



**MEETING PROFESSIONALS INTERNATIONAL NORTHERN CALIFORNIA CHAPTER  
POLICY MANUAL**

**Revision Date: May 14, 2018**

**ARTICLE 1  
MEETING PROFESSIONALS INTERNATIONAL NORTHERN CALIFORNIA CHAPTER  
THE ASSOCIATION**

SECTION 1: Meeting Professionals International Northern California Chapter was incorporated in 1992 and is a 501(c)(3) nonprofit corporation in the state of California. Tax ID #31-1033129.

SECTION 2: LOCATION: The office of Meeting Professionals International Northern California Chapter is that of the current administrative office of the management firm at 2440 Camino Ramon, Suite 273, San Ramon, CA 94583.

SECTION 3: GEOGRAPHICAL AREA. The geographical area of this chapter shall include those areas defined by Meeting Professionals International.

**ARTICLE II  
PURPOSE STATEMENT**

Meeting Professionals International (MPI), founded in 1972, has the following Vision and Mission:

VISION: Build a rich global meeting industry community.

MISSION: Make our members successful by building human connections to:

- Knowledge and Ideas
- Relationships
- Marketplaces

MPINCC has the following Value Proposition:

Meeting Professionals International Northern California Chapter (MPINCC) provides meeting professionals with opportunities to increase knowledge, develop skills, and build relationships in the communities we serve.

## **ARTICLE III** **MEMBERSHIP**

SECTION 1: MEMBERSHIP CATEGORIES: The following reflect Meeting Professionals International (MPI) membership categories.

- 1.1. Corporate Meeting Professional – a person who is solely employed by a corporation to plan and/or oversee the strategic and financial management and/or logistics of that corporation’s meetings.
- 1.2. Association/Non-Profit Meeting Professional – a person who is solely employed by an association or not-for-profit organization to plan and/or oversee the strategic and financial management and/or logistics of that organization’s meetings.
- 1.3. Government Meeting Professional – a person who is employed by a government agency or public university to plan and/or oversee the strategic and financial management and/or logistics of that government’s meetings. Individuals serving as faculty in a university should join as an Academic Professional.
- 1.4. Supplier Meeting Professional – a person who provides and/or sells products and services to the meetings industry, such as a destination management professional, hotelier, audio-visual, florist, transportation, production or convention and visitors bureau company. This classification of membership is not limited to the groups listed.
- 1.5. Meeting Management Professional – a person who is a sole proprietor of, or is employed or engaged by, a meeting management company. They provide meeting services including strategic and financial management and/or professional meetings management services to multiple clients. The applicant must specify whether their job responsibilities are primarily planning or supplying based on where they spend 51% or more of their time.
- 1.6. RETIRED GROUP: Retired membership shall be available to those individuals no longer employed in the meeting industry and who meet the following criteria:
  - 1.6.1. The candidate must have been an MPI member in good standing for five years or more prior to their retirement status.
  - 1.6.2. The request for consideration must be submitted in writing with accompanying documentation to confirm their retired status.
- 1.7. STUDENT GROUP: Student membership shall be available to those individuals enrolled in a post-secondary academic program. The student must be enrolled in either a certificate, undergraduate or graduate program unless the academic institution defines it otherwise. Students enrolled in a certificate program will be eligible for student membership for one year but will not be eligible for the transition dues rate upon completion of their program. Proof of enrollment must be received at MPI before a student can be accepted into membership and upon renewal in order to retain their student membership.

1.7.1. Students renewing their membership will need to re-qualify by submitting an updated proof of enrollment at time of dues remittance.

1.8. FACULTY GROUP: Faculty membership shall be available to those individuals employed as faculty in post-secondary academic programs related to the meetings, hospitality, events, or tourism industries. The applicant's main employment, remuneration, direction, and efforts must be in a recognized academic institution and they must be considered an employee with their institution. Guest lecturers are not eligible for faculty membership. Faculty members will be required to provide proof of academic employment on an annual basis in order to retain their faculty membership.

1.9. LIFE & HONORARY MEMBERSHIP: Upon request, consideration shall be given by the MPI Board of Directors for life and honorary memberships to qualified candidates. Honorary members will include, but not be limited to, charter members published as a part of the 1972 MPI Membership Directory. These charter members receive complimentary membership annually, including full membership benefits. The MPI Board of Directors may also bestow a one-time, honorary membership upon other persons, as they deem acceptable with no benefits of membership. To be a Life Member of MPI, a qualified candidate must be fully retired and an MPI member in good standing for at least twenty (20) consecutive years, during which a commitment was demonstrated to the meeting industry. Life members will be recorded as such and receive a complimentary membership annually with full membership benefits. They will also receive appropriate public recognition by MPI and a certificate of membership status immediately upon being named a Life Member.

