board of directors to guide the organization and/or represent a specific vertical/segment of our community. The advisory council does not have formal authority to govern the organization, that is, the advisory council cannot issue directives which must be followed. Rather, the advisory council serves to make recommendations and/or provide key information and materials to the board of directors.

ARTICLE VI
FINANCE

SECTION 1. FISCAL YEAR:

- 1.1 The Chapter fiscal year for financial and business purposes is the calendar year unless otherwise determined by International Board of Directors.

SECTION 2. ANNUAL BUDGET:

- 2.1 The annual budget is prepared by the Audit and Finance Committee who recommend the budgets to the Board of Directors. The Board of Directors approves the annual budget.

SECTION 3. RESERVE FUND

- 3.1 TERMS: The term Reserves for financial purposes will be defined as funds set aside to be used in emergency cases.
- 3.2 RESERVE TARGET: The reserve target shall be defined as a minimum of 25% of annual fixed expenses. This should not include any event-related expenses, only expenses needed to keep the chapter operational (i.e., costs related to Chapter administrator, bank fees, telecommunication, rent, etc.). Best practice is to maintain 50 - 100% of annual fixed expenses.
- 3.3 ACCESS TO RESERVES: Using reserve funds shall first be referred to the Vice President Finance for consideration. Final approval by a majority vote of the Board of Directors is required.

SECTION 4. REQUEST FOR PROPOSALS

- 4.1 The Chapter will develop a local policy for requests for proposals and expenditures exceeding a certain threshold as defined by the Board of Directors.

SECTION 5. REIMBURSEMENT OF EXPENSES OR TRAVEL

- 5.1 Chapters will develop a policy addressing reimbursement of expenses and include in the addendum.

SECTION 6. SPONSORSHIP AND SOLICITATION

- 6.1 ACCESS TO MEMBER LISTS: All Chapters are bound by the MPI Data Privacy Policy <https://www.mpi.org/about/privacy> and are responsible for protecting all data. As such, all member types have access to the Membership Directory <https://www.mpi.org/membership/member-directory>. There are no additional direct member benefits to access registration lists and/or member lists. Any lists provided via sponsorship opportunities must account for opt-outs and be respectful of the MPI Data Privacy Policy.
- 6.2 CHAPTER SPONSORSHIP POLICIES: Chapters may sell Sponsorship opportunities to partners that are members or non-members of MPI. Such sponsorships can include education, events, website advertising, newsletters, etc. All sponsor campaigns must consider opt-outs and the MPI Data Privacy Policy. All sponsorships should be considered for overall member value and Chapter business strategies.

SECTION 7. ADMINISTRATORS

- 7.1 Administrators must adhere to the standards and qualifications established by MPI. Additional services above the minimum requirements can be added by the Chapter at their discretion with Board of Directors' approval.
- 7.2 EVALUATION OF ADMINISTRATOR & CONTRACT RENEWALS: Each Chapter is required to complete an annual review of their administrative services prior to end of the fiscal year. Chapters

must, at a minimum, adhere to the evaluation guidelines provided on the sample template promulgated by MPI. Additional processes can be deemed necessary at the Chapter's discretion. All Chapters must submit a copy of their administrator evaluation and current contract for services (if applicable) to MPI by the stated date.

- 7.3. Contracts for paid Chapter Administrators require the following language and/or scope of services. This includes all existing and future contracts.
 - 7.3.1 Chapter Administrators and their support staff will represent the Chapter and MPI in a professional manner adhering to the Principles of Professionalism Guidelines provided by MPI.
 - 7.3.2 Chapter Administrators and their support staff will follow all MPI and Chapter Bylaws, Policy & Procedures, Financial budgeting requirements and any other defined requirements set forth by Chapter or MPI.
 - 7.3.3 Chapter Administrators are required to adhere to all Chapter Administrator Program (CAP) guidelines and policies. See program guidelines for specific requirements.
 - 7.3.4 Chapter Administrators must have a business license where applicable by law and provide proof at commencement of contract term and be insured.
 - 7.3.5 Non-compliance with these requirements will require termination of contract.
 - 7.3.6 Volunteer Chapter Administrators are not required to be licensed or insured.
- 7.4. Chapter Administrators cannot be family or an immediate relative of a member of the Board of Directors. Family or immediate relative is defined as spouse, children, parents, siblings or grandchildren.
- 7.5. Chapter Administrators will work to hold the Board of Directors accountable to all defined MPI performance standards, policies and Principles of Professionalism. The Board of Directors will support Chapter Administrators in this process.
- 7.6. All administrative services must be contracted as a vendor for services. In the event a Chapter is without capacity to support a paid administrator, consult your MPI representative.

