



**MEETING PROFESSIONALS INTERNATIONAL  
Greater Orlando Chapter POLICY MANUAL**

**ARTICLE I  
NAME**

**Name.** The name of this organization is Meeting Professionals International (“MPI”) Greater Orlando Chapter, a not-for-profit corporation, incorporated in the state of Florida of the United States of America.

**ARTICLE II  
MPI VISION AND MISSION STATEMENTS**

MPI VISION: Leading and empowering the 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 Global Bylaws and Policy Manual. Any member in good standing of MPI is eligible to affiliate with a Chapter regardless of geographic area or location of business. The Chapter incorporates by reference the policies in MPI Policies Article III, Sections 1-4 and Article VI, Section 1-4.

**SECTION 2. CHAPTER TRANSFER AND AFFILIATION**

- 2.1 CHAPTER TRANSFER: Preferred or Premier Members may transfer their primary Chapter at any time through MPI Global. Membership remains continuous unless expired. Preferred or Premier Members are to receive member rates for all MPI events even when the event is not associated with their primary Chapter. Refer to MPI Policy Manual to Article IV, Section 1.4.1 for additional guidelines.
- 2.2 AFFILIATE MEMBERSHIP: Primary chapter is “membership” and subsequent chapters are called “affiliate”. The cost to become an affiliate member with MPI Orlando is \$75. Some benefits of an affiliate membership include the ability to serve and volunteer on a committee, be eligible for member awards and recognition and receive our member newsletter.

**ARTICLE IV  
BOARD OF DIRECTORS/OFFICERS**

**SECTION 1. AUTHORITY & RESPONSIBILITY:**

- 1.1 MPI VOLUNTEER LEADER AGREEMENT: All Chapter Board of Directors members are required to review, sign, and adhere to the following:

- Conflict of Interest Policy and Annual Disclosure Statement
- Antitrust Compliance Policy
- Principles of Professionalism

- 1.2 MPI GLOBAL REQUIRED DOCUMENTS: Chapters are required to submit annually (by June 15) to MPI Global the following documents as part of the annual planning process: Strategic Business Plan, Budget, 12-24 month Chapter Calendar of Events, Chapter Operation form, Current & Updated Bylaws and Policy Manual. For Chapters that employ a paid Chapter Administrator refer to Article VI, Section 7 for additional requirements. Additionally, US Chapters must submit a copy of their annual tax return by November 15. All other Chapters should follow their local jurisdiction and submit a copy of their tax return to MPI Global by the local tax deadline.
- 1.3 In person attendance is required at the annual Board Of Directors retreat and is to be explained prior to elections unless confirmed and approved by the incoming President prior to slate approvals. If a Board Of Directors member cancels or misses the annual retreat, it is deemed that the Board Of Directors member has resigned from their position. Board Of Directors are to attend the mid-year retreat in person unless absence is approved by the President due to work related issues. Board Of Directors members are to make every effort to attend all Educational sessions unless absence is required due to work related issues.
- 1.4 Any director, including elected officers, who has been absent from one (1) regular meeting of the Board of Directors shall request an excused absence from the president. If the director misses the next Board of Directors meeting, the director shall be deemed to have resigned from the Board of Directors and the vacancy shall be filled as provided by these bylaws, unless a further excused absence for extraordinary reasons shall be granted by the Board of Directors.
- 1.5 Completed Board Of Directors reports are to be submitted to the chapter administrator one week prior to scheduled Board of Directors meetings. Reports not submitted, will not be included in packet to MPI global. Completed Board Of Directors reports are to include: update on business plan, updated budget vs actual information and other information as needed. Board reports must be reviewed prior to the scheduled board meeting to allow for discussion and consent of agenda.

## SECTION 2: EXECUTIVE COMMITTEE

- 2.1 The Greater Orlando Chapter has chosen not to establish an Executive Committee; all positions are equal.