1.10. MEMBERSHIP LEVELS: There are three membership levels available: Essential, Preferred, and Premier.

**SECTION 2: 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 3: MEMBERSHIP CHANGES:** MPI staff shall periodically review each membership to verify the member's continuing eligibility for the current class of membership. Additional information may be requested. After review of all the data, MPI staff shall make a determination regarding the appropriate class of membership. Any decision requiring a change in class of membership may be appealed to the Executive Committee. The decision of the Executive Committee shall be final. If the member refuses to change categories, the member will be deemed to have resigned from membership.

3.1 MPI Headquarters must be notified when a member changes employment from one organization to another. A dues renewal notice will be sent annually to the last known address. If a member does not renew within seventy (70) days of the end of the dues period and wants to regain their MPI membership, he/she may do so by reinstating their membership by paying dues for the period of time their membership lapsed, thus retaining the original date they joined, or they may reapply for membership.

## SECTION 4: TRANSFER OF MEMBERSHIP

- 4.1. Membership in MPI shall belong to the individual, not the employing organization. It is the right of the individual member to take their membership with them when they move from one position to another or change employers.
- 4.2. The member can continue the membership through the expiration date when they leave their employer and not transfer it. That individual must change their address with MPI Global in order to keep their membership continuous and to receive member benefits.
- 4.3. In the event a member leaves the employing organization, leaves the industry, or for any other reason finds it necessary to terminate their membership, it is the right of the member to transfer their membership to a qualified employee within the same company. The member may do so providing the following conditions are met:
  - 4.3.1. Written notice of transfer of membership, signed by the current member, with proper and complete paperwork must be provided to MPI Global prior to the expiration date of membership. The notice must include the full name and address of the new member who will assume the current membership through its expiration date. An administrative processing fee of \$100.00 will be charged for each transfer of membership.
  - 4.3.2. The individual receiving the transfer must complete an MPI membership application.
- 4.4. Membership transfers are only applicable to full dues paying members and are not applicable to lifetime members, students or faculty.
- 4.5. Employers who lose membership representation in MPI due to a member employee leaving the company and taking their membership with them may apply for a trial three-month membership for a new or existing employee of the company to replace a departing MPI member.

**SECTION 5: MEMBER ASSIGNMENT:** Members in defined chapter/club areas shall be automatically assigned to Chapter/club membership by MPI Headquarters, if no chapter affiliation is indicated in a new member application. However, a member may request transfer to a different chapter in writing. No dues for the transferred member shall be paid to the affected Chapter/Club until the next renewal anniversary of the member.

- 5.1 **AFFILIATE MEMBERS:** An individual may be a member of only one chapter but may pay an additional fee to be placed on another chapter's mailing list if that is the chapter's practice. An affiliate member of another chapter will receive chapter correspondence such as chapter newsletters, e-mail correspondence, monthly education information and other items determine by the chapter. If a member is placed on the mailing list of another chapter, it is up to the chapter to contact MPI Global to ensure membership. Any member of MPI shall be eligible to attend all chapters' general membership meetings at the member fee.

SECTION 6: ANNUAL DUES: Membership dues are established by MPI based on membership level.

6.1 Membership dues are non-refundable and are due annually on the anniversary date of acceptance.

6.2 A portion of the MPI dues are remitted to the Chapter.

## SECTION 7: MPI MEMBERSHIP RESPONSIBILITIES

7.1 As a member of MPI an industry professional is expected to:

7.1.1. Display high ethical standards (adhere to MPI Principles of Professionalism);

7.1.2 Support MPI global programs and activities designed to assist members or contribute to the benefit of the industry;

7.1.3 Share the knowledge one has with others to continue to strengthen the effectiveness of the worldwide industry and its professionals.

7.2 The Association is expected to:

7.2.1 Provide compelling and relevant education and training opportunities for its diverse membership;

7.2.2 Promote a professional and ethical environment for the global meeting industry;

7.2.3 Stay at the forefront of advocacy for issues relevant to the benefit of the industry;

7.2.4 Promote professional growth of the membership;

7.2.5 Market MPI membership to the global meeting industry;

7.2.6 Provide auxiliary services helpful to members.

7.3 PRINCIPLES OF PROFESSIONALISM: Violation of the MPI Principles of Professionalism by an MPI member may be cause for suspension of, or expulsion from, membership in MPI.

