



M E E T I N G   P R O F E S S I O N A L S   I N T E R N A T I O N A L

\*Dark gray wording signifies wording that has come directly from MPI Global and cannot change within the individual chapters.

**MEETING PROFESSIONALS INTERNATIONAL NEW ENGLAND POLICY MANUAL**  
Revision Date: JUNE 2016

**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/NE PURPOSE:** The MPI New England Chapter (MPI/NE) was started in 1979 and was the 16th chapter to be chartered within the organization. Over 30 years later the chapter membership has grown to over 450 meeting professionals. MPI/NE actively promotes awareness of the meeting industry and increase professionalism within the New England meeting industry by providing members and prospective members with a consistently high level of educational programs, recognition and networking opportunities. MPI/NE members represent the leaders in our industry from prominent organizations throughout New England. We are proactively working to exceed our past levels of achievement and provide our members the benefits they expect to have from a leading industry association.

**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:** Effective in 2016, the MPI New England Chapter does not have a set fee or benefits outline of an Affiliate Membership program.

## 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:** The MPI New England Chapter Board of Directors submit their board reports on a quarterly basis or one week prior to a Board Meeting. The report includes where the committee stands to date on their yearly goals and objectives established within the Business Plan as well as their membership volunteer counts and committee updates. The Chapter Administrator compiles each report and distributes them to the entire board for review several days prior to the Board Meeting. Board Reports are approved or amended during the Board Meeting Consent Agenda.
- 1.4 **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.
- 1.5 As noted in the MPI New England Bylaw Manual, Article VIII, the governing body shall be the MPI New England Chapter Board of Directors. The Board is responsible for reviewing and approving the organization's strategic plans. The Board oversees financial integrity and monitors performance against achievement of strategy and long-term vision. The Board shall be responsible for the hiring and continual performance assessment of paid staff. The Board shall have other powers and authority as granted to it by these bylaws. A majority of the Board constitutes a quorum for the transaction of the business of the Board. (As calculated: 50% of the number of existing Board members, plus 1. Example: 24 Board Members, 12 plus 1 or 13, would equal a quorum). 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 or President. Any member of the Chapter's Board who is unable to attend a regularly scheduled Board of Directors meeting is required to review and/or submit, prior to the scheduled meeting, a written report on the activities of the committee(s) to which he/she is a liaison. Follow-up with an Executive Committee member is required within five (5) business days. Failure to comply will be considered an unexcused absence. A Director with two (2) unexcused absences, who misses two Board meetings in one operating year may be subject to removal pursuant to the review and action by the Chapter's Board of Directors. Board members are strongly encouraged to attend both the Mid-year and Annual Board Retreats, but may receive exemption on a case by case basis by the President.

### SECTION 2: EXECUTIVE COMMITTEE

- 2.1 As noted in the MPI New England Bylaw Manual, Article IX, the MPI New England Chapter has also elected to establish an Executive Committee. The Executive Committee may act in place of the Chapter Board of Directors between Board Meetings on all matters, except those specifically reserved to the Board by these Bylaws, pursuant to delegation of authority to such committee by the Board of Directors. Actions of the Executive Committee shall be reported to the Board for ratification by mail, facsimile, electronic media or at the next Board meeting. The Executive Committee meets at the call of the President or at the request of two (2) members of the Committee. A majority of the Executive Committee constitutes a quorum for the transaction of business of the Executive Committee.

### SECTION 3. BOARD ELECTION & SERVICE:

- 3.1 The Immediate Past President will serve as Nominating Chairperson. Should the Immediate Past President be unable to serve in this position for any reason, the President shall appoint a Nominating Chairperson. This Chairperson will form a Nominating Committee for the purpose of nominating a slate of officers and Board of Directors beginning in the Fall prior to the fiscal year beginning July 1<sup>st</sup>. The Chairperson, with the approval of the Executive Committee, will enroll no more than seven and no less than four members including the Chairperson and the President Elect. The President Elect has a vote even though they will be part of the nominating committee. Other current Board members, may not serve on Nominating Committee. The Chapter Administrator, at the direction of the Nominating Committee, is charged with sending Leadership Interest forms to the general membership, assisting in the preparation of a slate of officers, and mailing the proposed written slate to the general membership. The Chapter Administrator shall collect ballots signed by the members sent via mail, email or fax.

