



Policy Manual

Updated June 7, 2017

Vision

To be the first choice for professional career development and
A prominent voice for the global meeting and event community

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.

**MEETING PROFESSIONALS INTERNATIONAL – OREGON CHAPTER
POLICY MANUAL**

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ARTICLE I - NAME AND LOCATION

- Section 1 The name of the organization is Meeting Professionals International - Oregon Chapter.
- Section 2 The Oregon Chapter operates as a Chapter of Meeting Professionals International (MPI). MPI Oregon Chapter is referred to as MPI Oregon. In this Policy Manual, all articles and sections pertain to the "Chapter" unless specifically designated "MPI."
- Section 3 The geographical area covered by the Chapter is the state of Oregon.
- Section 4 The mailing address of MPI OREGON is:
PO Box 4346, Portland, Oregon 97208-4346.
The Chapter phone number is: 503.626.8197 and e-mail: info@mpioc.org.

ARTICLE II - OBJECTIVES

- Section 1 The objectives of the Chapter shall be the same as those stated in the Articles of Incorporation.

ARTICLE III - MEMBERSHIP

- Section 1 Chapter and MPI membership is concurrent.
- 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.
- A. 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.
- B. Subscriber Member: An individual member of another MPI chapter of may become a subscriber member of MPI Oregon for a set amount yearly as determined by the MPI Oregon Board of Directors. This entitles the individual member to attend Chapter events at the member rate and to receive the newsletter and all other publications of the Chapter as well as a listing in the membership directory. This member does not have voting rights.
- Section 3 Application for Membership:
As stated by the Bylaws, Article III, Section 4.

ARTICLE IV – CHAPTER EVENTS

- Section 1 Educational Meetings:
- A. Regular meetings will be held generally on the third Tuesday of the month and will provide an educational program. Meetings will be held only at member properties unless otherwise approved by the MPI Oregon President and Vice President of Education.
- B. An RFP will be sent to all member properties to solicit a host for chapter events. The RFP is due back to the Association Manager by a specified date.
- C. Site selection for Chapter events is made by the committee responsible for that event. Selection is based on geographical location, the educational subject, and how often we have had a meeting at in that particular area and/or venue.
- D. Once the RFP deadline has passed and if we have any events that still need a venue, then the responsible committee may go out to non-members.
- E. Speakers and subjects are determined by the Monthly Education Committee, but they must stay within the approved budget.

F. All event registration rates are proposed by the committee responsible and approved by the Board of Directors.

Section 2 Annual Business Meeting:

The Annual Business Meeting shall be held in conjunction with a regular Chapter meeting, and must be held prior to June 30.

Section 3 Meeting Registrations Fees:

A. The MPI Oregon Board of Directors establishes the meeting registration fees. The Board may approve a separate fee schedule for special meetings and events. There is an advance registration fee for the monthly educational meetings. The late registration fee is set at the discretion of the MPI Oregon Education Committee but can be no more than 50% more than the advance registration fee.

B. Advance registration deadline will be at midnight the Wednesday before the meeting. Any registration made after this time will be considered a late registration and may be charged the late registration fee. In addition, in order to receive a full refund a cancellation must be received by midnight the Wednesday before the meeting. Cancellations received after this time and no shows will be billed the full registration fee.

C. Long-term MPI members (20+ years) in good standing who retire from professional employment will be allowed to attend MPI Oregon chapter meetings at the member rate.

D. In the event of inclement weather, act of God or terrorism the MPI Oregon President will be responsible for making the decision to hold or cancel any Chapter meeting. Once a decision has been made to hold or cancel the meeting members will be notified via email and the decision will be posted on the MPI Oregon website. If the decision is to hold the meeting each member must make the decision whether or not to attend the meeting. If the registered member decides not to attend the meeting said member would be considered a no show.

E. If a member or non-member wants to attend only a portion of the meeting and not have a meal they will need to pay the full registration fee.

F. 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 two (2) events in one (1) 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.

G. Attendees will be expected to pay their own parking fees.

H. Attendees must be checked in within 5 minutes of the meeting start time or there is no guarantee of a meal.

I. Any member of MPI Oregon delinquent in dues, fees or assessments for a period of thirty (30) days from the time such are payable shall be notified of the delinquency and suspended from further MPI Oregon privileges until paid. If payment of dues, fees or assessments is not made within the next succeeding thirty (30) days, the delinquent member shall be dropped from the rolls and thereupon forfeit all rights and privileges of Chapter membership; unless such suspension, at the request of the member for good cause shown, is waived by the affirmative actions of the MPI Oregon Executive Committee.

