



MEETING PROFESSIONALS INTERNATIONAL
Insert Chapter Name here POLICY MANUAL
ADOPTED August 1, 2023

ARTICLE I
NAME

Name. The name of this organization is Meeting Professionals International (“MPI”) **Ottawa Chapter** a not-for-profit corporation, incorporated in the **Ottawa, Ontario, Canada**.

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 OTTAWA CHAPTER POLICIES ADDENDUM

Revision Date **5/1/2024**

ARTICLE I MEMBERSHIP

SECTION 1. AFFILIATE MEMBERSHIP: Fee \$99.00 Benefits: Receive all chapter communications. Access to chapter member directory. Ability to volunteer at the chapter level. Fees will be collected by the affiliate chapter and remain at the chapter level.

ARTICLE II BOARD OF DIRECTORS/OFFICERS

SECTION 1: AUTHORITY & RESPONSIBILITY

- 1.1 MPI Ottawa Chapter Board meetings should be held on the first week of the month, one week prior to the monthly Chapter event or on a date agreed upon by the majority of Board Members. The meetings should run at a time agreeable to the majority of Board Members. Under the direction of the President, the Chapter Administrator will send a calendar invite for board meetings to the Board members. Changes to the schedule will be permitted following a majority vote. Board meetings may take place either in person or virtually. MPI Ottawa Chapter facilitates efficient communication between all Board members by using a reporting and consent agenda system.
- 1.2 Board members will submit written reports to the Chapter Administrator at least seven days in advance of the Board meeting and will ensure that their reports detail activities, current projects and highlight any outstanding issues which require Board attention. Board members will clearly identify in the report which items require discussion, specifying the amount of time required for each issue, for inclusion on the meeting agenda.
- 1.3 The meeting agenda will be compiled by the Chapter Administrator based on the submitted reports and will be uploaded to Basecamp 72 hours prior to the Board meeting. Board members may request an amendment to the agenda at the start of the meeting to incorporate any items not previously brought to the Board's attention under new business.
- 1.4 The Chapter Administrator will maintain accurate Board meeting records and ensure an electronic copy of the final/approved Board minutes, including approved Board reports, are stored in the appropriate folder in Basecamp.

BOARD MEMBER QUALIFICATION: MPI Ottawa Chapter will identify the best possible candidates for Board of Directors positions.

- i. All Board members must meet the following qualifications:
 - Be an active MPI Ottawa Chapter member in good standing.
 - Be willing and able to fulfill the obligations of office, in the capacity indicated.
 - Have a history of involvement, accomplishment and dependable service to MPI or to the Chapter, preferably as chair of the committee in question or with at least two (2) years' experience at the committee level.
 - Be willing to contribute time, energy and creativity to the Chapter.
- ii. In addition to overall qualifications for any Board position, to serve as a Vice-President a member should have a history of involvement, accomplishment and dependable service to MPI or to the Chapter, preferably as director of the committee reporting to that vice-

president's position, or as a member of the Board of Directors, or with at least three (3) years' experience at the committee level.

- iii. In addition to overall qualifications for any Board position, to serve as President-Elect, a member should have a history of involvement, accomplishment and dependable service to MPI or to the Chapter, preferably as vice-president of the Board of Directors, a director of the Board, or with at least four (4) years' experience at the committee level.)

In addition to overall qualifications for any Board position, to serve as President, a member should have served as President-Elect of the Chapter.

3.11 BOARD MEMBER EDUCATION: MPI Ottawa Chapter will support its leadership in the participation of as many Canadian/North American leadership training opportunities as financially feasible.

- i. Participation and training opportunities for the president, president-elect, and other Board members - as is deemed necessary from time to time - will include, but not be limited to: the MPI World Education Conference (WEC), the Chapter Business Summit, The Event and any pre-conference Chapter Leader Forums. Expense reimbursement will be accounted for in the annual budget can include:
 - Early-bird registration;
 - Best available airfare;
 - Hotel accommodations at the host hotel for the duration of the event and one day prior (to account for flight times).
 - Reasonable incidental expenses related to ground transportation, food and beverage, etc. See section 11.1 a) & b) for further details.
- ii. In order to be reimbursed for attendance, those attending any of these approved meetings must complete the Chapter expense claim form found in Basecamp, with receipts, and adhere to the appropriate policies and timelines outlined in the claim form.

SECTION 2: EXECUTIVE COMMITTEE:

2.1 The Ottawa Chapter operates with an Executive Committee (OOP) consisting of the following positions: President, President Elect, Immediate Past President, Vice President Finance, Director of Leadership and Volunteer Management.

SECTION 3: BOARD ELECTION & SERVICE

3.1 Insert any nomination policies here. All Chapters must provide these policies to include but not limited to:

ELECTIONS: MPI Ottawa Chapter will present an open and fair application and election process for its Board of Directors.

- i. The call for applications for Board positions should be released no later than May 1st with a deadline for applications on or before May 31st. Should positions be contested a notification will be released electronically.
- ii. The distribution of notices and information for Board applications will be done electronically (via email and posting on the Chapter website) with hard copies made available as required.

- iii. The Immediate Past President shall chair and appoint a Governance and Nominating Committee according to the procedures as set forth by the current Bylaws enacted in April 2024 for the purpose of nominating a slate of Officers and Directors. Elections shall be conducted and submitted to MPI Global by August 1. The Executive Committee shall also approve the proposed Governance and Nominating Committee prior to activities. The remaining committee members shall be appointed by the Chair with the approval of the Executive Committee. Board elections shall be conducted and submitted to the Board for approval.

