



MEETING PROFESSIONALS INTERNATIONAL
OREGON POLICY MANUAL
ADOPTED April 30, 2024

ARTICLE I
NAME

Name. The name of this organization is Meeting Professionals International ("MPI") Oregon a not-for-profit corporation, incorporated in the State of Oregon.

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 are formed to accomplish a specific goal on an ongoing basis.
- 1.5 **Task Forces.** Committee-like groups are 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 that 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 that 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 the 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 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.

- 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.

OREGON CHAPTER POLICIES ADDENDUM

Revision Date 4/30/2024

ARTICLE I MEMBERSHIP

SECTION 1. AFFILIATE MEMBERSHIP: An individual member of another Chapter may become an affiliate member of the Chapter for an annual fee as determined by the Board of Directors. This fee is invoiced, collected and retained at the Chapter level. This entitles the individual member to attend Chapter events at the member rate and to receive the newsletter and all other publications of the Chapter. This member cannot sit on the board and does not have voting rights.

ARTICLE II BOARD OF DIRECTORS/OFFICERS

SECTION 1: AUTHORITY & RESPONSIBILITY

- 1.1 Abide by the Attendance & Accountability Commitment as stated below. As an active member in good standing of the Chapter, I commit to making every effort to uphold all of my Board responsibilities as outlined in my job description including the following:

Attend a minimum of 50% of the planned Retreats
Attend a minimum of one (1) member orientation
Attend at least 70% of general membership meetings
Do my best to attend the Annual Cascadia Educational Conference
Complete, review, and submit Team Status Reports by the Tuesday before each board meeting

Attendance is defined as in-person or virtual. Attendance is further defined as being punctual to meetings, arriving more than 15 minutes after the meeting is called to order will be recognized as late attendance at that meeting, and the board member will not have voting rights for that specific meeting.

SECTION 2: EXECUTIVE COMMITTEE:

- 2.1 The Executive Committee shall consist of a President, President-Elect, Immediate Past President, Vice President Finance, Vice President Membership, Vice President Education, and Vice President Marketing and Communications.
- 2.2 The Executive Committee can function as the Audit and Finance Committee with the responsibilities identified in Article V, Section 1.1.1.

SECTION 3: BOARD ELECTION & SERVICE

- 3.1 Board Election: The Immediate Past President will serve as Nominating Committee Chair and the President-Elect will serve on the committee. Both will comply with the following procedures for the purpose of nominating a slate of Officers and Directors. The President shall present the names of the Nominating Committee members to the Chapter Board of Directors for approval by April 1 annually.
- 3.2 The Nominating Committee will meet to review job descriptions; bylaws and policies concerning eligibility, terms of office, etc.; and to determine the characteristics and skills desirable for each position and duty.
- 3.3 A board application will be sent out to the membership and due back to the Chapter Administrator on the specified due date.

3.4 The Nominating Committee will meet to select candidates for officers and directors and to match the job description, eligibility characteristics, and skills necessary.

3.5 The Immediate Past President will install the new board by December 31.

3.6 Slate Presentation and Submission: Chapter slate will be presented to the membership on templates provided by MPI and allow 30 days for membership to contest prior to the bylaw deadline of August 1. The Chapter will submit to MPI the approved slate on the template provided by MPI on or before August 1.

3.7 Board Training: Any incoming board members are required to complete the MPI Board 101 training. Each candidate is required to sign the training acknowledgment form and submit it to the Chapter Administrator prior to December 1. All Chapter leaders are able to and encouraged to attend MPI training

- Chapter Leaders' Summit (CLS)

SECTION 4: BOARD COMPENSATION

4.1 Directors and elected Officers shall not be compensated for their services as a Chapter Officer or Director or receive any preferential discounts or considerations for attending Chapter events.

4.2 Directors and elected Officers shall not accept any gifts over the value of \$100.00 unless otherwise approved by MPI.

ARTICLE IV COMMITTEES, TASK FORCES, AND ADVISORY COUNCILS

1.1 STANDING COMMITTEES: A volunteer Chair will be appointed for each standing committee annually. Include in each who is responsible for making the appointment for chairs/committees and if a board vote is required.

