

## **MEETING PROFESSIONALS INTERNATIONAL NEW JERSEY CHAPTER POLICY MANUAL**

Revised: November 2020

Adopted: January 18, 1998

Revised: October 1994, May 1995, August 1998, November 2001, January 2002, June 2002, November 2005, June 2007, June 2009, January 2012, February 2012, and May 2015, July 2016, June 2017, November 2020

**MPI VISION:** To be the first choice for professional career development and a prominent voice for the global meeting and event community.

**MPI MISSION:** To provide MPI members, chapters and the global meeting and event community with innovative and relevant education, networking opportunities and business exchanges, and to act as a prominent voice for the promotion and growth of the industry.

### **ARTICLE 1: NAME AND LOCATION**

#### **SECTION 1. NAME**

1.1 The name of the organization is Meeting Professionals International, New Jersey Chapter, a not-for-profit corporation approved for charter by MPI in December, 1985 and received by MPI-NJ in January, 1986 and incorporated in the state of New Jersey in April 1989.

#### **SECTION 2. LOCATION**

2.1 The office of MPI-NJ shall be the association office at PO Box 565 Tatamy, PA 18085

#### **SECTION 3. REFERENCES**

3.1 Unless otherwise noted, all references used in this Policy Manual apply to Meeting Professionals International-New Jersey Chapter as "MPI-NJ" and to MPI as "International."

#### **SECTION 4. CHAPTER NAME AND TERRITORY**

4.1 Requests by the Chapter for a change in Chapter name or territory must be approved by the International Board of Directors before being submitted to the Chapter membership for approval. Further, the International Board of Directors, in the best interest of MPI and its membership, may require any Chapter to change its name and/or territory and they shall have full authority to revoke the charter of any chapter for noncompliance.

## **ARTICLE II: DEFINITION AND OBJECTIVES**

### **SECTION 1. DEFINITION**

- 1.1 Meeting Professionals International is a non-profit professional society, which acts as a resource to meeting professionals, to the meetings, conventions, and hospitality industry and to the general public. It upgrades the quality of meetings through education of meeting professionals, thus improving communication and enhancing the meeting experience for attendees.
- 1.2 The New Jersey Chapter of Meeting Professionals International accomplishes its purpose on a local Chapter level as a resource by: "Defining, identifying, and recognizing meeting planning and meeting management as a profession; providing a forum for networking; offering education and training for meeting professionals; providing education for career development in meeting management; and developing resources and tools for the meeting management profession."

### **SECTION 2. MISSION STATEMENT**

- 2.1 Meeting Professionals International will be recognized as the leading global membership community that is committed to shaping and defining the meeting and event industry.

## **ARTICLE III: MEMBERSHIP**

### **SECTION 1. QUALIFICATIONS**

- 1.1 MEMBERSHIP QUALIFICATIONS, CLASSIFICATIONS, TRANSFER AND DUES: Shall be as described in the current MPI Global Bylaws and Policy Manual. Any member in good standing of MPI is eligible to affiliate with a Chapter regardless of geographic area or location of business. Reference MPI Policies Article III, Sections 1-4 and Article VI, Section 1-4.

### **SECTION 2. CHAPTER AFFILIATION**

- 2.1 CHAPTER TRANSFER: Preferred or Premier Members may transfer their primary chapter at any time through MPI Global. Membership remains continuous unless expired. Preferred or Premier Members are to receive member rates for all MPI events even when the event is not associated with their primary chapter.

### **SECTION 3. AFFILIATE MEMBERS**

- 3.1 Members who are officially affiliated with other chapters may still receive New Jersey Chapter mailings, receive chapter publications and be listed as an affiliate member by payment determined by the Chapter Board of Directors.

### **SECTION 4. MEMBERSHIP CATEGORIES:**

- 4.1 Categories of membership and qualifications are the same as for International.

## SECTION 5. APPLICATION FOR MEMBERSHIP:

- 5.1 Applications for membership must be submitted to International in Dallas with payments for annual dues. It is possible for the Chapter to accept applications and then forward to International for processing. The Chapter should not hold applications for more than three (3) working days before forwarding. Applicants do not become MPI members until approved by International.

