



MEETING PROFESSIONALS INTERNATIONAL SOUTHERN CALIFORNIA CHAPTER  
POLICY MANUAL

Revision Date: January 30, 2019

**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.

MPISCC is a member-centric organization focusing on professional development for the meetings and events industries. Established in 1979, MPISCC is recognized as an award-winning chapter with approximately 600 members serving the greater Los Angeles, Santa Barbara, Palm Springs, and Las Vegas areas. As a volunteer organization, MPISCC relies on its members to craft, guide, and direct the local meetings industry in support of MPI's overall vision and mission.

## **MEMBERSHIP**

### SECTION 1. MEMBERSHIP

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

### SECTION 2. CHAPTER AFFILIATION

- 2.1 **CHAPTER TRANSFER:** Preferred or Premier Members may transfer their primary chapter at any time through MPI Global. Membership remains continuous unless expired. Preferred or Premier Members are to receive member rates for all MPI events even when the event is not associated with their primary chapter.
- 2.2 **AFFILIATE MEMBERSHIP:** Affiliate Membership is available for an annual fee of \$75. Membership includes access to our chapter communications and a copy of the Membership Directory. Associate members receive all benefits of membership, except the right to vote.

## **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: All active board of director members are required to submit a board report, per the current template provided at the annual retreat. Each board report will include volunteer rosters for all committees overseen by each board member. Board reports are due on the 25<sup>th</sup> of each month, and shall be sent to the chapter administrator to compile and distribute as a board packet to the full board and past presidents, a minimum of three days before the next board meeting. If there is no board meeting, the board packet will be distributed by the 10<sup>th</sup> of the month. The full board packet will include current chapter financial reports, including balance sheet, budget to actual data (month to date, year to date, annual).
- 1.4 MPI GLOBAL REQUIRED DOCUMENTS: Chapters are required to submit annually (by June 15<sup>th</sup>) to MPI Global the following documents as part of the annual planning process; Annual Business Plan, Budget, 18-month Education Calendar, Marketing Plan/Calendar, Succession Plan, Current & Updated Bylaws and Policy Manual. Additionally, chapters must submit these documents as outlined in bylaws or policies a copy of annual tax return by October 1<sup>st</sup>, Confirmation that all incoming board members attended their Board 101 training and signed their conflict of interest statements.
- 1.5 Absences: Any elected officer or director who has been absent from two consecutive regular meetings of the Board of Directors without just cause automatically vacates the seat on the board. The vacancy will be filled as provided by the bylaws and these policies. However, the Board of Directors considers each absence of an elected officer or director as a separate circumstance and may expressly waive such absences by a two-thirds vote of the voting members present at the meeting.

## SECTION 2: EXECUTIVE COMMITTEE

- 2.1 Authority and Responsibility: The executive committee may act in place of the Board of Directors between board meetings on all matters, except those specifically reserved to the board by the bylaws or these policies. Actions of the executive committee are reported to the board for ratification by mail or at the next board meeting.
- 2.4 Meetings: The executive committee can meet at the request of the president or two members of the committee.
- 2.5 Quorum: A majority of the executive committee constitutes a quorum.

## SECTION 3. BOARD ELECTION & SERVICE:

- 3.1 Nomination and Election:
  1. The nominating committee will accept self-nomination and applications for board positions for a minimum of two weeks; with notice via email to all active members. The nomination form will be posted on the chapter website during this same period.
  2. The immediate past president chairs the nominating committee in accordance with the MPI bylaws for nominating a slate of officers and directors.
  3. The nominating committee consists of no less than five members, including the Chair, PE, and VP of Leadership Development.
  4. Elections are conducted so as the results can be posted to membership for 30 days prior to being reported to MPI by March 1
  5. At the time of nomination, no two members of the same organization may serve concurrently as members of the Board of Directors at the same board level, for example,

no two vice presidents or no two directors. At the time of nomination, no two board members may report to each other on the MPISCC Board of Directors.