Any member in good standing of MPI whose primary affiliation is with this Chapter is eligible for nomination and election to any elective office. The Nominating Committee (which will include the current President-Elect) will vet all applicants and conduct one on one interviews with potential candidates and then make recommendations back to the committee for final selections.

3.1.1 Installation will be at the MPI New England Chapter Annual Meeting & Dinner just prior to the start of the new fiscal year.

3.1.2 Duties & Job Descriptions as noted in the MPI Bylaw Manual, Article VII:

President. The President shall serve as chairman of both the Chapter Board of Directors and the Executive Committee, if the Chapter has chosen to establish an Executive Committee. The President shall also serve as an ex-officio member on all committees except the Governance and Nominating Committee. The President or designee will serve as a member of the International Council of Chapter Presidents. (quarterly chapter leader calls)

At the Annual Meeting and at such other times, the President shall communicate to the members such matters and make such suggestions that will promote the welfare and increase the usefulness of the Chapter. The President shall perform such other duties as or as may be prescribed by the Chapter Board of Directors.

President-elect. The President-elect shall preside at all Chapter meetings in the absence of the President, work with officers to ensure chapter minimum standards are met, develop leadership succession planning strategies for the chapter and shall perform such other duties that may be delegated by the President and/or the Chapter Board of Directors.

Immediate Past President. The Immediate Past President shall serve as the Governance and Nominating Committee Chair, ensuring compliance and support of chapter bylaws and policy, and shall perform other duties that may be delegated by the President and/or the Chapter Board of Directors.

Vice President Finance. The Vice President Finance shall oversee the Chapter's funds and financial records. The VP Finance shall oversee collection of all funds and/or assessments; shall establish proper accounting procedures for the handling of funds alongside Association Management Company; and shall be responsible for keeping the funds in such banks, trust companies, and/or investments as are approved by the Board of Directors or by the Executive Committee, if the Chapter has chosen to establish an Executive Committee.

The Vice President Finance shall report on the financial condition of the Chapter at all meetings of the Board of Directors and at other times when called upon by the President. The association Management Company and Vice President Finance shall file Chapter tax reports to MPI and governmental agencies as required.

Vice President Membership. The Vice President Membership shall oversee new member recruitment, new member orientation, member recognition programs, scholarships and Chapter retention. The Vice President Membership will access membership reports including new members and retention from the MPI database and report at all meetings of the Board of Directors and at other times when called upon by the President.

Vice President Education. The Vice President Education shall oversee the educational offerings of the Chapter, to include program planning and educational alignment with the MPI strategic plan. The Vice President Education shall also oversee registration, logistics, content and speaker sourcing for all meetings. The Vice President Education will report at all meetings of the Board of Directors and at other times when called upon by the President.

Vice President Marketing & Communications. The Vice President Marketing & Communications shall oversee the chapter communications. Vice President of Marketing & Communications will oversee the timely communications as needed to provide effective newsworthy information to the membership. In addition, the Vice President of Marketing & Communications shall oversee the production of the chapter newsletter/magazine, directory and website, their content and accuracy, and all written communication that is provided by the chapter both internally and externally. The Vice President Marketing & Communications shall also ensure that all written communications follows the chapter Strategic Plan currently in place and MPI designated Policies and Procedures. The Vice President Communications will report at all meetings of the Board of Directors and at other times when called upon by the President.

Other Officer Positions. Officer positions other than those specified in these Bylaws may be established, and their duties specified by, the Chapter Board of Directors.

## **BOARD OF DIRECTORS**

Authority and Responsibility. The governing body shall be the Chapter Board of Directors. The Board is responsible for reviewing and approving the organization's strategic plans. The Board oversees financial integrity and monitors performance

against achievement of strategy and long-term vision. The Board shall be responsible for the hiring and continual performance assessment of paid staff. The Board shall have other powers and authority as granted to it by these bylaws.

3.1.3 Once informed of their designated board position, slated members are required to attend the upcoming Annual Retreat and begin the transition process with their predecessors and Chapter Administrator. This includes, but is not limited to, one-on-one tutorials with existing board members both in the role they will be assuming as well as other board members and committee volunteers. Board members will be expected to discuss their new role in its entirety at the Annual Retreat in a presentation format.