CONFLICT OF INTEREST: It will be permitted that two members from the same organization/company can hold board positions at the same time provided the candidates are the best candidates for the positions, the positions are not under the same portfolio/leadership and alternates are not available. The policy will be reviewed annually by the nominations committee.

JOB DESCRIPTIONS: To be reviewed and updated annually by the current board position and stored in the chapter shared file storage. Job descriptions are provided during the application process.

SLATE PRESENTATION AND SUBMISSION: The Chapter slate will be presented to membership on templates provided by MPI Global and allow a minimum of 30 days for the membership to contest prior to Bylaw deadline of August 1. Chapter will submit to MPI Global the elected slate on the template provided by MPI Global on or before August 1 annually.

ORIENTATION & TRANSITION PROCESS: Incoming board members are invited to attend board meetings as observers as of September of their incoming year. Chapter Board 101 Training, Fall Retreat, Position transition meetings, Budget and Business plan meetings with current board members and transfer of basecamp and email accounts.

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, 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 Chapter Board of Directors. The term “compensation” means direct or indirect remuneration, including gifts and benefits that are not insubstantial.
- 4.2 **GIFTS:** Directors and elected Officers shall not accept any gifts over the value of \$100.00 unless otherwise approved by MPI Global.

**ARTICLE IV
COMMITTEES, TASK FORCES, AND ADVISORY COUNCILS**

1.1 SECTION 1. STANDING COMMITTEES

COMMITTEE PARTICIPATION: MPI Ottawa Chapter will encourage active participation in all committees.

- i. Committee directors/chairs are responsible for verifying with the Director of Leadership and Volunteer Management that all prospective volunteers are Chapter members in good standing. Should a volunteer's membership lapse during their period of service, the committee director/chair shall consult the Board regarding the next steps.
 - a. Board members are discouraged from acting as the chair of their own committees and are prohibited from chairing committees outside of their portfolio. They may act as committee members as needed outside of their portfolio, but this is also discouraged to prevent volunteer burnout on the board.
- ii. The committee director/chair has the authority to contact a committee member for discussion should one of the following situations occur. A committee member: has failed to complete assigned tasks; has failed to attend regular committee meetings with notification of their absence; has failed to abide by MPI's code of conduct or is no longer actively participating as a member. At their discretion, the director/chair may ask the committee member to resign.
- iii. Volunteers of the MPI Ottawa Chapter are prohibited from earning compensation for their volunteer activity, excluding reimbursement of approved expenses.
- iv. All volunteers will be required to understand and sign on an annual basis, the MPI Ottawa Volunteer Code of Conduct, which will include details on the Conflict of Information and Workplace Welfare policies.
- v. In recognition that many of the volunteers take personal leave or incur personal costs to do the work of committees, Committees Chairs may incur a one-time only cost to provide a thank you for committee volunteers. The expenses and for something such as a working lunch or a debriefing meeting with food provided, but the cost per person must not exceed the corresponding meal charge stipulated in the Chapter Expense rates, and should not include alcohol. Any committee wishing to provide such a thing to their volunteers must include the costs in the budget at the beginning of the applicable fiscal year. Should the anticipated costs exceed this amount then the Committee Chair must seek approval from the Board prior to the event.

1.2 COMMITTEE RECORDS: It is the policy of the MPI Ottawa Chapter to maintain accurate committee records for easy and affordable retrieval.

- i. Each Vice-President, Director, Committee Chair, President, President Elect or Past President is responsible for uploading an electronic copy of committee minutes for storage on Basecamp. Retention Period – 4 years.

1.3 COMMITTEE CONFLICT OF INTEREST: MPI Ottawa Chapter will ensure all Chapter leaders and volunteers remain impartial with regards to our partners.

- ii. MPI Ottawa Chapter committee members and volunteers must not favour any specific individual supplier/planner if asked for a recommendation or endorsement by a client if it pertains to MPI business. The member may give the client names from the MPI Ottawa Directory of related MPI members.

1.4 COMMITTEE KNOWLEDGE: MPI Ottawa Chapter will ensure the experience and expertise of past Chapter leaders is valued and preserved.

- i. The Council of Past Presidents has been created to act in an advisory role and as a source of wisdom for current Boards to consult. This volunteer group will be consulted as required and the Board liaison will be the Immediate Past President. In the event that the Immediate Past President is unable to fulfill their duty as the liaison, the Board will then appoint a replacement to Chair the Council of Past Presidents.
- ii. 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: Membership Events, Education, Awards and Recognition, Community Outreach and Charity Auction, Communications, and Member Care

SECTION 2. ADVISORY COUNCILS AND TASK FORCES:

2.1 Volunteers for any advisory councils and/or task forces shall be appointed as needed.

SECTION 3: VOLUNTEER ROLES 7 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

FISCAL RESPONSIBILITY: MPI Ottawa Chapter will operate in a financially sound and prudent manner.