- 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 Definition:** The standing committees are budget and finance, education and programs, membership, communications and nominating. All standing committees act in accordance with the bylaws and policies and within the approved budgets.
- 1.2 **Budget and Finance Committee:**
  1. The budget and finance committee is also the executive committee.

2. The vice president of finance, with input from the executive committee and committee chairs, drafts an annual budget and prepares recommendations for adoption. These are presented to the Board of Directors each April.
- 1.3 Education and Programs Committee
    1. The chair plans and executes the monthly programs, workshops and other educational activities of the Chapter, unless otherwise specified.
    2. Plans all logistical details of the monthly programs.
  - 1.4 Membership Committee
    1. Promotes new and renewal memberships through mailings, website information and telephone and personal contact.
    2. Develops the membership recruitment program.
    3. Develops and executes a membership retention program.
  - 1.5 Communications Committee
    1. Plans and executes all public relations and communications of the Chapter.
    2. The advertising program is implemented by the director of advertising. The vice president of communications oversees the public relations program, from pricing to the implementation of advertisement.

## SECTION 2. ADVISORY COUNCILS AND TASK FORCES:

- 2.1 Special Committees Definition: The president, with the approval of the Board of Directors, appoints such committees, sub-committees or task forces as are necessary and are not in conflict with other provisions of the bylaws and these policies. The duties of such committees are prescribed by the Board of Directors.
- 2.2 Composition and Duties: Special committees are awards, community outreach, educational weekend summit, installation, council of past presidents, fundraiser and other committees as determined by the president on an annual basis.
- 2.3 Weekend Educational Conference (WeCon)
  1. The committee presents a choice of a minimum of two possible summit sites. It also selects the educational program in consultation with the vice president of education and programs and coordinates all logistics of the summit.
  2. The committee works within the budget guidelines set by the Board of Directors.
  3. The committee adheres to the speakers' and suppliers' policies.
- 2.4 Installation
  1. The chair of the installation committee is appointed by and reports to the president-elect.
  2. The committee works within the budget approved by the Board of Directors.
  3. The committee chooses the installation site and coordinates all the logistics of the installation. The committee works with the president-elect, president and the chair of the awards committee to coordinate the program.
  4. The committee chair proactively secures sponsors for the installation dinner to offset costs and remain within budget.
- 2.5 Council of Past Presidents
  1. The chair is the Immediate Past President. If the Immediate Past President is unable to serve, the preceding Immediate Past President serves as chair. The Immediate Past President may appoint a co-chair for the council, if necessary.
  2. The Council includes all MPISCC past presidents who are members in good standing of MPI.

3. The Council confers the Past Presidents' Award for outstanding contributions to the Southern California meetings industry.
4. The Council serves in an advisory/mentorship role to the board, future leaders and membership.

## 2.6 Fundraiser

1. The director of fundraising is nominated and appointed by the executive committee of the Board of Directors and reports to the vice president of finance.
2. The committee presents a choice of a minimum of two venues for the annual fundraiser for Board of Directors approval.
3. The director of fundraising coordinates the Chapter's annual fundraiser. The director also coordinates the raffle drawings held during the monthly meetings with the assistance of the committee chairs and volunteers.
4. The committee promotes the annual fundraiser to member and non-member planners, member and non-member suppliers, students and partnering organizations.
5. The committee works within the budget approved by the Board of Directors.
6. The committee solicits donations for monthly raffles and silent auctions, records income and forwards the funds to the executive director for deposit in Chapter accounts in cooperation with the vice president of finance. Attendee registration fees are handled by the chapter administrator.

## 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 & ACCOUNTING:

- 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 will utilize the Cash Basis of Accounting that recognizes revenues when they are received and expenses when they have been paid. The chapter will maintain a Chart of Accounts.
- 2.2 The annual budget is prepared by VP Finance, President-Elect, President and Immediate Past President for review by the Executive Committee. The Board of Directors approves the annual operating budget in compliance with MPI Global bylaws. Chapter operations will be in alignment with the annual budget.
- 2.3 Payments and audits
  - 1) Two signatures are required on all Chapter checking accounts.
  - 2) The vice president of finance must review all bank statement reconciliation reports generated by the executive director each month.
  - 3) The Chapter must have a bi-annual audit of its funds.

