



MEETING PROFESSIONALS INTERNATIONAL **Rocky Mountain Chapter**

POLICY MANUAL

Revision Date: **October 3, 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.

MEMBERSHIP

SECTION 1. MEMBERSHIP

1.1.1 **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:** An individual may only be an International member of one Chapter, but may choose to become an Affiliate Member of other Chapters. An MPI dues-paying member from another Chapter may join the MPI Rocky Mountain Chapter as an Affiliate Member at the rate of \$75. This membership is due for renewal on the Affiliate Member's anniversary date. This Affiliate Member shall receive full member benefits and be able to take an active role on Committees.

BOARD OF DIRECTORS/OFFICERS

SECTION 2. 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:**
Team Status Reports are due from Vice Presidents to the Chapter President and Chapter Executive Director on Friday prior to each Board Meeting. Directors are responsible for submitting their team updates to their VPs as requested.

1.3 **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.

1.4 In accordance with the Chapter's bylaws, the Board shall meet a minimum of four (4) times a year. Special meetings may be called at the discretion of the Executive Committee should the need arise. Note; board meeting attendance is addressed in your chapter minimum bylaws under Article 8, Section 10 and your policies should not be in conflict with bylaws.

The Board meetings shall be conducted using an abridged version of Robert's Rules of Order. A motion must be made and seconded for discussions to take place.

Motions are recorded and voted on at the Board meetings. Motions are documented in the meeting minutes for review and acceptance at the next Board meeting.

The President, as the presiding body at Board meetings, shall not be eligible to make a motion or to vote unless there is a tie. In that case, the President shall cast the deciding vote.

Every board meeting must have an agenda sent in advance of the meeting. The Chapters Executive Director shall prepare Board agendas and distribute after receiving approval from the President.

The proceedings for each Board meeting shall be recorded by preparing minutes. Those minutes shall be distributed to the Board, the Chapter Business Manager (CBM), and a master copy shall be kept for the file.

SECTION 2: EXECUTIVE COMMITTEE

2.1 The Board shall have an Executive Committee that may meet as the need arises to review Chapter business, policy and procedures or any other business that affects the Chapter.

SECTION 3. BOARD ELECTION & SERVICE:

3.1 **NOMINATION PROCESS**

Criteria: All chapter members in good standing are eligible to submit a Board of Directors Application expressing interest to serve on the Board in the next term year.

Nominating Committee Process: The IPP is the chair of the nomination committee as stated in the Bylaws. Also serving on the nomination committee is the President-Elect and the VP of Leadership Development, unless the VP of Leadership Development is applying for another position, then they must recuse themselves from serving on the committee. They cannot participate in the process at all. If the Leadership Development position were a Director level position they would not be eligible to serve on the nominations committee. The IPP, PE and VP of Leadership Development are voting members

of the committee. The President appoints the remaining members of the nominating committee (5-7). The IPP presents the nomination committee to the Board of Directors for approval vote. This vote is recorded in the board meeting minutes and posted on the chapter website.

Call for Volunteers: In early October a communication shall be sent to all members to complete a Board application if they wish to serve. This communication shall be sent to all chapter members via email, posted on the Chapter website and through social media platforms. Nomination applications must be returned to the Chapter Executive Director by November 1. The Chapter Executive Director will provide all completed forms to the Nominating Committee Chair within one week and the Nominating Committee Chair will share the forms with the Committee immediately following. The Nominating Committee will use pre-qualified interview questions and the Skills and Experience Matrix for assessing nominee skills to assure a balance of skills and experience on the MPIRMC Board.

- Applications must be received by November 1st to be considered
- The Nominating Committee will review all qualified applicants between November 15 and December 10
- Interviews will be conducted by phone or in-person. All applicants will be asked the same set of interview questions, determined by the Nominating Committee.

The Nominating Committee will contact each nominee to inform them of the outcome of their nominations. This information will remain confidential between the Nomination Committee and the nominees until the slate is presented to the membership.

The Nominating Committee will submit a complete slate to the MPIRMC Board of Directors for Board approval no later than the January Board Meeting. No later than mid-January, the Board approved slate must be presented to the membership via email and Chapter website. 30 days will be given for member approval. Assuming no position is contested, the slate shall officially be confirmed. The slate will be sent to MPI Global by March 1st. Nominating Committee names shall appear on the bottom of the slate when presented to the membership.