- i. All financial obligations must be agreed to in writing, initialled by the Director concerned, and approved in basecamp by the VP Finance and one other authorized signing officer.
- ii. The signing officers for all payments including cheques, credit card authorizations, contracts, and any other financial obligation are any two of the following: President; President-Elect; Immediate Past President; VP Finance and Chapter Administrator. All payments must have 2 approvals, whether that be the physical signatures or approval of invoices and cheques electronically.
- iii. Payment requests must be posted with the G/L account number and appropriate budget reference by the director/VP in charge of the expense, and accompanied by original invoices, receipts or letters of agreements/contracts for approval in basecamp. Only the signature of one Board member is required for cheque requests.
- iv. Whenever possible, direct payment will be used to defray Chapter expenses. Credit card payment is permitted for instances when a budget item has been approved/allocated, but invoicing is not practical or permitted (i.e. flight reservations, hotel, MPI International event registration).
- v. The use of personal credit cards is permitted for Chapter expenses only with the written permission of at least two (2) members of the Executive.
- vi. Chapter committees may incur costs over and above their approved budget as long as the year-to-date net surplus (or deficit) of the committee meets or exceeds the committee's approved budget projection, unless the Board has agreed through due process that all committees must scale back expenses to address an anticipated deficit in one or more areas of activity.
- vii. Committees may transfer savings from one budgeted expense to allow spending in another expense as long as the overall amount is less than \$500. Budget transfers over \$500 can be made but must be approved by the Board of Directors prior to the expenditure.
- viii. All sponsorship revenues are tagged to support the operating costs of the chapter unless otherwise approved by the Board of Directors prior to the expenditure.
- ix. For all advertising revenues, if an agreement is signed by an advertiser for a commitment which spans over multiple fiscal years, the revenues are to be deferred until the year they are earned (accrual accounting).
- x. All hard copy financial documents including but not limited to budgets, cheque requests, bank and credit card accounts, auditing, etc. shall be kept on file by the Chapter Administrator or Accountant for a period of 7 years, at which point they shall be destroyed. This applies to hard copies and not electronic files.

BUDGET POLICY: The annual budget is prepared by VP Finance in collaboration with each portfolio 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.

SECTION 2. RESERVE FUND

- 2.1 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.
- 2.2 RESERVE TARGET: Global requires a Chapter reserve target shall be defined as a minimum 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.).
- i. MPI Ottawa will strive to go above and beyond the global minimum requirements to maintain a minimum reserve of 12-18 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.
- 2.3 ACCESS TO RESERVES: The access of the “reserves” shall first be referred to the Chapter VP Finance for consideration. Final approval by a majority vote of the Chapter Board of Directors is required.
- i. A maximum of 20% of the Chapter Reserves will be approved to be spent in any given fiscal year.
 - ii. The operating reserve funds will be invested in accordance with the Investment Policy adopted by the Board. Earnings from the operating reserve investments will be added to the balance until the maximum reserve balance is achieved. Once the maximum balance is achieved, then the earnings can be used for general operations.
- 2.4 INVESTMENTS: A minimum of 75% of the increase in unrestricted net assets from the current year will be added to the operating reserve until the maximum reserve balance has been achieved.
- i. Since capital preservation and liquidity are the two main objectives for the investment of the operating reserve funds, the portfolio will be one with a short-term focus and low risk. Following are the investment guidelines for the investment of the operating reserve fund:
 - i. Maturity for each investment should be no more than 3 years.
 - ii. At least 10% of the portfolio should have a maturity of less than 90 days.
 - iii. Investment options for the portfolio must be short-term, and conservative based. This would include investments such as Money Market Funds or Guaranteed Investment Certificates (GIC).
 - iv. The VP Finance is to receive regular reports of investment performance and activity.
 - v. The reserve fund and investment strategy will be monitored by the VP Finance and reported on as needed. Any spending of the operating reserve must be approved in advance by the Board of Directors.

SECTION 3. REQUEST FOR PROPOSALS:

3.1 MPI Ottawa will pay hospitality suppliers reasonable rates as it is able to afford for all its events. Annually, a price survey will be completed by the VP of Finance or designate using no fewer than five area hotels (three in Ottawa, two in Gatineau) to determine the average pricing for:

- a breakfast meeting/workshop
 - a luncheon/entertainment function
 - a regular dinner/reception function
 - an award/gala evening meal/reception
 - and any other type of event at the discretion of the Committees
- i. The biennial survey will be carried out by taking the average of the mean meal price for each period at each hotel. Prices must include gratuity. (e.g. hotel A has a mean or “middle” price of \$10 per person for a cold breakfast; hotel B has a mean of \$12; and hotel C has a mean of \$14. The total of the mean prices of $\$10+\$12+\$14=\36 ; when divided by 3, the average price of \$12 is found.)
 - ii. The results of the biennial survey will be used to propose changes to the rates paid to venues for monthly meetings, educational events and other special events. Once completed, a review of the results and proposed changes will be undertaken by the board during budget preparations.

3.2 MPI Ottawa will employ a fair and transparent Request for Proposal process for all major expense areas.

- i. To provide appropriate accountability, the following parameters must be adhered to in awarding supplier contracts:
 - a. Requirements of \$500.00 or less – receipts only required.
 - b. Requirements of \$500.01 - \$1,500.00 – a written quotation from at least one (1) supplier is required and at least three (3) must be solicited.
 - c. Requirements of \$1,500.01 plus - RFP is required and must follow the Chapter’s guidelines.
- ii. Any RFP process undertaken by members of the Chapter for purposes of MPI Ottawa must adhere to the following requirements:
 - a. The RFP is posted on the Chapter website and a broadcast email is sent to the membership announcing the RFP posting for those who wish to apply.
 - b. Three (3) quotes must be solicited / received in order to make a selection.
 - c. Non-members are invited to bid at the Chair/Board member's discretion.
 - d. A standardized template with evaluation matrix is utilized.
 - e. The chair/board member must provide recommendations and rationale to the Board for their decision.
- iii. Board members or committee members must disclose any potential conflict of interest. Failure to disclose conflict of interest or failure to respect the procurement process may result in a request for resignation from MPI Board or Committee positions.
- iv. The standard RFP template must include the following parameters:
 - a. An introduction/overview on the Chapter with a list of contracted services that would be anticipated throughout the year including approximate time frames.
 - b. An advisement that MPI members do not win a contract by default.