7.4 It is the member's responsibility to update her/his profile with MPI Global ([www.mpiweb.org](http://www.mpiweb.org))

## **ARTICLE IV** **MPINCC 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. Conflicts of Interest by any Board Member must be immediately disclosed in writing to the President and Board of Directors. A “conflict of interest” is any situation where the personal interests, or those of a close friend, family member, business associate, corporation or partnership in which you hold a significant interest could influence decision and impair ability to act in MPINCC’s best interests, fairly, impartially and without bias.

1.1.1 Board Members must withdraw from participating in decisions in which they have a financial or material interest.

1.1.2 Board Members who are in a conflict of interest shall be excluded from discussion and voting with respect to the issue that is in conflict.

1.1.3 Adherence to these policies signifies proficiency and high integrity. Failure to abide by these policies may subject a Board Member to disciplinary action including removal of office.

1.2 PRINCIPLES IN PROFESSIONALISM: Chapter Board members must adhere to the Principles in Professionalism as outlined by MPI Global.

### 1.3 CHAPTER BOARD MEETINGS AND REPORTS

1.1. BOARD OF DIRECTORS MEETINGS: The Board of Directors shall meet at least five (5) times a year in conjunction with scheduled chapter events. A special meeting may be called at the discretion of the President and Executive Committee should the need arise.

1.2 The Board of Director’s meetings shall be conducted using an abridged version of Robert’s Rules of Order.

1.3 Every board meeting must have an agenda sent in advance of the meeting. The Executive Director shall prepare BOD agendas based on the Team Status Reports (TSR) submitted by the committees and distribute to chapter leadership.

1.3.1. Committee Chairs complete a Team Status Report (TSR) prior to each board meeting. This TSR is then reviewed and approved by their Board Director and VP per deadlines established by the management firm.

1.3.2. Respective TSR’s indicate items for board discussion and vote and are appropriately incorporated into the BOD agenda after review of the Executive Director and President.

1.3.3. Motions are recorded and voted on at board meetings and documented in the minutes.

1.3.4. 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.

1.3.5. The proceedings for each BOD meeting shall be recorded by the Executive Director by preparing written minutes. These minutes shall be distributed to the board, committee chairs, MPI headquarters and a master copy shall be kept on file by the management firm.

1.3.6. MPI GLOBAL REQUIRED DOCUMENTS: Chapters are required to submit annually by June 15 to MPI Global the following documents as part of the annual planning process: Annual Business Plan, Budget, 18-month Education Calendar, Marketing Plan/Calendar, Succession Plan, Current & Updated Bylaws and Policy Manual. The Board 101 training must be completed and every board member must sign the conflict of interest statement before the new leadership term begins on July 1. Chapters must submit to MPI Global a copy of the chapter annual tax return by October 1.

#### A. MPINCC BOARD OF DIRECTORS

1.1. AUTHORITY & RESPONSIBILITY: The MPINCC Board of Directors is the governing body for all matters related to Chapter business as set forth in the Annual Business Plan.

1.2. COMPOSITION AND TERMS: The MPINCC Board of Directors shall consist of the Executive Director, the President, President-Elect, Immediate Past President, a minimum of four (4) Officers/Vice Presidents and a minimum of six (6) Directors.

1.2.1. Officer/Vice President and Board Director terms are one (1) year.

1.2.2. MPINCC is organized as indicated on the Chapter organization chart.

1.2.3. The Executive Committee of the Board of Directors shall include the President, President Elect, five (5) Officers/Vice Presidents/Immediate Past President, and the Executive Director.

B. ELIGIBILITY FOR OFFICE: Any member in good standing who has completed one full year of membership in MPI is eligible to apply for the Board of Directors.

1.3.1. The Chapter's Leadership Process Guides (LPGs) outline the roles, responsibilities and reporting function of each position of the MPINCC Board of Directors. See MPINCC Website for LPGs.

C. VACANCIES: A vacancy on the MPINCC Board of Directors shall be filled by appointment of the President, with approval of the Executive Director. If such vacancy occurs after the announcement of the slate, but prior to the installation of officers, the position shall be filled by appointment of the President-Elect with approval of the President, Executive Director and Immediate Past-President acting as the nominations chair.

## SECTION 2: EXECUTIVE COMMITTEE

- 2.1 MPINCC Executive Committee comprises the President, President-Elect, Immediate Past President, and the Vice Presidents.