- 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 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.
- 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 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).
- 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:** Chairpersons are determined by the individual Board members that comprise said committee (if applicable). No board vote is required for appointment to committee chair, but all committee members and active volunteer recipients are to be members of MPI.

**As noted in the MPI New England Bylaw Manual, Article X, standing committees of the chapter are:**

**Finance & In-Kind Strategic Partnership Committee:** This committee shall assist the Board of Directors in fulfilling its oversight responsibilities relating to the quality and integrity of the Chapter's financial reporting processes and accounting practices and the performance, qualifications, and independence of the Chapter's independent auditors. In addition, this committee will work to secure all in-kind partnership agreements as well as solicit raffle items for the *Bidding for Good* online silent auction. Board members include VP of Finance and Director of In-Kind Strategic Partnership. Committee members will vary.

**Membership Committee:** The Membership Committee is charged with sustaining the organization by recruiting new members and retaining current members, including tracking member status and information with local and international offices. The Membership Committee will support and augment the Association Management staff with registration at the various MPI/NE programs as part of the Ambassador program. Board members include VP of Membership, Director of Member Recruitment, and Director of Member Care. Committee members will vary.

**Special Projects Committee:** This committee is charged with planning, marketing and executing of four (4) events per year that include the MPI Foundation Fundraiser event, Annual Meeting & Dinner, Summer Industry Outing, and Annual Holiday Event. The MPI Foundation Fundraiser focuses on fund raising efforts to help benefit the MPI Foundation while still maintaining monthly meeting revenue for the Chapter. The MPI New England Chapter Annual Meeting & Dinner will include officer installation, awards presentation, and year-end festivities (usually targeted for June at the end of the fiscal year). The Summer Industry Outing is to be marketed to both MPI and Non-MPI members and will not generally include educational content and the annual Holiday event in December is designed for networking and celebration. This committee also focuses on the MPI connection with the rest of the New England community through corporate social responsibility (CSR) initiatives at the forefront of each of their events. It is also the responsibility of this committee to work with the Director of In-Kind Strategic Partnership to research venues and submit RFP's for consideration. Board members include VP of Special Projects and Director of Special Events. Committee members will vary.

**Marketing & Communications Committee (MarCom):** The MarCom Committee is charged with developing and implementing a marketing plan in order to improve internal and external communication within the chapter and its membership. It oversees graphics standards and typewritten words for the all Chapter communication, not the least of which includes the membership directory, newsletter / magazine, social media platforms, and website. In addition, this team is to work alongside the Ad Sales & Sponsorship Representative to ensure all paid and in-kind sponsors / contributors to the chapter are marketed according to their agreed upon contractual marketing medium. This committee oversees chapter website content & design and explores ways the chapter can better use electronic media with the direction of the Ad Sales &

Sponsorship Representative as well as the Board of Directors. This committee is also responsible for all external facing social media posting for the chapter as it relates to news, events, anniversaries, and chapter news. Current outlets are Facebook, LinkedIn, Twitter, and Instagram. This team also includes a specific Director that is charged with the responsibility for maintaining the standards of the international brand – the Director of Brand Management & Content. Additional board members include VP of Marketing & Communications, Director of Social Media, and Director of Publications. Committee members will vary.

**Monthly Program & Institutes Education Committee:** A standing committee established pursuant to bylaws Article X, Section 4: The Monthly Programs & Education Committee is charged with providing exceptional educational and networking opportunities at the regular chapter meetings and Annual Educational Institute. In addition, this committee works to align its program content to Convention Industry Council standards and guidelines and works to ensure clock hours may be assigned when applicable. It is the responsibility of this committee to work with the Director of In-Kind Strategic Partnership to research venues and submit RFP's for consideration. Board members include VP of Education, Director of Monthly Programs, and Director of Institutes. Committee members will vary.

**Nominating Committee:** The Nominating Committee shall assist the Board of Directors in fulfilling its oversight responsibilities relating to developing and implementing sound governance policies as well as a nomination process for directors and officers. It shall be chaired by the Immediate Past President with the President-Elect serving as a member of the committee. There shall be no fewer than four (4) members, including the chairman. No current candidates for officer or director positions may serve on the Nominating Committee. Elections shall be conducted and submitted to MPI Global by March 1. Board members include Immediate Past President and President-Elect.

