



MEETING PROFESSIONALS INTERNATIONAL ORANGE COUNTY CHAPTER POLICY MANUAL  
Revision Date: August 14, 2018

**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.

The MPI Orange County Chapter is committed to providing educational development and leadership opportunities, cultivating business relationships, supporting industry partnerships and demonstrating commitment to excellence in the meeting industry.

## **MEMBERSHIP**

### SECTION 1. MEMBERSHIP

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

### SECTION 2. CHAPTER AFFILIATION

- 2.1 **CHAPTER TRANSFER:** Preferred or Premier Members may transfer their primary chapter at any time through MPI Global. Membership remains continuous unless expired. Preferred or Premier Members are to receive member rates for all MPI events even when the event is not associated with their primary chapter.
- 2.2 Affiliate Membership Applications are available through the Association Management Office (AMO) as well as the Chapter's website. Affiliate members must be members of a primary MPI Chapter and must maintain their membership [in good standing] in order to be an active Affiliate member. Affiliate memberships are available for **\$75.00 annually**, which includes the Affiliate's name in the online Chapter's Membership Directory and inclusion in all MPIOC Chapter mailings/correspondence.

## **BOARD OF DIRECTORS/OFFICERS**

### SECTION 1. AUTHORITY & RESPONSIBILITY:

- 1.1 CONFLICT OF INTEREST: All board members are required to review, sign and adhere to the chapter conflict of interest statement provided by MPI Global and return it to the chapter President prior to being installed on the board.
- 1.2 PRINCIPLES IN PROFESSIONALISM: Chapter Board members must adhere to the Principles in Professionalism as outlined by MPI Global.
- 1.3 CHAPTER BOARD REPORTS: VPs are to submit team reports (updates, action items, items to discuss/vote) to the Office of the President no less than 10 days before the Board Meeting.
- 1.4 MPI GLOBAL REQUIRED DOCUMENTS: Chapters are required to submit annually (by June 15<sup>th</sup>) to MPI Global the following documents as part of the annual planning process; Annual Business Plan, Budget, 18-month Education Calendar, Marketing Plan/Calendar, Succession Plan, Current & Updated Bylaws and Policy Manual. Additionally, chapters must submit these documents as outlined in bylaws or policies a copy of annual tax return by October 1<sup>st</sup>, Confirmation that all incoming board members attended their Board 101 training and signed their conflict of interest statements.

### SECTION 2. EXECUTIVE COMMITTEE:

- 2.1 The chapter does not operate with an Executive Committee.

### SECTION 3. BOARD ELECTION & SERVICE:

- 3.1 The Chapter Immediate Past President shall chair the Nominations Committee.
  - The Chapter President-Elect will serve on the committee.
  - The Chapter President will appoint 3 to 5-chapter members.
  - The Chapter Immediate Past President will present the committee to the Board of Directors for approval and post the committee names to the chapter website and confirm Nominations Committee members by August 31<sup>st</sup>.
  - Using a Candidate Interest Form, the Nominations Committee shall request nominations from the membership at large for all open positions. The nomination process will be from September-December.
  - Active Chapter members in good standing are eligible for Board positions.
  - Board of Director qualifications are:
    - i. Be a member in good standing
    - ii. Be willing to fulfill the obligations in office, in the capacity indicated.
    - iii. Have a history of involvement, accomplishment and dependable service to MPI or MPIOC
    - iv. Be willing to contribute time, energy and creativity to the Chapter with written consent of the employer, if needed
  - The Nominations Committee will contact each member expressing interest in a Board position to ascertain the member's specific area of interest. During this conversation, the level of commitment will be reviewed with the potential candidate to ensure a thorough understanding of the job. This process will begin after the deadline to return applications.
  - Candidates will be interviewed by the committee.
  - The Immediate Past President will present a slate of candidates to the Board of Directors for approval and post to the membership for 30 days.
  - The member approved slate will be submitted to MPI Global no later than March 1<sup>st</sup>.