Standing committees of the Chapter are:

- Governance and Nominating Committee
- Finance and Audit Committee
- Awards - Responsible for developing a program that will recognize the outstanding achievement of individual members and the entire organization on both a local and national level. Members serving on this committee may nominate and accept nominations. However, should they accept a nomination; they must step off the selection committee, but may still participate in the planning committee.
- Cascadia Educational Conference - As outlined in the Cascadia Educational Conference Chapter Agreement.
- Community Outreach Committee – Responsible for planning and executing events that help chapter members give back to our community.
- Fundraising Committee - Responsible for creating raffle/fundraising opportunities throughout the year, sponsorships for the Chapter, and silent auction procurement.
 - Member Recruitment Committee – Responsible for developing and maintaining a recruitment program designed to recruit new members. The committee should maximize the use of MPI and Chapter Administrator. The committee is responsible for any tradeshow participation that the Chapter does to recruit new members, as well as any membership campaigns the Chapter runs.

- Member Retention Committee - Responsible for developing and maintaining a program designed to Retain members by offering member benefits such as scholarships, awards, anniversary recognition, a mentor program, and networking socials. Responsible for completing membership surveys when necessary.
- Education - Responsible for the education programs. Speakers, topics, setup, etc.
- Social Media Committee: Responsible for Submitting posts to chapter social media accounts, managing boosting posts when needed, advancing chapter visibility through social media, and assisting the Marketing Director with post creation
- Website Committee: Reviews the chapter website once a month, checks links, content, errors, and reports back to VP of Marketing and Communications who reports to Chapter Administrator.
- Past President Advisory Council - Be a resource for the Office of the President and Board providing history and expertise on MPI at the local and international level. The council will promote community awareness of the Chapter as a professional organization and meeting planning as a profession. Council members will be spokespersons for the Chapter within the industry. The Committee reports to and is responsible to the sitting Chapter President-Elect.
- CMP Study Group Committee - Responsible for providing continuing education to our members. Such as professional development training, CMP/CMM study groups, and other training as directed by the VP of Education.
- Publications Committee - Responsible for gathering and coordinating information from a variety of different sources, writing feature articles, and producing copy to be sent to the online magazine supplier. Responsible for producing the membership directory. Also responsible for publicity relating to Chapter activities including meeting notices, appointments, awards, etc. in both local and national MPI publications and produce and mail Chapter quarterly postcards.

SECTION 2: ADVISORY COUNCILS AND TASK FORCES

- 2.1 Volunteers for any advisory councils and/or task forces shall be appointed as needed. Include in each who is responsible for making the appointment for advisory councils/task forces and if a board vote is required.

SECTION 3: VOLUNTEER ROLES & RESPONSIBILITIES:

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

1. Clear communication on purpose/charge for the group. If changes in direction occur, communicate with the group in a timely manner.
2. Develop work plans to achieve purpose/charge and clearly communicate responsibilities/assignments for each member. Create a positive volunteer experience for all.
3. Complete any assignments by pre-determined deadlines.
4. Draft and disseminate minutes and summaries promptly.
5. Draft and submit progress report to assigned Chapter Board of Directors as needed.
6. Ensure volunteer reimbursement requests are submitted and paid within 60 days of funded meeting.

Expectations of Volunteer Members:

1. Focus on assigned purpose/charge for the group.
2. Attend meetings and conference calls.
3. Complete any assignments by pre-determined deadlines.
4. Communicate any challenges/concerns early to volunteer chair.
5. Submit volunteer reimbursement requests immediately following approved expenses but no later than 30 days.
6. Comply with Conflict-of-Interest Policy, maintain confidentiality of discussions and background materials and immediately disclose any conflict of interest that may arise.

