



MEETING PROFESSIONALS INTERNATIONAL Oklahoma POLICY MANUAL
Revision Date: February 2, 2017

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.

MPI Oklahoma MISSION: MPI Oklahoma Chapter (MPIOK) is the leading membership statewide community committed to shaping and defining the meeting and event industry.

MPI Oklahoma VISION: MPI Oklahoma will be the pivotal force in positioning meetings and events as a key strategic component of an organization's success in the State of Oklahoma.

MEMBERSHIP

SECTION 1. MEMBERSHIP

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

SECTION 2. CHAPTER AFFILIATION

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

2.2 AFFILIATE MEMBERSHIP: Affiliate members are invited and welcome to participate in the MPIOK Chapter for an annual fee of \$75.00. Affiliate members must keep their membership active with MPI Global. The affiliate member has no voting rights and cannot hold a board position; however, they enjoy all of the following benefits:

- a. Attend the monthly luncheons at the member price
- b. Access to the Oklahoma membership directory
- c. Option to serve on a committee and network with active chapter members

Affiliate members are received annually in accordance with MPIOK's fiscal year (July 1-June 30). If an affiliate member drops their membership with MPI Global, their membership with MPIOK is dropped and all benefits cease without refund of any dues paid.

BOARD OF DIRECTORS/OFFICERS

SECTION 1. AUTHORITY & RESPONSIBILITY:

- 1.1 **CONFLICT OF INTEREST:** All board members are required to review, sign and adhere to the chapter conflict of interest statement provided by MPI Global and return it to the chapter President prior to being installed on the board.
- 1.2 **PRINCIPLES IN PROFESSIONALISM:** Chapter Board members must adhere to the Principles in Professionalism as outlined by MPI Global.
- 1.3 **CHAPTER BOARD REPORTS:** TSR are due one week prior to each board meeting.
- 1.4 **MPI GLOBAL REQUIRED DOCUMENTS:** Chapters are required to submit annually (by June 15th) 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 1st, Confirmation that all incoming board members attended their Board 101 training and signed their conflict of interest statements.
- 1.5 If a board member cannot be present at a board function, they are authorized to assign a designee to attend in their place if needed. Notice of the assigned designee may be provided via TSR when appropriate.
- 1.6 **CHAPTER BOARD REPORTS:** Insert any chapter policies regarding reports board members are required to submit such as board reports, TSR's, etc.

SECTION 2: EXECUTIVE COMMITTEE

- 2.1 This chapter does operate with an Executive Committee according to the bylaws.

SECTION 3. BOARD ELECTION & SERVICE:

- 3.1 The Chapter follows the nomination process as set forth in the Bylaws and detailed in the Succession Plan
- 3.2 **CONTESTED SLATE POLICY:** Once the Nominating Committee has developed a slate of nominees for election from all the Candidate Interest Forms submitted, the slate is sent to the membership. Additional nominations from the membership shall be permitted; provided a nomination is submitted in writing to the Nominating Committee

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

- 3.3 SLATE PRESENTATION AND SUBMISSION: Chapter slate will be presented to membership on templates provided by MPI Global and allow 30 days for membership to contest prior to bylaw deadline of March 1st. Chapter will submit to MPI Global the approved slate on the template provided by MPI Global on or before March 1st of each year.
- 3.4 BOARD TRAINING: Any incoming board member never serving on a MPI chapter board previously is required to attend the MPI Global Board 101 training on dates specified. Each candidate is required to sign the training acknowledgement form and submit to their President prior to June 15th of the fiscal term. All chapter leaders are able to and encouraged to attend MPI Global trainings, Chapter Business Summit (CBS) and Chapter Leader Forum (CLF at WEC).
- 3.5 BOARD RETREATS: Chapters are required to hold an annual board planning retreat each year between April and June of the fiscal year. Chapters are also required to hold a mid-year assessment retreat between November and January of each fiscal year. Chapters must engage with an external professional facilitator to oversee the process and flow of the retreat. Facilitators cannot be a Current Board member from your home chapter or chapter member that has served on the board in the last two years. All retreat facilitators must be approved prior to contracting with your Chapter Business Manager.

SECTION 4. BOARD COMPENSATION:

- 4.1 COMPENSATION: Directors and elected Officers shall not be compensated for their services as an MPI Chapter Officer or Director or receive any preferential discounts or considerations for attending chapter events.
- 4.2 GIFTS: Directors and elected Officers shall not accept any gifts over the value of \$100.00 unless otherwise approved by MPI Global.