ARTICLES VII

CHAPTER EVENTS

SECTION 1. EDUCATIONAL & SOCIAL EVENTS

- 1.1 EDUCATIONAL EVENT: Chapters are required to have four (4) educational events annually. Based on market conditions, Chapters should charge a member rate and a non-member rate for events where appropriate. The price difference between member and non-member rates is at the Chapter's discretion based on specific event needs. Refer to Article III, Section 2.1 for additional Chapter member attendance guidelines. Partnership events with other industry organizations are excluded from this requirement and may establish rates without regard to membership with MPI.
- 1.2 Chapters should establish chapter educational, networking and social programs.

ARTICLE VIII **COMMUNICATIONS**

SECTION 1. BRAND STANDARDS AND TRADEMARKS

- 1.1 All Chapters must adhere to the MPI Chapter Logo and MPI Brand Guide documents provided. Any theme-specific logos for events must not conflict with the MPI Brand Guide and must be approved by MPI prior to use. Each chapter will be required to sign a Trademark License Agreement that will be maintained by MPI.

SECTION 2. CHAPTER COMMUNICATIONS

- 2.1 Each Chapter should create a policy regarding communications which may include, but are not limited to, MPI Chapter spokespersons, methods of delivery, timelines, and calendars.

ARTICLE IX **MISCELLANEOUS**

Section 1. PHILANTHROPIC ACTIVITY

- 1.1 The MPI Foundation is MPI's charity of choice. Throughout its existence, the MPI Foundation has provided diverse financial support to industry associations, critical industry-related initiatives, thousands of MPI members, and every chapter.
- 1.2 Because the MPI Foundation supports leader education, professional development, and chapter growth, we encourage annual support from the chapter by creating MPIF events, year-end donations, or registration donations to be included with all chapter events.
- 1.3 At any time, if a chapter leadership team desires feedback or to learn about donation options, they can contact the current MPIF Board of Trustee chair or MPIF's Executive Director, as noted on MPI's website.
- 1.4 Chapters are also encouraged to support local charities that align specifically with the meetings & events, travel, tourism industries along with critical local charities. (i.e., Anti-Human Trafficking, etc.)

Section 2. MPI CHAPTER AWARDS

- 2.1 **RISE AWARDS:** The RISE Awards are MPI's annual recognition program for its members and chapters. The program has four award categories for chapters (Industry Advocate, Innovative Educational Programming, Marketplace Excellence, & Membership Achievement) and three award categories for members (Young Professional Achievement, Member of the Year, Meeting Industry Leadership). Award recipients are selected based on the criteria of influence, transferability, and innovation.
- 2.2 **CHAPTER PERFORMANCE AWARDS:** Chapter Performance Awards are determined through chapter performance standard assessments and chapter dashboard results. Seven key metrics are included in the assessment: Member Satisfaction, Member Retention without Students, Net Member Growth, Net Profit, Reserves as a Percentage of Annual Operating Expenses, Educational Content Satisfaction and Clock-Hour Accredited Educational Events. Goals are communicated to Volunteer Chapter Leaders prior to the beginning of the Chapter Fiscal Year. Annual awards are presented to Top Performing Chapters and Chapters of Excellence.

SECTION 3. NON-COMPLIANCE

- 3.1 Chapters may not be eligible for annual chapter performance awards and metrics incentives if they are not compliant with the MPI Chapter Bylaws and the MPI Chapter Policy Manual.

SECTION 4. MPI POLICY MANUAL

- 4.1 Where there is a conflicting provision in this Chapter Policy Manual with the provisions of the MPI Policy Manual, or where there is a provision in the MPI Policy Manual that applies to a situation where this Chapter Policy Manual is silent, then the MPI Policy Manual shall control.

**MPI Southern California CHAPTER POLICIES
ADDENDUM**

MPISCC is a member-centric organization focusing on professional development for the meetings and events industries. Established in 1979, MPI-SCC is recognized as an award-winning chapter with over 450 members serving the greater Los Angeles, Orange County, Santa Barbara, Palm Springs, and Las Vegas areas. As a volunteer organization, MPI-SCC relies on its members to craft, guide, and direct the local meetings industry in support of MPI’s overall vision and mission.