## SECTION 6. REBATES:

- 6.1 The Chapter will receive rebates from MPI International for new or renewed preferred or premier members.

## SECTION 7. RESIGNATION OR TRANSFER

- 7.1 Membership in MPI shall be recorded in the name of the individual, not the employing organization. In the event a member leaves the employing organization or for any other reason finds it necessary to transfer their membership within the same company, the member may transfer their membership to another person.
- 7.2 International is the official keeper of membership records.

## ARTICLE IV: BOARD OF DIRECTORS/OFFICERS

### SECTION 1. AUTHORITY & RESPONSIBILITY:

- 1.1 CONFLICT OF INTEREST: All board members are required to review, sign and adhere to the chapter conflict of interest statement provided by MPI Global and return it to the chapter President prior to being installed on the board.
- 1.2 PRINCIPLES IN PROFESSIONALISM: Chapter Board members must adhere to the Principles in Professionalism as outlined by MPI Global.
- 1.3 MPI GLOBAL REQUIRED DOCUMENTS: Chapters are required to submit annually (by June 15<sup>th</sup>) to MPI Global the following documents as part of the annual planning process; Annual Business Plan, Budget, 18-month Education Calendar, Marketing Plan/Calendar, Succession Plan, Current & Updated Bylaws and Policy Manual. Additionally, chapters must submit these documents as outlined in bylaws or policies a copy of annual tax return by October 1<sup>st</sup>, Confirmation that all incoming board members attended their Board 101 training and signed their conflict of interest statements.
- 1.4 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.

### SECTION 2: EXECUTIVE COMMITTEE

- 2.1 The Executive Committee shall handle those emergency matters consistent with the Bylaws and delegation of responsibilities by the Board of Directors. The Executive Committee, shall include President, President Elect, Vice President- Communications, Vice President-Membership, Vice President-Finance, Vice-President- Education. The Immediate Past President, with vote, is also an officer. Duties are as prescribed in the Bylaws.

### SECTION 3. BOARD ELECTION & SERVICE

- 3.1 Qualifications for officers and directors shall be as set forth in the bylaws.
- 3.2 The Board of Directors shall consist of the President, President Elect, Vice President-Communications, Vice President-Membership, Vice President-Finance, Vice-President-Education, the Immediate Past President each elected shall serve a term of one year. The board shall also include no less than three (3) directors elected for a one year term. Duties are as prescribed in the Bylaws.
- 3.3 A vacancy on the Board shall be filled in accordance with the Bylaws and this Policy Manual. Election of a Director as an Officer shall create a vacancy on the Board.
- 3.4 The purpose of this paragraph is to explain the intention of the Board of Directors with regard to the Nominating process.
- 3.5 Each year, the Immediate Past President shall appoint a Nominating Committee which shall be approved by the Executive Committee. There shall be no less than four (4) voting members including the Chairperson and President Elect.
- 3.6 Members wishing for the Nominating Committee to consider them must submit a Candidate Data and Interest Form.

The MPI-NJ web site will have a Candidate Data and Interest Form. The membership will be notified of the election date and encouraged to submit the Candidate Interest Form to the Nominating Committee for consideration not less than 30 days prior to said date. Members will also be informed that the Nominating Committee will submit one candidate for each open position to the Board for approval.

On the Election Date the nominating Committee shall submit to the Board of Directors one (1) candidate for each vacancy on the Board of Directors and each office of MPI-NJ. In selecting nominees, the Nominating Committee shall consider the demographics and business characteristics of the various members to assure to the extent possible proportionate representation on the Board of Directors as provided in the chapter Bylaws.

Also included on the list submitted to the Board will be any names submitted by petition by the Membership. Nominees must agree to serve if elected prior to being listed on the slate.

### SECTION 4. SLATE PRESENTATION AND SUBMISSION

- 4.1 Chapter slate will be presented to membership on templates provided by MPI Global and allow 30 days for membership to contest prior to bylaw deadline of March 1<sup>st</sup>. Chapter will submit to MPI Global the approved slate on the template provided by MPI Global on or before March 1<sup>st</sup> of each year.