Committee Chairs and Co-Chairs: Chair and Co-Chair positions will be filled by the respective Vice President and Director of each department.

- 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 it to his or her 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 Each Committee will have a Committee Chair or Committee Co-Chairs.

Anyone serving on a Committee must be a member in good standing of MPI.

Each Committee shall have a Board liaison and a Committee Chair or Co-Chairs.

Committee Chairs will be appointed by a member of the Board and report to that Board Member in accordance to the Chapter leadership structure.

Committee Chairs report their monthly progress to the Board Member in which appointed them. Deadlines for reporting this information are determined by the Board Member.

The Chair or Co-Chairs, once appointed, can begin their term at any time during the Chapter year.

Any member is eligible to serve on no more than two (2) current/active Committees during a program year without Board approval. A member can only serve as Chair/Co-Chair of up to two Committees unless Board approval is obtained.

Committee Chairs cannot change their position or appoint a Co-Chair without approval from the Board Member who appointed them first.

Committee meeting agendas shall be prepared and distributed to all Committee members, Director, Vice President, Executive Director and President prior to the meeting. The Committee Chair shall prepare the agenda.

Committee Chairs are encouraged to attend Board Meetings whenever possible.

Committee Chairs and Co-Chairs are required to have working knowledge of the Policies and Procedures, Chapters Bylaws and the Chapters Business Plan.

Committee Chairs are to work with their appointing Board member to develop yearly goals that support their specific project and also support the goals set by Chapter Leadership.

Each Committee will meet as needed.

Committee meeting agendas shall be prepared and distributed to all Committee members, Director, VP, Executive Director, and Office of the President prior to the meeting. The Committee Chair shall prepare the agenda.

Committees shall be structured to offer as many members the opportunity to volunteer as is necessary to fulfill the requirements and deliver favorable outcomes of the task.

Committees will coordinate with the Executive Director to schedule meetings and events to avoid any conflicts.

Committees will insure the MPI Chapter logo appears on all Chapter publications, marketing material, collateral, and any communication to the membership, whether printed or otherwise, is always pre-approved by the Communications Team in advance.

Committees will use only pre-approved MPI logos in accordance with the Communication Standards Guidelines, located in the MPIRMC Tool Kit.

Committees do not authorize or give approval on, 1) contracts or BEO's on behalf of the Chapter, 2) commit to funds with the consent of the Board, 3) finalize or distribute program material without final approval of the Board/Communications.

COMMITTEES:

Finance

- Annual Awards Gala and Auction
 - Organizes annual event that recognizes and award the members for all their accomplishments, success and dedication to the Chapter and Meetings Industry throughout the year. This event is also combined with one of the Chapters largest fundraising events throughout the year – the Auction.
 - Responsibilities/Timelines - see MPIRMC Job Description Toolkit
 - Board of Director Position responsible – VP of Membership & Director Special Events
 - Recommended number of volunteers – 4/8+
- Golf Tournament
 - Purpose – Major Annual Fundraiser for the Chapter on a golf course
 - Responsibilities/Timelines – see MPIRMC Job Description Toolkit
 - Board of Director Position responsible – Director of Fundraising
 - Recommended number of volunteers - 4/8+
- Strategic Alliances/Sponsorships
 - Purpose – Securing the Chapter's venue, cash and misc. sponsors for the year
 - Responsibilities/Timelines – see MPIRMC Job Description Toolkit
 - Board of Director Position responsible – Director of Strategic Alliance
 - Recommended number of volunteers – 1/3+
- MPI After 5
 - Purpose – Provides platform for members and non-members to network
 - Responsibilities/Timelines – see MPIRMC Job Description Toolkit
 - Board of Director Position responsible – Director of Special Events
 - Recommended number of volunteers – 1/3+