COMMITTEES, Task Forces, and Advisory Councils

SECTION 1. STANDING COMMITTEES

- 1.1 STANDING COMMITTEES: Anyone serving on a Committee must be a member of MPI.

- 1.2 At the discretion of the Vice President or Director, a Committee Chair may be appointed to begin their term at any time during the chapter year.
- 1.3 Committees shall be structured to offer as many members the opportunity to volunteer as is beneficial to accomplish required task(s).
- 1.4 Each Committee to meet as needed.
- 1.7 Committees will ensure that the MPI chapter logo appears on all chapter publications, marketing materials, collateral and flyers.
- 1.7 Committees will ensure that the MPI Chapter address appears on all forms including raffle donation and sponsorship and those forms are sent directly to the MPI Chapter office
- 1.8 A volunteer Chair will be appointed for each standing committee annually.

Standing committees of the chapter are:

Membership

- Purpose: Recruit, retain and recognize members of MPIOK
- Responsibilities: Facilitate monthly correspondence to potential members, new members and members up for renewals.
- BoD Responsible: Committee chairs are appointed by the VP of Membership. Board vote is not required.
- # of Volunteers: 3 or more

Education

- Purpose: Develop professional development and continuing education opportunities for MPIOK members
- Responsibilities: Obtain details from speakers and venues for monthly luncheons and curate marketing content for sessions. Assist with CIC preferred provider applications and documentation as needed.
- BoD Responsible: Committee chairs are appointed by the VP of Education. Board vote is not required.
- # of Volunteers: 2 or more

Marketing

- Purpose: Assist with curation and distribution of chapter communications
- Responsibilities: Curate content, maintain regular chapter communications, update social media platforms, and make website updates as needed
- BoD Responsible: Committee Chairs are appointed by the VP of Communications. Board vote is not required.
- # of Volunteers: 2 or more

Fundraising

- Purpose: Assist with raising cash sponsorship for the growth and development of MPIOK
- Responsibilities: Solicit cash sponsorships, customize benefits as needed, ensure regular communications and benefit fulfillment.
- BoD Responsible: Committee Chairs are appointed by the VP of Finance. Board vote is not required.
- # of Volunteers: 1 or more

SECTION 2. ADVISORY COUNCILS AND TASK FORCES:

- 2.1 The chapter does not currently have any Advisory Councils or Task Forces but will appoint those as needed.

SECTION 3. VOLUNTEER ROLES & RESPONSIBILITIES:

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

1. Clearly communicate purpose/charge for the group. If changes in direction occur, communicate to 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 Board of Director 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. Maintain confidentiality of discussions and background materials and immediately disclose any conflict of interest that may arise.

FINANCE

SECTION 1. FISCAL YEAR:

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

SECTION 2. ANNUAL BUDGET:

- 2.1 The annual budget is prepared by VP Finance for review by the Executive Committee. The Board of Directors approves the annual operating budget in compliance with MPI Global bylaws. Chapter operations will be in alignment with the annual budget.
- 2.2 Cash receipts cannot be deposited by the same person who collects the receipts, unless a second board member has reconciled the deposit. Recommend two or more people to count and document the amount of deposit.

- 2.3 A minimum of three designated check signers shall be maintained at all times: President, President-Elect, and VP of Finance.
- 2.4 The VP of Finance is authorized to deposit any checking account funds in excess of \$5,000 into the MPIOK Chapter savings account at any time as a checking account balance of \$5,000 should be sufficient to handle any typical annual transaction.
- 2.5 Before the end of the current fiscal year, the VP of Finance will meet (separate and apart from the annual board transition meeting) with the incoming VP of Finance, incoming President and the current President to discuss any needed transfer of bank accounts, signature cards, and the completion of an audit by an approved committee.
- 2.6 Expenditures under \$250 that are not on the budget must be reviewed by the office of the president and approved by the Vice President of Finance. Expenditures over \$250 requires a full board vote.