- The new Board of Directors will be installed at the June Annual Awards and Installation Gala. Transition meetings should take place between March 1<sup>st</sup> and the annual retreat. The following individuals will attend the Chapter Business Summit (CBS) in conjunction with WEC: President, President-Elect, VP Education, VP Membership. If one of the following cannot attend, their respective directors can attend upon approval of the Office of the President and MPI Global.

- 3.2 **CONTESTED SLATE POLICY:** Once the Nominating Committee has developed a slate of nominees for election from all the Candidate Interest Forms submitted, the slate is sent to the membership. Additional nominations from the membership shall be permitted; provided a nomination is submitted in writing to the Nominating Committee Chair by date provided and is supported by a minimum of 10% percent of the official chapter membership as of date provided. The nominee must identify the specific person he/she is running against in the general elect and must have already submitted a Candidate Interest Form to be eligible for petition. If no additional nominations are received by the deadline, the ballot submitted by the Nominating Committee will be deemed elected by acclamation and will be installed at the chapter's annual meeting. If additional nominations are received, a mail ballot will be sent to all chapter members for those positions having two or more candidates in contention.
- 3.3 **SLATE PRESENTATION AND SUBMISSION:** Chapter slate will be presented to membership on templates provided by MPI Global and allow 30 days for membership to contest prior to bylaw deadline of March 1<sup>st</sup>. Chapter will submit to MPI Global the approved slate on the template provided by MPI Global on or before March 1<sup>st</sup> of each year.
- 3.4 **BOARD TRAINING:** Any incoming board member never serving on a MPI chapter board previously is required to attend the MPI Global Board 101 training on dates specified. Each candidate is required to sign the training acknowledgement form and submit to their President prior to June 15<sup>th</sup> of the fiscal term. All chapter leaders are able to and encouraged to attend MPI Global trainings, Chapter Business Summit (CBS) and Chapter Leader Forum (CLF at WEC).
- 3.5 **BOARD RETREATS:** Chapters are required to hold an annual board planning retreat each year between April and June of the fiscal year. Chapters are also required to hold a mid-year assessment retreat between November and January of each fiscal year. Chapters must engage with an external professional facilitator to oversee the process and flow of the retreat. Facilitators cannot be a Current Board member from your home chapter or chapter member that has served on the board in the last two years. All retreat facilitators must be approved prior to contracting with your Chapter Business Manager.

#### SECTION 4. BOARD COMPENSATION:

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

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

#### SECTION 1. STANDING COMMITTEES

- 1.1 **STANDING COMMITTEES:** A volunteer Chair will be appointed for each standing committee annually. Included in each will be who is responsible for making the appointment for chairs/committees and if a board vote is required.

## SECTION 2. ADVISORY COUNCILS AND TASK FORCES

2.1 The chapter currently does not have an advisory council.

## 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 occurs, 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 30 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 Chapter VP Finance manages the Chapter funds. Disbursement of all funds requires Board approval. There are "general" approvals in place for each committee once the Board has established, voted and approved the operating budget. The Board should not enter into a contractual agreement with any vendor for terms greater than one year unless extraordinary circumstances warrant. A contract for a term greater than one year will require Board approval.

### 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: MPI Orange County 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 Requests for proposals will first go out to MPI members before going to distribution list.

#### SECTION 5. REIMBURSEMENT OF EXPENSES OR TRAVEL

5.1 Members of MPIOC who use personal funds to pay approved Chapter expenses will be reimbursed by Chapter check provided that an Expense Report and receipts are turned in to the VP Finance. Checks are processed once a month.

5.2 For any travel directed or offered by MPI Global chapter board members will comply with expense and reimbursement guidelines outlined for such event by MPI Global procedures.

5.3 All reimbursement requests require check requisition and back-up documentation (receipts, justification, etc.) to be paid. The role of the VP Finance will be to audit inbound invoices and expense requests against the established budget and to code the invoice/request to the proper account.