### SECTION 5. CONTESTED SLATE POLICY

- 5.1 Once the Nominating Committee has developed a slate of nominees for election from all the Candidate Interest Forms submitted, the slate is sent to the membership. Additional nominations from the membership shall be permitted; provided a nomination is submitted in writing to the Nominating

Committee Chair by date provided and is supported by a minimum of 10% percent of the official chapter membership as of date provided. The nominee must identify the specific person he/she is running against in the general elect and must have already submitted a Candidate Interest Form to be eligible for petition. If no additional nominations are received by the deadline, the ballot submitted by the Nominating Committee will be deemed elected by acclamation and will be installed at the chapter's annual meeting. If additional nominations are received, a mail ballot will be sent to all chapter members for those positions having two or more candidates in contention.

#### SECTION 4. BOARD TRAINING

- 4.1 Any incoming board member never serving on a MPI chapter board previously is required to attend the MPI Global Board 101 training on dates specified. Each candidate is required to sign the training acknowledgement form and submit to their President prior to June 15<sup>th</sup> of the fiscal term. All chapter leaders are able to and encouraged to attend MPI Global trainings, Chapter Business Summit (CBS) and Chapter Leader Forum (CLF at WEC).

#### SECTION 5. BOARD RETREATS

- 5.1 Chapters are required to hold an annual board planning retreat each year between April and June of the fiscal year. Chapters are also required to hold a mid-year assessment retreat between November and January of each fiscal year. Chapters must engage with an external professional facilitator to oversee the process and flow of the retreat. Facilitators cannot be a Current Board member from your home chapter or chapter member that has served on the board in the last two years. All retreat facilitators must be approved prior to contracting with your Chapter Business Manager.

#### SECTION 6. BOARD COMPENSATION

- 6.1 COMPENSATION: Directors and elected Officers shall not be compensated for their services as an MPI Chapter Officer or Director or receive any preferential discounts or considerations for attending chapter events.
- 6.2 GIFTS: Directors and elected Officers shall not accept any gifts over the value of \$100.00 unless otherwise approved by MPI Global.
- 6.3 Expenses for attendance by Officers and Directors at Board of Directors meetings and executive committee meetings, shall be the responsibility of the individual director.

The Chapter will reimburse the President and President-Elect for attendance at two (2) meetings annually of the Council of Chapter Presidents at the chapter business summit (CBE) and World Education Congress (WEC). These reimbursements apply to the extra day(s) required for the Council of Chapter Presidents meeting (usually one and sometimes two days) in addition to the actual dates of the conference. In special instances, with the advance approval of the Executive Committee, additional expenses may be approved if it is deemed necessary in order for the Chapter to be represented at the Council of Chapter Presidents meeting. In all instances, receipts must accompany all expense reports.

### ARTICLE V: COMMITTEES, TASK FORCES, AND ADVISORY COUNCILS

#### SECTION 1. STANDING COMMITTEES

- 1.1 Standing committees of MPI-NJ shall be the following: Nominating Committee, Membership Committee, Education/Program Committee, Finance Committee, Communications Committee.

- 1.2 The incoming President, with the approval of the Board of Directors, shall appoint committee chairs to to serve during the President's term.

## SECTION 2. OTHER COMMITTEES

- 2.1 Committees to be considered annually by the President, with approval of the Board, shall include, but not be limited to the following:

Public Relations

Special Events

## SECTION 3. COMPOSITION

- 3.1 Committees should consist of no less than three (3) members whose terms would commence at the start of each administrative year. Whenever possible, it is recommended that persons outside the Board of Directors be first considered to serve as committee chairperson. If appropriate and candidates from the membership are not available, then members of the existing Board of Directors could be considered, followed lastly by chapter officers. It is recommended that a Board member be appointed as liaisons to each committee unless a Board member serves as chairperson, in which case the board member will automatically serve as liaison.

## SECTION 4. TERMS

- 4.1 Each committee member, including the Chairperson, shall serve for a term of one (1) year.

## SECTION 5. SELECTION

- 5.1 Before July 1, the new chapter President shall appoint each committee Chairperson. Members of each committee are appointed by the Chairperson with the advice of the President.