ARTICLE V FINANCE

SECTION 1. ANNUAL BUDGET

- 1.1 The annual budget is prepared by the Audit & Finance Committee for review by the Executive Committee. The Chapter Board of Directors approves the annual operating budget in compliance with MPI Bylaws. Chapter operations will be in alignment with the annual budget.
- 1.2 Non-budgeted items must be pre-approved by the Board of Directors.
- 1.3 All check requests must be signed by two members of the Board of Directors.
- 1.4 **CONTRACTS:** All Chapter contracts and agreements must be signed by the President and VP of Finance.
- 1.5 **BANKING AND INVESTMENT ACCOUNTS:** A minimum of 2 members of the Executive Committee will be designated as signatories on all financial accounts. The signatories will be updated annually upon installation of the incoming Board of Directors.
- 1.6 **CHECK PROCESSING:** All Chapter checks must bear the signature of a designated account signatory. Two approvals are required on the check request for the release of checks.

SECTION 2. RESERVE FUND

- 2.1 **PURPOSE OF RESERVES:** The Chapter will maintain adequate reserves for the following purposes:
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- 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.

- 2.2 **Access to Reserves:** The access of the "reserve" shall first be referred to the VP of Finance for consideration. Final approval by a majority vote of the Board of Directors is required.

SECTION 3. REQUEST FOR PROPOSALS:

- 3.1 SITE SELECTION: Valid facility invitations, as determined by the officer or Chair involved, shall be presented to the VP of Education for decisions on sites and facilities for Chapter meetings and conferences or the Director of Special Events for decisions on sites and facilities for special events on an ongoing basis. All Chapter member facilities or properties shall be given first preference to host Chapter meetings and events by responding to the Request for Proposal (RFP)/invitation by the stipulated deadline. At that time, if there are still meetings and events available to be hosted, then non-member facilities may be solicited to host Chapter events. Requests to host and/or upgrade events or activities during meetings, conferences, seminars, and other programs, may be accepted from a single property, company or bureau, or from a group or properties, companies or bureaus. Preferences shall be given to MPI members.

SECTION 4. REIMBURSEMENT OF EXPENSES OR TRAVEL

- 4.1 Travel reimbursement is allotted in the Chapter budget. The Chapter will reimburse mileage, airfare, hotel, and incidentals for WEC and CBS if budgeted.
- 4.2 BUDGETED CHAPTER EXPENSES: A check request form, located in Google Drive, needs to be completed and signed by two board members. Then submit the check request, along with receipts, to the Chapter Administrator. Checks are cut once a month.
- 4.3 For any travel directed or offered by MPI, Chapter board members will comply with expense and reimbursement guidelines outlined for such events by MPI Global procedures.

SECTION 5. SPONSORSHIPS

- 5.1 The Chapter solicits in-kind and cash sponsorships. A Partnership Guide is produced each fiscal year. Sponsorships are accepted on a first-come, first-served basis as long as it does not conflict with another sponsorship already in place. Refer to the current Sponsorship Guide for all sponsorships available.
- 5.1 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.

SECTION 6. MANAGEMENT OF PAID STAFF

- 6.1 The Executive Committee shall determine the Chapter Administrator's duties and compensation with ratification by the Board. See Chapter Administrator's Contract for a comprehensive list of duties and responsibilities. Contract approval and discharge of the Chapter Administrator shall require a two-thirds (2/3)-majority vote of the entire Board of Directors.
- 6.2 All administrative services must be contracted as a vendor for services, not an employee of the Chapter.
- 6.3 Chapter Administrators or paid staff cannot be family or immediate relatives of board members. Family or immediate relative is defined as, Spouse, children, parents, siblings, or grandchildren.
- 6.4 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.
- 6.5 The Executive Committee will select the Chapter Administrator with ratification by the entire Board.
- 6.6 Dutes: Paid staff administrators must adhere to the standards and qualifications established by MPI. A minimum scope of services as outlined below will be included in the administrator RFP and contracts. Additional services above the minimum requirements can be added by the Chapter at their discretion with board approval.