MEMBERSHIP

SECTION 1. CHAPTER AFFILIATION

- 1.1 **AFFILIATE MEMBERSHIP:** Affiliate Membership is available for an annual fee of \$75. Membership includes access to our chapter communications and a copy of the Membership Directory. Associate members receive all benefits of membership, except the right to vote.

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:** All active board of Director members are required to submit a board report, per the current template provided at the annual retreat. Each board report will include volunteer rosters for all committees overseen by each board member. Board reports are due on the 25th of each month and shall be sent to the chapter administrator to compile and distribute as a board packet to the full board, a minimum of three days before the next board

meeting. If there is no board meeting, the board packet will be distributed by the 10th of the month. The full board packet will include current chapter financial reports, including balance sheet, budget to actual data (month to date, year to date, annual). Copies of the board reports will be made available to members in good standing with MPI Global upon request.

- 1.4 ABSENCES: Any elected officer or Director who has been absent from two consecutive regular meetings of the Board of Directors without just cause automatically vacates the seat on the board. The vacancy will be filled as provided by the bylaws and these policies. However, the Board of Directors considers each absence of an elected officer or Director as a separate circumstance and may expressly waive such absences by a two-thirds vote of the voting members present at the meeting.

SECTION 2: EXECUTIVE COMMITTEE

- 2.1 Authority and Responsibility: The executive committee, comprised of the Office of the President and department Vice Presidents, may act in place of the Board of Directors between board meetings on all matters, except those specifically reserved to the board by the bylaws or these policies. Actions of the executive committee are reported to the board for ratification by mail or at the next board meeting.
- 2.2 Meetings: The executive committee can meet at the request of the president or two members of the committee.
- 2.3 Quorum: A majority of the executive committee constitutes a quorum.

SECTION 3. BOARD ELECTION & SERVICE:

- 3.1 Nomination and Election:
1. The Nominating Committee will accept self-nomination and applications for board positions for a minimum of two weeks, with notice via email and on social media to all active members. The nomination form will be posted on the chapter website during this same period.
 2. The Immediate Past President will chair the Nominating Committee in accordance with the MPI Global bylaws for nominating a slate of officers and Directors.
 3. The nominating committee consists of no less than five members and includes the Immediate Past President as Chair and President Elect as a non-voting committee member.
 4. Elections are conducted so as the results can be posted to membership for 30 days prior to being reported to MPI Global by August 1.
 5. At the time of nomination, if two members of the same organization will potentially serve concurrently as members of the Board of Directors at the same board level - for example, two vice presidents or two directors, the positions, candidates and organization will be reviewed for any potential conflicts of interest by the current board of directors and a motion may be presented for consideration and vote on any necessary adjustments.
- 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, an e-mail ballot will be sent to all chapter members for those positions having two or more candidates in contention.

SECTION 4. BOARD COMPENSATION:

- 4.1 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 Standing Committees Definition: The standing committees are finance, education, membership, communications and leadership development. All standing committees act in accordance with the bylaws and policies and within the approved budgets.
- 1.2 Budget and Finance Committee
1. The Executive shall also serve as the Budget and Finance Committee, which shall be chaired by the Vice President Finance, and which shall assist the Chapter Board of Directors in fulfilling its oversight responsibilities relating to the quality and integrity of the Chapter's financial reporting processes and accounting practices and the performance, qualifications, and independence of the Chapter's independent auditors.
 2. The Vice President of Finance, with input from the Office of the President and committee chairs, drafts an annual budget and prepares recommendations for adoption.
 3. The budget is presented to the Board of Directors each April and is voted on by the current BOD in advance of the Annual Retreat.
 4. Oversee chapter fundraising initiatives, allocating funds towards scholarship account and managing annual Fundraiser with fundraiser committee.
- 1.3 Education Committee
1. The education committee includes the Vice President of Education and two Directors.
 2. The Directors and their chairs plan and execute the monthly programs, workshops and other educational activities of the Chapter, unless otherwise specified.
 3. The committee oversees all logistical and professional development initiatives of the monthly programs.
- 1.4 Membership Committee
1. Promotes new and renewal memberships through website information and telephone, events, social media and personal contact.
 2. Develops the membership recruitment program.
 3. Develops and executes a membership retention program.
- 1.5 Communication Committee

1. Plans and executes all public relations and communications of the Chapter.
2. The advertising program is implemented by the Director of Marketing. The Vice President of communications oversees the advertising program, from pricing to the implementation of advertisement.
3. Promote chapter initiatives such as events, awards, scholarships, member benefits, global initiatives, volunteer opportunities and board applications.