- VP Finance will receive check requisition with backup from board member via email.
- VP Finance will approve or reject request and forward to the AMO via email.
- Check is processed for signature.
- Checks are processed by AMO upon receipt of signed approval forms, original invoice or receipt, and IRS W-9 where applicable, at a frequency not less than once per month.

Checks will only be signed by the following Chapter officers and in this order

- President
- President-Elect
- VP Finance

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## 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 Director of Supplier Sponsorship is responsible for working with the entire Board to gather sponsorships for the Chapter. Likewise, the Director of Supplier Sponsorship is responsible for follow-through on all commitments to sponsors in lieu of their contributions (i.e., advertising, signage at meetings, etc.) See Exhibit A.
- 6.3 **SPONSOR EMAILS:** Sponsors at Diamond Level are permitted 1 (one) email to be sent through MPIOC on their behalf. Emails must be press ready and sent within 30 days of sponsored event. MPI members who have opted out of solicitation emails must be removed from the distribution list.

## 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 Association Management Office (AMO) works in concert with all Board members and Team Leaders to accomplish the goals and objectives of MPIOC thereby serving the membership. The AMO is under contract to MPIOC for a stipulated period of time. During the tenure of the contract, terms and conditions of services may be reviewed. The AMO provides MPIOC with the following general services including, but not limited to:
- Serves as the communications hub for all data regarding MPI and MPIOC.
  - Processes all registrations for Educational Events and Special Events in a timely manner. Submits guarantees to appropriate Team Leaders as required.
  - Produces badges and receipts for payments for members as needed.
  - Maintains the membership database and performs the quarterly audit as required by the Board of Directors.
  - Assists with association communication as needed.
  - Participates in monthly Board of Directors meetings and retreats and submits a monthly report on work in progress/status from previous month.
  - Works hand in hand with the VP Finance in producing budget reports.
  - Processes expense reports and disbursements on a timely basis.
  - Ensures that all taxes and audits are performed annually in compliance with MPI standards. Obtains appropriate signatures on documents and sends to MPI to meet deadlines. Sends year-end Operating Budget and P&L with Taxes and Audit to MPI.
  - Works with President to ensure that on a monthly basis, all documentation is sent to MPI as required, including: Monthly Minutes and Reports, online Dashboard submission, and the Annual Budget (when approved at the beginning of the year).
  - Provides appropriate resources at the office to ensure proper member services.

- Provides MPI publications and membership materials at Educational Events to include, but not limited to the Chapter's membership applications, membership profile updates, Continuing Education Units (CEU) documentation, MPIOC Scholarship Applications, etc.
- Maintains all supplies used by MPIOC and replenishes as needed.
- Performs other duties as agreed upon by the Board of Directors to support the Association.

7.3 CHAPTER ADMIN TRAINING: Chapter Administrator must complete annual training provided by global. Chapter Administrators must meet the required MPI define benchmark standards through this annual training. The Chapter Administrator is to hold chapters accountable to the MPI performance standards as defined by MPI. Chapter are to follow any required policies supporting this program as defined annually.

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

## CHAPTER EVENTS

### SECTION 1. EDUCATIONAL & SOCIAL EVENTS:

1.1 EDUCATIONAL PROGRAMS: When planning Chapter meetings and functions, a priority will be given to venues represented by Chapter members.

- Educational Events are normally held on the first Wednesday of each month. Meetings will be held either at breakfast time, lunch time, or in the evening.
- The Board may change meeting dates to avoid conflicts with MPI International events including, but not limited to, the World Education Congress (WEC), other industry events, or nationally observed holidays.
- Educational Events notices will be sent to all Chapter members via email notification.
- Reservations are taken on a first-come first-served basis and are based on the number of available seats as negotiated with the host facility. Early registration typically ends on the Friday prior to the meeting. Early registration cut-offs are established well in advance and are published on the registration form and during online registration.
- Three pricing structures are maintained, one for members, one for non-members, and one for students. The member rate is available to all preferred and premier MPI members regardless of what chapter they belong to. Each structure has two price points: early registration and onsite registration. The VP Education and Director, Educational Events are charged with assuring consistent pricing of educational opportunities throughout the year.
- All reservations received without payment will be handled onsite and therefore, will not be included in the meal count that is communicated to the host facility. Members placing reservations without payment will be considered onsite at the event and must wait until all pre-paid members are seated prior to admission.
- Members who have pre-paid and do not attend the meeting are not eligible for reimbursement or the transfer of meeting funds to another event.
- Cancellation of attendance must be received ten (10) working days prior to each Educational Event. Events outside Educational Events are subject to different cancellation policies.
- The Association Management Office (AMO) will be present at registration table to welcome and process members. Registration will be completely set-up a minimum of 60 minutes prior to the stated registration time.