SECTION 3. RESERVE FUND:

- 3.1 TERMS: The term “Reserves” for financial purposes will be defined as funds set aside to be used in emergency cases or in the event of an investment by the Chapter to further its mission.
- 3.2 RESERVE TARGET: Chapter will maintain a minimum reserve of 6-8 months operating funds. Operating funds will be defined as annual fixed expenses plus 20%. This timeframe is to be a minimum as it is recognized that external events in the industry, significant downturn in the economy or stock market could make a longer commitment necessary.
- 3.3 MPIOK will maintain adequate reserves for the following purposes:
 - 3.3.1 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.
 - 3.3.2 Identification of a valuable investment opportunity for long term growth.
 - 3.3.3 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.
 - 3.3.4 These investments would require an acceptable ROI back to the organization and would be sustainable long term without the initial deemed reserve support.
- 3.4 ACCESS TO RESERVES: The access of the “reserve” shall first be referred to the VP Finance for consideration. Final approval by a majority vote of the Board of Directors is required.

SECTION 4. REQUEST FOR PROPOSALS:

- 4.1 The Request for Proposal (RFP) process should be completed for any new product or service the Chapter deems necessary to purchase, or for existing products or services that require a new vendor partner.
 - 4.1.1 Step 1. Begin by creating the RFP. The Chapter Leader Resources Page on mpiweb.org has several templates available. Should a template not exist for the particular product or service, contact our Chapter Business Manager. They will likely provide an example.
 - 4.1.2 Step 2: Have RFP reviewed by a member of the Office of the President, the Vice President of Finance, and one other board member (preferably the board member most likely to work with the vendor).
 - 4.1.3 Step 3: Distribute the RFP to and collect proposals from at least three vendor options, if possible.
 - 4.1.4 Step 4: Review proposals and determine best option.
 - 4.1.5 Step 5: Present recommendation to the Board of Directors. Depending on product/service, a vote of approval may be required.

SECTION 5. REIMBURSEMENT OF EXPENSES OR TRAVEL

- 5.1 Travel not to exceed \$400/person as the current budget and financial health of chapter allows. Accommodations (up to the average MPI negotiated rate/night for the duration of the conference) as the current budget and financial health of the chapter allows. Food, beverage, and personal items will not be reimbursed.
- 5.2 For any travel directed or offered by MPI Global chapter board members will comply with expense and reimbursement guidelines outlined for such event by MPI Global procedures.
- 5.3 The board encourages the President and President-Elect to attend any relevant national/international/regional conference/event hosted by MPI headquarters and will consider assistance based on the current financial status of the Chapter.

SECTION 6. SPONSORSHIP AND SOLICITATION:

- 6.1 **ACCESS TO MEMBER LISTS:** Access to membership and attendance lists shall be restricted to MPI premiere members in good standing only. Members shall be provided the opportunity to opt out of solicitation emails from both the chapter and MPI Global
- 6.2 Partner/sponsorship agreements for events outlined in the chapter business plan must be signed by the VP of Education and the vendor(s).
- 6.3 **In-Kind Sponsorships.** In-kind sponsorships will be tracked and promoted by the Director of Programming. Examples of in-kind support may include meeting space, food and beverage, raffle prizes, etc. Requests and benefits will adhere to the MPIOK Event Partner Program. Customized agreements will be at the discretion of the Director of Programming and the VP of Education.
- 6.4 **Cash Sponsorships.** Cash sponsorships will be solicited, tracked and promoted by the Director of Strategic Alliances. Every effort will be made to fulfill benefits as outlined in the MPIOK Sponsor Program. Customized benefits may be determined at the discretion of the Director of Strategic Relations and VP of Finance.
- 6.5 For any partner/sponsorship agreements that are outside of MPIOK opportunities previously approved by the board, a written agreement between MPIOK and the vendor(s) must be approved by a majority of the Executive Committee, signed by the President and signed by the VP of Education prior to the offer being confirmed.
- 6.6 All written agreements must clearly outline the obligations and return-on-investment for both parties (MPIOK and the vendor) and state the timeline in which it is to be fulfilled.

SECTION 7. PAID STAFF ADMINISTRATORS:

- 7.1 **DUTIES:** Paid staff administrators must adhere to the standards and qualifications established by MPI Global. A minimum scope of services as outlined below will be included in administrator RFP and contracts. Additional services above the minimum requirements can be added by the chapter at their discretion with board approval.
- 7.2 **MANAGEMENT OF PAID STAFF:**
 - 7.2.1 The position description and reimbursement details are outlined in the employment contract which is reviewed on an as-needed basis by the Executive Committee.
 - 7.2.2 The paid administrator receives complementary meals at all MPIOK events and mileage reimbursement at the prevailing GSA rate.
 - 7.2.3 Both MPIOK and the paid Chapter Administrator have mutually agreed that either party may terminate the contract for any reason with a thirty (30) day written notice. In the event a contract is terminated, the MPIOK Board of Directors can determine if they would like to replace the paid chapter administrator, begin receiving applications and then vote on a replacement candidate or elect not to seek another paid chapter administrator at that time.