**Awards Committee:** The Awards Committee is charged with nominating members of the Chapter, as well as soliciting candidates from the membership, who have demonstrated outstanding achievement or contribution to the work of MPI/NE for the following awards:

- Meeting Professional of the Year - Planner Category
- Meeting Professional of the Year - Supplier Category
- Tomorrow's Leader
- Chapter Leader
- The Sam Dame Professional Development Award
- The Kathy Keegan Cummings Professional Development Award

The Awards Committee, with the President's consent, has the ability to award, not award, or combine awards of any of the above recognitions due to extenuating circumstances that arise during the awards nomination process. Board member includes President-Elect. Committee members will vary.

## SECTION 2. ADVISORY COUNCILS AND TASK FORCES:

2.1 There are no current Advisory Councils or Task Forces associated with MPI/NE at this time.

## SECTION 3. VOLUNTEER ROLES & RESPONSIBILITIES:

### 3.1 Expectations of Committee Chairs (when applicable):

- 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:

- 7) Focus on assigned purpose/charge for the group.
- 8) Attend meetings and conference calls.
- 9) Complete any assignments by pre-determined deadlines.
- 10) Communicate any challenges/concerns early to volunteer chair / Board Member.
- 11) Submit volunteer reimbursement requests immediately following approved expenses but no later than 30 days.
- 12) 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 Vice President Finance shall meet monthly with the Chapter Administrator to review and critique financial reports of the Chapter at all meetings of the Board of Directors and at other times when called upon by the President. The Vice President of Finance shall review checks issued for payment by the Chapter, but the AMC will be responsible for the issuing of all checks. In the absence of the Vice President of Finance, another previously designated member of the Board may review checks. In addition, the AMC will manage all accounts payable and accounts receivable payments.

2.1.1 The Vice President Finance assists the Chapter Administrator in the preparation of the annual operating budget. The annual budget is prepared by VP Finance for review by the Board of Directors beginning at the start of the slate approval leading up through the Annual Retreat and approved for final submission by the MPI Global deadline of July 1. 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.

2.1.2 The Vice President Finance supervises the AMC's role in the receipt and disbursement of chapter funds: maintaining proper bookkeeping procedures; hiring a Certified Public Accountant at the end of the fiscal year to conduct an accounting review or audit (if needed); maintaining Massachusetts sales tax exemption; and filing Chapter tax reports with MPI, the Internal Revenue Service and state agencies as required.

2.1.3 Contracts and agreements may be executed on behalf of the MPI New England Chapter by the Chapter Administrator for the Chapter and either the Chapter President or Vice President of Finance in consultation with the appropriate board liaison.

### 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 **PURPOSE OF RESERVES:** The MPI New England 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.

The Chapter’s Board of Director’s will evaluate and monitor the Chapter’s reserves at the end of each fiscal year make contributions from NET earnings to this fund (if applicable). If funds are withdrawn from the reserve funds, an action plan for replenishment of withdrawn amount must be developed with a 3-month timeline for approval by the Board of Directors.

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 **RFP & Contract Approval Process:**  
Specified Chapter Committee works alongside Director of In-Kind Strategic Sponsorships to solicit venues and sponsors. All venue/sponsor proposals are sent directly, by prospective bidders, to the Director of In-Kind Strategic Partnerships (DISP) for review of meeting specifications. DISP sends acknowledgement to bidders of receipt of proposal(s) and indicates response procedures and timeline. DISP communicates venue option(s) to the appropriate contact such as, President, Board Member, Committee Chair, etc. and after consideration with specific committee, DISP also notifies other proposing sites of bid selection decision.

## SECTION 5. REIMBURSEMENT OF EXPENSES OR TRAVEL

- 5.1 President & President-Elect: Only when traveling for Chapter business, the President and President-Elect may be reimbursed for the amount of the registration fee, airfare, ground transportation (or parking) to and from departure airport, and overnight accommodations for a maximum of five (5) nights per meeting to attend the MPI World Education Congress and other requisite meetings.