- c. An advisement that all proposals will be evaluated on the following criteria: Price; Services offered; References; Responsiveness; and Membership (which will be the determining factor, all other things being equal).
- d. A clear evaluation matrix with weighted %'s developed by the appropriate Director.
- v. Notification that exemptions from the RFP process must be approved by the Board.
- vi. The Committee Chair and Director will be responsible for RFP and proposal management. This includes writing the RFPs, receiving the proposals, compiling, and summarizing the proposals and presenting the proposal summary to the Board of Directors.

SECTION 4. REIMBURSEMENT OF EXPENSES OR TRAVEL

- 4.1 For any travel directed or offered by MPI Global, Chapter Board of Directors members will comply with expense and reimbursement guidelines outlined for such an event by MPI Global Policy Manual.
- 4.2 CHAPTER CREDIT CARD: MPI Ottawa Chapter will possess a credit card for ease of financial transactions and online purchases.
 - i. Chapter Administrator will be listed as the Cardholder and updated as required. The physical Chapter credit card will be stored with the Chapter Administrator or Accountant. The credit card agreement will be kept on file and signed off on by two of the signing officers. Further credit card specific terms and conditions are contained within said agreement.
 - ii. The credit limit will be a maximum of \$10,000 Canadian dollars.
 - iii. Any credit card purchases must be authorized through a credit purchase request form and approved, in writing (email will suffice), by two of the signing officers which are the President, President-Elect, Immediate Past President, and VP Finance. Purchases permitted by credit card may include, but are not limited to, service and venue contract deposits, travel expenses, and other day-to-day Chapter expenses that cannot be paid by cheque.
 - iv. The Chapter credit card shall never be used for personal items even if the associated balance is paid as soon as the statement comes due.
 - v. The Chapter Administrator shall manage online payments to ensure no interest is incurred and the credit card balance is paid in full each month.
 - vi. All travel rewards accumulated through credit card use will be used towards travel for approved leaders to attend events such as MPI World Education Congress.
- 5.4 ACCOUNTS RECEIVABLE: MPI Ottawa Chapter will handle overdue accounts in an expedient manner.
 - i. The Chapter Administrator is responsible for follow-up on all overdue accounts. Overdue accounts will be re-invoiced monthly with a surcharge added of 5%, along with any bank fee charged for NSF cheques. The Chapter Administrator will advise the VP Finance and President of any problems arising from unpaid invoices.
 - ii. When a second notice of overdue fees is sent, it will be accompanied by a note indicating that the individual will not be admitted to any further functions, or that no other advertisements will be permitted (etc.), until the debt is cleared.

- 5.4 OUT OF POCKET REIMBURSEMENT: MPI Ottawa Chapter will ensure that Board Members and volunteers are reimbursed for appropriate out-of-pocket expenses while attending Board Meetings, Retreats, and national or international chapter leader meetings.
- i. Board members will be reimbursed for reasonable parking expenses to attend Ottawa Board meetings or retreats. When possible, reasonable travel expenses will be reimbursed for meetings within Ottawa-Gatineau, at the discretion of the board. For meetings outside of Ottawa-Gatineau, when the use of one's own vehicle is required, mileage will be reimbursed at the rate set in the budget at the beginning of the fiscal year.
 - ii. Expenses for Board members to attend national and international chapter leader meetings will be budgeted for prior to the start of each fiscal year based on the Chapter's financial situation and the topics offered/discussed. In addition to the three Board members funded by MPI Global, the Board will budget for an additional one to five members to attend based on the Chapter's financial situation.
 - iii. Members attending national and international chapter leaders' meetings on behalf of the Chapter will be reimbursed for reasonable incidental costs such as ground transportation, airport parking, and meals not covered by MPI Global. All travelers are eligible for daily incidentals to cover such things as internet and phone charges.
 - iv. The completion of a Chapter expense claim form, including receipts, is mandatory for any reimbursement. Expense claim forms must be submitted within 30 days of return, or prior to the end of the fiscal year, whichever occurs first.
- 5.5 CASH ADVANCES: Ottawa Chapter will consider cash travel advances to Chapter Board members who have been asked to represent the Board at MPI business events.
- i. Requests will be eligible for the payment of 85% of the estimated costs, to be dispersed one month prior to the requested event. Should there be a cancellation of the intended trip, the recipient of the travel advance will be required to reimburse the Chapter. Exceptions will be reviewed on a case-by-case basis.
 - ii. Requests must be submitted to the MPI Ottawa Chapter President and VP Finance for review and approval. Upon approval, the President will submit the signed request to the Chapter Administrator or Accountant for payment.
 - iii. Within 15 business days upon returning from the event, the recipient must complete an expense claim and submit it to the Chapter Administrator. Should the claim exceed the original advance, regular expense claim processes will be followed for the reimbursement. Should money be owed to the Chapter, the advance recipient must provide payment upon submitting the expense claim.
 - iv. For any travel directed or offered by MPI Global, board members will comply with expense and reimbursement guidelines outlined for such an event by MPI Global procedures.

SECTION 5. SPONSORSHIPS

- 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 respectful of the MPI Data Privacy Policy/CASL.