1.6 Leadership Committee

1. Oversee the DEI committee and initiatives with the Director of DEI
2. Oversee the Nominations committee with PE
3. Oversee the Awards committee, selecting members for Board vote and managing process for promoting awards and scholarships with communications team
4. Develop chapter scholarship fundraising initiatives with finance committee.

1.7 Regional Operations Committee

1. Identify and engage individual regional areas.
2. Produce a Town Hall each year to talk about what is happening in all regions.
3. Produce After 5's in all regions throughout the year as decided per the yearly calendar.

SECTION 2. SPECIAL COMMITTEES

- 2.1 **Special Committees Definition:** The Office of the President, with the approval of the Board of Directors, appoints such committees, sub-committees or task forces as are necessary and are not in conflict with other provisions of the bylaws and these policies. The duties of such committees are prescribed by the Board of Directors.
- 2.2 **Composition and Duties:** Special committees include Nominating, Awards, Community Outreach, Weekend Educational Conference, Installation, Council of Past Presidents, Fundraiser and other committees as determined by the Office of the President on an annual basis.
- 2.3 **Weekend Educational Conference Committee – (WE)Con**
 1. The (WE)Con Committee is comprised of the VP of Education, Director of Professional Development, Co-Chairs and volunteers.
 2. The committee presents a choice of a minimum of two possible conference locations for the following board term.
 3. The committee will determine the educational programming in consultation with the Vice President of Education and Director of Professional Development.
 4. The committee confirms the speakers, content and coordinates all logistics.
 5. The committee works within the budget guidelines set forth by the Board of Directors.
 6. The committee adheres to the speakers' and suppliers' policies.
 7. The committee proactively secures sponsors to offset costs and remain within budget, in partnership with the Director of Sponsorship and Sponsorship Committee.
- 2.4 **Installation Committee**
 1. The chair of Installation committee is appointed by and reports to the President-Elect.
 2. The committee works within the budget approved by the Board of Directors.
 3. The committee and President-Elect choose the Installation site and coordinates all the logistics of the Installation.

4. The committee works with the President-Elect, president and the chair of the Awards committee to coordinate the program.
5. The committee proactively secures sponsors to offset costs and remain within budget, in partnership with the Director of Sponsorship and Sponsorship Committee.

2.5 Fundraiser Committee

1. The Director of Special Events coordinates the Chapter's Fundraisers.
2. The committee promotes the annual Fundraiser to member and non-member planners, member and non-member suppliers, students and partnering organizations.
3. The committee works within the budget approved by the Board of Directors.
4. The committee solicits donations for the silent auctions and tracks income and expenses.
5. Attendee registrations, donations, and all fees are handled by the Chapter Administrator.
6. The committee proactively secures sponsors to offset costs and remain within budget, in partnership with the Director of Sponsorship and Sponsorship Committee.

2.6 Advisory Committee of Past Presidents

1. The Immediate Past President shall be responsible for forming the committee annually at the start of each board term.
2. Each member of the committee shall be a Past President in good standing with MPI.
3. Committee members shall serve in an active advisory role assigned to the board, a volunteer committee, or other departments, but not on an exclusive committee or distinguished as a Council. Service may include but is not limited to being invited to a board retreat or advising one of the Board committees.
5. For their active service each Past President shall receive recognition at chapter events with Past President designation.
6. The Board of Directors shall conduct an annual feasibility study in order to grant certain registration discounts or complimentary registration to education events.
7. The committee nominates the Past Presidents' Award of Excellence at the end of each year.
8. This includes budgeting for the cost of the award which will be paid for and produced by the approval of the Board of Directors.
8. Nominations are submitted via electronic form. Suggestions from previous MPISCC Presidents may be submitted for nominations.
9. The Immediate Past President will announce nominations and conduct the final vote via form or email. All active Past President members in good standing may cast votes. A tie vote is decided by the Board of Directors.
10. The Past Presidents may confer the Past Presidents Award for outstanding contributions to the Southern California meetings industry.
11. Nomination forms shall be sent to members by May 30 of each year.
12. Selection of the award recipient shall be made no later than June 30 each year.
13. The recipient of the Past Presidents Award of Excellence will be acknowledged during the Installation and Awards event.
14. The Immediate Past President shall coordinate the Past Presidents Reception in-conjunction with the Installation Committee Chair and serve as emcee of the reception.

2.7 Community Outreach

1. The committee annually recommends entities to be the focus of the community outreach program.

2. The committee recommends and coordinates activities in support of the charitable entities approved by the Board of Directors.
3. Pledges or contributions made by MPISCC are net of direct expenses.
4. The charities that receive cash donations are discussed and voted on at the end-of-term Board of Directors meeting in May.