Acting upon the recommendation of the vice president of finance and the budget and finance committee, the Board of Directors adopts an annual operating budget covering all Chapter activities prior to July 1.

- 2.4 The accounts of the Chapter are reviewed not less than annually within 30 days biannually following the completion of each fiscal year by a Certified Public Accountant recommended by the Board of Directors. A management letter should be included with the audit report.
- 2.5 Event chairs are to request full sponsorships for monthly events. Host facilities are advised that MPISCC budgets the amount stated in the monthly program and events request for proposal document. The per-person amount is reviewed annually during budget preparation.
- 2.6 All unbudgeted expenses must be approved by the Board.
- 2.7 All changes to the chapter budget and/or Committee budgets must be approved by the Board.
- 2.8 No payment will be made without an invoice or check request and receipt for purchase.

### 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 MPI Southern California 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 When selecting sites for MPISCC events, first preference should be given to MPI member properties. If no member property is available for the event, the Request for Proposal may be offered to non-members.

SECTION 5. REIMBURSEMENT OF EXPENSES OR TRAVEL

- 5.1 Eligibility: All MPI Southern California Chapter (MPISCC) members, speakers, staff and guests who are pre-approved to incur individual business travel expenses to be paid for directly or reimbursed from MPI Southern California Chapter (MPISCC) funds.

- 5.1.1 Personal Meal Allowances (including tax and gratuity): reference GSA M&IE for current rate. <http://www.gsa.gov/portal/content/101518>

The meal allowances may be switched in any combination, but both meals must be approved for reimbursement.

The breakfast and lunch allowances may not be combined for one meal.

- Itemized receipts are required

Any meal included in the event registration will not be reimbursed.

- 5.1.2 Laundry/Dry Cleaning: An approved traveler traveling seven (7) consecutive days will be reimbursed for reasonable hotel valet services for appropriate business clothing while away from home.

- 5.1.3 Health Club Facilities: Health Club fees are not eligible for payment or reimbursement by MPI Southern California Chapter (MPISCC).

- 5.1.4 Gratuities

Skycap, bellman	\$1.00 per bag
Doorman	\$1.00 - \$2.00
Limo/Taxi	\$5.00 maximum for a normal limo/taxi drive (20 minutes)
	\$10.00 maximum for multiple people on board or longer run
Housekeeping	\$1.00 per room unit per day (example: 3 room suite = \$3.00)