ARTICLE V – BOARD ELECTION & SERVICE

Section 1 Board Election:

The Immediate Past President will serve as Nominating Committee Chair and the President Elect will serve on the committee. Both will comply with the following procedures for the purpose of nominating a slate of Officers and Directors. The President shall present the names of the Nominating Committee members to the Board of Directors for approval by September 1 annually.

1. As stated in the Bylaws, Article X, Section 2.

2. The Nominating Committee will meet to review job descriptions; bylaws and policies concerning eligibility, terms of office, etc.; and to determine the characteristics and skills desirable for each position and duty.

3. A Candidate Interest Form will be sent out to the membership and due back to the Association Manager on the specified due date.

4. The Nominating Committee will meet to select candidates for officers and directors and to match the job description, eligibility characteristics and skills necessary.

5. The Immediate Past President will install the new board at the June board meeting.

Section 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, an electronic ballot will be sent to all chapter members for those positions having two or more candidates in contention.

Section 3 Slate Presentation and Submission:

Chapter slate will be presented to membership on templates provided by MPI Global and allow 30 days for membership to contest prior to bylaw deadline of March 1st. Chapter will submit to MPI Global the approved slate on the template provided by MPI Global on or before March 1st of each year.

Section 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 15th of the fiscal term. All chapter leaders are able to and encouraged to attend MPI Global trainings, Chapter Business Summit (CBS) and Chapter Leader Forum (CLF at WEC).

Section 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.

ARTICLE VI – BOARD COMPENSATION

Section 1 Board 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.

Section 2 Gifts:

Directors and elected Officers shall not accept any gifts over the value of \$100.00 unless otherwise approved by MPI Global.

ARTICLE VII - OFFICERS

Section 1 Elected Officers:

The elected officers of the Chapter shall be a President, President Elect, Vice President of Finance, Vice President of Education, Vice President of Communications, Vice President of Membership and Directors to be elected by the membership as prescribed by Article VII, Section 1, of the Bylaws.

Section 2 Eligibility:

As stated in the Bylaws, Article VII, Section 2.

Section 3 Manner of Election and Term:

As stated in the Bylaws, Article VII, Section 3.

Section 4 Re-election:

As stated in the Bylaws, Article VII, Section 4.

Section 5 Vacancies and Removal:

As stated in the Bylaws, Article VII, Section 5.

ARTICLE VIII - DUTIES OF OFFICERS

The duties of the Officers are as presented in the Bylaws and as follows:

Section 1 President (Chairman/Chairwoman of the Board):

- A. Shall serve as chairman/chairwoman and preside at all meetings of the Executive Committee and Board of Directors. The President of the board shall serve as a member, ex-officio, on all committees. At the annual meetings and such other times as deemed proper, the President shall communicate to the members such matters and make such suggestions that will promote the welfare and increase the usefulness of MPI.
- B. Is expected to attend the Cascadia Educational Conference.
- C. If approved budget allows, represent the Chapter at the World Education Conference (WEC) and attend the MPI Leadership Workshops. The President will be financially supported by the Chapter for airfare, lodging for the duration of the conference, incidentals and registration fees with a budgeted amount to be approved by the Board. Receipts are required for reimbursement.

Section 2 President-Elect:

- A. If approved budget allows, represent the Chapter at the World Education Conference (WEC) and attend the MPI Leadership Workshops. The President-Elect will be financially supported by the Chapter for airfare, lodging for the duration of the conference, incidentals and registration fees with a budgeted amount to be approved by the Board. Receipts are required for reimbursement.
- B. Assist the President in organizing the board retreats and logistics.
- C. Responsible for the implementation of the Leadership Succession Plan.
- D. Special projects as assigned by the President.