Communications

- Website
 - Purpose – Chapter’s primary communications tool for its Members
 - Responsibilities/Timelines – See MPIRMC Job Description Toolkit
 - Board of Director Position responsible – Director of Marketing
 - Recommended number of volunteers – 2/4+
- Social Media
 - Purpose – To engage our members through Social Media avenues
 - Responsibilities/Timelines – See MPIRMC Job Description Toolkit
 - Board of Director Position responsible – Director of Marketing
 - Recommended number of volunteers – 1/3+
- Community Outreach
 - Purpose – To engage our Members in charities/community projects
 - Responsibilities/Timelines - See MPIRMC Job Description Toolkit
 - Board of Director Position responsible – Director of Marketing
 - Recommended number of volunteers – 1/2+
- Table Host Program
 - Purpose – To engage and communicate Chapter news to members at Educational Meetings
 - Responsibilities/Timelines – See MPIRMC Job Description Toolkit
 - Board of Director Position responsible – Director of Marketing
 - Recommended number of volunteers – 10/15+
- Rock Squad
 - Purpose – To assist other teams/committee’s in contacting Members
 - Responsibilities/Timelines - See MPIRMC Job Description Toolkit
 - Board of Director Position responsible – Director of Marketing
 - Recommended number of volunteers – 10/15+
- Publications/Member Resource Guide/Directory
 - Purpose – To gather the information for Member Minute from all teams and assist in editing checking the weekly email communication piece, in addition to gathering, reviewing and creating annual resource guide/directory
 - Responsibilities/Timelines - See MPIRMC Job Description Toolkit
 - Board of Director Position responsible – Director of Publications
 - Recommended number of volunteers – 2/4+
- Public Relations
 - Purpose – To write press releases for our Chapter and distribute to the Media
 - Responsibilities/Timelines - See MPIRMC Job Description Toolkit
 - Board of Director Position responsible – Director of Publications
 - Recommended number of volunteers – 1/2+

Education

- Program Development
 - Purpose – To develop and secure quality education and speakers
 - Responsibilities/Timelines - See MPIRMC Job Description Toolkit
 - Board of Director Position responsible – Director of Education
 - Recommended number of volunteers – 1/3+
- Monthly Programs
 - Purpose – To oversee logistics for Chapter Educational Programs
 - Responsibilities/Timelines - See MPIRMC Job Description Toolkit
 - Board of Director Position responsible – Director of Monthly Programs
 - Recommended number of volunteers – 1/3+
- CMP Study Group
 - Purpose – To assist our Members find in finding a CMP Study Group
 - Responsibilities/Timelines – in transition

- Board of Director Position responsible – VP of Education, Director Education
- Recommended number of volunteers – 1/3+

Membership

- **Member Recruitment**
 - Purpose – To create and participate in new ways to recruit new members
 - Responsibilities/Timelines – See MPIRMC Job Description Toolkit
 - Board of Director Position responsible – Director of Member Recruitment
 - Recommended number of volunteers – 4/6+
- **MPI on the Road**
 - Purpose – To take MPI to remote areas to educate potential members about the value of MPI and joining MPIRMC
 - Responsibilities/Timelines – See MPIRMC Job Description Toolkit
 - Board of Director Position responsible – Director of Member Recruitment
 - Recommended number of volunteers – 2/4+
- **MIC – MPI Trade Show Booth**
 - Purpose – To host an MPIRMC membership booth at MIC to recruit potential new members from the industry and engage/re-engage existing members
 - Responsibilities/Timelines – See MPIRMC Job Description Toolkit
 - Board of Director Position responsible – Director of Member Recruitment
 - Recommended number of volunteers – 4/6+
- **Student Member Outreach Programs – Backpacks-2-Briefcases, MPI on Tour**
 - Purpose – Students outreach, education and involvement programs specific to Students
 - Responsibilities/Timelines – See MPIRMC Job Description Toolkit
 - Board of Director Position responsible – Director of Member Recruitment
 - Recommended number of volunteers – 6/8+
- **Member Relations/Retention**
 - Purpose – Create and participate in programs which help keep members engaged and informed about the value of their membership
 - Responsibilities/Timelines - See MPIRMC Job Description Toolkit
 - Board of Director Position responsible – Director of Member Care
 - Recommended number of volunteers – 4/6+
- **Member Recognition**
 - Purpose – Member engagement, Member recognition, Member retention
 - Monthly Member Spotlight – showcased in Member Minute
 - Member Concierge Table – hosted at each Monthly Educational Meeting
 - Responsibilities/Timelines – See MPIRMC Job Description Toolkit
 - Board of Director Position responsible – Director of Member Care
 - Recommended number of volunteers – 6/8+
- **New Member Event**
 - Purpose – New Member Event recognizes all new members of MPIRMC each year and encourages and creates opportunities for member engagement
 - Responsibilities/Timelines – See MPIRMC Job Description Toolkit
 - Board of Director Position responsible – Director of Member Care
 - Recommended number of volunteers – 2/3+
- **Member Loyalty Program**
 - Purpose – Member engagement program, which awards points-for-participation and recognizes top point achievers with rewards at the year end Annual Gala.
 - Responsibilities/Timelines – See MPIRMC Job Description Toolkit
 - Board of Director Position responsible – Director of Member Care
 - Recommended number of volunteers – 2/5+
- **Member Orientation**
 - Purpose – A chapter learning experience platform for new, prospective and existing members.