## SECTION 3. BOARD ELECTION & SERVICE:

- 3.1 CONTESTED SLATE POLICY: Once the Nominating Committee has developed a slate of nominees for election in accordance with these policies, the slate must be presented to the Chapter Board of Directors who must approve the action of presentation to the Membership for election by acclamation. Additional nominations from the membership shall be permitted; provided a nomination is submitted

in writing to the 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 approved by the Chapter Board of Directors will be deemed elected by acclamation of the membership and will be installed at the Chapter's Annual Member Meeting. 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 Chapter Board of Directors vacancies, refer to Article VI, Section 6 of the MPI Chapter Bylaws.

- 3.2 **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 March 1. Chapter will submit to MPI Global the elected slate on the template provided by MPI Global on or before March 1 annually.
- 3.3 **BOARD TRAINING:** Any incoming Chapter Board of Directors member who has never served on a MPI Chapter Board of Directors is required to take the MPI Global Board 101 and MPI Managing Sexual Harassment training prior to the Chapter Business Summit (CBS) as outlined on the Volunteer Leader Agreement. All Chapter leaders are encouraged to complete local Chapter Board level orientation and attend MPI Global trainings, as applicable.
- 3.4 **BOARD RETREATS:** Chapters are required to hold an annual board planning retreat between April and June of the fiscal year. Chapters are also required to hold an annual mid-year assessment retreat between November and January of each fiscal year. The aforementioned dates are subject to change in accordance with guidance from MPI Global. Chapters are required to utilize an "MPI-verified Chapter Facilitator" during both annual and mid-year retreats to oversee the process and flow of the retreat. MPI-verified Chapter Facilitator cannot be a current Chapter Board of Directors member or have served on the board in the two (2) last years or be a Chapter Administrator from your home Chapter
- 3.5 Elections shall be conducted, and slate submitted to MPI Global by March 1. A suggested time frame for this process is:  
Call for Applications to be sent to current Board Of Directors members as well as members by December 1.  
Applications to be submitted to Immediate Past President by December 15.  
Nominating Committee (no fewer than 5 members) to begin interview process on January 2 and complete by January 28.  
Slate is announced to membership who have 30 days to contest or approve  
Installation procedures in accordance with Bylaws.

See duties of officers in Bylaws – Article VII, Section 1-8 Duties of Officers

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#### 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.
- 4.3 Flash Sale to membership will allow for Board of Directors to register for events at a discounted rate when applicable.

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

SECTION 1. STANDING COMMITTEES

- 1.1 MPI Greater Orlando shall consist of the following standing committees:

Education Committee  
Finance Committee  
Leadership Development Committee  
Marketing & Communications Committee  
Membership Committee  
Special Events Committee  
Chapter Collaboration Committee

- 1.3 The purpose of each committee is:

Marketing & Communications Committee: To manage all communications with community. This committee is also responsible for all social media communication both from development and strategic creation to execution. Oversee all chapter communications and marketing efforts, including but not limited to, website, social media, publications, public relations, advertising, email campaigns. To liaise with each committee area to collect information and keep the website, chapter publications and other marketing activities updated.

Education Committee: To provide outstanding education opportunities to chapter members that accurately reflects the needs and desires of the membership.

Finance Committee: The Finance & Strategic Partnerships committee is responsible for all things procurement as well as sponsorship acquisition and fulfillment. Members of this committee are responsible for identifying new potential sponsors, as well as developing relationships with past cash and in-kind sponsors in order to further solidify strategic alliances for the financial strength of our chapter. Board members on the committee ensure the safekeeping of our Chapter funds, maintain proper accounting procedures and financial records, and review processes for financial transactions. Join this committee if you are hospitable and want to hone your sales or services skills!