2.8 Awards Committee

1. The Awards committee is formed by the VP of Leadership Development. Committee must be approved by Board of Directors.
2. The committee shall be comprised of at least 3 members in good standing, VP Leadership Development plus the current Office of the President. Any committee member must recuse themselves if there is a conflict of interest serving on the committee.
3. The committee is to be established and voted on by April 30.
4. The committee purpose is to recognize members who contribute to MPI/MPISCC or the industry in an exceptional way.
5. The committee adheres to the criteria, deadlines and guidelines established by MPISCC.
6. Additional members except the Chapter designees can be submitted to MPI for international awards consideration.
7. The committee works with the Chapter admin and within the budget to purchase awards.
8. The awards committee shall promote the scholarships and awards on the Chapter website, social media and at Chapter events in-conjunction with VP of Leadership Development.

The Awards Committee oversees:

President's Award

The current President shall confer the President's Award for outstanding contributions to the chapter. The recipient of the Award shall be acknowledged at the Installation and Awards event.

Member of the Year

This is awarded to an individual who has been an MPISCC member for over two years and who has made significant contributions to the chapter, is active in the industry as a whole and shows commitment to professional development. Contributions are weighted for the current year but keeps in consideration past service. Please note: members of the current MPISCC board of Directors are eligible for this award, however, often times board members are more appropriately recognized in the "Chapter Leader" category.

Emerging Leader of the Year

This is awarded to an individual who has been an MPISCC member for two years or under and who has made a significant contribution to the chapter during their short time as a new member. Note: members of the current MPISCC board of Directors are not eligible for this award.

Chapter Leader of the Year

This is awarded to a member of MPISCC who has influenced the chapter based on the ability to motivate others, stimulate volunteer action, provide a sense of direction and serve as a catalyst to produce exceptional results. NOTE: members of the current MPISCC board of Directors are eligible for this award.

Volunteer of the Year

Volunteer Impact Award Winners are MPISCC volunteers who have made significant contributions as a result of their work in the chapter and are recognized on a quarterly basis. The quarterly nominees have been nominated into the category of Volunteer of the Year.

Gary J. Rosenberg, CMP Scholarship

Scholarship funds may be used for major educational programs sponsored by MPI, MPISCC, or university approved courses in meeting management.

- Scholarship funds may be used for expenses incurred qualifying for the Certified Meeting Professional (CMP) or Certified Meeting Manager (CMM) designations.
- Candidates must be an active member of the Chapter and a member of the meeting industry for at least one year. Scholarships may not be awarded to the same individual more than once in three years or twice in a lifetime.
- Candidates must submit the scholarship application, resume and letter of reference by the published deadline(s).
- Scholars are reimbursed for reasonable expenses up to \$1,500 for a single event or certification within 12 months of the award.
- Funding for the scholarship is derived from the chapter's scholarship fund.

Lois K. Hauser Service Award

This award honors members dedicated to committee work and demonstrating long term service to the Chapter.

- The committee seeks nominations from the Board of Directors, Committee Chairs, the MPISCC Management Office and members of the Council of Past Presidents.
- The recipient may select one from the following, which must be used within 12 months:
 - MPISCC CMP Study Group
 - MPI Membership Fee for 1 year (paid directly to MPI)
 - Complimentary attendance to 4 monthly MPISCC educational meetings and Installation Awards event.
 - WeCon Registration
- Recipient is responsible for redeeming this incentive
- Funding for the scholarship is derived from the chapter's scholarship fund.

Beverly Laing and Arlene Sheff Student Scholarship

This award honors students - emerging leaders – of our industry.

- The committee shall review all applications for the student scholarship in full.
- Recipients will be formally recognized at the annual Installation Awards event.
- The Vice President of Leadership Development is responsible to oversee the recipient's award which includes the following, which must be used within 12 months.
 - a. Student membership (must be approved by MPI International)
 - b. After the membership fee is paid, the balance is used towards as many chapter events until all the funds are used.
 - c. Total scholarship award is \$500.00 and can only be used on the two above mentioned items
 - d. Any unused monies are forfeited
- Funding for the scholarship is derived from the chapter's scholarship fund.

You Belong Diversity Scholarship

To create an inclusive membership that more accurately reflects our diverse Southern California community and recognizes event industry professionals/students who seek to advance the cause of diversity through continuing education.