7.2.4 The Chapter Administrator reports to the President, who should be included in any conversation regarding the Chapter Administrator's performance.

7.3 EVALUATION OF PAID STAFF & CONTRACT RENEWALS: Each chapter is required to complete an annual review of their administrative services prior to end of the chapter year. Chapter must at a minimum adhere to the evaluation guidelines provided on the sample template. Additional processes can be deemed necessary at the chapter discretion. All chapters must submit a copy of their paid staff evaluations to MPI Global within 30 days of completion of the evaluation.

CHAPTER EVENTS

SECTION 1. EDUCATIONAL & SOCIAL EVENTS:

1.1 EDUCATIONAL PROGRAMS:

1.1.2 All fees are determined by the MPIOK Board of Directors. Meetings fees are \$25 for member, \$35 for non-member, \$10 student, and \$15 for non-student members. An additional \$5 is assessed 72 hours prior to the meeting.

1.1.3 Advance registration is made electronically on the website or through direct contact with the Chapter Administrator (or the Chapter Administrator's designee when appropriate) prior to the meeting. Any reservation made less than 72 hours prior to the meeting will be considered an on-site registration.

1.1.4 On-site registration will be available via check, cash or credit card (via PayPal or Square on a laptop provided by an MPIOK member or host sponsor).

1.1.5 MPIOK has made available prepaid registration packages consisting of 5 or 10 regular meetings. Package costs and information is available on MPIOK's official website. Prepaid registration packages must be used in the fiscal year paid so that revenue/expenses match. An Enhanced Meeting counts as two regular meetings. Cost for packages are billed at the advanced meeting rate.

1.1.6 Cancellations received in writing at least 72 hours in advance are eligible for a refund cancellations received within 72 hours of the event/luncheon and all no-shows are not eligible to receive a refund (or will be billed if payment has not yet been made at time of cancellation). No-shows will be billed.

1.1.7 Invoices and fees must be paid to the chapter within 30 days of receipt. After 30 days, the bill will be considered delinquent.

1.1.8 Meeting opportunities will be extended to member properties first. Sites without a member in good standing (restaurants, museums, centers for performing arts, lodging properties, etc.) may be used if approved by the board of directors.

- 1.1.9 Every effort will be made to update the event calendar on MPIOK's official website (including the attachment of a meeting notice) as early as possible but no less than 30 days before the meeting date. The meeting notice should include date, time, location, speaker name/title/organization, session topic, learning objectives and CIC pre-check.
- 1.1.10 The chapter will support MPI's ongoing efforts to be more sensitive to cultural holiday/event scheduling conflicts. Before adopting the Educational Plan or scheduling any MPIOK sanctioned networking event, the board will consult the cultural calendar posted on www.mpiweb.org as a demonstration of our embrace of the Global Multicultural Initiatives.
- 1.1.11 If an MPIOK member loses their job, they are allowed to attend up to TWO chapter monthly educational meetings for half price, within that year, as long as they retain their national membership.
- 1.1.12 Members who host a monthly program at the Platinum host level will receive complimentary registrations for an unlimited number of non-MPI member guests and up to two MPI members.
- 1.1.13 Invitations to prospective members are encouraged. All first-time visitors (whether invited by a member or coming of their own volition) will be required to pay for attending, unless, after assessing the likelihood of the visitor joining, the Board determines otherwise.
- 1.1.14 Event registration links with advanced registration rates should be accessible to members no later than one month prior to the event. This link should be posted to the MPIOK website and Facebook event page. Registration rates will be updated 72 hours prior to the event to reflect on-site registration rates.
- 1.1.15 Deadline for speaker information, topic, and CIC Preferred status must be to VP of Communications 30 days prior to event.
- 11.1.16 Two week after the monthly meeting, the VP of Communication will send out the registration flyer for the next meeting to the current MPI email list from MPI website and marketing list which includes MPI members, potential members, OSAE members, and SGMP members. The call tree will be sent out by the Chapter Administrator to the MPIOK Board the following week. Board members should send a message to all members on their call tree. This message should include the meeting announcement with a link to the MPIOK website for registration and any special announcements pertaining to the meeting., The reminder email for the monthly meeting will be sent by the VP of Communication one week before the meeting. It is important for board members to include in their message subject line that it is for MPIOK meeting so members will read the email.
- 11.1.17 MPI Oklahoma is a CIC Preferred Provider. Preferred Provider status is renewed annually from January through December. Applications for the CIC pre-check will be completed by the VP of Education and submitted to CIC Continuing Education no later than six weeks prior to an education session for approval. One week after the education session, the VP of Education will upload the attendee list to the CIC database.
- 1.1.18 Every effort will be made to hold the annual Member Appreciation & Recognition Event which will be organized by the Membership Committee.