- Responsibility/Timelines – See MPIRMC Job Description Toolkit
- Board of Directors Position responsible – Director of Member Care
- Recommended number of volunteers – 1/2+

Leadership

- **Board Transition**
 - Purpose – To transition past Board positions to new Board
 - Responsibilities/Timelines – See MPIRMC Job Description Toolkit
 - Board of Director Position responsible – President Elect
 - Recommended number of volunteers – 1/3+
- **Board Retreats (Annual & Mid-Year)**
 - Purpose – Board Planning
 - Responsibilities/Timelines – See MPIRMC Job Description Toolkit
 - Board of Director Position responsible – President / President Elect
 - Recommended number of volunteers – 1/2+
- **Mid-Year Board Interviews**
 - Purpose – To gain the pulse of the current Board positions
 - Responsibilities/Timelines – See MPIRMC Job Description Toolkit
 - Board of Director Position responsible – President Elect
 - Recommended number of volunteers – 1
- **Year-End Chair Reviews**
 - Purpose – To gain the pulse of the current Chair positions
 - Responsibilities/Timelines – See MPIRMC Job Description Toolkit
 - Board of Director Position responsible – Director Leadership Development and Industry Relations
 - Recommended number of volunteers – 1
- **MPI Foundation Liaison, Grant writing and submission, Volunteer Tracking and Mentoring, MIC/MPI Organization Representative**
 - Purpose – To mentor and track volunteers/volunteer interest in support, research and stay informed of global and local grant opportunities while participating in those which could benefit the chapter, collaborate with MPI Foundation, represent MPIRMC on MIC council.
 - Responsibilities/Timelines – See MPIRMC Job Description Toolkit
 - Board of Director Position responsible – Director Leadership Development and Industry Relations
 - Recommended number of volunteers – 3/5+
- **Board Nominating Committee**
 - Purpose – To oversee the Board nomination process
 - Responsibilities/Timelines – See MPIRMC Job Description Toolkit
 - Board of Director Position responsible – Immediate Past President
 - Recommended number of volunteers – 5/7+
- **Mentor/Mentee Program**
 - Purpose – To assist Members by matching to senior Members
 - Responsibilities/Timelines – See MPIRMC Job Description Toolkit
 - Board of Director Position responsible – Director of Leadership Development & Industry Relations
 - Recommended number of volunteers – 1/3+
- **Past Presidents Event**
 - Purpose – Gather Past Presidents to thank them and keep them engaged
 - Responsibilities/Timelines – See MPIRMC Job Description Toolkit
 - Board of Director position responsible – IPP
 - Recommended number of volunteers – 1/2+
- **Awards Policy Committee (APC)**

- Purpose - Maintaining and overseeing the overall Chapter awards policies, including, but not limited to, policies and judging criteria related to the annual Awards of Excellence nominating process. The Immediate Past President will chair the APC. The APC operates throughout the year and should be seated at the beginning of each annual term.
- Responsibilities/Timelines – See MPIRMC Job Description Toolkit
- Board of Director Position Responsible – IPP
- Recommended number of volunteers – 4+ (with 5+ years as member)
- Leadership Council
 - Purpose – Provides coaching, mentoring and support to the current board and volunteer leaders of the Chapter
 - Responsibilities/Timelines – See MPIRMC Job Description Toolkit
 - Board of Director position responsible – IPP
 - Recommended number of volunteers – 1+

SECTION 2. ADVISORY COUNCILS AND TASK FORCES:

2.1 Award Nominations Task Force

- Purpose – Meet every other year (odd year) if needed, to review Award Nominations Process and make recommended changes to Board, if any
- Responsibilities/Timelines – See MPIRMC Job Description Toolkit
- Board position responsible – IPP
- Recommended number of Volunteers – 3/5+

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 Fiscal year is July 1 through June 30

The Chapter operates on a cash basis and will maintain a Chart of Accounts.