Sam Dame Award Recipient: Scholarship recipients of the MPI/NE Chapter Sam Dame Scholarship Award may be reimbursed for the amount of the registration fee, airfare, ground transportation (if not provided by the conference), to and from arrival airport to conference location, and overnight accommodations for the scheduled nights of the conference (beginning with the Opening Reception evening, and ending with the evening of the Closing Reception), up to a maximum of five (5) nights to attend the MPI World Education Congress (WEC) that falls within 1 year of the award receipt. If the award recipient is unable to attend WEC for any reason they may elect (prior to incurring any expenses related to attending WEC), to receive a \$400 credit to the MPI Bookstore or the CIC to further their education or obtain a certification.

Kathy Keegan Cummings Award Recipient: This Scholarship award is presented annually to an MPI member from the New England Chapter to provide a full-year of complimentary registration to all educational and networking events of the Chapter (exception of the Annual Outing, Annual Meeting). The candidate must present a rationale for receiving this scholarship, including why he/she would like to participate in Chapter educational events throughout the year, how this participation will benefit the candidate's future professional goals, and how his/her participation will benefit the MPI New England Chapter.

Chapter Volunteers: Chapter board members and volunteers selected to participate in the Leadership Conference or Chapter Business Summit held by MPI Global may be reimbursed by the Chapter for ground transportation (if not provided by the conference) to and from the arrival airport to the conference site. Any additional funds needed for flight transportation to attend the Leadership Conference or Chapter Business Summit may be covered up to \$450 from the allotted \$375 from MPI Global.

Food and Beverage: No food and beverage expense will be reimbursed to chapter members for any conference, retreat or meeting.

All expenses must be submitted within 30 days to the VP of Finance for approval. The VP of Finance then codes the expense to the operating budget and submits to the AMC Finance Director for check issuance.

- 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 BUDGETED CHAPTER EXPENSES: In order to exceed total budget or line item amounts within the yearly fixed budget a Board member must secure Presidential pre-approval in consultation with the VP of Finance.

## 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 the chapter and MPI Global.

- 6.2 CHAPTER SPONSORSHIP POLICIES: Once RFP process is completed for in-kind contributions, the Director of In-Kind Strategic Partnerships drafts meeting contract with outlined benefits for in-kind sponsorship contribution and notes any specific costs to the chapter and then sends to Chapter Administrator for review, accuracy and conformity against original bid agreement. Agreement is sent to selected venue for final review. Upon reaching agreement to terms of contract, the venue signs and authorizes the contract which is then co-signed by the Chapter Administrator, President, or VP of Finance. Chapter Administrator keeps all venue contracts on file and sends out copies of signed contract to appropriate Chapter contact and meeting co-chairs, if applicable. All fulfillments to the venue/sponsor are managed by the Chapter Administrator.

For all CASH sponsorships, the Ad Sales & Sponsorship Representative drafts meeting contract with outlined benefits for monetary contribution and then sends to Chapter Administrator for review, accuracy and conformity against original bid agreement. Agreement is sent to selected cash sponsor for final review. Upon reaching agreement to terms of contract, the cash sponsor signs and authorizes the contract which is then co-signed by the Chapter Administrator, President, or VP of Finance. Chapter Administrator keeps all venue contracts on file and sends out copies of signed contract to appropriate Chapter contact and meeting co-chairs, if applicable. All fulfillments to the cash sponsor are managed by the Chapter Administrator. All cash sponsors are tracked through an Excel system managed by the Ad Sales & Sponsorship Representative.

#### 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: The MPI New England Board of Directors currently retains MPI Global as the Association Management Company (AMC) on record to perform duties relating to the management of the chapter. The duties and responsibilities of the AMC shall be identified in the yearly contract and in the work plan approved by the Board of Directors annually prior to, or at the commencement of, each fiscal year.

The AMC shall provide a report at the start of each scheduled meeting of the Board of Directors on the execution of their duties and responsibilities. The Board of Directors shall be responsible for providing overall policy direction and instruction to the AMC. The Chapter's Office of the President (or Special Task Force) shall conduct the regular evaluation of the performance of the management company to be completed annual prior to the June board retreat. The format of such an evaluation shall be agreed upon between the Chapter Administrator and the Office of the President.

As noted in the MPI New England Bylaw Manual, Article IX, paid staff administrators may be employed by the Chapter Board of Directors to serve at its discretion. Duties and compensation shall be determined by the Board. Paid staff administrators must adhere to the standards and qualifications established by MPI Global. Any and all evaluations of paid staff administrators must be voted on by the Board of Directors. The Chapter Administrator is compensated through the monthly AMC fee and the Ad Sales & Sponsorship Representative is compensated an hourly rate of \$20 / hour (for a maximum of 20 hours a week). The Ad Sales & Sponsorship Representative's commission structure is reviewed annually is based on attaining annual revenue goals for the chapter.