## SECTION 3. BOARD ELECTION & SERVICE:

- 3.1 NOMINATIONS COMMITTEE: The current President shall propose to the board for approval members who he/she wishes to serve on the Nominations Committee for the purpose of nominating a slate of chapter officers and directors. The chair of the Nominations Committee shall be the current Immediate Past President.
  - 1.5.1 There shall be no less than four (4) members, excluding the chair, President-Elect, and Executive Director.
  - 1.5.2 None of the committee members may currently hold an office or serve as a Board Director, except for the Immediate Past President and President-Elect.
  - 1.5.3 The current President-Elect and Executive Director are in attendance to provide feedback on the candidates, however are not allowed to vote
  - 1.5.4 No person on the Nominations Committee shall be considered for a Board Position, except the President-Elect.

B. NOMINATIONS TIMELINE: By early December, a communication shall be sent to all members regarding the nominations process and timeline. This communication shall include a Board Interest Form and descriptions of the board positions (Leadership Process Guides). Completed Board Applications are due to the Management Firm in early January.

  - 1.6.1. The Nominations Committee shall meet in January to develop a slate of Officers and Directors.
  - 1.6.2. The proposed slate of Officers and Directors shall be presented to the current Board of Directors for approval by vote no later than January 28.
  - 1.6.3. A communication shall be sent to the membership no later than January 29 announcing the slate of Officers and Directors and outlining the method for contesting the slate of Directors.
  - 1.6.4. Assuming no position is contested, the Board slate shall be officially elected and submitted to MPI Global by March 1.
  - 1.6.5. The nominated slate shall be presented to the membership and installed at the Annual Gala by the nominations committee chair, another MPINCC Past President, or a designated official of MPI.

C. SUCCESSION PLANNING: The MPINCC Succession Plan details the process for identifying and developing members of the Leadership Team with the potential to fill key Chapter roles.



- 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 allows 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.

### **Article V** **COMMITTEES, TASK FORCES, AND ADVISORY COUNCILS**

#### SECTION 1: COMMITTEE LEADERSHIP - MPINCC COMMITTEE CHAIRS

1.1 AUTHORITY & RESPONSIBILITY: The MPINCC Committee Chairs oversee and help execute the tasks for each Committee as set forth in the Annual Business Plan and Committee Process Guides (CPGs) **See MPINCC website for CPGs**

1.1.1. Committee chairs shall act as coach, advisor and counselor to committee members and maintain open dialogue with other committee chairs. Committee chairs shall build their committees through the online volunteer interest forms and their own solicitation. The exception to this is the Nominations Committee in which case the members of the Nominating Committee shall be appointed by the President with the approval of the Board of Directors.

1.1.2. Committee Chairs shall work to actively engage volunteers by delegating work, sharing committee resources and setting deadlines.

## SECTION 2: RECOMMENDATION, APPROVAL & TERMS:

2.1. Committee Chairs will be selected from the general membership based on past committee work, recommendations and expressed leadership interest.

2.2. Committee Chairs and Co-Chairs are appointed by May 1 for the upcoming fiscal year and are approved by the President-Elect.

2.3. At the discretion of the President and President-Elect, a committee chair may be appointed to begin their term at any time during the chapter year.

2.4. No committee chair or co-chair shall serve more than two consecutive terms in the same position on any given committee, unless approved by the Board of Directors.

2.5. Any committee chair not meeting goals shall be counseled by his/her Director and/or VP and if goals are not met will be removed from the role at the discretion of the President. If a committee chair is removed by the President or decides to resign, a new chair will be sourced and approved by the current President.

SECTION 3: REPORTING STRUCTURE: The MPINCC Committee Chairs report to the Director that oversees their committee and the Vice President of their department as illustrated in the current Organization Chart.

3.1. Committee chairs are required to complete Team Status Reports (TSRs) a minimum of two weeks before scheduled board meetings to inform leadership of their committee's status, financial requests or policy issues.

3.2. Committee chairs shall invite their Director, Vice President and the Executive Director to join on committee conference calls.

## SECTION 4: COMMITTEE AUTONOMY

4.1. Committee Meetings: Committees shall meet as needed.

4.1.1. Agendas shall be prepared and distributed to all committee members prior to the committee meeting. The committee chair shall prepare the agenda. The

proceedings for each committee meeting shall be recorded by preparing minutes. Those minutes shall be distributed to the committee members (including the Director and VP) following each meeting.

- 4.1.2. At the end of a Committee Chair's term, Committee Transition Reports are developed by the current committee chair for the next year's committee. These, along with any relevant documents, must be passed along to the following year's committee chair by June 1, preferably in a face-to-face meeting.