- 5.1.5 Ground Transportation
- Shuttle transportation should always be used if available. Exceptions:
    - Traveler is required to be at the meeting site sooner than a shuttle can get you there
    - Traveler must wait for the shuttle for more than 20 minutes
    - Traveler is transporting an extraordinary amount of luggage and meeting materials or boxes
    - Other transportation is equal to or less expensive than the shuttle
- 5.1.6 Airport Parking: Long-term parking must be used for trips over one day. If short-term parking is used, the approved traveler is responsible for the cost difference. Approved travelers are encouraged to consider alternatives to airport parking for long trips where it would be less expensive to take a cab or use a limo service to and from the airport.
- 5.1.7 Mileage: MPI Southern California Chapter (MPISCC) will reimburse an approved traveler for the use of their vehicle for approved travel. Reimbursement will be made at the current IRS rate. MPI Southern California Chapter (MPISCC) is not responsible for damage to the approved traveler's car while on MPI Southern California Chapter (MPISCC) business. The approved traveler is responsible for maintaining adequate auto insurance encompassing business travel.
- 5.1.8 Airline Policy: It is incumbent upon all MPI Southern California Chapter (MPISCC) approved travelers to fly as inexpensively as possible. Approved travelers are encouraged to utilize the Internet to research and book the most cost-effective flights. If an approved traveler is given advance notice of their schedule, they are expected to act promptly to secure economical flights. If they delay and therefore do not qualify for the normal reduced fare the approved traveler must pay the difference. If the approved traveler makes a reservation and the ticket must be changed due to a non- MPI Southern California Chapter (MPISCC) related business reason, the traveler will pay the penalty. If a change occurs for personal reasons, the approved traveler will pay the penalty. Fare splitting for an event with other MPI Southern California Chapter (MPISCC) or personal travel must be approved prior to travel.
- 5.1.9 Hotel Rooms: MPI Southern California Chapter (MPISCC) will cover expenses (room and tax) for a standard single room for approved travelers. For travelers wishing other accommodations, they will be responsible for any total expense (room and tax) differential from the standard single negotiated rate.
- 5.1.10 Personal Expenses: MPI Southern California Chapter (MPISCC) will not reimburse the approved traveler for personal items, including but not limited to clothing items, lost or damaged luggage, room movies, snacks, newspapers, hotel mini bars, personal entertainment (event admission fees, amusement park admissions, theater tickets, movie admissions), gifts, etc. Sodas, coffee, tea, juice and bottled water will not be reimbursed unless consumed with a meal. Exceptions due to extenuating circumstances will be handled on an individual basis.
- 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 MIP Global procedures.
- 5.3 BUDGETED CHAPTER EXPENSES: The reimbursement of budgeted chapter expenses and approved traveler-incurred travel expenses will be issued directly to the person who fronted said expense through the MPI Southern California Chapter (MPISCC) Vice President of Finance. To request reimbursement, a written summary of all expenses and all original receipt copies along with a Payment Request Form. Certain expenditures of less than \$25.00 each for which receipts are not traditionally available (i.e., gratuities, etc.) will be reimbursable with appropriate written documentation provided as to the specific amounts, dates and locations of each such expenditures.



## 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 The partnership of MPISCC and participating sponsors creates an opportunity for optimum exposure to the members of MPISCC. The program promotes the sponsor's products or services to the MPISCC membership and database. Strategic partnerships are available for various levels of sponsorship as determined by the Board of Directors annually.
- 6.3 Chapter sponsors who meet minimum donation thresholds, as determined by the current sponsorship document, are able to select the benefits that are commensurate with their sponsorship level
- 6.4 SPECIAL EVENT SPONSORSHIP:
- 1) Special events include but are not limited to:
    - a. Board of Directors orientation and retreat
    - b. Board of Directors mid-year retreat
    - c. Installation and awards banquet
- 6.5 STRATEGIC PARTNERSHIP LEVELS:
- 1) Strategic Partners are organized by contribution levels.
  - 2) In kind contributions toward the Chapter are based on one-half the retail value.
- 6.6 A letter of understanding detailing the terms of sponsorship and strategic partnership is issued and signed by participating members. The letter is available in the Strategic Partnership kit at [www.mpiscc.org](http://www.mpiscc.org). The letter details the entitled benefits and the commitment MPISCC has to ensuring all sponsors and strategic partners are held to the guidelines set forth in the letter of understanding.

## SECTION 7. PAID STAFF ADMINISTRATORS:

- 7.1 DUTIES: Paid staff administrators must adhere to the standards and qualifications established by MPI Global below. Additional services above the minimum requirements can be added by the chapter at their discretion with board approval.
- 1) Chapter Administrators and their support staff will represent the chapter and MPI Global in a professional manner adhering to the Principles of Professionalism Guidelines provided by MPI Global.
  - 2) Chapter Administrators and their support staff will follow all MPI Global and Chapter Bylaws, Policy & Procedures, Financial budgeting requirements and any other defined requirements set forth by Chapter or MPI Global.
  - 3) Chapter Administrators are required to adhere to all CAP (Chapter Administrator Program) guidelines and policies. See Program guidelines for specific requirements.
  - 4) Chapter Administrators or paid support staff must be licensed and insured with a minimum of \$1 million dollars in general liability insurance and provide proof of said policy to Chapter and MPI Global annually by July 1st.
  - 5) Non-compliance with these requirements will require termination of contract.
  - 6) The Chapter must complete an annual review of services provided by paid administrators. Reviews should begin at least 90 days prior to the end of the contract. The outcomes of the review as well as any updated contracts for service should be submitted to Global by July 1<sup>st</sup> annually.
  - 7) All administrative services must be contracted as a vendor for services; not an employee of the chapter.