- 5.2 CHAPTER SPONSORSHIP POLICIES: Chapters have the ability to sell Sponsorship opportunities to partners that are members of MPI. Such sponsorships can include education, events, website advertising, newsletters, etc. All sponsor campaigns must take into account opt-outs and the MPI Data Privacy Policy. All sponsorships should be considered for overall member value and chapter business strategies.
- 5.3 SPONSOR RECOGNITION: MPI Ottawa Chapter will offer fair recognition and deliverables to all sponsors and strategic partners.
- i. Levels of recognition and deliverables for each level shall be set annually during budget preparations, or prior to, after due consideration has been given to programs of comparable/competitive organizations (e.g. CSAE, PCMA, etc.) and to the feedback of current sponsors.
 - ii. Company promotional materials may not be handed out at Chapter events unless they are from a sponsor of that event, as agreed in the Partnership agreement/prospectus. These could include but are not limited to, fulfillment, RFP processes, and in-kind value/tracking. This does not include promotional materials for guests at a hosted table.

SECTION 6. MANAGEMENT OF PAID STAFF

- 6.1 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.
- 6.1.1 Minimum scope of services of paid administrator shall include the following for the provision of professional management and administrative services:
- i. Provision of headquarter office and necessary technology to support all methods of communication with board and members.
 - ii. Proven skills in basic administrative functions and support of associations
 - iii. Capable in bookkeeping services
 - iv. Capable in website management
 - v. Capable in event management and registrations
 - vi. Capable in record keeping and documentation.
 - vii. Capable in all facets of Chapter Board of Directors support
- 6.2. 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's fiscal year. Chapters must, at a minimum, adhere to the evaluation guidelines provided on the sample template promulgated by MPI Global. Additional processes can be deemed necessary at the Chapter's discretion. All Chapters must submit a copy of their paid staff evaluations and updated contracts for services (if applicable) to MPI Global at any time upon completion but no later than June 15.
- 6.3. Contracts for any Chapter Administrators or paid staff services will require the following language included in contracts and/or scope of services. This includes all existing and future contracts.
- i. 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.

- ii. 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.
 - iii. Chapter Administrators are required to adhere to all Chapter Administrator Program (CAP) guidelines and policies. See program guidelines for specific requirements.
 - iv. 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 June 15.
 - v. Non-compliance with these requirements will require termination of the contract.
- 6.4. 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.
- 6.5. Chapter Administrators will work to hold Chapter Board of Directors accountable to all defined MPI Global performance standards, policies and Principles of Professionalism. The Chapter Board of Directors will support Chapter Administrators in this process.
- 6.6. All administrative services must be contracted as a vendor for services, not an employee of the Chapter. In the event a Chapter is without capacity to support a paid staff administrator, consult your Chapter Operations Manager (COM).
- 6.7. MANAGEMENT OF PAID STAFF: An RFP for chapter administration services will be e mitted to all qualified members and non-members every three years with the option to extend for up to two more years. The RFP will be processed according to procurement policies and managed by the Office of the Presidents, with support from all Board Members as required.

ARTICLE VI CHAPTER EVENTS

SECTION 1. EDUCATIONAL & SOCIAL EVENTS

- 1.1 MPI Ottawa Chapter will have a mix of social/networking events, educational events and showcase events per year.
- i. MPI Global will mandate the number of Education events needed to reach top performing chapter status.
 - ii. In compliance with guidelines from MPI Global, the Chapter Administrator will liaise with event committees in order to submit the Chapter's calendar of events on December 1st of each year. Should the entire program year be planned in full by December 1st, only one submission will be made.
 - iii. The Annual General Meeting (AGM) will be handled by the Immediate Past President and Member Events.
- 1.3 REGISTRATION: MPI Ottawa will present clear and fair terms and conditions for registration at all its events.
- i. The recommended cut-off date for live event registrations is 7 business days prior to the live event, unless otherwise requested by the event lead/venue. Acceptance of late registration for a live event will be at the sole discretion of the Director/Chair.

- ii. Registrations, once received, will be considered definite. An automated registration confirmation will be sent by email. It will be the responsibility of the registrant to contact the Chapter Administrator should they not receive a confirmation email.
- iii. Payment is due upon registration, with a deadline of the day of the event. No exceptions to this rule will be allowed (including on-site registrations)
- iv. Receipts will be issued via email upon validation of payment.
- v. Refunds will only be issued if a cancellation notice is received 4 business days prior to the event date, unless cancellation results from a documented medical reason. A cancellation fee will be applied according to MPI's refund.
- vi. An event registration is transferable between MPI members with prior notification to the Chapter Administrator.
- vii. All registrants who do not show at an event (no shows) will be invoiced if they have not pre-paid and will be responsible for paying the fee regardless of their attendance.
- viii. MPI members are responsible for the unpaid registration fees of their guests.
- ix. The Chapter Administrator, Director and/or Chair will have the discretion to allow last-minute attendees if space is available.

1.4 EVENT FEES: MPI Ottawa Chapter will charge fair rates for all its monthly meetings, educational events and other special events.