- Scholarship funds may be used for a one-year new or renewal planner, supplier or student membership to MPI Southern California OR Inclusive Event Strategist Certificate. Must be used within 12 months of being awarded.
- Candidates must be an active member of the meeting industry for at least one year or currently enrolled in a college/university with focus on event planning or hospitality management.
- Membership scholarships are available to minority individuals as defined by the Equal Employment Opportunity Program (African American, Hispanic, Native American, Asian or Pacific Islander, Multi-racial).
- Certificate scholarships are open to all current MPI members.
- Scholarships may not be awarded to the same individual more than once in three years or twice in a lifetime.
- Candidates must submit the scholarship application, resume and letter of reference by the published deadline(s).
- Funding for the scholarship is derived from the chapter's scholarship fund.

SECTION 3. VOLUNTEER ROLES & RESPONSIBILITIES

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

- 1) Leader clearly communicates purpose/charge for each group. If changes occur, communicate expectations to group in a timely manner.
- 2) Develop work plans to achieve purpose 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 as needed.
- 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) Report to Director or Vice-President of the Committee.
- 2) Focus on assigned purpose for the group.
- 3) Attend meetings and conference calls as needed.
- 4) Complete assignments by pre-determined deadlines.
- 5) Communicate any challenges or concerns to volunteer Chair as soon as possible.
- 6) Submit volunteer reimbursement requests immediately following approved expenses but no later than 30 days.
- 7) Maintain confidentiality of discussions and background materials and immediately disclose any conflicts of interest.

FINANCE

SECTION 1. ANNUAL BUDGET

- 1.1 The chapter will utilize the Accrual Basis of Accounting that recognizes revenues when they occur, revenue and expenses should be recognized in the same period. The chapter will maintain a Chart of Accounts.
- 1.2 The annual budget is prepared by VP Finance, President-Elect, President and Immediate Past President for review by the Executive Committee by October 1 of each year. The Board of Directors approves the annual operating budget in compliance with MPI Global bylaws. Chapter operations will be in alignment with the annual budget.
- 1.3 Payments and audits
 - 1) Two approvals are required on all Chapter checking accounts.
 - 2) The Vice President of finance must review all bank statement reconciliation reports generated by the executive Director each month.
 - 3) The Chapter must have a bi-annual audit of its funds.

Acting upon the recommendation of the Vice President of finance and the budget and finance committee, the Board of Directors adopts an annual operating budget covering all Chapter activities prior to January 1.

- 1.4 The accounts of the Chapter are reviewed no less than two times per year following the completion of each fiscal year by a Certified Public Accountant recommended by the Board of Directors. A management letter should be included with the audit report.
- 1.5 Event chairs should aim for fully sponsored monthly events. Host facilities are advised that MPISCC budgets the amount stated in the monthly program and events request for proposal document. The per-person amount is reviewed annually during budget preparation.
- 1.6 All unbudgeted expenses must be approved by the Board.
- 1.7 All changes to the chapter budget and/or Committee budgets must be approved by the Board.
- 1.8 No payment will be made without an invoice or check request and receipt for purchase.

SECTION 2. RESERVE FUND

- 2.1 MPI Southern California Chapter will maintain adequate reserves for the following purposes:
 - 1) Unpredictable events which could substantially impact MPI's operations or revenue streams. While such occurrences are rare, reserves can provide the resources necessary to keep the organization functioning should one occur.

- 2) Identification of a valuable investment opportunity for long term growth.

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.

SECTION 3. REQUEST FOR PROPOSALS

- 3.1 When selecting sites for MPISCC events, first preference should be given to MPI member properties. If no member property is available for the event, the Request for Proposal may be offered to non-members.

