

**MEETING PROFESSIONALS INTERNATIONAL SOUTH FLORIDA POLICY MANUAL**

Revision Date: December 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.

**MPISFL VALUE PROPOSITION:** Create relevant meetings and event industry education which builds meaningful connections inspiring growth for South Florida meeting professionals. Educate. Innovate. Connect. Grow.

**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:** Available to existing MPI members in good standing for an annual \$75.00 fee. Benefits include invitations to events, online member listing, access to the "Members Only" section of chapter website, information notices and member-only advertising and sponsorship opportunities.

**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:** Team Statue Reports are due 10 days prior to monthly Board of Director meetings.
- 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 **ABSENCES:** Board Members are required to attend all scheduled monthly Board of Director Meetings. Board Members are encouraged to attend all education and special events and remain engaged in the chapter. Board members are required to attend the Annual Retreat and the Mid Year Retreat as part of their board service. Any director, including elected officers, who has been absent from 1 regular meeting of the Board of Directors shall request an excused absence from the President. If the director misses the next Board of Directors meeting, the director shall be deemed to have resigned from the Board of Directors and the vacancy shall be filled as provided by these bylaws, unless a further excused absence for extraordinary reasons is granted by the Board of Directors.

## 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, and may include any such additional members as the Board of Directors may designate. The 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 The Nominating Committee is chaired by the Immediate Past President and consists of a minimum of 5 members. The President Elect is automatically a member of this Committee. The President will select the remaining members of the committee, which is approved by the Board of Directors. The Nominating Committee must be comprised of members in good standing.

Nominations are made in accordance with chapter bylaws and will follow the Chapter Succession Manual.

- 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 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.

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

- 2.1 The President, in accordance with the policies approved by the Board of Directors, shall appoint such other committees, subcommittees, or task forces as are necessary and which are not in conflict with other provisions of chapter bylaws. The duties of such committees shall be prescribed by the Board of Directors.

### SECTION 3. VOLUNTEER ROLES & RESPONSIBILITIES:

- 3.1 Only chapter members in good standing may serve as volunteers. Each department requires a minimum number of volunteers as shown in the MPISFL Chapter Business Plan. The volunteers shall focus on assigned purpose/charge for the department, attend meetings and conference calls, complete assignments by pre-determined deadlines, communicate any challenges/concerns early to volunteer chair, 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 annual budget is prepared by VP Finance for review by the Executive Committee. The Annual Budget is determined and reviewed during the Annual Retreat prior to the fiscal year. The budget is reviewed and approved by the existing Board of Directors. The annual budget may not be amended without approval of The Board of Directors. Chapter policies reflect the guidelines of the GAAP (Generally Accepted Accounting Practices).

### 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:** The chapter will maintain adequate reserves for unpredictable events which could substantially impact operations or revenue streams. Reserves may also be used as a valuable investment opportunity for long term growth. Such 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 RFP's are required for education programs, annual meeting/gala, special events, and Mix N' Mingles with an outline of venue obligations and costs. Additional RFP's for other components such as catering, décor, AV, etc. must be secured. MPISFL members get first right of refusal.

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

- 5.1 WEC, SEC or CBS expenses, board meeting or retreat travel expenses are outlined in the annual budget. Any additional travel expenses for WEC, SEC or CBS will require board approval prior to the event action requiring the expense. Reimbursement must follow standard expense format and procedures provided by the Chapter Administrator.
- 5.2 For any travel directed or offered by MPI Global chapter board members will comply with expense and reimbursement guidelines outlined for such event by MPI Global procedures.
- 5.3 **BUDGETED CHAPTER EXPENSES :** all budget expense reimbursement must follow standard procedure forms submitted to VP of Finance for payment.

#### SECTION 6. SPONSORSHIP AND SOLICITATION:

- 6.1 **ACCESS TO MEMBER LISTS:** Access to membership and attendance lists shall be restricted to MPI premiere members in good standing only. Members shall be provided the opportunity to opt out of solicitation emails from both the chapter and MPI Global.
- 6.2 **CHAPTER SPONSORSHIP POLICIES:** All sponsorships to the chapter must be documented by the department securing the sponsorship with the approved sponsorship form or in-kind sponsorship form. All sponsorship forms should be forwarded to the Director of Partnerships, who is responsible for collecting and fulfilling sponsorships.