- i. Fees for all Chapter events will be set during budget preparations after due consideration has been given to pricing levels of comparable/ competitive organizations (e.g. CSAE, PCMA, etc.). The VP of Finance will work with event directors to propose any necessary changes based on venue pricing surveys and other resources.
- ii. A subsidized student member fee will be maintained for all events, while a surcharge will be added to non-member fees to attend Chapter Events.
- iii. One complimentary registration will be supplied to the volunteer acting as the MPI Chapter Administrator at each event. Additional volunteers (or student helpers) should be included at the Chapter's expense for larger events (i.e. over 100 attendees) when required, and whenever financially feasible.
- iv. At the discretion of the Committee Chair and/or Director, one complimentary registration per event will be given to a committee volunteer, whenever financially feasible.
- v. For each Signature event (Awards Gala and Charity Auction Dinner), two Volunteer Champions will be allowed to attend complimentary per event, whenever financially feasible. Each champion is to be a working volunteer from the respective event planning committee.
- vi. At its discretion, MPI Ottawa may allow a host venue to have extra representatives attend the event. This should not entail any added costs to the Chapter (e.g. meals, table décor, etc.). If they do not intend to register as a regular attendee, the host venue will be asked not to charge the Chapter for the additions.
- vii. Should catering be provided by an entity separate from the host venue, both the host venue and the caterer will receive one complimentary meal and/or registration. As the caterer and venue are deemed to be part of a partnership, the benefits and/or entitlements will be shared between both organizations and no other adjustments to benefits will be made.
- viii. There is to be a consistent mark up of approximately 30% between the member late rate and the non-member rate.

- ix. 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.
- x. Partnership events with other industry organizations are excluded from this requirement.
- xi. Non-industry guests are exempt from this rule and can be charged a guest rate determined by the Chapter.

1.5 **SPEAKERS:** MPI Ottawa will acknowledge both MPI and non MPI members who attend Chapter events as guest speakers/facilitators.

- i. If MPI Ottawa has agreed to pay a professional guest speaker/facilitator, said speaker will have their registration fee waived. Funding for this should be pre-approved by the Board during budget preparations.
- ii. If MPI Ottawa is being offered the complimentary services of a professional guest speaker/facilitator, said speaker will have their registration fee waived. If presented with a gift, the gift will be approved by the VP of Finance and align with the current year's budget.
- iii. An MPI member who gives a dedicated educational session is asked to do so because of their expertise in the topic area and, as such, is considered a professional speaker. The registration fee for said speaker in this case would be waived, and one of the above would apply.

1.6 **BOARD EVENT ATTENDANCE:** MPI Ottawa Chapter will ensure that proper representation is provided for each MPI Ottawa event.

- i. The scheduled board member will be expected to arrive 15 minutes prior to the beginning of the registration period and will be responsible for welcoming attendees, and other duties if required. However, volunteers who are not signing authorities may not handle payments related to registration.

1.4 **NETWORKING/SOCIAL PROGRAMS: ALCOHOL CONSUMPTION:** MPI Ottawa will encourage the responsible consumption of alcoholic beverages.

- i. It is our view that the responsibility for the conduct of each member in all matters involving the consumption of alcoholic beverages at MPI events, and their family and guests, lies with the individual member. Therefore: non-alcohol beverages will be made readily available throughout the duration of an event and at a cost significantly lower than drinks containing alcohol.
- ii. Members will be reminded during announcements at all events to drink responsibly. Venues should be encouraged to post signs at the bar reminding attendees to consume responsibly and encouraging them to comply with federal and provincial alcohol laws. Insert any applicable policies for social programs here. These may include, but are not limited to; site selection criteria, registration rates, request for proposal processes, AV policies, food and beverage, smoking, alcoholic beverage use and duty of care policies.

ARTICLE VII COMMUNICATIONS

SECTION 1. CHAPTER COMMUNICATIONS

BRAND STANDARDS:

- 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 Global Brand Guide and must be approved by MPI Global prior to use.

SECTION 2. CHAPTER COMMUNICATIONS:

- 2.1 **ELECTRONIC SECURITY:** MPI Ottawa Chapter will protect its members from any potentially harmful electronic communication.
 - i. **Website Security** – The Chapter Administrator will monitor the website for security purposes to ensure it remains available to all users and to protect information in the system. By accessing the website, the user is expressly consenting to these monitoring activities. Unauthorized attempts to defeat or circumvent security features, to use the system for other than intended purposes, to deny service to authorized users, to access, obtain, alter, damage, or destroy information, or otherwise to interfere with the system or its operation are prohibited.
 - ii. **Privacy** – MPI Ottawa Chapter does not collect personal information about the user without their knowledge upon visit to the site, unless user may choose to provide this information in specific instances. However, we do not collect and store data and/or information automatically. **Web Analytics** – MPI Ottawa uses the summary statistics to help make our site more useful to visitors, such as assessing what information is of most and least interest to visitors, and for other purposes such as determining the site's technical design specifications and identifying system performance or problem areas.
 - iii. During registration/login, a user is required to provide contact information (such as a name and email address). This information is used only to contact the user about the services on the MPI Ottawa Chapter site for which he/she has expressed an interest. Any information retained is NOT shared with anyone beyond the Chapter Administrator staff for this website, except when required by computer security, law enforcement investigation or other authorized legal purpose.
 - iv. Collection of personal information by MPI Ottawa will be limited to what is necessary for the purposes of collecting data-registration, volunteer forms, award nominations and any other information deemed necessary. When we use trusted third parties to act on our behalf by performing such functions as processing credit card payments or providing customer service, contractual or other appropriate means are used to ensure compliance by such third parties with this Policy and all applicable privacy laws. Personal information will not be used or disclosed for purposes other than those for which it was collected. The Policy is subject to The Personal Information Protection and Electronic Documents Act (PIPEDA) and/or any other applicable privacy laws.