## SECTION 6. RESIGNATION AND REPLACEMENTS

- 6.1 Resignations are to be filled for the remainder of the unexpired term by the Chairperson of the committee.

## SECTION 7. REIMBURSEMENT

- 7.1 Expenses for committee chairpersons and committee members for attendance at committee meetings are the responsibility of the individual.

## SECTION 8. CONFLICT OF INTEREST

- 8.1 No member of an International committee shall participate in the discussion or vote on any program or activity in which he/she or his/her organization has a direct personal, business or financial interest.

## SECTION 9. ADVISORY COUNCILS AND TASK FORCES

- 9.1 The President may, at any time, appoint a task force charged with short term or special projects as needed.

## SECTION 10. VOLUNTEER ROLES & RESPONSIBILITIES

- 10.1 Develop work plans to achieve purpose/charge and clearly communicate responsibilities/assignments for each member. Create a positive volunteer experience for all.
- 10.2 Complete any assignments by pre-determined deadlines.
- 10.3 Draft and submit progress report to assigned Board of Director as needed.
- 10.4 Ensure volunteer reimbursement requests are submitted and paid within 60 days of funded meeting.
- 10.5 Attend meetings and conference calls.
- 10.6 Maintain confidentiality of discussions and background materials.

## 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 the chapter with MPI Global approval.

### SECTION 2. ANNUAL BUDGET

- 2.1 Annually, prior to May 30, the Board of Directors must adopt an annual budget for the next fiscal year beginning July 1. The Budget is to be presented by the Finance Committee with the assistance of the Association Manager.

### SECTION 3. BILL PAYING/CHECK SIGNING POLICY

- 3.1 All bills must be approved by the VP Finance, Director of Finance, or President prior to checks being printed.
- 3.2 The President, VP Finance and Director of Finance, President-Elect have check signing privileges. One person from the association management company is permitted to sign pre-approved checks up to \$1,000.00 with the exception of any checks made out to the said management company. All checks over \$1,000.00 must have two signatories.

### SECTION 4. FINANCIAL REPORTS

- 4.1 The Vice President of Finance, with the assistance of the Association Manager, is to present the financial condition of the Chapter at each regularly scheduled meeting of the Board of Directors in a Financial Report that indicates year to date activity, forecast for the end of fiscal period and annual budgets. Variances between forecasts and budgets must be shown and explained.
- 4.2 The Board, upon recommendation of the Vice President of Finance, may annually designate a percentage of the net profit from fundraising events to be donated to one or more approved charitable organizations.

## SECTION 5. RESERVE FUND

- 5.1 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.
- 5.2 RESERVE TARGET: Chapter will maintain a minimum reserve of 6-8 months operating funds. Operating funds will be defined as annual fixed expenses plus 20%. This timeframe is to be a minimum as it is recognized that external events in the industry, significant downturn in the economy or stock market could make a longer commitment necessary.
- 5.3 Reserve funds established by the Board of Directors can only be used to provide financial stability to the organization. The Board of Directors could, based upon consideration of necessity, determine the use of reserve funds. Furthermore, the Board of Directors will also determine the need to make any periodic adjustments to the financial and operating plan deemed necessary.
- 5.4 ACCESS TO RESERVES: The access of the “reserve” shall first be referred to the VP Finance for consideration. Final approval by a majority vote of the Board of Directors is required.

## SECTION 6. REQUEST FOR PROPOSALS

### 6.1 For Bids exceeding \$500:

This process is to be used by committee chairs before making a purchase on behalf of MPI-NJ. Committees must have budget approval before purchase is made.

Committee Chair prepares exact specifications for the MPI-NJ project.

RFP is faxed/emailed from MPI-NJ Headquarters to all MPI-NJ suppliers (and non MPI- NJ suppliers if number of MPI-NJ supplier members is less than three in service/product category) with mandatory deadline.

If specifications are revised, all suppliers must be informed about the changes and a new deadline may be established.

Bids are faxed/emailed back to MPI-NJ Headquarters.

Bids are provided to Committee Chair for an awarding decision to be made by Committee Chair and reviewed by the Treasurer and Board Liaison.

Notification is sent to all those who responded to the bid.