#### SECTION 7. PAID STAFF ADMINISTRATORS:

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

- 7.2 MANAGEMENT OF PAID STAFF: The Chapter Administrator Agreement is reviewed annually by the Office of the President as it relates to scope of services, renewal dates/options and raises. An annual performance evaluation is submitted by the President.
- 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.
- 7.4 Contracts for any chapter administrator or paid staff services will require the following language included in contracts and/or scope of services by January 30, 2019. This includes all existing/future contracts.
- Chapter Administrators and their support staff will represent the chapter and MPI Global in a professional manner adhering to the Principles of Professionalism Guidelines provided by MPI Global.
  - Chapter Administrators and their support staff will follow all MPI Global and Chapter Bylaws, Policy & Procedures, Financial budgeting requirements and any other defined requirements set forth by Chapter or MPI Global.
  - Chapter Administrators are required to adhere to all CAP (Chapter Administrator Program) guidelines and policies. See Program guidelines for specific requirements.
  - Chapter Administrators or paid support staff must be licensed and insured with a minimum of \$1 million dollars in general liability insurance and provide proof of said policy to Chapter and MPI Global annually by July 1st.
  - Non-compliance with these requirements will require termination of contract.
- 7.5.1 Chapters must complete an annual review of services provided by paid administrators. Reviews should begin at least 90 days prior to the end of the contract. The outcomes of the review as well as any updated contracts for service should be submitted to Global by July 1<sup>st</sup> annually.
- 7.5.2 All administrative services must be contracted as a vendor for services; not an employee of the chapter.
- 7.5.3 Chapter Administrators or paid staff cannot be family or an immediate relative of board members. Family or immediate relative is defined as, Spouse, children, parents, siblings or grandchildren.
- 7.5.4 Chapter Administrators will work to hold chapter boards accountable to all defined MPI performance standards, policies and Principles of Professionalism. Chapter Board of Directors will support Administrators in this process.
- 7.5.5 In the event chapter does not engage in paid staff services chapter board members are required to adhere to all CAP guidelines and take all required trainings. Refer to CAP program guidelines for requirements.

## **CHAPTER EVENTS**

### SECTION 1. EDUCATIONAL & SOCIAL EVENTS:

- 1.1 EDUCATION PROGRAMS: MPISFL must hold 6 Education Programs annually. Program content and venue selection are handled by the Department of Education under direction of the VP of Education.
- 1.2 GALA: The Gala is the “Annual Meeting” of MPISFL when the board is installed, awards are presented, volunteers are acknowledged, and membership is celebrated. Theme and venue

selection is handled by the Department of Finance Special Events Committee under direction of the President-elect.

1.3 SPECIAL EVENTS: Theme and venue section of these fundraising events are handled by the Department of Finance Special Events Committee.

1.4 MIX N'MINGLES: Theme and venue section of these networking events are handled by the Department of Finance Special Events Committee.

1.5 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.

The cut off for online registration is 11:00am the day of the event. At that time, the "Late/at the door" cost will take effect (barring extenuating circumstances or programs that start earlier in the day.) Rates are as follows:

**Education Program Pricing:**

	Early 60 Days Prior to Event	Regular 45 Days Prior to Event until online registration closes (day of event at 11am).	Onsite/at the door When online registration closes through onsite.
Member	\$30	\$35	\$45
Non Member	\$55	\$60	\$70
Student	\$20	\$20	\$25

**Gala:**

	Early 60 Days Prior to Event	Regular 45 Days Prior to Event until online registration closes (day of event at 11am).	Late/at the door When online registration closes through onsite.
Member	\$65	\$80	NA
Non Member	\$80	\$95	NA
Student	\$45	\$55	NA
Guest (Non-Industry Related Attendee)	\$50	\$60	NA

**Special Event Pricing:**

	Early 60 Days Prior to Event	Regular 45 Days Prior to Event until online registration closes (day of event at 11am).	Late/at the door When online registration closes through onsite.
Member	\$45	\$55	\$65
Non Member	\$65	\$75	\$85
Student	\$25	\$30	\$35

Guest (Non-Industry Related Attendee)	\$45	\$55	\$65
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**Mix N' Mingle Pricing:**

	Regular	Late/at the door
	Registration open until online registration closes (day of event at 11am).	When online registration closes through onsite.
Member	\$15	\$35
Non Member	\$25	\$35
Student	\$20	\$35

**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 The MPISFL Event Posting and Marketing Submission form must be sent to the Communications Department a minimum of 60 - 90 days prior to any education program, gala, special event or Mix N' Mingle. This form is also used to request other communications to the membership and requires 72 hours notice before publication. The Department of Communications also maintains an ongoing 30 day social media calendar.

**SECTION 3. ADVERTISEMENTS:**

- 3.1 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

**MISCELLANEOUS**

**SECTION 1. PHILANTHROPIC ACTIVITY:**

- 1.1 MPI Has Heart allows members an avenue where they can donate their time and energy during the year and provide an additional environment to network and build business relationships.

**SECTION 2. CHAPTER AWARDS:**



- 2.1 MPISFL maintains a Member of the Season Award that is presented quarterly, as well as a number of annual awards that are presented at the Annual Meeting. Refer to MPISFL Awards Manual.

### SECTION 3. 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 at the Mid-Year retreat.