#### 4.2. Events:

- 4.2.1. Committee Chairs of MPINCC Events are responsible for researching potential venues for chapter events with the exception of the Annual Conference and Expo.
- 4.2.2. The venue options shall be shared with the Director, VP and Management Firm. The venue will be confirmed then contracted by the Management Firm. No Committee Chair shall sign venue contracts.
- 4.2.3. All vendors shall be advised that no deposits or payments will be made prior to the Chapter's events unless approved by the Executive Director.
- 4.2.4. All chapter events are to be held at facilities that meet ADA standards.
- 4.2.5. In every contract the Chapter enters into for an event at which liquor is served, the chapter should include an alcoholic beverages indemnification provision, which makes the liquor license holder (hotel or caterer) responsible to indemnify the Chapter in the event guests over-served someone and accidents result.
- 4.2.6. The Executive Director shall manage event guarantees.
- 4.2.7. Cancellation of any program or event must have the approval of the Board of Directors before any action is taken.
- 4.2.8. A post-event feedback survey shall be sent to each attendee by the management firm following each event. The management firm shall compile the survey results and distribute to the Board of Directors.
- 4.2.9. In the event of an accident at a Chapter function, the Executive Director shall assist the witness to the accident in completing the Incident Report.

#### 4.3. Vendors:

- 4.3.1. Committees shall first offer bids to MPINCC existing vendors/sponsor and shall strive to obtain three bids for any event items that will be purchased with chapter monies.
- 4.3.2. The vendor options shall be shared with the Director, VP and Management Firm.

- 4.3.3. The vendor will be confirmed then contracted by the Management Firm. No Committee Chair shall sign vendor contracts.
- 4.3.4. Any organization that agrees to help defray the cost of a function does so with the understanding that the Chapter's high quality standards must not be compromised. Audio/Visual equipment, if needed, is to be in excellent working condition. The value of food and beverage provided is to be equal to or greater than the price that has been budgeted for each event. Decorations, printed materials and any other donated services related to a function must also meet these same standards.

E. COMMITTEE BUDGETS

- 5.1. Directors shall keep committee chairs aware of the committee's budget status.
- 5.2. Any budget adjustment must be submitted for approval by the Board of Directors.
- 5.3. The following expenses are neither budgeted for nor reimbursed by the Chapter for committee meetings and activities: phone expenses, transportation, parking, site visits, meals related to committee meetings, or celebrations. Committees under the responsibility of the IPP are exempt from this policy.
- 5.4. Committee-to-committee purchases, such as educational event coupons for giveaways, raffle prizes, etc., are to be purchased at the member attendee fee for that specific event and charged back to the appropriate committee.
- 5.5. All committees must notify the Sponsorship Committee and Management Firm of any sponsorship or in-kind support received for their events by completing the online Sponsorship Interest Form.
- 5.6. Thank you notes to sponsors, (including vendors and venues) are the responsibility of the committee chair and shall be standard procedure. These should be hand written and mailed within two weeks following the program or event.

SECTION 5. ADVISORY COUNCILS AND TASK FORCES:

- 2.1 Volunteers for any advisory councils and/or task forces shall be appointed as needed. Include in each who is responsible for making the appointment for advisory councils/task forces and if a board vote is required.

Advisory Councils and Task Forces of the chapter are:

(List active groups)

(For each advisory council or task force, describe as outlined below)

Advisory Council or Task Force Name  
 Purpose  
 Responsibilities/Timelines  
 Board of Director Position responsible

## Recommended number of volunteers

### SECTION 3. VOLUNTEER ROLES & RESPONSIBILITIES:

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

- 1) Clearly communicate purpose/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.

#### 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.

#### Committee Process Guides (CPGs):

- 1) Describe in detail the each committee's responsibilities, the processes by which the committee may perform its work, and the interdependencies that exist to support the committee's work.
- 2) Available on the chapter website.

## **Article VI** **FINANCE**

SECTION 1: The fiscal year of MPINCC is July 1 through June 30.

SECTION 2: OPERATING BUDGET: The VP Finance, Executive Director, President and additional Board Members as requested by the President or Executive Director will prepare an annual chapter budget containing individual committee budgets, and administrative fees and expenses. The individual committee budgets will be break even, loss or profit based on the individual committee goals and objectives. The overall budget will be a break even budget. Expenses should not exceed income.

- 2.1. The incoming VP Finance and the current VP Finance will review and revise the budget and ensure there is a clear understanding of all components which make up the budget.
- 2.2. Committee budgets will be reviewed with each Committee Chair and/or Co-Chair by the incoming VP Finance or a member of the Executive Committee to ensure there is a clear understanding of all components which make up the committee budgets.