- 8) Chapter Administrators or paid staff cannot be family or an immediate relative of board members. Family or immediate relative is defined as, Spouse, children, parents, siblings or grandchildren.
- 9) Chapter Administrators will work to hold chapter boards accountable to all defined MPI performance standards, policies and Principles of Professionalism. Chapter Board of Directors will support Administrators in this process.
- 10) In the event chapter does not engage in paid staff services chapter board members are required to adhere to all CAP guidelines and take all required trainings. Refer to CAP program guidelines for requirements.

7.2 MANAGEMENT OF PAID STAFF: MPISCC has contracted with Russell Harris Event Group (RHEG) to be the Chapter Administrator. RHEG is currently assigned as our administrator. A copy of the Administrator Contract which details the roles & responsibilities and hours will be kept on file with MPI Global and housed in the Chapter Operations section of MPI.

## **CHAPTER EVENTS**

### SECTION 1. EDUCATIONAL & SOCIAL EVENTS:

#### 1.1 EDUCATIONAL PROGRAMS: The Basics of Meeting Planning Program

- 1) The program:
  - a. Provide education for novice planners.
  - b. Increase awareness of MPI in the community.
  - c. Increase membership.
- 2) The Chapter's responsibilities are:
  - a. Provide the curriculum, program and instructors for one-day quarterly seminars.
- 3) Attendees are drawn from MPISCC members and local area.
- 4) All income from registration fees is deposited in the chapter's general fund.

#### 1.2 NETWORKING/SOCIAL PROGRAMS:

- 1) All Chapter Special Events and/or Networking Events will undergo the same event contracting/RFP process as Chapter Monthly meetings.
- 2) Registration fees for Special Events and/or Networking Events are subject to change based on a per event basis.
- 3) The Food & Beverage cost per person and overall budget of a Special and/or Networking Event must fit within the requirements of the budget of MPISCC. If the proposal exceeds the budgeted amount, the board will be required to review the costs and vote before moving forward with proposed site.
- 4) B. The Special Events and/or Networking Events will be evaluated using a form similar to the current Meeting Evaluation Form.
- 5) Unless otherwise approved by the Board, the Chapter will not have a open bar at a special and/or networking event.

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 REGULAR MONTHLY MEETING:

##### 1) Registration guidelines:

- a. A discounted early registration fee is available if registration is submitted eight days or more prior to a meeting.
- b. The standard registration fee is due if registration is submitted within seven days and received before noon of the Monday preceding the regular Tuesday meeting.
- c. At-the-door registration is offered on a space available basis.
- d. No telephone reservations or reservations made without payment are accepted.
- e. Cancellations: MPISCC will clearly publish "No Refund" policy in the registration portal.

##### 2) Non-Member Registration guidelines:

- a. Non-member fees are at a higher rate than fees charged to members.
- b. Non-members may attend a lifetime total of up to two regular monthly educational meetings prior to joining MPI. Non-members may attend special meetings and events (such as the WeCon, the fundraiser or others as determined by the Board of Directors) by paying the non-member rate.

## **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 Review Process: All MPISCC publications including brochures, flyers, the directory and the newsletter must be reviewed for its adherence to MPISCC/MPI bylaws and policies by the review committee. The review and approval process must be completed before printing costs are incurred.