### 6.2 For Bids below \$500:

Committee Chair makes three telephone calls to MPI-NJ suppliers (and non MPI-NJ suppliers if number of MPI-NJ supplier members is less than three in service/product category).

Emailed bids are decided by Committee Chair.



## SECTION 7. REIMBURSEMENT OF EXPENSES OR TRAVEL

- 7.1 As allocated in our current budget, and agreed our Board, we will reimburse the president for attending WEC and CBS. This includes normal travel and expenses. Receipts will be sent following attendance to the chapter administrator and paid after approval by the VP Finance. Other travel expenses to and from chapter or Board events is the responsibility of the Board member.
- 7.2 For any travel directed or offered by MPI Global chapter board members will comply with expense and reimbursement guidelines outlined for such event by MPI Global procedures.
- 7.3 All expense reimbursements must be submitted using a check request form signed off by a committee chair or VP and include applicable receipts. The expense should correspond to a pre-approved budget item. The request must be approved by the Finance committee before a check is prepared.

## SECTION 8. SPONSORSHIP AND SOLICITATION

- 8.1 ACCESS TO MEMBER LISTS: Access to membership and attendance lists shall be restricted to MPI premiere members in good standing only. Members shall be provided the opportunity to opt out of solicitation emails from both the chapter and MPI Global.
- 8.2 Sponsorship fulfillment, RFP, in kind tracking, and solicitation is the job of the management company. The guidelines to achieve said goal is listed in the management contract.

## SECTION 9. PAID STAFF ADMINISTRATORS

- 9.1 Contracts for any chapter administrator or paid staff services will require the following language included in contracts and/or scope of services by January 30, 2019. This includes all existing/future contracts.
  - Chapter Administrators and their support staff will represent the chapter and MPI Global in a professional manner adhering to the Principles of Professionalism Guidelines provided by MPI Global.
  - Chapter Administrators and their support staff will follow all MPI Global and Chapter Bylaws, Policy & Procedures, Financial budgeting requirements and any other defined requirements set forth by Chapter or MPI Global.
  - Chapter Administrators are required to adhere to all CAP (Chapter Administrator Program) guidelines and policies. See Program guidelines for specific requirements.
  - Chapter Administrators or paid support staff must be licensed and insured with a minimum of \$1 million dollars in general liability insurance and provide proof of said policy to Chapter and MPI Global annually by July 1st.
  - Non-compliance with these requirements will require termination of contract.
- 9.2 Chapters must complete an annual review of services provided by paid administrators. Reviews should begin at least 90 days prior to the end of the contract. The outcomes of the review as well as any updated contracts for service should be submitted to Global by July 1<sup>st</sup> annually.
- 9.3 All administrative services must be contracted as a vendor for services; not an employee of the chapter.
- 9.4 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.

9.5 Chapter Administrators will work to hold chapter boards accountable to all defined MPI performance standards, policies and Principles of Professionalism. Chapter Board of Directors will support Administrators in this process.

9.6 In the event chapter does not engage in paid staff services chapter board members are required to adhere to all CAP guidelines and take all required trainings. Refer to CAP program guidelines for requirements.

## **ARTICLE VII: CHAPTER EVENTS**

### **SECTION 1. EDUCATIONAL & SOCIAL EVENTS**

- 1.1 Conduct an educational needs assessment each year.
- 1.2 Establish an Annual 18<sup>th</sup> Month Education Plan (including dates, topics, and speakers but not necessarily venue), to be submitted to International in on July 1. These programs may change dependent upon the needs of the membership.
- 1.3 Conduct at least six (6) educational programs a year.
- 1.4 Maintain communication with chapter members about upcoming events.
- 1.5 Chapter Board must review all education program evaluations.
- 1.6 The Board shall have the final authority over plans and activities for the chapter. The education and membership committees.
- 1.7 The Board of Directors shall have the final authority over plans and activities of Chapter meetings. The responsibility and authority for the planning and management of the meetings may be delegated to the Education/Program Committee or Membership Committee for Meet Ups.
- 1.8 An announcement that RFPs are being accepted to host meetings shall be emailed to the membership. MPI-NJ will provide a list of meeting attendees to the host facility.
- 1.9 Requests to sponsor programs, events or activities of MPI-NJ may be accepted from hotel properties, companies or convention bureaus. Preference shall be given to invitations from Chapter members. Each request shall include full information on hosting, upgrading or services to be provided.