- 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:** Regular chapter meetings will be held on the third Wednesday of every month (whenever possible) as determined by the Board of Directors at a location recommended approved by the Programming Chairperson and the Board of Directors. In instances when calendar conflicts occur, the Board of Directors may elect to change the dates of these meetings. In addition, the planning and execution of the MPI New England Chapter Signature Event, Fall Educational Institute, traditionally held in November is supervised by the Programming and separate Institute committee.

Additional Chapter meetings may be scheduled at times and places to be determined by the Board of Directors in order to not interfere with monthly programs, special programs, fundraising events and the annual meeting.

Speaker fees and travel are assessed on a case by case basis and are authorized by the Director of Monthly Programs, Director of Institutes, and VP of Education so that they are aligned within their specified chapter budget. Speakers, Facilitators, Panelists or discussion leaders who lend their expertise on a topic, are eligible for meeting/program fee's to be waived at the discretion of the Director of Monthly Programs or Director of Institutes. If the speaker is being sponsored, or is being represented by an outside sponsoring company, the sponsor or speaker may be acknowledged just prior to and/or upon the conclusion of the speaker's presentation, and the actual content of the program must be free of sales and promotion.

The MPI New England Chapter confirms with MPI Global policy relative to non-hosted alcoholic beverage bars at all MPI New England Chapter monthly meetings.

Chapter fees shall be determined by the representative committees subject to approval by the Chapter's Board of Directors. Pricing for both the monthly meetings and Fall Educational Institute should be based upon consideration of prior pricing history and current market conditions. Information relative to the historical pricing for activities, goods, services and events should be obtained from the Chapter's Chapter Administrator. Currently the policy for fee structure is as follows:

1.1.1. Regular Chapter Monthly Meeting Programs. The Chapter shall conduct at least six (6) monthly educational and networking programs for the membership. The Program Committee of the Chapter shall determine the fees for attendance at monthly meetings of the Chapter's membership in consultation with the Chapter Administrator and subject to approval by the Board of Directors. Pricing tiers shall be established for all monthly meetings which will establish categories for members and non-members. Chapter members shall be entitled to a lower rate than non-members.

1.1.2. Up to two (2) participating co-chairs for an individual monthly and special program may attend their respective meetings on a complimentary basis. The co-chairs shall be determined as those listed on the promotional materials for the event and would be exempt from paying the registration fee. The Board Liaison for Programming would

determine the co-chairs per meeting to which this exemption would be applied. Complimentary registration fees may not be transferred.

1.1.3. Monthly Meeting Sponsors: At the MPI New England Chapter Monthly Meetings, the Chapter will provide complimentary registration for employees of the sales staff and senior management staff of the host facility, provided there are no direct costs to MPI for these individuals and it is currently in line with their venue sponsorship contract. Should a direct cost to the Chapter be incurred, charges to the host facility will be assessed. Complimentary registrations for representatives from the other sponsoring organizations may also be extended on a case-by-case basis by the Director of In-Kind Strategic Partnership or Chapter Administrator.

1.1.4. Fall Educational Institute. Pricing for this particular signature event are determined on a yearly basis and submitted for approval by the Board of Directors. Pricing factors include participation as part of Hosted Buyer Program (if applicable), supplier attendee vs. planner attendee, sponsorship participation, and other incentive programs determined by the VP of Education and Director of Institutes.

## **1.2 NETWORKING/SOCIAL PROGRAMS:**

1.2.1. The Chapter shall conduct one (1) annual meeting during each fiscal year of the organization. The fees for participation in the annual meeting shall be established by the committee chairs in consultation with the Chapter Administrator and subject to approval by the Board of Directors.