#### 2.2 Newsletter Editorial Policy

##### 1) The purpose of the Chapter newsletter is as follows:

- a. Inform the membership of the broad variety of MPISCC news.
- b. Stimulate interest and participation in MPISCC activities and goals.
- c. Provide a communication link between members and national and international activities.
- d. Bridge the gap between decision makers and those who carry out or are affected by those decisions.
- e. Give recognition to Chapter members.
- f. Encourage members' personal and professional growth and development.
- g. Recruit and retain members based on the above.

##### 2) The final decisions as to style, format and other production areas for the Intercom are the responsibility of the editor and the vice president of communications.

##### 3) Miscellaneous:

- a. Extra costs for printing and folding all materials inserted for mailing are the responsibility of the committee requesting the service.
- b. Copy for all inserts must be submitted to the editor by the appropriate deadline.

- 2.3 Video and Audio Recording of MPISCC Events: Speakers are allowed to have their speeches video or audio recorded based on the following criteria:

- 1) All costs associated with video or audio recording, if done for the convenience of the speaker, are paid by the speaker. Compliance with all municipal and fire codes pertaining to the activity of recording and the securing of any permits required is the responsibility of the speaker (such as cable placement, lighting safety, blocked exits and so forth).
- 2) Cameras must be placed at the rear of the room in a stationary position and not impede the ability of the audience to see or hear the presentation.
- 3) Video recording is restricted to the activities of the speaker on the platform. The audience is not included in the recording. Prior written permission is required from a member before any recorded questions from the audience may be used in the final video or audio product.
- 4) MPISCC will not be used either as an implicit or explicit endorsement of the speaker without the prior written approval of the Board of Directors.
- 5) The speaker indemnifies and holds harmless the officers and directors of MPI and the officers and directors of MPISCC from any injury or liability loss due to the video or audio recording of his performance.
- 6) MPISCC reserves the right to video or audio record presentations for its own use or archives.
- 7) MPISCC follows ASCAP/BMI reporting regulations with respect to music licensing.

### SECTION 3. ADVERTISEMENTS:

- 3.1 Advertising Program: MPISCC offers advertising in its newsletter, directory, on the website and through social media outlets. A current media kit is available at [www.mpiscc.org](http://www.mpiscc.org), and advertising is open to both MPI members and non-members.

## **MISCELLANEOUS**

### SECTION 1. PHILANTHROPIC ACTIVITY:

#### 1.1 Community Outreach

1. The committee annually recommends entities to be the focus of the community outreach program.
2. The committee recommends and coordinates activities in support of the charitable entities approved by the Board of Directors.
3. Pledges or contributions made by MPISCC are net of direct expenses.
4. The charities that receive cash donations are discussed and voted on at the end-of-term Board of Directors meeting in May.

#### 1.2 Awards Committee

1. The awards committee recognizes members who contribute to MPI/MPISCC or the industry in an exceptional way.
2. The committee adheres to the criteria, deadlines and guidelines established by MPI.
3. Additional members except the Chapter designees can be submitted to MPI for international awards consideration. There is no limit to the number of additional candidates.
4. The committee works within the budget to purchase plaques and awards as appropriate. This includes the Past Presidents' Award of Excellence, the Lois K. Hauser Award and the President's Award, as well as sponsorship recognition.
5. The committee is formed by the VP of Leadership Development. Committee must be approved by Board of Directors. Any committee member must recuse themselves if there is a conflict of interest serving on the committee. The committee shall be comprised of at least 3 members in good standing, VP Leadership Development plus the current Office of

the President. Committee is to have at least one member from the Council of Past Presidents. The committee is to be established by October.

The Awards Committee oversees:

*Member of the Year*

This is awarded to an individual who has been an MPISCC member for over two years and who has made significant contributions to the chapter, is active in the industry as a whole and shows commitment to professional development. Contributions are weighted for the current year but keeps in consideration past service. Please note: members of the current MPISCC board of directors are eligible for this award, however, often times board members are more appropriately recognized in the "Chapter Leader" category.