Name Badges will be pre-printed and will identify the following member categories

President

Board of Directors

Sponsors (Platinum, Gold, Silver, Bronze)

Speakers

Students

- Pending member status shall be eligible to attend meetings at the member rate.
- The AMO will communicate to the VP Education and Director, Educational Events the guarantee attendee count and dietary requests for the meeting by 12:00 noon the Friday prior to the meeting. In addition, the AMO will communicate updates to the VP Education and Director, Educational Events the Monday and Tuesday prior to the event. The VP Education and Director, Educational Events are responsible for communicating all guarantees, dietary requests and meeting specifics to the host facility venue.
- The AMO is the sole recipient of funds from the membership (via **facsimile**, mail or through the Internet) for the purpose of attending meetings and/or special events. Checks that are returned for insufficient funds are assessed a \$25 processing fee.

1.2 NETWORKING/SOCIAL PROGRAMS: The special events committee will oversee all networking and social programs. See 1.1 for further policies and procedures.

1.3 EVENT ATTENDANCE: Chapters must charge a member rate and a non-chapter member rate for all events. The price difference between member and non-chapter member rates is at the chapter discretion based on specific event needs. Anyone who is not a preferred or premier level member is required to pay the non-chapter member rates for events and is limited to no more than 2 events in one fiscal year at the non-chapter member rate.

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

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

1.4 FEES: Discounted pricing may occur for special promotional events approved by the Board of Directors.

- Volunteer work for MPIOC as a Board member or Committee member does not constitute complimentary or discounted attendance to meetings or special events. Individuals or companies that donate services may be eligible for complimentary/discounted attendance based on the current Strategic Partnership Alliances (SPA) Program.

## **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 A quarterly eNews will be sent to each member of MPIOC via email. The VP Communications and/or Director, Marketing & Communications are responsible for the gathering, editing and delivery of an electronic newsletter to be distributed to the membership. The AMO maintains an Internet website for the purpose of maintaining communications with the members as well as all others interested in MPI Orange County. The website is managed by the VP Communications and can be located at <http://www.mpioc.com>.



### SECTION 3. ADVERTISEMENTS:

- 3.1 The VP Finance and the Finance committee are responsible for obtaining ads and raising of general funds for MPIOC and to ensure that all ads are placed as promised. The MPIOC Job Bank is open to all members and non-members for viewing existing job opportunities and posting new job opportunities. The Job Bank can be found on the MPIOC website at <http://www.mpioc.com>. Job listings and resumes are removed after three (3) months and must be resubmitted if job is still unfilled or members have not secured employment.

## **MISCELLANEOUS**

### SECTION 1. PHILANTHROPIC ACTIVITY

- 1.1 At this time there is no policy for philanthropic activity.

### SECTION 2. ANNUAL CHAPTER AWARDS: Process and Timeline

2.1 **NOMINATIONS:** A call for nominations will go out to all MPIOC members. Criteria for nominations include:

- Individual will have served MPIOC and/or MPI on committees, the Board, and may also be active in other community or industry service organizations
- Exemplary chapter performance
- Nominated by any member
- All MPIOC members in good standing are eligible
- Recipient could be either a Supplier or Planner member of MPI
- Current Board members are eligible
- Members of the Awards and Recognition Committee are not eligible for nomination for any award during the year that they serve on the committee

**COMMITTEE:** The awards committee will consist of the Membership Committee, President and President-Elect

**SELECTION:** The awards committee will confirm each nomination fits the criteria listed in 2.1 and present to the membership for their vote. Winners will be announced at the Awards and Installation event.