ARTICLE VII MISCELLANEOUS

SECTION 1. PHILANTHROPIC ACTIVITY

1.1 CHAPTER CHARITIES: MPI Ottawa Chapter will select a local charity(ies) to support for the duration of two program years.

- i. To be selected as Chapter Charity, an organization must/should:
 - a. Have its head office or satellite office in Ottawa.
 - b. Work to improve the quality of life for families, children or elderly in our community.
 - c. Receive little or no support from government or from official funding agencies.
 - d. Use MPI Ottawa's donation to make an impact within the community and in turn, make a significant impact within the organization chosen.
- ii. The above criteria should be published in the newsletter and/or in an e-blast, and members should be requested to submit suggestions to the Community Outreach & CSR Committee. The Committee should review all suggestions and propose a final recommendation to the Board for approval.
- iii. Upon approval from the Board, the charity recipient(s) will be published in the newsletter and/or e-blast, along with a description on how the criteria for the donation were met.
- iv. The charity(ies) of choice will be reviewed biennially by the Community Outreach & CSR Committee with recommendations made to the Board of Directors.
- v. The Chapter will also consider supporting a project or foundation that advances and/or supports the meetings industry and/or MPI Community.

1.2 FUNDRAISING: MPI Ottawa Chapter will fundraise for the local charitable group(s) through at least one activity each year.

- i. The Chapter will contribute each year as follows:
 - a. The proceeds from the major fundraising event will be given to a local charity(ies).
 - b. A set amount from each registration throughout the program year will be given to the MPI Foundation. The amount may vary from year to year but should be decided on as part of the annual budget discussions.
- ii. The Chapter will distinguish funds derived from partnership/sponsorship agreements from donations to the charitable organization. Since partnership/sponsorship agreements typically entail benefits delivered by MPI Ottawa to the sponsoring organization, any funds derived from such agreements shall be considered part of the Chapter's annual revenues and not calculated into an event's net revenues to be donated to a charity.

SECTION 2. CHAPTER AWARDS

2.1 AWARDS: MPI Ottawa Chapter will recognize outstanding members of our Chapter by through a series of awards to be presented at an annual awards event.

- i. The Prix Prestige Awards Gala will include a public presentation ceremony where the recipient of each award is recognized by the Chapter.

- ii. The Chapter awards include:

Award	Purpose
Planner / Supplier of the Year	The Planner / Supplier of the Year Award recognizes an MPI Ottawa planner or supplier who represents leadership and excellence in the meeting planning profession along with an exemplary record of service delivery during fiscal year 2023-2024.
Mentor of the Year	The Mentor of the Year Award recognizes an MPI Ottawa member who has demonstrated an outstanding ability to inspire, motivate and educate other Chapter members and who is seen as an expert in their field.
Volunteer of the Year	The Volunteer of the Year Award recognizes an MPI Ottawa Chapter member who has illustrated outstanding voluntary engagement on Chapter committee(s) and has demonstrated a keen commitment to volunteering for MPI during 2023-2024 fiscal year.
Emerging Leader of the Year	The Emerging Leader of the Year Award recognizes an aspiring MPI Ottawa member who demonstrates a spirit of leadership.
New Member of the Year	The New Member of the Year Award recognizes an MPI Ottawa new member who has been actively involved and devoted significant effort to, and as, a member of the MPI Ottawa Chapter.

- iii. Each of the six (6) award recipients will be presented with an MPI award (e.g. plaque or trophy) and offered a complimentary ticket to the awards event if fiscally possible.
- iv. In addition, to the above categories, there are two special categories bestowed at the discretion of the President including the Honorary Member (noted in section 2.4) and President’s Award (noted in section 2.5).

2.2 NOMINATIONS PROCESS: MPI Ottawa Chapter will ensure selection criteria for the awards recognition program are fair, equitable and clearly identified.

- I. Announcement of the nominations process will be made using the Chapter’s communications media including ebulletins and social media.
- II. To be considered eligible, a nomination of must be submitted via a completed forms by the nominator and nominee. Nominators must be members in good standing of MPI Global, while nominees must be members in good standing of the MPI Ottawa Chapter. Once nominations are submitted by the nominator, nominees will be asked to complete a form, which will form the basis for scoring. If a nominee does not accept to complete the form, the nomination will be disqualified. Self-nominations will not be accepted.
- III. The Call for Nominations for Chapter awards will be released no later than three (3) months prior to the awards event and will remain open for a period of four (4) to six (6) weeks.
- IV. Announcements of qualified nominees for each of the categories will be made one (1) month prior to the awards event through the Chapter’s Communications media including ebulletins and social media.