SECTION 4. REIMBURSEMENT OF EXPENSES OR TRAVEL

- 4.1 Eligibility: All MPI Southern California Chapter (MPISCC) members, speakers, staff and guests who are pre-approved to incur individual business travel expenses to be paid for directly or reimbursed from MPI Southern California Chapter (MPISCC) funds.
 - 4.1.1 Personal Meal Allowances (including tax and gratuity): reference GSA M&IE for current rate. <http://www.gsa.gov/portal/content/101518>
 - 4.1.2 Mileage: Chapter will reimburse an approved traveler. Reimbursement will be made at the current IRS rate. Chapter is not responsible for damage to the approved traveler's car while on business. The traveler is responsible for maintaining adequate auto insurance.
 - 4.1.3 Airline Policy: All approved travelers should fly as inexpensively as possible. If the approved traveler makes a reservation and the ticket must be changed due to a non-Chapter related business reason, the traveler will pay the penalty. Fare splitting for an event with other Chapter or personal travel must be approved prior to travel.
 - 4.1.4 Hotel Rooms: Chapter will cover room and tax for a standard room for approved travelers. For travelers wishing other accommodations, they will be responsible for any total expense from the standard rate.
- 4.2 For any travel directed or offered by MPI Global chapter board members will comply with expense and reimbursement guidelines outlined for such event by MIP Global procedures.
- 4.3 Budgeted Chapter Expenses: The reimbursement for approved expenses is handled by the Vice President of Finance and Chapter Admin. Reimbursement receipt copies along with a Payment Request Form. Expenditures of less than \$5.00 for which receipts are not traditionally available (i.e., gratuities) will be reimbursable with appropriate documentation provided.

SECTION 5. SPONSORSHIP AND SOLICITATION:

5.1 The partnership between MPISCC and participating sponsors creates an opportunity for optimum exposure to the members of MPISCC. The program promotes the sponsor's products or services to the MPISCC membership and database. Strategic partnerships are available for various levels of sponsorship as determined by the Board of Directors annually.

5.2 Chapter sponsors who meet minimum donation thresholds, as determined by the current sponsorship document, are able to select the benefits that are commensurate with their sponsorship level

5.3 SPECIAL EVENT SPONSORSHIP:

- 1) Special events include but are not limited to:
 - a. Board of Directors orientation and retreat
 - b. Board of Directors mid-year retreat
 - c. Fundraiser
 - d. Installation and Awards event
 - e. Annual Weekend Educational Conference

5.4 STRATEGIC PARTNERSHIP LEVELS:

- 1) Strategic Partners are organized by contribution levels.
- 2) In-kind contributions toward the Chapter are based on one-half the retail value.

5.5 A letter of understanding detailing the terms of sponsorship and strategic partnership is issued and signed by participating members. The letter is available in the Strategic Partnership kit at www.mpiscc.org. The letter details the entitled benefits and the commitment MPISCC has to ensuring all sponsors and strategic partners are held to the guidelines set forth in the letter of understanding.

SECTION 6. PAID STAFF ADMINISTRATORS:

6.2 MANAGEMENT OF PAID STAFF: MPISCC has contracted with The Management Office, 1307 W Morehead St, Suite #207, Charlotte, NC 28208 to be the Chapter Administrator. A copy of the Administrator Contract which details the roles & responsibilities and hours will be kept on file with MPI Global.

CHAPTER EVENTS

SECTION 1. EDUCATIONAL & NETWORKING EVENTS:

1.1 EDUCATIONAL PROGRAMS

- 1) Each program aims to:
 - a. Provide quality education for planners and suppliers of the hospitality community.
 - b. Increase awareness of MPI within the community.
 - c. Retain and grow chapter membership.
 - d. Maintain education satisfaction rating commensurate with MPI Global metrics by surveying attendees.
- 2) The Chapter's responsibilities include:
 - a. Design the agenda, content and speakers for educational events
 - b. Coordinate all event logistics including venue, AV, menu, parking, signage etc.

- 3) Income from registration fees and all other event revenue shall be deposited in the chapter's general operating account.

1.2 SPECIAL/NETWORKING PROGRAMS

- 1) All Chapter special and networking events should undergo the same contracting/RFP process as outlined for educational events.
- 2) Registration fees for Special and Networking events are subject to change on an event-by-event basis (dependent on a number of factors, including expenses for the event.)
- 3) The food & beverage cost per person and overall budget for any special or networking event must fit the requirements of the annual budget. If the proposal exceeds the budgeted amount, the board will be required to review the costs and vote before moving forward with venue contract.
- 4) The quality of all special and networking events will be evaluated using a standardized survey.

1.3 REGISTRATION FEES

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 MPI preferred or premier level member is required to pay the non-member rates for events with no limitations to event attendance.

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) Member Registration guidelines:
 - a. A discounted early registration fee may be made available for a certain period of time prior to an event.
 - b. After the discounted early period concludes, a standard registration fee will be offered leading up to the event.
 - c. An onsite registration may be made available if space allows.
 - d. Payment must be collected immediately upon registration. Future payments will not be accepted under any circumstances.
 - e. MPISCC will publish the event refund policy on the registration website.
 - f. Current board members are eligible to pay "at-cost" or net per person rates based on the contracted event expenses.
- 2) Non-Member Registration guidelines:
 - a. Non-members may attend a lifetime total of up to two regular monthly education meetings prior to joining MPISCC. Non-members may attend special meetings and events (such as the WeCon, the fundraiser or others as determined by the Board of Directors) by paying the non-member rate.
 - b. Non-member fees are at a higher rate than fees charged to members.

