



MEETING PROFESSIONALS INTERNATIONAL
SOUTH FLORIDA CHAPTER POLICY MANUAL
ADOPTED December 2, 2025

Name. The name of this organization is Meeting Professionals International ("MPI") [MPI South Florida Chapter](#) a not-for-profit corporation, incorporated in the state of [Florida, USA](#).

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.

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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.

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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 respective 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.

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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

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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

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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 SOUTH FLORIDA CHAPTER POLICIES
ADDENDUM**

Revision Date 5/1/2024

**ARTICLE I
MEMBERSHIP**

SECTION 1. AFFILIATE MEMBERSHIP

Chapter affiliate membership policies here. Note primary Chapter is “membership” and subsequent chapters are called “affiliate”. The cost to become an affiliate member to the South Florida Chapter will be \$150.00 and this person cannot be eligible to participate as a board member. A member can only volunteer with their primary Chapter. Affiliate members may only serve as a Chapter Board Member with their primary Chapter. An affiliate member can sign up for any meeting as a “member” This fee is invoiced, collected, and retained at the Chapter level.

ARTICLE II BOARD OF DIRECTORS/OFFICER

SECTION 1: AUTHORITY & RESPONSIBILITY

- 1.1 A board member must carry out their duty in the position they took on when being elected. If their duty is not carried out, then the board as a whole can vote this person off the board. The board meeting attendance is addressed noted above under Article IV, Section 2.6 and your policy should not be in conflict.

SECTION 2: EXECUTIVE COMMITTEE:

- 2.1 The Executive Committee of the MPISFL Chapter shall be the President, President-elect, Immediate Past President, Vice President Finance, Vice President Membership, Vice President Education, and Vice President Communications, Executive Committee may act in place of the Chapter Board of Directors between Board Meetings on all matters, except those specifically reserved to the Board by MPISFL Chapter Bylaws, pursuant to delegation of authority to such committee by the Board of Directors. Actions of the Executive Committee shall be reported to the Board for ratification by mail, facsimile, electronic media or at the next Board meeting. The Executive Committee meets at the call of the President or at the request of 2 members of the committee.

SECTION 3: BOARD ELECTION & SERVICE

- 3.1 Nomination policies here.

- 1) The IPP spearheads the succession of the board of directors and can consult with the OOP – The Slate is proposed in June and completed by August 1st
- 2) Insert Duties or Job Descriptions here – Will discuss all at the Board Retreat.
- 3) Transition process is determined by the IPP
- 4) Orientation Requirements are in the hands if the Nominations and Governance Committee to interview and vet the proper people for their particular roll

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Note: Governance and Nominating Committee procedures cannot conflict with chapter bylaws Article VI, and Article VII,

SECTION 4: BOARD COMPENSATION

- 4.1 Discounts can be given to sponsors and volunteers for events, this can only be decided and approved by the board of directors as a vote.

ARTICLE IV COMMITTEES, TASK FORCES, AND ADVISORY COUNCILS

1.1 COMMITTEE GUIDELINES, PROCEDURES and TIMELINES:

To Promote efficient and effective management of the Chapter, The Board of Directors shall adopt and annually review Committee Guideline, procedures and timelines. All

Chairs and members of the Chapters committees shall be knowledgeable of their committee's guidelines.

Sample Structure & Guidelines

STANDING COMMITTEES: All committee members must be MPISFL members in good standing. Standing committees are the Audit and Finance Committee, TONS/SEC Committee, and the Governance and Nominating Committee. The Finance, Communications, Education and Membership Departments are all required to have active committees as specified in the Business Plan.

AWARDS COMMITTEE PURPOSE - The Awards Committee is charged with managing and facilitating appreciation for and recognition of the outstanding achievements of individual chapter members and rewarding volunteer involvement on committees.

BOARD OF DIRECTOR POSITION RESPONSIBLE – Immediate Past President

EDUCATION COMMITTEE PURPOSE - The Education Committee is responsible for planning, scheduling, and implementing the education sessions for each meeting.

BOARD OF DIRECTOR POSITION RESPONSIBLE - VP of Education

LEADERSHIP AND VOLUNTEER DEVELOPMENT COMMITTEE PURPOSE - The Leadership & Volunteer Development Committee's goals are to identify, encourage and develop new leaders within the chapter; to mentor and assist new leaders; to re engage former leaders in the chapter; and to identify, encourage, and assign new volunteers to committees.

BOARD OF DIRECTOR RESPONSIBLE – Office of the President

MARKETING COMMITTEE PURPOSE - The Marketing Committee's primary responsibility is to generate information and gather updates from other committees for the purpose of keeping the MPICC members up to date on current and useful information.

BOARD OF DIRECTOR RESPONSIBLE – VP of Marketing & Communications

MEMBER ENGAGEMENT COMMITTEE PURPOSE - The Member Engagement

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Committee is responsible for maintaining current membership through monthly contact with members who are due for renewal, have recently renewed or are looking to join.