The incoming Vice President of Finance shall have the opportunity to review and revise the budget with the current President. The current Vice President of Finance has the primary responsibility for developing the new budget, ensuring there is a clear understanding of all components which make up the budget. The incoming Executive Committee shall have input in the discussion, serving as the Finance Committee

The current Board shall vote on the final budget no later than May 30, for the New Year. It is the Executive Director's responsibility to ensure that a copy of the final, approved Chapter budget is sent to MPI Global and posted to the Chapter website by MPIRMC's deadline.

The Vice President of Finance, through the Executive Director, will provide a monthly Chapter financial statement to the Board.

There shall be an annual audit or review of all financial data provided by a finance professional independent of the current Vice President of Finance or the Executive Director. Chapters are required to have an annual review by the Finance Audit Committee. Best Practice is that the chapter will have a full audit every 3-5 years.

Expenses should not exceed income. If the chapter is in a position where this occurs, the Board must approve any movement of funds from the money market or investment account.

No Committee Meeting or Celebration expenses are reimbursable by the Chapter unless discussed and pre-approved by the board.

The Board, prior to incurring expense, must discuss and approve any and all unbudgeted expenses.

The Board must approve all changes to the chapter budget after it has been voted on and approved.

No payment will be made without an invoice or check request and receipt for purchase.

All purchases must be made in the Chapter's name, not the Committee Chair or member's name.

Each expense incurred must be documented on a "check request" form. Original receipts or invoice must accompany the check request form and be submitted to the Vice President of Finance for signatures. An invoice, if attached, must indicate the Chapter as the purchaser using the Chapter name and address. The Vice President of Finance will forward the signed form to the Executive Director. If necessary, the Executive Director will discuss the request with the Vice President of Finance and/or the President before approving.

All bills must be closed out in one month.

The chapter authorizes the use of the debit card to the Executive Director along with an

Authorized check request.

Two signatures are required on the chapter's check. Signature authorization is given to the President, President-Elect, Immediate Past President, Vice President of Finance and the Executive Director.

Board Directors are responsible for monitoring their Committees' expenditures.

The Board approves all investments.

The Executive Director shall advise Vice President of Finance when movement of cash between checking and money market account is necessary according to cash flow projections. Excess cash may be invested in the following list of approved investments: 1) Money Market Accounts, or any other account that is researched and approved by the Board.

Uncollectible accounts, or delinquent accounts, will be handled in the following manner:

1. Vice President of Finance or the Executive Director will place a telephone call to the delinquent account to inform them of their delinquency and explain the chapter's policy and procedures regarding delinquent accounts.
2. Vice President of Finance or the Executive Director will notify the delinquent account by certified letter if a reasonable amount has passed since the initial telephone call and payment has still not been received.
3. Board of Directors shall prohibit the delinquent account from future chapter functions until the account has been settled.
4. If a third party is involved in payment (for example, an advertising agency) full payment may be required prior to placement of the order.

The Executive Director will file the Chapter's Colorado State Tax Return each year, as required by law.

Director & Officer Insurance is provided through MPI Global and it covers indemnity insurance for the Chapter's Board of Directors.

It is the policy to prohibit loans to employees and members under all circumstances.

The chapter does not utilize a petty cash system.

All financial records shall be stored for seven (7) years. All other records shall be retained for three (3) years. Board must approve the destruction of all records.

At the end of the fiscal year the Executive Director will provide digital copies of all financial records to the Vice President of Finance as noted above.

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:** All chapters are required to provide policies for the purpose of their reserves. These policies should include but are not limited to; when is it acceptable to use funds, any

procedures for using funds associated. Policies should reflect that reserves are used in emergency cases and in the event of a major investment in membership. A sample policy is provided for you.

MPI Rocky Mountain 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.

- 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 "Chapter" will post a Request for Proposal on the Chapter Website by July 1, for each new year, for all hosted events including (but not limited to) Monthly Educational Events, and Special and Fundraising Events. Preference will be given to current MPI Members.