- 2.3. The proposed budget will be presented by the VP Finance and incoming VP Finance at the Annual Leadership Retreat for purposes of discussion by the incoming Executive Committee and Board of Directors.
- 2.4. The final budget must be approved and voted on by the sitting Board of Directors prior to July as specified by MPI.
- 2.5. Any revisions to the Chapter budget over \$200.00 must be approved by the Board of Directors.
- 2.6. Any revisions to a committee budget must be approved by the Board of Directors
- 2.7. Board Directors are responsible for monitoring their committees' expenditures.
- 2.8. There shall be an audit of all financial data alternating with a review, on an every other year basis, provided by a finance professional independent of the current VP Finance or someone within the Management firm.

### SECTION 3: ACCOUNTS PAYABLE

- 3.1. No payment will be made without an invoice or completed Expense Reimbursement Form submitted to the management firm online. Members seeking reimbursement for expenses must submit the Expense Reimbursement Form online on the chapter website and attach digital images of receipts. The Board Director or VP must approve the reimbursement and indicate his/her approval to the Executive Director via email before further processing may occur. If necessary, the management firm will discuss the reimbursement request with the VP Finance and/or the President before approving.
- 3.2. All purchases must be made in MPINCC's name, not the committee chair or member's name. Vendors shall be asked to send two copies of the invoices – one to the committee or member and one to the Management Firm.
- 3.3. Invoices must indicate MPINCC as the purchaser using the Chapter name and address.
- 3.4. All bills must be closed out in one month.
- 3.5. There must be two signatures on all checks. The Executive Director and the VP Finance shall sign all checks. The President, President-Elect, and Immediate Past President are authorized to sign checks in the absence of the VP Finance.

### SECTION 4: EVENT FEES AND EXPENSES

- 4.1. Registration fees for all events will be approved by the Board of Directors. Fees for all events for the fiscal year must be set by July 1 so that the budget is accurate.
- 4.2. Registration fees shall remain consistent across event type and cannot be changed without the approval of the Board of Directors.

- 4.3. A maximum chapter expense shall be set for each event type to cover food and beverage cost. These maximum expense thresholds shall be approved by the Board of Directors by July 1 and should be consistent across event type.
- 4.4. They should be reviewed no less than every other year. Any change to the maximum chapter expense for any event must be approved by the Board of Directors.

#### SECTION 5. 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: MPINCC reserves policy includes, but is not limited to, use in emergency cases and in the event of a major investment in membership such as:
  - 1) Investment in education.
  - 2) Unpredictable events which could substantially impact MPI’s operations or revenue streams. While such occurrences are rare, reserves can provide the resources necessary to keep the organization functioning should one occur.
  - 3) 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.

- 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 6. REQUEST FOR PROPOSALS:

- 4.1 MPINCC’s Management Firm submits and receives RFPs in consultant and collaboration with the appropriate board members and committee chairs.

#### SECTION 7. REIMBURSEMENT OF EXPENSES OR TRAVEL

- 5.1 All reimbursements are received and processed by the Management Firm in accordance with the chapter budget guidelines
- 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 8. 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 The Management Firm in consultation and collaboration with the appropriate board member and committee chairs tracks past sponsorship.

## **ARTICLE VII** **MANAGEMENT FIRM CONTRACT**

- 1.1. Due to its size and scope of responsibilities, MPINCC may retain the paid services of a Management Firm. The contract with the Management Firm should be set for a two-year minimum, with the possibility of renewal every two years. The Management Firm contract should be reviewed by the President, President-Elect, and VP Finance at a minimum. The contract must be approved by the Board of Directors.
- 1.2. Six months prior to the Management Firm contract expiration date, the Immediate Past President, President and President-Elect have the option to recommend renewing the Management Firm contract for another two-year term. At this time, the Board of Directors shall approve or deny this recommendation.
- 1.3. The President-Elect and President shall retain the current Management Firm contract agreement.

### **B. MANAGEMENT FIRM RESPONSIBILITIES**

- 2.1. It is the Management Firm's responsibility to ensure that all financial documents (including final approved budget, audit documents and tax returns) are sent to MPI Global per their specified deadlines and adhere to government deadlines.
- 2.2. It is the Management Firm's responsibility to ensure that necessary insurance coverage for the Chapter is maintained and renewed as needed. The Chapter will carry liability insurance for all special events.
- 2.3. The Management Firm will ensure that all contracts for events and services for MPINCC are reviewed and signed by the Executive Director. Only the Executive Director is authorized to sign contracts on behalf of MPINCC.
- 2.4. The Management Firm will manage all event guarantees.
- 2.5. It is the Management Firm's responsibility to manage payments to all vendors.
- 2.6. It is the Management Firm's responsibility to manage sponsorship payments and benefits.
- 2.7. The Management Firm, with the assistance of the Awards and Recognition Committee Chair and Co-Chair, will arrange appropriate recognition for MPQ award winners to include awards and other items at the discretion of the President and Executive Director.