Award	Nomination Conditions
Planner / Supplier of the Year	<ul style="list-style-type: none"> • Open to MPI Ottawa planner and supplier members in good standing. • Student members and Board of Directors are not eligible for this award. • Nominations may be submitted by all MPI members in good standing, except the MPI Ottawa Board of Directors. • The award must not have been won in the last five (5) years.
Mentor of the Year	<ul style="list-style-type: none"> • Open to MPI Ottawa members in good standing including directors of the MPI Ottawa Board. • Student members are not eligible for this award. • Nominations may be submitted by all MPI members in good standing, except the MPI Ottawa Board of Directors. • The award must not have been won in the last five (5) years.
Volunteer of the Year	<ul style="list-style-type: none"> • Open to MPI Ottawa members in good standing. • MPI Ottawa Board of Directors are not eligible for this award. • Nominations may be submitted by all MPI members in good standing. • Chairs and directors of committees are expected to submit nomination(s). • Nominations may not be submitted by the MPI Ottawa Executive Committee (Office of the President and Vice Presidents). • The award must not have been won in the last five (5) years.
Emerging Leader of the Year	<ul style="list-style-type: none"> • Roster of eligible names to be provided by the MPI Ottawa Chapter to MPI Ottawa members including student members in good standing who have at least two (2) consecutive years and no more than five (5) years of tenure in the industry and MPI. • Nominations may be submitted by all MPI members in good standing. • Chairs and directors of committees are expected to submit nomination(s). • Nominations may not be submitted by the MPI Ottawa Executive Committee (Office of the President and Vice Presidents).
New Member of the Year	<ul style="list-style-type: none"> • Roster of eligible names to be provided by MPI Ottawa Chapter to include MPI Ottawa members including student members in good standing who joined MPI Ottawa January 1st of the previous year to June 30 of the current calendar year. • Nominations may be submitted by all MPI members in good standing.

	<ul style="list-style-type: none"> • Chairs and directors of committees are expected to submit nomination(s). • Nominations may not be submitted by the MPI Ottawa Executive Committee (Office of the President and Vice Presidents).
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- V. Current Board members are not eligible to be nominated for Chapter Awards, with the exception of the Mentor of the Year Award, for which directors will be eligible. Members of the executive are not eligible for any Chapter awards.

2.3 AWARDS SELECTION PROCESS: MPI Ottawa will provide an equitable rating and selection process for the Chapter awards based on the pre-determined criteria and scoring requirements.

- i. The Nomination Committee – reporting into the Director Member Care (sub-committee of the Member Care Committee) will be responsible for the maintenance of a Chapter awards nomination process including updating the criteria and eligibility, instructions and documentation as required and working with the Chapter Administrator to implement the process.
- ii. Nomination Committee will be led by a Committee Chair and have up to one other member working with the Committee Chair.
- iii. The Nomination Committee will vet nominations received to ensure the selection criteria are met. The completed nominations including the criteria and scoring for all nominees will be provided to the Awards Selection Committee for determination of the recipients of the awards.
- iv. Chair of the Nomination Committee will ensure the confirmed recipients are kept confidential. They will be responsible for communicating the list of selected recipients with the chair of the Awards and Recognition Prix Prestige Committee once the recipients are selected.
- v. Awards and Recognition Prix Prestige Committee will be responsible for designing and ordering the award (plaque or trophy), sharing the information with the audio-visual company chosen for the event, and preparing the script.
- vi. The Awards Selection Committee shall be comprised of the Executive Committee: President, Immediate Past President, President-Elect, VP Finance, VP Communications, VP Education, VP Membership and VP Administration (if applicable).
- vii. All results will be shared with the Chapter Administrator and Chair of the Nomination Committee.
- viii. Chapter Administrator and Nomination Committee Chair will be responsible for winner envelopes and communicating winners for Audio Visual presentation needs.

2.4 HONORARY CHAPTER MEMBERSHIPS: MPI Ottawa Chapter will recognize special contributions from Chapter Members in the meetings and events industry with Honorary Chapter Memberships.

- i. Honorary Chapter Membership will be voted on and discussed by the current year Board of Directors.
- ii. This category does not need to be awarded each year if there are no eligible candidates.
- iii. Honorary Chapter Membership shall be bestowed on a deserving candidate if ALL the following criteria are satisfied:
 - a. Candidate must have been a member in good standing of the MPI Ottawa Chapter for a minimum of 10 years, calculated on a cumulative basis.

- b. Candidate must have made a significant contribution to the MPI Ottawa Chapter or to the meetings, tourism or hospitality industry during the time they were a Chapter member.
 - c. Candidate must be retired or no longer be employed in the meetings, tourism or hospitality industry and, therefore, not be eligible for MPI membership; OR must no longer derive direct professional (e.g. monetary) benefit from MPI membership.
 - iv. The President of the MPI Ottawa Chapter will advise the successful nominees and invite them, with a guest, to attend the next MPI Ottawa Chapter Awards Gala for an official presentation.
 - v. The recipient of the Honorary Chapter Membership will be presented with a formal letter from the Chapter President and lifetime registration at the member rate to the Ottawa Chapter Events.
 - viii. The benefits of Honorary Chapter Membership will be as follows:
 - a. Honorary Membership status is effective immediately upon Board decision and is conferred for the lifetime of the individual.
 - b. Member's name and contact information is listed with the other Honorary Members on the MPI Ottawa Chapter website and each year at the Annual Prix Prestige Awards Gala.
 - c. Member receives all communications of the MPI Ottawa Chapter.
 - d. Member may register for all MPI Ottawa Chapter activities at the member rate.
 - e. Member may sit on a committee as a Chapter volunteer.
 - f. NOTE: Honorary members are not recognized at the international level, and as such they are not eligible to vote at the Chapter Annual Business Meeting or in Chapter elections and are not eligible to hold Chapter office.
- 2.5 PRESIDENT'S AWARD: The President's Award is bestowed to an individual who has made a unique and outstanding contribution to the MPI Ottawa Chapter. This award is not necessarily given out annually, but rather as a deserving individual is deemed worthy by the President.
- i. The recipient of the President's Award will be presented with an MPI award (e.g. plaque or trophy). The recipient and a guest will be invited to attend the awards event compliments of the Chapter if fiscally possible.

SECTION 3. CHAPTER SCHOLARSHIPS

- 3.1 Currently the MPI Ottawa Chapter does not have scholarships.