Time Commitment: Monthly Finance Committee meetings (30-60 minutes); 1 to 2 hours of additional time spent either soliciting for sponsors or fulfilling sponsor commitments

Subcommittees: 1)Procurement 2)Sponsorship

Leadership Development Committee: Responsible for: establishing and executing a strategy for volunteer recruitment; developing chapter leaders; and broadening MPI Orlando involvement in the MPI Knights chapter at UCF's Rosen College.

Marketing Committee: To liaise with each committee area to collect information and keep the website, chapter publications and other marketing activities updated. Engage with MPI Knights Orlando Student Chapter.

Membership Committee: Review and oversee new member recruitment, orientation, scholarships, and member retention efforts. Research membership trends, design and implement marketing initiatives for recruitment and retention. To develop, enact and maintain and active campaign to retrain members. To provide hospitality at chapter functions.

Special Events Committee: Plan member and community events focused on networking. The events are focused specifically with celebratory and/or relationship building in mind.

Chapter Collaboration Committee: Build relationships and collaboration with the internal board, as well as local and national industry organizations to include but not limited to the MPI Foundation, the MPI Diversity, Equity and Inclusion Advisory Committee, and the Florida MPI chapters.

A full list of roles and responsibilities for each committee and board member can be found in MPI Greater Orlando's Roles and Responsibilities document.

- 1.4 Each committee will be responsible for maintaining and updating their own Policies and Procedures. They should be reviewed and approved by the Board of Directors every 3 years, starting in 2022, to ensure strategic alignment with the MPI Greater Orlando chapter's strategic vision, mission and goals.

## SECTION 2. ADVISORY COUNCILS AND TASK FORCES:

- 2.1 Volunteers for any advisory councils and/or task forces shall be appointed as needed. Formation of an Advisory Council or Task Force must be reviewed and approved by the

Board of Directors. In order to form an Advisory Council or Task Force the following areas must be mapped out for review and approval by a Board vote:

Name  
Purpose  
Board of Director responsible  
Recommended number of volunteers

### SECTION 3. VOLUNTEER ROLES & RESPONSIBILITIES:

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

- 1) Clearly communicate purpose for the group. If changes in direction occur, communicate to group in a timely manner.
- 2) Develop work plans to achieve purpose and clearly communicate responsibilities/assignments for each member. Create a positive volunteer experience for all.
- 3) Complete any assignments by pre-determined deadlines.
- 4) Draft and disseminate minutes and summaries promptly.
- 5) Ensure volunteer reimbursement requests are submitted and paid within 60 days of funded meeting.
- 6) Maintain confidentiality of discussions and background materials and immediately disclose any conflict of interest that may arise.

#### 3.2 Expectations of Volunteer Members:

- 1) Focus on assigned purpose 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) Maintain confidentiality of discussions and background materials and immediately disclose any conflict of interest that may arise.

3.3 Roles and Responsibilities shall be clearly outlined and approved by the Board of Directors. A current copy shall be made available to all Board officers and committee volunteers.

## **ARTICLE VI FINANCE**

### SECTION 1. FISCAL YEAR:

1.1 The fiscal year of the Chapter for financial and business purposes is July 1 through June 30 unless otherwise determined by MPI Global.

### SECTION 2. ANNUAL BUDGET:

- 2.1 The annual budget is prepared by the VP of Finance based on PY budget and Business plans presented by each committee. The annual budget is reviewed on a higher level at our annual board retreat. The Board of Directors approves the annual operating budget in compliance with MPI Global bylaws.
- 2.2 The VP of Finance will review the P&L with the chapter admin/accountant to verify and track the income, expenses and net profit of our chapter. Once the preliminary P&L is approved by the VP of Finance it is finalized by the chapter accountant and included in the monthly board packet by the chapter admin. Each Board of Directors' member is responsible to review and track their financial performance. The VP of Finance will evaluate the results and will work with each department as needed.
- 2.3 Expenditures: All the expenses will be approved by the VP of Finance and President. If the expensed line item is not included in the approved budget the Board of Directors will vote to approve the charge(s).