- 2.8. The Management Firm, with the assistance of the Awards and Recognition Committee Chair and Co-Chair will arrange appropriate recognition for annual award winners at the annual Gala to include awards or other gifts at the discretion of the President and Executive Director.
- 2.9. The Executive Director shall advise the VP Finance when movement of cash between checking and investment accounts is necessary to manage cash flow.
- 2.10. The Management Firm will oversee Chapter investments and manage any changes to the investment program with the approval of the Board of Directors.

#### C. BUDGET MANAGEMENT

- 3.1. The Management Firm will prepare financial statements for the Board of Directors prior to each Board Meeting.
- 3.2. Monthly financial statements will be provided to the VP Finance through the Management Firm including overall chapter finance statement and individual finance statements by committee.

#### D. CHAPTER RECORDS

- 4.1. All records, supplies, membership lists, printed materials and property owned by the Chapter shall remain the property of the Chapter and be returned to same should the services of the Management Firm be terminated.
- 4.2. It is the responsibility of the Management Firm to maintain the membership mailing list and membership database, based on the Chapter roster from MPI Global. Regular membership updates can be downloaded from MPI Global's website as needed.
- 4.3. The Management Firm shall fulfill requests for the Chapter mailing list on labels for one-time use at a set price. Non-members shall be charged more than members for the list. Pricing shall be set by the Board of Directors.
- 4.4. An annual Membership Directory shall be produced and distributed to members at no cost to them. The production of the directory shall be self-supporting through the efforts of a contracted vendor and managed by the Management Firm.
- 4.5. 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.
- 4.6. A review and assessment of the Management Firm should be conducted at least annually by the Immediate President, Past President and President-Elect. The discussion should be documented and reported to the Board of Directors.

### **ARTICLE VIII**

## CHAPTER PROGRAMS AND EVENTS

### SECTION 1. EDUCATIONAL & SOCIAL EVENTS:

A. **FIRST PROGRAM OF THE FISCAL YEAR:** The first program of the fiscal year shall be held during the first quarter of the chapter year and include a presentation of the Annual Report for the previous fiscal year.

- 1.1. An Annual Report shall be prepared by the management firm to include a chapter overview and financial information and presented by the President and/or President-Elect through a "State of the Chapter" address.
- 1.2. The Annual Report will be available to all members and maintained by the management firm for the Chapter's official records.

### B. EDUCATIONAL PROGRAMS

- 2.1. The Chapter shall hold a set number of educational programs per year, currently six (6), as dictated by MPI Global. The specific type and format of the educational programs is at the discretion of the Chapter and the Leadership Team.
- 2.2. Efforts should be made to alternate programs among San Francisco, East Bay, North Bay and South Bay locations due to the Chapter's large geographic span.
- 2.3. An 18-month Master Calendar should be set by the Programs Committee Chair(s), the President, President-Elect, VP Education, Director of Education and Executive Director and will be maintained and periodically updated by the Committee. Every effort should be made to prevent programs from conflicting with other local, national and international industry events.

### SECTION 3: NETWORKING EVENTS

- 3.1. The Chapter may hold any number of networking events per year.

### SECTION 4: COLLABORATIVE EVENTS

- 4.1. In an effort to increase the programs available to the membership, it may be appropriate at times for the Board of Directors to approve the co-sponsorship of an existing event, or the co-sponsorship of another association or professional organization's event.
- 4.2. The committee chair responsible for the event should work with their Board Director to develop a written agreement for the event that requires approval by the Board of Directors.
  - 4.2.1. The agreement should include information on registration management and specify registration fees for all attendee types.
  - 4.2.2. The agreement should be developed in partnership with the co-sponsoring association/organization and must include specific financial arrangements

including how profits/losses are to be divided and how revenues, expenses and sponsorships are to be managed.

4.2.3. The agreement should address delegation/division of tasks.

4.2.4. The agreement should address event branding and MPINCC logo use, and approval process for collateral material so that the MPI Logo Identity Program is not compromised. The Director of Marketing shall have final approval of event collateral.

## SECTION 5: EVENT REGISTRATION AND FEES

5.1. Event registration fees for educational programs, social events and networking events are set by the Board of Directors and should be reviewed no less than every other year. Early registration fees, late fees and on-site registration fees may be established for events and should remain consistent across event types.