SECTION 5. REIMBURSEMENT OF EXPENSES OR TRAVEL

- 5.1 The Chapter will pay all budgeted travel related and registration expenses for the President and President-Elect to attend both the MPI World Education Congress (WEC) and Chapter Business Summit (CBS).

Approved travel expenses to CBS or WEC for the Executive Director and Board members will include airfare and one luggage fee each way, ground transportation costs to/from the airport in the host city, room and tax, conference registration and a per diem equal to the current Federal per diem for Food and beverage (only if that meal is not provided by the group or by the conference) and with approved receipts. No reimbursements will be made if per diem is unused. Expenses that are not covered include car rental, alcohol, laundry/dry cleaning, mileage, health club, personal items such as lost luggage/room movies/gifts and personal gratuities such as bellman/doorman/ housekeeping.

- 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.

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 **CHAPTER SPONSORSHIP POLICIES:**

The Chapter offers several levels of sponsorship with predetermined benefits that can be modified or negotiated only with Board approval (see Sponsor Benefit Sheet).

The Vice President of Finance and Director of Strategic Alliances oversees this process.

Other in-kind sponsorships are donated upon request and chapter need and are tracked by the Director of Strategic Alliances and Executive Director.

MAILING LABELS:

Mailing labels of chapter members will be available by request on a purchase bases based on member type. Pricing is determined by request, (see rate sheet). The Chapter reserves the right to review and approve the material to be mailed.

At no time is the chapter database ever sold or given electronically to anyone.

MONTHLY SHOWCASE SPONSOR:

Monthly Showcase Sponsorships are available at each monthly meeting. The venue must approve all Showcase Sponsors before they are confirmed. Pricing for this Sponsorship varies per event. The fee includes one complimentary attendance and one meal. For additional participants the member/non-member fee applies. The Showcase Sponsors fall under the Director of Strategic Alliances responsibilities.

WEBSITE:

Advertising opportunities are available on the chapter website at www.mpirmc.org. The website advertising is managed by Executive Director. Questions on advertising should be directed to Executive Director. Website advertising is not limited to members, although there will be member versus non-member rates.

MEMBERSHIP DIRECTORY:

The membership directory advertising is managed by Executive Director, which will determine rates with input from the chapter. Questions on advertising should be directed to Executive Director. Membership directory advertising is not limited to members, although there will be member versus non-member rates.

The Chapter highly promotes "Buy MPI" and encourages all members to purchase and use services from fellow MPI members first. The "I Buy MPI" Page(s) provides an alphabetical listing of companies by category type similar to what is currently categorized in the MPI Directory, for example "Airlines, AV/Production/Staging, Car Rental, Hotel /Motel/Resort/Inn" etc. Companies interested in this category receive their individual name, company name address, telephone, fax, e-mail listed and a link to the sponsoring organization's home page (see rate sheet).

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 Chapter Executive Director, herein known as "Executive Director" is employed by the Chapter and contract fees and responsibilities are set forth by a contract approved by the Board and signed by the current President. Event and meeting attendance is complimentary for two staff members and annual MPI membership dues are complimentary through MPI Global. The President and Executive Director are the only approvers and contract authorizers. The President and Executive Director may delegate the signing of certain contracts and other legal documents to other members of the Executive Committee.

No document is to be signed by an Executive Team member without use of his/her *chapter title*.

If needed, the chapter may choose to conduct a Mid-Year Review in addition to the Annual Review. Participation at one or both Reviews will include the Office of the President and the Executive Director(s).

- 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 EVENTS:

MPIRMC sends out a complete Sponsorship RFP to all Members in July /August and posts the RFP on their website. These opportunities are based on the events approved by the Board during their Annual and Mid-Year Board Retreats, on the 18-month calendar. The Finance Team and Chapter Administrator/Executive Director directs potential sponsors throughout the year to this list to secure open sponsorship opportunities. RFP specs and for each program/event can be found on the SPONSORSHIP TOOL KIT.