### **SECTION 2. EDUCATIONAL ATTENDANCE AND REGISTRATION**

- 2.1 **EVENT ATTENDANCE:** Chapters must charge a member rate and a non-chapter member rate for all events. The price difference between member and non-chapter member rates is at the chapter discretion based on specific event needs. Anyone who is not a preferred or premier level member is required to pay the non-chapter member rates for events and is limited to no more than 2 events in one fiscal year at the non-chapter member rate.
- 2.2 Partnership events with other industry organizations are excluded from this requirement.
- 2.3 Non-industry guests are exempt from this rule and can be charged a guest rate to be determined by the chapter.
- 2.4 On line registrations and payments are encouraged. Checks or credit card payments are to be made payable to MPI-NJ. There shall be a different fee structure for MPI members, retired members, non- members, walk-ins and student MPI members and non-members. Additional fees may be charged for pre and post meeting program offerings. Billing, attendance and refund policies are included in the registration materials.

- 2.5 Fees are to be set annually by the Budget and Finance Committee with recommendations by the Education/Program Committee.  
Donations and awards may be solicited for contests and special events only for MPI-NJ sponsored events or programs.

## **ARTICLE VIII: COMMUNICATIONS**

### **SECTION 1. BRAND STANDARDS**

- 1.1 All Chapters must adhere to the MPI Global Brand Standard Policy document provided. Any theme specific logos for events must not be in conflict with the MPI Global Brand Standards and must be approved by MPI Global prior to use.

### **SECTION 2. CHAPTER COMMUNICATIONS**

- 2.1 The President, as the highest elected office, shall be the official spokesperson for MPI-NJ. A member of the Board of Directors or Association Manager may be designated by the President to serve as spokesperson for MPI-NJ. All spokesperson's statements must conform to adopted Board of Directors policy. When policy is not known or is not understood, spokespersons must refrain from speaking on behalf of the Chapter or International.

- 2.2 NEWS RELEASES: Official MPI-NJ news shall be prepared by staff or committee (if appropriate). News releases must be approved by the President before distribution.

- 2.3 PUBLICATIONS - EDITORIAL POLICY:

The editorial policy of the New Jersey Chapter Meetings Professionals International shall be to inform the members and related audiences of all association activities of importance. Education will always be utmost in these efforts with additional objectives being those of growth, professionalism and the highest ethical standards and practices in the field of meeting management. MPI-NJ shall serve as the unbiased, non-commercial local area voice of the profession. MPI-NJ's publication shall reflect the highest standards of the association whenever possible in reporting news that directly has an effect on the meeting management profession. All written and visual material will be of a positive nature and in no way be detrimental to any segment of the membership, their representative companies or organizations. Articles by all writers must be reviewed by the editor for conformance to this policy. The editorial policy shall be under the direction and control of the Executive Committee.

### **SECTION 3. ADVERTISEMENTS**

- 3.1 Soliciting advertising, invoicing and receiving ad materials is the responsibility of the management company. A commission structure is outlined in the association management contract. Advertisers are provided with a marketing kit outlining rates, specs and deadlines for inclusion in the newsletter.
- 3.2 Advertising policy and rates shall be determined by the Board of Directors and reviewed annually with recommendation from the management company. The editor of MPI-NJ publications shall determine the suitability of their advertisements and they shall reserve the

right to reject any advertising that is not keeping with the publication's standards or objectives of MPI-NJ.

- 3.3 Advertising specifications shall state that the advertisers and advertising agencies assume liability for all content (including text, representation and illustrations) of advertisements printed, and assume responsibility for any claims arising there from made against the publisher and that they agree to indemnify and protect the publisher from any claims, damage or expense resulting from printing and publishing of any advertisement. Placement of ads will be decided by the editor.
- 3.4 Verified MPI members shall receive preferred advertising rates.