### SECTION 3. RESERVE FUND:

- 3.1 TERMS: The term "Reserves" for financial purposes will be defined as funds set aside to be used in emergency cases or in the event of an investment by the Chapter to further its mission.
- 3.2 RESERVE TARGET: Chapter 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.).
- 3.3 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.
- 3.4 PURPOSE OF RESERVES:

MPI Greater Orlando Chapter will maintain adequate reserves for the following purposes:

- 1) Unpredictable events which could substantially impact MPI's operations or revenue streams. While such occurrences are rare, reserves can provide the resources necessary to keep the organization functioning should one occur.
- 2) Identification of a valuable investment opportunity for long term growth.

While most such opportunities are managed through budgeted expenditures, the right opportunity with a significant and dependable return on investment can warrant a decision on the part of the board to access the organization's reserves.

These investments would require an acceptable ROI back to the organization and would be sustainable long term without the initial deemed reserve support.

#### SECTION 4. REQUEST FOR PROPOSALS:

- 4.1 RFP SUBMISSION: the VP of Finance and Director of Procurement will submit the RFP based on each committee's needs. The Board members doing the request will follow the Procurement SOP and have the ability to approve or recommend changes to the RFP document. The timeline of the RFP will be defined by the requestor and the VP of Finance to guarantee the appropriate time for planning and deposits/payments needed.

#### SECTION 5. REIMBURSEMENT OF EXPENSES

- 5.1 For any travel directed or offered by MPI Global, Chapter Board of Directors members will comply with expense and reimbursement guidelines outlined for such event by MPI Global Policy Manual.
- 5.2 Electronic Check Request: All expenses require an Electronic Check Request Form and Receipt sent to our chapter administrator. Chapter administrator will review and submit for approval to VP of Finance and Office of the President. In the Check Request form, the requestor has to include the Budget Line item that the expense will come out of. If the expense doesn't have a line item in our budget and has not been approved in the Annual Budget, this has to be submitted for approval to the Board of directors.

#### 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 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.
- 6.3 CASH & IN KIND SPONSORSHIPS:

Cash Sponsorship: The cash sponsorship is managed by the Director of Strategic Partnership. The participation of the Board will be determined by the Director of Strategic Partnership depending on the scope of the partnership. The main objective is to demonstrate ROI to our partners and interact with other committees to develop a tailor-made plan for each partner.

In-Kind: The Director of Procurement will be responsible of the In-Kind partnerships that include and are not only limited to: Venues, Food and Beverage, Audio Visual, Decorator, Transportation, Gifts. In-Kind will be tracked



by the Procurement Committee and included in the board report every month. The In-Kind value will determine the level of partnership and benefits provided to our strategic partners. Our Director of Procurement will determine the steps needed to determine the actions needed from each committee to support our efforts in showing ROI to our partners.

## SECTION 7. PAID STAFF ADMINISTRATORS:

- 7.1 DUTIES: Paid staff administrators must adhere to the standards and qualifications established by MPI Global. A minimum scope of services as outlined below will be included in administrator RFP and contracts. Additional services above the minimum requirements can be added by the Chapter at their discretion with board approval.
- 7.1.1 Minimum scope of services of paid administrator shall include the following for the provision of professional management and administrative services:
- Provision of headquarter office and necessary technology to support all methods of communication with board and members
  - Proven skills in basic administrative functions and support of associations
  - Capable in bookkeeping services
  - Capable in website management
  - Capable in event management and registrations
  - Capable in record keeping and documentation
  - Capable in all facets of Chapter Board of Directors support
- 7.2. 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.
- 7.3. 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.
- Chapter Administrators and their support staff will represent the Chapter and MPI Global in a professional manner adhering to the Principles of Professionalism Guidelines provided by MPI Global.
  - Chapter Administrators and their support staff will follow all MPI Global and Chapter Bylaws, Policy & Procedures, Financial budgeting requirements and any other defined requirements set forth by Chapter or MPI Global.
  - Chapter Administrators are required to adhere to all Chapter Administrator Program (CAP) guidelines and policies. See program guidelines for specific requirements.
  - Chapter Administrators or paid support staff must be licensed and insured with a minimum of \$1 million dollars in general liability insurance and provide proof of said policy to Chapter and MPI Global annually by June 15.
  - Non-compliance with these requirements will require termination of contract.