1.2.2. At any other programs, including the Annual Meeting or other special programs, complimentary registrations for representatives from the host facilities may be extended on a case by case basis by the appropriate board liaison and/or President of the MPI New England Chapter. Should a direct cost to the MPI New England Chapter be incurred, charges to the host facility will be assessed. Complimentary registrations for representatives from the other sponsoring organizations may also be extended on a case-by-case basis by the appropriate board liaison and/or President of the MPI New England Chapter. The Annual Meeting of the MPI New England Chapter shall be held in the spring on a date, no later than June 30th, and at a time and place approved by the Board of Directors. Officers and directors shall be installed at such meeting and reports shall be submitted as determined by the President.

1.2.3. Annual Outing: The Chapter shall conduct one (1) annual outing to serve as a fundraiser during each fiscal year of the organization. Fees for participation in the event shall be established by the Chairs of the event in consultation with the Chapter Administrator and subject to approval from the Chapter's Board of Directors.

The MPI New England Chapter confirms with MPI Global policy relative to non-hosted alcoholic beverage bars at all MPI New England Chapter monthly meetings.

**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.

- 1.4 Guests of members are welcome to attend any meeting or event at the non-member fee provided a member of the Chapter accompanies them. A guest is defined as an attendee who is not eligible to become a member.

The Membership Committee may sponsor up to two prospective members at each monthly meeting as a proactive step towards increasing membership. The prospects will be pre-qualified by the chair of the committee to ensure that they are active in the meeting industry and that they are good candidates for membership in the MPI New England Chapter. The chair of the Membership Committee will be responsible for approving the monthly prospects and notifying the management company of their names and affiliations. The prospective member should not have attended an MPI New England event in the last 12-18 months. The complimentary monthly meeting will count towards the policy which limits non-members to no more than 2 events in a year.

The registration fee for any educational program will be waived for any past president or the current president of the MPI New England Chapter. This privilege does not apply to designated special fundraising events (i.e. Annual Outing, Annual Meeting), Institute events, or events that require overnight accommodations.

## **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.

### SECTION 2. CHAPTER COMMUNICATIONS:

- 2.1 The MPI New England Chapter Marketing & Communication (MarCom) Committee policies fall under the realm of managing the following four categories of media and outreach to member and non-member databases:

Social Media - LinkedIn, FaceBook, Twitter, Instagram

Publications – Magazine/Newsletters, Directory, Website Content, PR

Brand Awareness & Content – ensuring all content executed in aforementioned areas remains consistent with MPI/NE brand under MPI Global parameters

The MarCom Committee is responsible for the CVENT generated content on all meetings, special events, and the chapter website. All program chairs must submit an event “Save the Date” form with venue location and date as soon as the information is confirmed. As speakers and program logistics are confirmed, a more complete “MarCom form” will be needed to create the necessary content for the CVENT marketing materials and website content. Timelines are managed by the MarCom team with each respective committee determining event logistics.

The MarCom Committee shall produce one (1) directory of the membership of the organization annually and is charged with directing the design, development and distribution of the Directory. A timeline for production will be handled between the MarCom Committee, Directory Designer, and Chapter Administrator.

The MarCom Committee is responsible for all content placed on the [www.mpine.org](http://www.mpine.org) website in addition to all content generated from any social media account.

## SECTION 3. ADVERTISEMENTS:

### 3.1 Chapter Advertisements include:

3.1.1 Directory: The Chapter shall produce one (1) directory of the membership of the organization annually. The advertising sizes and rates for this publication shall be determined by the Ad Sales & Sponsorship Representative and are subject to approval from the Chapter's Board of Directors or President.

3.1.2 Newsletter Ads: The Chapter shall produce online generated newsletter /newsletters throughout the year. The fees for advertising in the newsletter shall be determined by the Ad Sales & Sponsorship Representative and subject to approval from the Chapter's Board of Directors or President.

3.1.3 Web Advertising Fees: Advertising on the MPI/NE website can be purchased by members and non-members. Placing of ads along with website, navigation bar, and other landing pages will be determined through a pricing structure established by the Ad Sales & Sponsorship Representative and subject to approval from the Chapter's Board of Directors or President. Renewals will be sent out on a rolling basis, based on the anniversary date of the ad.

3.1.4 Sponsored E-blasts: Advertising Sponsor can purchase and create content that the Chapter Administrator will distribute on behalf of sponsor. No member contact information is given to the sponsor and content must be approved by the Chapter Administrator or President.