*Emerging Leader of the Year*

This is awarded to an individual who has been an MPISCC member for two years or under and who has made a significant contribution to the chapter during their short time as a new member. Please note: members of the current MPISCC board of directors are not eligible for this award.

*Chapter Leader of the Year*

This is awarded to a member of MPISCC who has influenced the chapter based on the ability to motivate others, stimulate volunteer action, provide a sense of direction and serve as a catalyst to produce exceptional results. Please note: members of the current MPISCC board of directors are eligible for this award.

*Shining Star of the Year*

Shining Stars are MPISCC volunteers who have made significant contributions as a result of their work in the chapter and are recognized on a quarterly basis. The quarterly nominees have been nominated into the category of Shining Star of the Year.

*Gary J. Rosenberg, CMP Scholarship*

Scholarship funds may be used for major educational programs sponsored by MPI, MPISCC, or university approved courses in meeting management.

- Scholarship funds may be used for expenses incurred qualifying for the Certified Meeting Professional (CMP) or Certified Meeting Manager (CMM) designations.
- Candidates must be an active member of the Chapter and a member of the meeting industry for at least one year. Scholarships may not be awarded to the same individual more than once in three years or twice in a lifetime.
- Candidates must submit the scholarship application, resume and letter of reference by the published deadline(s).
- Scholars are reimbursed for reasonable expenses up to \$1,500 for a single event or certification within 12 months of the award.
- Funding for the scholarship is derived from the chapter's general fund.

*Lois K. Hauser Service Award*

To honor members dedicated to committee work and demonstrating long term service to the Chapter.

- The committee seeks nominations from the Board of Directors, Committee Chairs, the MPISCC Management Office and members of the Council of Past Presidents.
- The Award includes a choice of one prize to be used within one Chapter Fiscal Year. The selection includes:
- The recipient may select one from the following, which must be used within 12 months:

- MPISCC CMP Study Group
- MPI Membership Fee for 1 year (paid directly to MPI)
- 4 monthly MPISCC educational meetings + Installation/Awards Gala
- WeCon - Registration and 2 Night Hotel/tax

*(Recipient is responsible for redeeming this incentive)*

- Funding for the scholarship is derived from the chapter's general fund.

#### *Beverly Laing Student Scholarship*

- The Awards Committee shall serve as the Scholarship Committee.
- The awards committee shall review and revise the program as needed and promote the scholarship on the Chapter website, social media and at Chapter events in-conjunction with the Immediate Past President.
- The committee shall review all applications for the Student scholarship in full.
- Scholarship applications are due April 1.
- Scholarship is funded through the chapter's general fund.
- Voting for the scholarship shall be completed by no later than April 30. Recipients will be informed immediately. They will also be formally recognized at the annual Installation Banquet.
- The Vice President of Leadership Development is responsible to work with the Vice President of Finance and the Executive Office to secure receipts from the scholar and process reimbursements.
- The Vice President of Leadership Development is responsible to oversee the recipient's award which includes the following, which must be used within 12 months.
  - a. Student membership (must be approved by MPI International)
  - b. After the membership fee is paid, the balance is used towards as many chapter events until all the funds are used.
  - c. Total scholarship award is \$500.00 and can only be used on the two above mentioned items
  - d. Any unused monies are forfeited
- Funding for the scholarship is derived from the chapter's general fund.

## SECTION 2. OTHER CHAPTER AWARDS:

### Past Presidents Award of Excellence

- 1) The Council of Past Presidents shall confer the Past Presidents Award of Excellence for outstanding contributions to the Southern California meetings industry.
- 2) Past presidents are eligible to receive the award. However, since past presidents confer the award, this should be an exception.
- 3) Past Presidents Award nominating committee shall be established each year. At its option, the Council may work as a committee of the whole.
- 4) Nomination forms shall be sent to members of the Chapter Board of Directors and Council of Past Presidents no later than March 1 each year.
- 5) Selection of the award recipient shall be made by the Council. Voting for the Past Presidents Award of Excellence shall be completed by no later than April each year.
- 6) The Immediate Past President shall be responsible to budget the cost of the award, coordinate the nominations/vote, have the plaque/award produced, coordinate the Past Presidents Reception in-conjunction with the Installation Committee Chair, and serve as emcee of the reception.
- 7) The recipient of the Past Presidents Award of Excellence shall be acknowledged at the Installation Banquet and listed in the Chapter Directory.