All program/event arrangements made with venue will be completed through a formal Letter of Agreement through the Director of Strategic Alliances. The Letter of Agreement specs can be found on the SPONSORSHIP TOOL KIT. All program/event fees committed to by the Chapter to the venue, through the Letter of Agreement, have been structured and approved by the Board of Directors. Any changes to these fees must first be reviewed and approved by the Board. These fees are inclusive of tax and service fee. A separate gratuity may be paid to a venue in addition to the program/event fee, if it is already built into the program/event budget. Any fees over what is budgeted must be reviewed and pre-approved by the Board. The following program/event fee structure for Monthly Educational Events are:

- Monthly Education Breakfast, Lunch, Dinner = \$10 per person

Directors, Committee Chairs and appointed Committee Members are responsible for previewing venues and working directly with service providers, prior to the program/event, including A/V, Food and Beverage, and any other special service required to assure successful based on each program's goals and objectives. The team who is responsible to the program/event determines these Directors, Committee Chairs and appointed Committee Members.

Smoking and alcohol policies set by each venue, for each program/event, including the Chapter's Alcohol Policy are strictly followed for each program.

The Vice President, whose department has responsibility for the event, will be the one with authority to and approve program/event invoices for payment.

1.1 NETWORKING/SOCIAL PROGRAMS:

MPIRMP follows the same Sponsorship policies for Networking/Social Programs as listed above under Educational Events.

The fee structure for Networking/Social Programs/Events is:

- Networking Events = \$5 per person
- Gala/Auction = \$20 per person

- All Other Programs/Events not listed will need Board discussion and approval prior to setting a fee structure.

1.2 **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 Chapter allows five (5) complimentary registrations for each Chapter event, excluding the Annual Golf Tournament and Gala/Action. These complimentary registrations can be requested by any current Board Members and are approved by the Vice President of Membership and Executive Director. The Office of the President must approve any additional request for complimentary registration.

1.5 Cancellations for Chapter programs/events must be received 72 hours prior to the event in order to receive a full refund. No refunds will be issued for cancellations within 72 hours of the event. Only in special circumstances will exceptions be granted and they must be reviewed and discussed by the Board first.

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 **MEDIA REQUEST**

Only the Executive Director, President and/or the Vice President of Communications may speak to the media on behalf of the chapter. Board approval is needed for anyone beyond these two.

2.2 **WEEKLY MEMBER MINUTE**

The weekly Member Minute email shall be the official vehicles for advising the membership of the time, place and topic for meetings. The President must approve copy any policy related topics.

The weekly Member Minute will be sent out at 2:00pm on Thursdays.

For additional information on chapter communications, refer to the Chapter Communications Standard Guidelines.

2.3 **WEBSITE**

The official website of the Chapter will be www.mpirmc.org.

The website is one of the chapter's most important portals for sharing information.

The website is maintained by the Chapter Administer and reviewed in the Chapter Administrator's contract on an annual basis.

The website contains basic chapter information, meeting/events calendar, award information, advertising and sponsorship opportunities, leadership tools, listing of Board and Committee Chairs, membership applications and information, global community, past events with photos and archived data.

The Director of Publications, along with the Chapter Administrator work together to filter updates and changes to the Webmaster on a regular basis.

The website advertising is managed by Executive Director who will determine rates with input from the chapter. Questions on advertising should be directed to the Executive Director. Website advertising is not limited to members, although there will be member versus non-member rates.

2.4 **MEMBERSHIP DIRECTORY**

The directory will be printed once a year in either electronic or printed format.

The directory includes the name, affiliation, address, phone number, and E-mails of all members, MPI Code of Ethics, listing of the Board of Directors, President's message, Vision and Mission Statement, Past Award Winners, Chapter history, and the name and address of the Chapter administrative offices.

Executive Director manages directory advertising and rates will be discussed, determined, and approved by the Board of Directors. Questions on advertising should be directed to Executive Director. Directory advertising is not limited to members, although there will be member versus non-member rates.

There will be a cost for non-members for the Membership Directory (see rate sheet) and that cost is always to be printed in the Directory (see rate sheet)

SECTION 3. ADVERTISEMENTS:

3.1 The chapter currently sells electronic advertising on the website, Member Minute, and via email blast.

MISCELLANEOUS

SECTION 1. PHILANTHROPIC ACTIVITY:

1.1 Charitable programs will be reviewed by the Community Outreach Committee and presented to the Board of Directors for approval each year.

All monetary charitable donations are subject to discussion and Board approval prior to making any commitments.

The Chapter will support the MPI Foundation, with an annual financial donation, amount to be determined by the Board of Directors at the beginning of each fiscal year.