## **MISCELLANEOUS**

## SECTION 1. PHILANTHROPIC ACTIVITY:

1.1 Funds for the MPI New England Chapter's contributions to philanthropic and educational endeavors will come from many sources, including but not limited to fundraising events. The balance of the funds may be divided among organizations that are involved in the meetings industry, which are related to the industry, or meetings industry related charities. These categories include, but are not limited to specific educational programs of the MPI New England Chapter and the MPI Foundation. In addition, balance of the funds raised may impact a local charity or organization outside the meetings industry as part of a Corporate Social Responsibility (CSR) initiative.

No donation may be designated nor committed without approval by the Board of Directors of the MPI New England Chapter. The Board will consider committee recommendations in determining the allocation of philanthropic funds.

## SECTION 2. CHAPTER AWARDS:

2.1 Awards Committee: The Awards Committee is charged with nominating members of the Chapter, as well as soliciting candidates from the membership, who have demonstrated outstanding achievement or contribution to the work of the MPI New England Chapter for the following awards:

- Meeting Professional of the Year – Planner / Supplier Category - These awards (one for Planner and one for Supplier) are presented annually to a member of MPI in recognition of outstanding association/industry contributions, leadership and professionalism. The awards are based on international and chapter participation, presentations relating the industry in general, articles written in the hospitality industry press, community service, and industry recognition previously received. The awards recognize a career of involvement, commitment and achievement.
- Chapter Leader - This award is intended to recognize the local commitment of a chapter member in influencing the life the Chapter. The award is based upon the ability of the recipient to motivate others, stimulate volunteer functions, give a sense of direction and act as a catalyst to cause exceptional results that benefit the local chapter.
- Tomorrow’s Leader - This award is presented annually to MPI members who have made contributions to the association at the international and/or chapter levels. Recipients also reflect the key goal of professionalism as stated in the association’s strategic plan. The candidate must be a current member of the MPI in good standing with a membership enrollment date of no earlier than January 1, 2007. The candidate must be employed as a full time planner or supplier.
- The Sam Dame Professional Development Award – scholarship award (please see below).
- The Kathy Keegan Cummings Professional Development Award – scholarship award (please see below).
- As part of this effort, the President has the ability to select and establish a “President’s Award” recipient(s). The merit of this award is at the discretion of the President.

The Awards committee will communicate criteria and solicit applications from the general membership during March and April of each year. Applications and nominations should be submitted by the marked deadline for review and final selection by the Awards Committee. Award recipients are notified at the June Annual Meeting. Winners MAY be part of the upcoming fiscal year Board of Directors beginning July 1<sup>st</sup>, but may not CURRENTLY sit on the MPI New England Chapter Board of Directors at the time of nomination. All applicants must be members of the MPI New England Chapter.

### SECTION 3. SCHOLARSHIPS:

- 3.1 In addition to the merit awards, the June Annual Meeting will also highlight two (2) scholarship recipient awards – The Sam Dame Professional Development Award and the Kathy Keegan Cummings Award. The Chapter will send the recipient of the Sam Dame award to MPI World Education Conference (WEC) at the option of the award recipient. The recipient of the Kathy Keegan Cummings award shall receive complimentary educational registrations for Chapter events. All applicants must be members of the MPI New England Chapter.

The Awards committee will communicate criteria and solicit applications from the general membership during March and April of each year. Applications and nominations should be submitted by the marked deadline for review and final selection by the Awards Committee. Award recipients are notified at the June Annual Meeting. Winners MAY be part of the upcoming fiscal year Board of Directors beginning July 1<sup>st</sup>, but may not CURRENTLY sit on the MPI New England Board of Directors at the time of nomination.

- The Sam Dame Professional Development Award - This Scholarship award is presented annually to a MPI member from the New England Chapter to provide travel and registration to the MPI World Education Conference (WEC). The candidate must present a rationale for receiving this scholarship, including why he/she would like to attend the conference, how this participation will benefit the candidate's future professional goals, and how his/her participation will benefit the MPI New England Chapter.
- The Kathy Keegan Cummings Professional Development Award – This Scholarship award is presented annually to an MPI member from the New England Chapter to provide a full-year of complimentary registration to all educational events. The candidate must present a rationale for receiving this scholarship, including why he/she would like to participate in Chapter educational events throughout the year, how this participation will benefit the candidate's future professional goals, and how his/her participation will benefit the MPI New England Chapter.