### President's Award

- 1) The current President shall confer the President's Award for outstanding contributions to the chapter.
- 2) The recipient of the Past Presidents Award of Excellence shall be acknowledged at the Installation Banquet and listed in the Chapter Directory

#### SECTION 4. SUPPLIER POLICY

##### 4.1

- 1) Suppliers, when invited to speak from the podium by the event chair, are to limit their comments to introductions and acknowledgments. They may extend an invitation for a sales presentation (for example, property tour, brochures, tapes and so forth) following the meeting, but are to refrain from making any sales presentation.
- 2) Up to five non-member facility staff are welcome to dine with members each meeting. Additional staff may attend after all regular members have been accommodated.
- 3) The following applies to donors of goods and services:
- 4) All suppliers who donate goods or services at less than cost receive recognition in the program (if published) and an opportunity to display collateral materials at the back of the meeting room.
- 5) At the discretion of the event chair, sponsors of goods and services of retail value greater than \$500 may receive acknowledgment from the podium.
- 6) At the recommendation of the event chair and with the approval of the Board of Directors, or the executive committee acting on its behalf, substantial donors may be offered further consideration such as strategic partnership, waived registration fees, complimentary meals and so forth.

##### 4.2 SPEAKER POLICIES - The chapter speaker policies are as follows:

- 1) Speakers are not allowed to give a sales presentation. The appropriate MPISCC representative will refer to literature available in the back of the meeting room.
- 2) If a chapter has a sponsor package that includes solicitation, the following policy is:
  - a. Sponsors that receive this benefit as part of their package can provide the chapter with the promotional piece they want to share and the chapter can send out on behalf of the sponsor to attendees or members of chapter based on the sponsorship agreement.
  - b. At no time should a list be provided
  - c. Sponsorships that include this benefit, the chapter should consider:
    - i. Send promotional items from a separate email than the chapter normal marketing of communications email. This will keep members from opting out of chapter emails
    - ii. Consider how many of these can be provided in a year and what is the level that allows them. A price point should be associated and not just given to any sponsorship.
    - iii. The sponsor should always provide the items or marketing piece to be sent
    - iv. It should not appear to come from MPI chapter
    - v. Premier Level members have access to marketing lists from MPI Global for a fee and will send on behalf of the vendor.
    - vi. The cost of mailing sponsor items should be included in the sponsor package
- 3) Complimentary registration for member or non-member speakers, moderators or panelists is provided at the discretion of the committee chair and in alignment with the approved budget at regular monthly meetings, the trade show and the educational weekend summit.
- 4) At the request of the speaker, handouts may be reproduced at the expense of the Chapter. This requires the prior approval of the vice president of education and programs or the chair of the event (and printing costs should be included in the budget).

- 5) Gifts should be presented at all Chapter functions to speakers, panelists and moderators. The gift should cost no more than \$20, except with the prior approval of the Board of Directors.
- 6) The vice president of education and programs and chairs of any MPISCC event review and approve handouts prior to an event to ensure that the materials relate to the educational content of the presentation.
- 7) Speaker fees are normally not paid. However, the Chapter recognizes that there are circumstances where speakers may be paid. The following is the recommended guideline for payment to speakers:
- 8) Speaker fees may be paid only if the budget allows.
- 9) Approved by the vice president of education and programs or chair of the event to align with the approved budget.
- 10) Negotiating fees is highly recommended (for example, offering a percentage of the speaker's normal fee).
- 11) Unless a speaker is known to the committee, obtain and check references.