#### SECTION 4: CROSS PROMOTION POLICY

- 4.1 For promotion of other related organization or company events, the following criteria needs to be met so that it is mutually beneficial to both organizations:
- 4.2 The event needs to be of interest and will be a benefit to its membership.
- 4.3 The promotion of the event would be of minimal cost (i.e. email blast) to the association.

#### SECTION 5. LOGO USE POLICY

- 5.1 The purpose of the MPI-NJ and MPI is to project a professional and constant image of Meeting Professionals International. The International logo is a registered trademark and as such it must be recognized that MPI is the owner of the registered trademark, logo, and governs its usage.
- 5.2 REGISTERED TRADEMARK: To protect the International logo from infringement it has been registered as a trademark and thus is protected by federal law from improper use or representation and unauthorized alteration. As a registered trademark the symbol of federal registration R must never be deleted from the logo.
- 5.3 CHAPTER USE: The International logo and "New Jersey Chapter Meeting Professionals International" must be displayed on all chapter letterhead, envelopes, newsletter and any other publications or presentations. The same representation should be included on any printed announcements or other material produced specifically for MPI-NJ. MPI prohibits the combining of the International logo and a chapter logo, alteration of the International logo to create a chapter logo, or the use of the International logo with a chapter logo.
- 5.4 INDIVIDUAL/ MEMBER/COMPANY USE: An individual member may use the International member logo on personalized letterhead or business cards and may state on printed media, including letterhead and business cards, publications, etc. that he or she is a member of

MPI. It must be clear that the individual, not the company or organization, is the MPI member.

5.5 COLOR: The official colors for the International logo are PMS 107 (yellow), PMS 186 (red), PMS 361 (green), PMS 2995 (blue), PMS 2728 (purple) and black. Any deviation requires pre-approval. Any representation of the International logo in any other color for any use must be approved by the International Executive Vice President. A chartered MPI chapter may use any one single color for the logo with prior approval. Print and reproduction of the logo in black is also acceptable.

5.6 The MPI and MPI-NJ logo will not be used by any company, organization or group for any purpose without prior approval from International or MPI-NJ Board of Directors respectively.

## **ARTICLE IX: ADMINISTRATIVE**

- Submit chapter board meeting minutes after each meeting (minimum six annually) as a chapter board approves them.
- Submit an annual budget for each current fiscal year having first been approved by the Chapter Board of Directors.
- Submit Chapter education calendar to include subject and date of meeting for a minimum of 6 programs that encompass the entire year by July 1 of each year. Each program planned should be at least one hour in length, which is the equivalent of (.1) CEU credit, were applicable.
- Maintain a Strategic Plan that incorporates International key strategies.
- Maintain a Business Plan.
- File with International bylaws and policy manual as they are updated.
- Complete nomination and election process as determined by International.
- Maintain generally accepted accounting procedures.
- Submit a year end financial report 90 days (October 1) following the close of the chapter's fiscal year to International (July 1 – June 30).
- Submit appropriate tax forms to International upon completion.
- Hold two Board Retreats annually at a time determined by the Board of Directors.
- Ensure proper member communication.
- Submit a copy of any administrative management contracts signed within 30 days of the contract becoming effective, detailing fees for specific services.

## **ARTICLE X: MISCELLANEOUS**

### **SECTION 1: PHILANTHROPY**

- 1.1 The Community Outreach Committee is responsible for recommending charities and CSR events to MPI-NJ throughout the year with approval by the Board of Directors. The selection of the charity should be based upon the following criteria: Appeal of the charity to the majority of MPI-NJ members.
- 1.2 Verifiable need of the charity--or division of the charity-- which is being supported. The need of the charity to receive MPI-NJ support can be verified by obtaining some formal indication that the organization would benefit by receiving MPI-NJ contributions or support: 1) a written request for support from the division of the charity in question stating how the money will be used and how it will help the organization, or 2) personal knowledge of the charity's need by an MPI member, or publicly distributed information about the charity which indicates a need for support.
- 1.3 Willingness of the charity to acknowledge MPI-NJ support in the form of written communication of thanks and inclusion in press releases and articles.
- 1.4 Interest of the charity to designate one representative from the charity as a contact person.
- 1.5 Willingness of the charity to work with MPI-NJ to support the activity of choice.