COMMUNICATIONS

SECTION 2. CHAPTER COMMUNICATIONS:

- 2.1 Review Process: All MPISCC publications including brochures, membership Directory, signage, emails, newsletters must be reviewed for its adherence to MPISCC/MPI bylaws and policies by the communication committee. The review and approval process must be completed before any printing costs are incurred.
- 2.2 Newsletter Editorial Policy
- 1) The purpose of the Chapter newsletter is as follows:
 - a. Inform the membership of the broad variety of MPISCC news.
 - b. Stimulate interest and participation in MPISCC activities and goals.
 - c. Provide a communication link between members and national and international activities.
 - d. Bridge the gap between decision makers and those who carry out or are affected by those decisions.
 - e. Give recognition to Chapter members.
 - f. Encourage members' personal and professional growth and development.
 - g. Recruit and retain members based on the above.
 - 2) The final decisions as to style, format and other production areas for the chapter newsletter are the responsibility of the editor and the Vice President of Communications and Office of the President.
- 2.3 Video and Audio Recording of MPISCC events: Speakers are allowed to have their speeches video or audio recorded based on the following criteria:
- 1) All costs associated with video or audio recording, if done for the convenience of the speaker, are paid by the speaker. Compliance with all municipal and fire codes pertaining to the activity of recording and the securing of any permits required is the responsibility of the speaker (such as cable placement, lighting safety, blocked exits and so forth).
 - 2) Prior permission is required from a member before any recorded questions from the event may be used in the final video or audio product.
 - 3) MPISCC will not be used either as an implicit or explicit endorsement of the speaker without the prior written approval of the Board of Directors.
 - 4) The speaker indemnifies and holds harmless the officers and Directors of MPI and the officers and Directors of MPISCC from any injury or liability loss due to the video or audio recording of his performance.
 - 5) MPISCC reserves the right to video or audio record presentations for its own use or archives.
 - 6) MPISCC follows ASCAP/BMI reporting regulations with respect to music licensing.

SECTION 3. ADVERTISEMENTS:

- 3.1 Advertising Program: MPISCC offers advertising in its newsletter, Directory, on the website and through social media outlets. A current media kit is available at www.mpiscc.org, and advertising is open to both MPI members and non-members.

MISCELLANEOUS

SECTION 1. SUPPLIER POLICY:

- 1) Suppliers/venue hosts to give a sales presentation. They may extend an invitation to a separate sales presentation or property tour following the meeting but are to refrain from using podium time for sales pitches.
- 2) Up to five venue staff are may join members during an event pending the Vice President's budget discretion.
- 3) If a chapter has a sponsor package that includes email marketing:

- We do not sell members contact information but can send an email on the sponsors behalf.
 - Sponsor would provide email content including verbiage and graphics. The communication team does not design sponsor emails or social media.
 - Sponsor emails should appear to come from the organization, not from MPISCC. This will prevent members from opting out of chapter emails.
 - Premier Level members have access to marketing lists from MPI Global for a fee.
- 4) The following applies to donors of goods and services:
- a. All suppliers who donate goods or services at less than cost receive recognition in the program (if published).
 - b. At the discretion of the event chair, sponsors of goods and services of retail value greater than \$500 may receive acknowledgment from the podium.
 - c. At the recommendation of the event chair and with the approval of the Board of Directors, or the executive committee acting on its behalf, substantial donors may be offered further consideration such as strategic partnership, waived registration fees, complimentary meals and so forth.

SECTION 2: SPEAKER POLICIES:

- 1) Speakers are not allowed to give a sales presentation.
- 2) Complimentary registration for member or non-member speakers, moderators or panelists is provided at the discretion of the committee chair and in alignment with the approved budget at meetings and events.
- 3) Gifts should be presented at all Chapter functions to speakers, panelists and moderators. The gift should cost no more than \$20, except with the prior approval of the Board of Directors.
- 4) The Vice President of Education and programs and chairs of any MPISCC event review and approve handouts prior to an event to ensure that the materials relate to the educational content of the presentation.
- 5) Speaker fees and honorariums may be paid when the budget allows. Qualified presenters who are offering complimentary or in-kind services should be given preference.
- 6) Unless a speaker is known to the committee, obtain and check references.