ARTICLE VI CHAPTER EVENTS

SECTION 1. EDUCATIONAL & SOCIAL EVENTS

- 1.1 Regular meetings will be held generally on the third Tuesday of the month and will provide an educational or networking program.
- 1.2 Meetings will be held only at member properties unless otherwise approved by the President and Vice President of Education.
- 1.3 An RFP will be sent to all member properties to solicit a host for Chapter events. The RFP is due back to the Chapter Administrator by a specified date.
- 1.4 Site selection for Chapter events is made by the committee responsible for that event. Selection is based on geographical location, the educational subject, and how often we have had a meeting in that particular area and/or venue.
- 1.5 Once the RFP deadline has passed and if we have any events that still need a venue, then the responsible committee may go out to non-members.
- 1.6 Speakers and subjects are determined by the Education Committee, but they must stay within the approved budget.
- 1.7 All event registration rates are proposed by the committee responsible and approved by the board of directors.

SECTION 2. MEETING REGISTRATION FEES:

- 2.1 The Board of Directors establishes the meeting registration fees. The Board may approve a separate fee schedule for special meetings and events. There is an advance registration fee for the educational meetings. The late registration fee is set at the discretion of the Education Committee but can be no more than 50% more than the advance registration fee.
- 2.2 Advance registration deadline will be at midnight the Wednesday before the meeting. Any registration made after this time will be considered a late registration and may be charged the late registration fee. In addition, in order to receive a full refund, cancellation must be received by midnight the Wednesday before the meeting. Cancellations received after this time and no-shows will be billed the full registration fee.
- 2.3 Long-term MPI members (20+ years) in good standing who retire from professional employment will be allowed to attend Chapter meetings at the member rate.
- 2.4 In the event of inclement weather, the act of God, or terrorism the Board of Directors will be responsible for making the decision to hold or cancel any Chapter meeting. Once a decision has been made to hold or cancel the meeting members will be notified via email and the decision will be posted on the Chapter website. If the decision is to hold the meeting each member must make the decision whether or not to attend the meeting. If the registered member decides not to attend the meeting said member would be considered a no-show.
- 2.5 If a member or non-member wants to attend only a portion of the meeting and not have a meal, they will need to pay the full registration fee.
- 2.6 Anyone who is not a preferred or premier-level member is required to pay the non-member rates for events. 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.
- 2.7 Attendees will be expected to pay their own parking fees.
- 2.8 Attendees must be checked in within five minutes of the meeting start time or there is no guarantee of a meal.
- 2.9 Any member of the Chapter delinquent in dues, fees, or assessments for a period of sixty (60) days

from the time such are payable shall be notified of the delinquency and suspended from further MPI Oregon privileges until paid. If payment of dues, fees, or assessments is not made within the next Succeeding thirty (30) days, the delinquent member shall be dropped from the rolls and thereupon forfeit all rights and privileges of Chapter membership; unless such suspension, at the request of the member for good cause shown, is waived by the affirmative actions of the Executive Committee.

ARTICLE VII COMMUNICATIONS

SECTION 1. CHAPTER COMMUNICATIONS

- 1.1 All Chapters must adhere to the MPI Chapter Logo and Identity Standards document provided. Any theme-specific logos for events must not conflict with the MPI Global Brand Standards and must be approved by MPI before use.
- 1.2 The Online Magazine shall be published based on a schedule set by the MARCOM Committee.

ARTICLE VII MISCELLANEOUS

SECTION 1. CHAPTER AWARDS

- 2.1 A Call for Award Nominations is sent out to all members and must be returned by the specified date to the Chapter Administrator. Awards include but are not limited to, Planner of the Year, Supplier of the Year, Torchlight Award, Rising Star Award, and Mentor Award.
- 2.2 Each award has specific qualifications, as outlined on the Call for Award Nominations.
- 2.3 Once the nominations are returned, then the Awards Chair determines if each nominee has all the qualifications for that award. Once this is determined then an award application is sent out to the nominee and due back to the Awards Chair by a determined date.
- 2.4 The Awards Committee meets to evaluate and score the applications and determine who will receive each award.
- 2.5 No more than 2 (two) awards of the total awards will be given to any current board members serving each fiscal year. Board recognition to thank them for service is acceptable but should not be called an award but rather recognition of service.
- 2.6 Nominees may only receive one award per year.