- 7.4. 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.
- 7.5. Chapter Administrators will work to hold Chapter Board of Directors accountable to all defined MPI Global performance standards, policies and Principles of Professionalism. Chapter Board of Directors will support Chapter Administrators in this process.
- 7.6. 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).
- 7.7. MANAGEMENT OF PAID STAFF: The Office of the President will evaluate on an annual basis the performance and areas of improvement of our Chapter administrator.

## **ARTICLE VII** **CHAPTER EVENTS**

### SECTION 1. EDUCATIONAL & SOCIAL EVENTS:

- 1.1 EVENT ATTENDANCE: Pending 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. Anyone who is not a MPI preferred or premier level member is required to pay the non-member rates for events with no limitations to event attendance. Refer to Article III, Section 2.1 for additional Chapter member attendance guidelines.  
Partnership events with other industry organizations are excluded from this requirement.
- 1.2 EDUCATIONAL PROGRAMS: The Education Committee is to produce a minimum of 6 accredited education events per year (unless otherwise noted by MPI Global). These can be a combination of Coffee Talks and Lunches. Education will work closely with Procurement to secure partners and suppliers.
- 1.3 NETWORKING/SOCIAL ACTIVITIES: The Special Events Committee should hold at least two events and no more than twelve. The mandatory ones each year should be the Awards/Induction event and the Holiday Event. The Membership Committee should also hold events for their efforts in Recruitment, Retention and/or Recognition, outside of Special Event scheduled events. If alcohol is served at an event, food must be provided as well. Events where alcohol is served should have policies in place for members or attendees under the age of twenty-one.
- 1.4 Any change to the fees or fee structure must be voted upon by the Board of Directors as the outcome typically impacts the annual budget.

#### **Cancellation Policy**

No refunds within 5 business days of the event. No Shows are responsible for full payment.

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## **ARTICLE VIII** **COMMUNICATIONS**

### SECTION 1. 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 The MPI Greater Orlando website is a central source of information on all facets of the Chapter. Located on the website are the Chapter and community calendars of upcoming events, educational programs, membership and benefits details, volunteer opportunities, strategic partners, Chapter news, roster of Chapter leaders, CMP study group information, bylaws and policies, MPI Global Resources, and more. There is also a link to contact the Chapter for more information or further questions.

## **ARTICLE IX** **MISCELLANEOUS**

### SECTION 1. PHILANTHROPIC ACTIVITY:

- 1.1 At least one charity should be selected for the year inclusive of the MPI Foundation.

### SECTION 2. CHAPTER AWARDS:

- 2.1 The Chapter Awards management process falls under the Office of the Presidents. Policies for all possible awards (voted and non-voted) are in place. Voted awards are open for nomination to the entire general membership. All MPI Orlando members are eligible for awards unless otherwise noted. Anyone holding a current leadership role with MPI is not eligible. Leadership role is defined as MPI Board of Directors, MPI Foundation Global Board of Trustees.

### SECTION 3. CHAPTER SCHOLARSHIPS:

- 3.1 If a scholarship is available for members of the chapter, application and selection requirements along with selection criteria must be clearly defined beforehand.

### SECTION 4. NON-COMPLIANCE:

- 4.1 Chapters may forfeit awards and metrics incentives for non-compliance with the MPI Chapter Bylaws and the MPI Chapter Policy Manual.

SECTION 5. MPI POLICY MANUAL:

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

**Greater Orlando Chapter  
Revision Date 6/01/2022**