5.1.1. Discounted student registration fees should be established for educational events whenever possible. The student registration rate must cover the per person expense of the event plus the registration fees paid to the registration service.

5.1.2. Non-member attendee fees must be at least \$10.00 higher than member fees.

5.1.3. A portion of the registration fees offsets the cost of the registration service.

5.2. Complimentary registrations

5.2.1 Complimentary registrations are extended to keynote speakers (and one guest if requested)

5.2.2 Complimentary registrations may be extended to event sponsors or annual chapter sponsors as part of their sponsorship agreement.

5.2.3 The MPQ Award recipients receive complimentary registration to the program where they will be honored.

5.2.4 MPI Global Current and Elect Chairpersons will receive complimentary registration.

5.2.5 Registration for media/press/photographers covering Chapter events is complimentary

5.2.6 The hosting facility shall be allowed one complimentary registration.

5.2.1.1. Additional attendees (maximum of 5) may be allowed complimentary access with permission of a Board Member as long as the Chapter is not charged for the meal(s) consumed.

5.2.1.2. Additional attendees from the host facility shall be extended the Chapter member registration rate.

5.2.8. Committee Chairs or members are not exempt from paying registration fees at any chapter event, except by Board approval.

5.2.9. Additional complimentary registration fees may be extended to special honorees such as MPI service pin recipients, at the discretion of the President and Executive Director.

5.2.10 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.

## SECTION 6: REGISTRATION CANCELLATION

- 6.1. For all chapter programs and events, registration cancellation notices received by the Management Firm more than 72 hours before the event will receive a credit toward another program in the calendar year. Registration cancellation notices received less than 72-hours prior to the event and no-shows are non-refundable and no credit will be given.

## **ARTICLE IX** **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.

MPI has a one-logo identity program to be used by all chapters. The Northern California Chapter uses "Northern California Chapter" in conjunction with the MPI International logo as directed by International. Chapter logo usage guidelines are available on both the MPINCC and MPI websites.

Before the MPINCC name or logo is lent to any activity there shall be careful screening of the activity and approval directed by the Director of Marketing through proper channels.

All official correspondence related to Chapter activities shall be on the Chapter letterhead. Supplies are maintained by the Management Firm.

### SECTION 2. ADVERTISEMENTS:

The Management Firm, in consultation and collaboration with appropriate board members, committee chairs, and the contracted publishing firm, establishes and manages the advertising process.

## **ARTICLE X** **AWARDS AND RECOGNITION**

**SECTION 1: AWARDS:** The Chapter may present awards and recognition to members in the following categories:

- 1.1 Meeting Professional of the Quarter
- 1.2 Annual Awards which may include Tomorrow's Leader, Committee Chair of the Year, Board Member of the Year, Member of the Year, Partner of the Year, Hall of Fame, President's Award, and The Spire Award.

**SECTION 2: SCHOLARSHIPS:** The Chapter may offer the following scholarships opportunities to members:

- 2.1 CMP University
- 2.2 MPI World Education Congress (WEC)

**SECTION 3: CRITERIA AND TIMELINES**

- 3.1 Criteria and timeline for each award and scholarship are specified in the Awards and Recognition Committee Process Guide (CPG).

**SECTION 4: AWARD AND SCHOLARSHIP ELIGIBILITY**

- 3.1 Any current member with the exception of the current Board Directors, Executive Committee, Awards and Recognition Chair, Co-Chair and Committee members is eligible for Quarterly Awards.
- 3.2 Any current member with the exception of the current President, President-Elect, Awards and Recognition Chair, Co-Chair and Committee members is eligible for any Annual Award.
- 3.3 Scholarships are available to all current chapter members, including Committee Chairs, Committee Co-Chairs, Board of Directors and Executive Committee.

**SECTION 5: AWARDS AND RECOGNITION COMMITTEE**

- 3.1 Due to the confidential nature of awards and recognition, the selection committee consists of the Chair, Co-Chair, Committee members (if requested), Director of Leadership Development, VP Leadership Development, President-Elect, President, and Executive Director. If VP or Director, Leadership Development is nominated for an annual award, the VP or Director will be asked to recuse him or herself from awards discussion. The Executive Director does not have a vote.

## **SECTION X** **MISCELLANEOUS**

**SECTION 1. PHILANTHROPIC ACTIVITY:**

- 1.1 MPINCC makes an annual donation to the MPI Foundation in an amount approved by the board of directors in accordance with the budget. MPINCC further encourages its members to support the MPI Foundation and offers the opportunity to do so via the program registration process.