#### Timeline:

- Review slate of Awards and address how each will be recognized.
  - Nomination or BOD Selection:
    - Consolidated Shining star into a nomination from each department within the chapter – accounting for four nominations to be voted on and recognized at the end of the year
- By April 1:
  - Determine Categories that apply
- By Mid-April:
  - Compile email to send out to membership outlining voting process
    - Outline Categories needing nominations
    - By May 1 to nominate
    - By 2<sup>nd</sup> week of May to Vote

2.2 QUARTERLY SHINING STAR AWARDS: This award recognizes an MPIOC member who has consistently volunteered their time and talents as an active committee member and has gone above and beyond for the chapter.

- The Calendar Year Shining Star award will be recognized as follows:
  - One person to be nominated per quarter
  - *During the quarter more than (1) person can be chosen*
  - Shining Stars can be awarded in the same or separate months

Below is the quarter calendar year (including suggested committees assignments):

- |  |                |
|--|----------------|
| ● <b>Qtr 1</b> – August, September, October  | Finance        |
| ● <b>Qtr 2</b> – November, December, January | Communications |
| ● <b>Qtr 3</b> – February, March, April      | Membership     |
| ● <b>Qtr 4</b> – May, June, July             | Education Team |

2.3 AWARDS AND INSTALLATION: The (4) Four awardees from the calendar year will be placed on the Awards and Installation ballot and sent out to the MPIOC Chapter to be voted on.

Details to be listed on the ballot:

- Full Name
- Company
- Department who recognized he/she
- **Reasons as to why they were nominated**

2.4 SHEFF SHINING STAR STUDENT: Those students enrolled in the Sheff Shining Star Scholarship Program will be eligible for the Shining Star Student Award at the annual Awards and Installation. Their names will be placed on the ballot and sent out to the MPIOC Chapter to be voted on.

### SECTION 3. SCHOLARSHIPS:

3.1 The chapter will encourage members to apply for scholarships through the MPI Foundation.

3.2 SHEFF SHINING STAR STUDENT SCHOLARSHIP: Applications will be made for any student. Scholarship will cover one year of membership at the student rate and up to 4 (five) Educational Events 1 (one) Social Event. Applicants must provide proof of active student status and support the chapter through volunteering on a committee throughout the course of the year.

**Exhibit A**

Strategic Partnership Alliances (SPA) Breakdown:

| Sponsor Level   | Cash Contribution | In-Kind Contribution |
|-----------------|-------------------|----------------------|
| <b>Diamond</b>  | \$7,500           | \$15,000             |
| <b>Platinum</b> | \$5,000           | \$10,000             |
| <b>Gold</b>     | \$3,750           | \$7,500              |
| <b>Silver</b>   | \$2,500           | \$5,000              |
| <b>Bronze</b>   | \$1,250           | \$2,500              |

Benefit options to choose from. See complete Sponsorship Deck for Details.

- Recognition as Premium Sponsor at event
- Table Top Access at event
- Recap of Event with Company Recognition & Photo Gallery
- (1) Comp Reg at Educational Event or Special Events
- (1) Social Media Spotlights
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- 25-word description of services next to Logo
- Logo exposure on PPT during Event Presentation
- Logo inclusion in Event Invite
- Logo listing on print collateral
- (1) Complimentary Reg to A&I
- Logo / Link on MPIOC Sponsor Page
- Logo featured on upcoming Events Email
- Logo Exposure on PPT loop at events, featured as "Annual sponsors"
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- Recognition & Logo in video and promotional campaigns
- Rotating spots on home page as well as internal pages
- Reserved table (6 passes) at (1) chapter event
- AD designed by sponsor to go out on communication medium of choice
-