NETWORKING/SOCIAL PROGRAMS:

- 1.2.1 Networking/Social Programs for the MPIOK Chapter are not required programs each year. These programs will be voted on by the MPIOK Board and will be underwritten by general chapter funds.
- 1.2.2 Site selection and registration rates will be determined by the VP of Membership, in consultation with the Director of Programming. An RFP will be sent at as needed.
- 1.2.3 ALCOHOLIC BEVERAGE POLICY. Proper licensing shall be obtained by MPIOK as required by the Oklahoma Alcoholic Beverage Laws Enforcement Commission. A Charitable Alcoholic Beverage Auction license allows the holder to auction one or more bottles of a wine, strong beer, or spirits. A Charitable Alcoholic Beverage Auction license is valid for two (2) days from the date of issuance. Charitable Organizations may have four (4) separate auctions per year. The cost is \$1.00 per auction. Licensees may purchase the wine, strong beer, or spirits for an auction from a retailer or accept a donation of wine, strong beer, or spirits from an individual. No more than fifty (50) gallons can be auctioned.
- 1.3 EVENT ATTENDANCE: Chapters must charge a member rate and a non-chapter member rate for all events. The price difference between member and non-chapter member rates is at the chapter discretion based on specific event needs. Anyone who is not a preferred or premier level member is required to pay the non-chapter member rates for events and is limited to no more than 2 events in one fiscal year at the non-chapter member rate.

Partnership events with other industry organizations are excluded from this requirement.

Non-industry guests are exempt from this rule and can be charged a guest rate to be determined by the chapter.

COMMUNICATIONS

SECTION 1. BRAND STANDARDS

- 1.1 All Chapters must adhere to the MPI Chapter Logo and Identity Standards document provided. Any theme specific logos for events must not be in conflict with the MPI Global Brand Standards and must be approved by MPI Global prior to use. (Please leave this sentence in red)

SECTION 2. CHAPTER COMMUNICATIONS:

- 2.1 Approved communications consist of:
 - Bi-Monthly e-News
 - Meeting Announcements
 - Social Media
 - Facebook Posts & Events
 - Annual Save the Date listing/flyer/or postcard
 - Website Maintenance

- 2.2 All member communication, beyond the approved communications listed above, must be approved by the VP of Communications and the President (or their designees as appropriate) BEFORE being sent to members.
- 2.3 To request a mailing list (email or otherwise) of the MPIOK membership, the individual must be a member in good standing. Requests of the mailing list should be made to the VP of Membership or the Chapter Administrator, who will provide the list by request only.
- 2.4 The official website of MPI Oklahoma Chapter is www.mpiok.org. A website audit should be completed annually by the VP of Communications. Every effort will be made by the Marketing Committee to keep the content of the website current and operational. Monthly maintenance may include but is not limited to meeting announcements, registration links, event calendar updates and sponsor benefit fulfillment. Annual updates may include the board of director's slate, contact information and past presidents.
- 2.5 Marketing and communications content will be curated and scheduled in the Editorial Calendar which is housed in the VP of Communications folder in the MPIOK Dropbox. Every effort will be made to accommodate the content deadlines outlined in the Editorial Calendar.

SECTION 3. ADVERTISEMENTS:

- 3.1 Advertising is not limited to members of MPI; all newsletter copy will be used at the discretion of the editor. In general, press releases will usually not be printed in full, nor will we highlight people or events not involved in some way with our chapter or our membership. All advertising will be relevant and of interest to chapter members.
- 3.2 MPI reserves the right to refuse advertising that does not reflect MPI standards.
- 3.3 All advertising trade outs made between MPI and a supplier must be approved by the Executive Committee and must go through the proper procedures.