BOARD OF DIRECTOR RESPONSIBLE – VP of Member Engagement

NOMINATIONS COMMITTEE PURPOSE – The Nominations Committee is responsible for nominating the incoming Board of Directors. **BOARD OF DIRECTOR RESPONSIBLE** – Immediate Past President

PROFESSIONAL CERTIFICATION COMMITTEE PURPOSE - The Professional Certification Committee presents targeted educational programs aimed at CMP topics during CMP Exam Informational Sessions. **BOARD OF DIRECTOR RESPONSIBLE** - VP of Education

SOCIAL MEDIA COMMITTEE PURPOSE: The Social Media Committee's primary responsibility is to promote MPISFL achievements, both individual and chapter-wide, and bi-monthly meetings to the outside hospitality industry through the use of Facebook, Twitter, Instagram and LinkedIn social networking sites. **BOARD OF**

**ARTICLE V
FINANCE**

SECTION 1. ANNUAL BUDGET

- 1.1 The annual budget is prepared by VP Finance for review by the Executive Committee. The Chapter Board of Directors approves the annual operating budget in compliance with MPI Global Bylaws. Chapter operations will be in alignment with the annual budget.

This is spearheaded by the VP of Finance, The Chapter Board of Directors needs to vote on expenditures, check signing authority etc. It is recommended that all chapter policies reflect the guidelines of the GAAP (Generally Accepted Accounting Practices) available on the Chapter Leader Resource Page.

SECTION 2. RESERVE FUND

- 2.1 **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, etc. Policies should reflect that reserves are used in emergency cases and in the event of a major investment in membership. MPI South Florida 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.

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SECTION 3. REQUEST FOR PROPOSALS:

- 3.1 RFPs are required for education programs, annual meeting/gala, special events, and Mix N' mingles with an outline of venue obligations and costs. Additional RFPs for other components such as catering, décor, AV, etc. must be secured. MPISFL members get the first right of refusal.

SECTION 4. REIMBURSEMENT OF EXPENSES OR TRAVEL

- 4.1 Reimbursement of expenses. Must be voted on by the President along with the VP of Finance. Travel to conferences can apply. These policies may include but are not limited to; mileage, airfare, and hotel reimbursement, WEC, board meeting or retreat travel expenses. A check request must always be approved by the OOP. All Chapter Board of Directors travel should be allotted for in chapter budgets.
- 4.2 **BUDGETED CHAPTER EXPENSES:** If a member paid out money from their own pocket for the benefit of the Chapter, this must be discussed first with the VP of finance and approved by the President.

SECTION 5. SPONSORSHIPS

- 5.1 Follow the chapter Sponsorship SOP on the web site. This lists all the sponsor benefits.

SECTION 6. MANAGEMENT OF PAID STAFF

- 6.1 Any paid staff must be approved in writing by the President with the consultation of the VP of finance. If labor must be attained to complete a job, then follow the process of a board vote and authorized by the President.

ARTICLE VI CHAPTER EVENTS

SECTION 1. EDUCATIONAL & SOCIAL EVENTS

- 1.1 All fees for any of the events are determined at the board retreat and carried out with consistency throughout the year.
- 1.2 EDUCATIONAL PROGRAMS: This is spearheaded by the VP of Education, this person will determine site selection criteria, request for proposal processes, speaker policies, AV policies, food and beverage, smoking, alcoholic beverage use and duty of care policies.
- 1.3 NETWORKING/SOCIAL PROGRAMS: Director or Corporate sponsorship will work in tandem with the VP of Special Events for site selection criteria, request for proposal processes, AV policies, food and beverage, smoking, alcoholic beverage use and duty of care policies.

ARTICLE VII COMMUNICATIONS

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SECTION 1. CHAPTER COMMUNICATIONS

- 1.1 COMMUNICATIONS – DISTRIBUTION TO MEMBERSHIP. All correspondence for Chapter meetings, whether it be sent via US mail, fax, e-mail, or by other electronic methods, will be sent to the membership in its entirety. Chapter logo and letterhead may only be used for official Chapter communications.

SECTION 2. ADVERTISEMENTS

- 2.1 ADVERTISEMENTS: Advertising fees will be set annually by the Vice President of Marketing and include due dates etc. Advertising fees as a budgetary item need to be discussed with Vice President of Finance and voted on by the Board of Directors

ARTICLE VII MISCELLANEOUS

SECTION 1. PHILANTHROPIC ACTIVITY

- 1.1 All scholarship funds have criteria, and the VP of Finance is to oversee the funds that are entered and distributed. All distributions are a board vote.

SECTION 2. CHAPTER AWARDS

- 2.1 AWARDS - ELIGIBILITY. All Chapter members in good standing are eligible for annual awards (such as Planner of the Year, Supplier of the Year, Hall of Fame Award,

Tomorrow's Leader, and Volunteer of the Year). Upon receiving Planner of the Year or Supplier of the Year awards, recipients are not eligible for consideration for the awards for a three-year period.

SECTION 3. CHAPTER SCHOLARSHIPS

- 3.1 The Karen Altman Educational Scholarship Fund was established in January 2016 and policies and procedures must be established and approved before any scholarship is awarded. These policies and procedures will be reviewed and voted by the Board of Directors.