## SECTION 2. CHAPTER AWARDS (Discussion to keep)

- 2.1 The Chapter will have an ongoing awards program to recognize outstanding achievement from its membership. The awards program will be administered by the awards committee with the approval of the Board of Directors.
  - Awards to be considered annually shall include, but not be limited to:
  - Planner of the Year
  - Supplier of the Year
  - Host Facility of the Year
  - Chapter Leader of the Year
  - Committee of the Year
  - Mentor of the Year
  - Rising Star
  - Excellence in Education Student

## SECTION 3. SCHOLARSHIPS

- 3.1 MPI-NJ chapter is committed to offer scholarships to members to help achieve their CMP or CMM, attend CMP Conclave or MPI WEC.

## SECTION 4. MAILING LABELS

- 4.1 The membership mailing list may be purchased as labels for a fee of \$125.00 for members or \$225.00 for non-members.

## **ARTICLE XI: MINIMUM STANDARDS FOR CHAPTER PERFORMANCE**

The New Jersey Chapter must accept MPI's Minimum Standards for Chapter Performance. The Chapter will attempt to meet the following criteria by June 30 of each year. If the Chapter is unable to meet the criteria, International will render support for one year, after which, if the Chapter still has not shown measurable improvement, it may surrender its charter as determined by International. The evaluation vehicle will be the chapter reports that are submitted to MPI each year and the monthly membership reports compiled by International.

## **ARTICLE XII: AMENDMENTS**

This policy Manual may be amended by a majority of the Board of Directors at any regular or special meeting or by mail ballot of the Board of Directors.

These policies shall be reviewed at least once a year and should take into consideration:

- A. Is the policy still relevant to today's operation?
- B. Is the intent of this policy more appropriately addressed in another policy area?
- C. Will a change to this policy affect any other policies?

All Board of Director members and staff who have occasion to refer to the policies should be alert to the appropriateness of these policies, to the need for amendments or for additional policies and should bring the matter to the attention of the Board.

## **ADDENDUM:**

### **CHAPTER DATA POLICY**

MPI values individual's privacy and wants to ensure all stakeholder's data remains secure. Therefore, Volunteers are expected to follow certain guidelines and rules when handling personally identifiable data (PII). PII is any information that could be used to identify, classify or contact an individual. State, Federal, and Country laws protect PII and, if handled incorrectly, MPI could experience large financial penalties. Therefore, each Volunteer is expected to be diligent to not share or expose PII to unauthorized parties.

Volunteers should note when they are interacting with PII (i.e. names, contact information, job information, demographic information, and transaction data) and be cautious about use, security, and collection of this data. Volunteers are not allowed to collect or use PII on MPI's behalf without explicit permission. When interacting and using MPI provided data, Volunteers agree to follow these guidelines:

#### ***Data Use***

- Volunteers will only use data in authorized manners and gain explicit MPI approval before additional collection or use occurs;

- Volunteers will not use MPI data for unauthorized personal or business functions;
- Volunteers will not use MPI data for non-MPI advertisements, communications, or solicitations.

### ***Data Collection***

- When a chapter uses physical lists for data collection, the paper will clearly state the intended use and the user understand by placing their information on the list they are opting in;
- European Union chapters will not use physical sign up lists to gain opt-in for email content (per GDPR laws);
- European Union Volunteers will not send list containing PII to MPI.

To protect individual's PII, Volunteers will follow these guidelines:

- Volunteers will not email highly sensitive data provided by MPI members (i.e. social security numbers, credit card numbers, etc.);
- Volunteers will access member information directly from MPI's Chapter Leader Resource page and not email member contact lists;
- Volunteers will contact Member Services for any questions on proper data handling.

At times, chapters separately hire outside parties to aid with administrative activities. MPI Volunteers will add all data privacy language in this agreement to the third-party contract to ensure correct data use by these individuals. Those contracted individuals are required to hold the same data privacy standard as volunteers. If MPI discovers a Volunteer has used, collected, or secured data in an unauthorized way, MPI holds the right to implement consequences up to termination of role and legal action.