MISCELLANEOUS

SECTION 1. PHILANTHROPIC ACTIVITY:

- 1.1 *MPIOK will organize an annual service project for members to give back to the local community. The annual service project is the responsibility of the VP of Education.*
- 1.2 *All monetary charitable donations are subject to the approval of the Executive Board in advance of the program/event.*

SECTION 2. CHAPTER AWARDS:

2.1 Annual awards/scholarships offered by the board of directors and underwritten by the general funds can include (but are not limited to) all of the following:

Volunteer of the Year

- Nominated and voted on by the MPI Board
- MPI Board is not eligible for this award
- Voting is based on volunteer hours for the MPI year

Strategic Partner of the Year

- Nominated and voted on by the MPI Board
- MPI Board is eligible for this award
- Voting is based on service to the chapter (time or money)
- Suppliers and Planners are eligible for this award

Meeting Professional of the Year

- Nominations received by the MPIOK Chapter
- Final vote is determined by the MPI Board
- MPI Board is eligible for this award
- Voting is based on individual achievements in their career and/or with MPIOK
- Suppliers and Planners are eligible for this award

Venue of the Year

- Nominations are determined based on venue evaluations from the MPIOK Chapter survey
- Top 3 venues from survey will be voted on by the MPIOK Chapter April to March for each year.

Anniversary Pins

- Recognized at 30 Years, 25 Years, 20 Years, 15 Years, 10 Years, 5 Years, 1 Year
- 1 Year Member defined as: Membership for one FULL year (as of May 31) to MPI. Anyone in MPI for less than a year (as of June 1) will receive their 1 Year pin the following year at the Recognition Awards.

Additional Awards may be designated by a vote of the MPIOK Board.

- Rising Star Award – Self or Peer Nominated
- Trailblazer Award – Self or Peer Nominated
- President's Award – at the President's discretion
- Registration scholarship to any relevant national/international/regional conference/event hosted by MPI headquarters at the early bird rate – available to non-board member volunteers only

Award nomination procedures and current year nominees will be posted on the chapter website and the chapter Bi-Weekly Newsletter.

Members will be offered the opportunity to vote on annual award candidates.

To avoid any conflict of interest, the President-Elect is not eligible for an award should they be nominated.

In the event of a tie in any award category, the President-Elect and the Immediate Past President will choose the award recipient, based on chapter involvement, leadership, etc. In the event the Immediate Past President is one of those involved in a tie, then the President-Elect will immediately involve the next highest ranking Executive Committee member not nominated, and if needed, board member in descending order.

The President-Elect is required to retain all voting records for at least 90 days after awards ceremonies.

The board encourages the President and President-Elect to attend any relevant national/international/regional conference/event hosted by MPI headquarters and will consider assistance based on the current financial status of the Chapter up to the following:

“Early Bird” Registration fee (early-bird application is the responsibility of the requesting attendee)

Travel (not to exceed \$400/person)

Accommodations (up to the average MPI negotiated rate/night for the duration of the conference) as the current budget and financial health of the chapter allows

Food, beverage, and personal items will not be reimbursed.

SECTION 3. SCHOLARSHIPS:

- 3.1 Chapter scholarships will be assessed by the MPIOK Board of Directors on an annual basis. Based on availability of funds, one or more of the following scholarships will be made available to chapter members each year.

Suggestions for Scholarships:

CMP Certification – up to \$500 to be applied

CMM Certification – up to \$500 to be applied

Education Conference (registration fee)

MPI Oklahoma Chapter Membership (fee for one year of membership to MPI Global and Oklahoma)

- 3.2 An applicant must be an active member of the Oklahoma Chapter and have attended a minimum of two (2) Chapter meetings within the past 12 months. MPI Oklahoma members who have been the recipient of a scholarship in the previous two years will not be eligible in the current year. Scholarship funds must be used within 18 months of receipt of the award. The current MPI Oklahoma Board of Directors is ineligible for scholarships.
- 3.3 Application forms will be made available online to all active MPI Oklahoma members in good standing at mpiok.org. Applications will be available for submission each year and

will need to be submitted to the Chapter Administrator by December 31st. Applications will be reviewed by the Board of Directors and each application is assigned points based on the following: length of membership in MPI, participation on a chapter committee, awards won, industry involvement, and how the applicant markets the Chapter to others. The applications with the highest point totals will be awarded the scholarships.