SECTION 2. CHAPTER AWARDS:

2.1 **VOLUNTEER OF THE QUARTER**

Outstanding Volunteer Awards are designed to honor individuals who have contributed at an extraordinary level of dedication. Examples of this type of outstanding service would include:

- Demonstrating superior leadership
- Exceptional service to a committee
- Outstanding Communication
- Creativity and innovation

1. Eligibility

All volunteers, excluding Board of Director members, that donate a minimum of 1 hour during that quarter, are eligible for nomination. The Board of Directors will determine nominees and the recipient for MPIRMC. Four winners will be named each year. An individual may receive the award only once in a given year.

2. Length of Service

The Volunteer must be an active member in good standing with MPIRMC for at least one quarter prior to their nomination.

3. Mission

The nominee must exemplify the mission and values of MPIRMC, as well as consistently demonstrate their dedication to the advancement of the chapter and its members.

4. Nominations

Nominations will be made based on the use of the volunteer tracking spreadsheet and discussions with board members working with these volunteers.

RECOGNITION

The Director of Leadership Development & Industry Relations and/or the President will announce the quarterly winner at a monthly Education Event. Each winner will receive an award along with live recognition during a short presentation with his/her photo up on screen, at an Educational Event. In addition to written recognition via the Member Minute, being highlighted the Chapter website and other social media platforms.

2.2 ANNUAL YEAR END GALA AWARDS

The following Awards are given at the Chapter's Annual Awards Gala in June. A description of each Award is on the Chapter Website and at the Chapter office. Changes to these awards may be made through the use of the Awards Policy Committee under the direction of the Immediate Past President and the current President's request. Any changes would require a Board vote. All awards are presented for outstanding performance and achievement. Should requirements not be met, no award will be presented in that category.

- Planner of the Year
- Supplier of the Year
- Rising Star
- Outstanding Committee Chair
- Member Loyalty Program (1st through 3rd place)
- Hospitality Award of Excellence (2 Venue levels awarded)
- Industry Award of Excellence
- Industry Legacy Award in Honor of Sandy Gerety
- Presidents Award of Excellence

Members in good standing are eligible to nominate fellow members, or themselves, via an online nominations form on the chapter website. No more than two (2) Annual Awards shall be given to current Board Members in a fiscal year.

The Awards Nominating Committee (ANC) is made up of the Vice President of Membership as Chair, two (2) past Presidents within the past three (3) years (or prior years if unavailable), and two (2) members at large who are appointed by the Chair. An alternate is recommended. Other than the Chair

(VP of Membership) ANC members cannot currently be serving on the Board. If an ANC member receives an award nomination, they may excuse themselves from the Committee or decline the nomination and remain on the Committee.

The Awards are purchased and paid for using the Awards Gala Budget from the Education and Leadership budget line items. There is no monetary value of honorarium attached to these awards. The ANC and the President select the awards.

The Chair will discretely confirm each award recipient's attendance at the Gala.

Award recipient's names should be known only to members of the ANC, the vendor who is selected to imprint the awards and to the Chapter Administrator who will prepare the power point, scripting detail, and winner cards for the night of Gal. All will keep the recipients names in strict confidence to maintain the element of surprise during the event. Revealing any award recipients identity is strictly prohibited.

Additional side gifts, themed gifts, flowers, etc. shall be decided at the discretion of the Chapter President and the ANC, and paid for by available funds in the Gala Budget.

Award winners in each category will be showcased with the membership following the Gala, via Chapter website, Member Minute and other social media platforms.

SECTION 3. SCHOLARSHIPS:

3.1 CHAPTER SCHOLARSHIPS

MPIRMC currently does not participate in a Chapter scholarship program. The opportunity does exist that one or more may be considered in the near future.

SECTION 4. OTHER MISCELLANEOUS POLICIES

4.1 Chapter Alcohol Policy

MPI Rocky Mountain Chapter organizes and supports legitimate uses of alcoholic beverages at many of its business and social events. As a Chapter, we recognize the consumption of alcohol is at the sole discretion of each of its members and with that comes the sole responsibility of each member. As Board Members, consumption of alcoholic beverages must also be kept strictly within the Chapters professional code of ethics and conduct.

4.2 Board Orientation Requirements

Each outgoing board member transitions their successor. Transition should be done as a group meeting, not as a board meeting and not left up to individuals to do so.