- E. Serve on the Nominating Committee.
 - F. Liaison to the MPI Foundation.
- Section 3 Vice President of Finance:
- A. Oversee the management of all Chapter funds, investments and financial records including the annual budget and monthly financial statements.
 - B. Oversee the Strategic Alliance and Fundraising Committee.
- Section 4 Immediate Past President:
- A. Chair the Nominating Committee to ensure compliance with the bylaws and policies and the openness of the nomination/election process.
 - B. Perform special assignments at the request of the President.
 - C. Should one exist, chair the Past President's Advisory Council.
 - D. Serve as a Liaison to the Student Clubs for MPI Oregon Chapter.
- Section 5 Vice President Membership:
- A. Oversee new member recruitment, new member orientation, member recognition programs.
 - B. Access membership reports including new members and retention from the MPI database and report at all meetings of the Board of Directors and at other times as requested by the President.
- Section 6 Vice President Education:
- A. Oversee educational offerings of the Chapter to include program planning, speaker sourcing and educational alignment with the MPI strategic plan and dashboards.
 - B. Oversee any regional education conference, leadership institutes, CMP/CMM programs and any new educational programs that MPI initiates, so long as these programs are current and active programs within MPI.
 - C. Report at all meetings of the Board of Directors and at other times when called upon by the President.
- Section 7 Vice President Communications:
- A. Shall oversee the timely communications as needed to provide effective newsworthy information to the membership.
 - B. Shall oversee the production of the Chapter online magazine, directory and website, their content and accuracy, and all written communication that is provided by the Chapter both internally and externally.
 - C. Shall also ensure that all written communications follow the Chapter Communications Plan currently in place.
 - D. Report at all meetings of the Board of Directors and at other times when called upon by the President.
- Section 8 Delegation of Duties:
- A. The Board of Directors may delegate duties of Officers to other persons.

ARTICLE IX - BOARD OF DIRECTORS

Section 1 Authority and Responsibility:

- A. As stated in the Bylaws, Article IX, Section 1.
 - B. Abide by the Attendance & Accountability Commitment as stated below.
- As an active member in good standing of MPI Oregon, I commit to making every effort to uphold all of my Board responsibilities as outlined in my job description including the following:
- Attend a minimum of 80% of the Board meetings
 - Attend a minimum of 50% of the planned Retreats
 - Attend a minimum of one (1) member orientation
 - Attend at least 70% of general membership meetings

Do my best to attend the Annual Cascadia Educational Conference
Complete, review and submit Team Status Reports by the Tuesday prior to each
board meeting

- Attendance is defined as in person or teleconference, the latter at the expense of the member. Attendance is further defined as being punctual to meetings, arriving more than 15 minutes after the meeting is called to order will be recognized as a late attendance at that meeting and the board member will not have voting rights for that specific meeting.
- Section 2 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.
- Section 3 Principles of Professionalism:
Chapter Board members must adhere to the Principles in Professionalism as outlined by MPI Global.
- Section 4 MPI Global Required Documents:
Chapters are required to submit annually (by June 15th) to MPI Global the following documents as part of the annual planning process; Annual Business Plan, Budget, 18-month Education Calendar, Marketing Plan/Calendar, Succession Plan, Current & Updated Bylaws and Policy Manual. Additionally, chapters must submit these documents as outlined in bylaws or policies a copy of annual tax return by October 1st, Confirmation that all incoming board members attended their Board 101 training and signed their conflict of interest statements.
- Section 5 Composition:
As stated in the Bylaws, Article IX, Section 2.
- Section 6 Election and Term:
As stated in the Bylaws, Article IX, Section 3 and the Chapter Policies.
- Section 7 Re-election:
As stated in the Bylaws, Article IX, Section 4.
- Section 8 Quorum of the Board:
As stated in the Bylaws, Article IX, Section 5.
- Section 9 Meetings:
A. Meetings of the Board of Directors are held when strategic information is to be shared and/or when a board vote is required. Meetings of the Board of Directors are held sometime around the monthly Chapter Meetings or as agreed and as stated in the Bylaws, Article IX, Section 6. The meetings are open for attendance by any Chapter member in good standing. Attendance at Board meetings for Officers and Directors is outlined in the Bylaws, Article IX, Section 6.
B. Board of Directors will hold an annual retreat at a location selected by the President-Elect. The Chapter will fund all Board members or one committee chair as provided for in the annual budget. Any member is welcome at his or her own expense.
- Section 10 Voting:
As stated in the Bylaws, Article IX, Section 7.
- Section 11 Absence:
As stated in the Bylaws, Article IX, Section 8.
- Section 12 Vacancies and Removal:
As stated in the Bylaws, Article IX, Section 9.

Section 13 Job Description:

The job description of a board member is available from on the MPI Oregon Google Drive or from the Association Manager.

ARTICLE X - EXECUTIVE COMMITTEE

Section 1 Authority and Responsibility:

As stated in the Bylaws, Article IX, Section 1 with the following addition: Each year, one member of the Executive Committee, in addition to the President, will be selected by that body to have the authority to sign contracts on behalf of MPI Oregon.

Section 2 Composition:

The MPI Oregon Executive Committee shall consist of a President, President Elect, Immediate Past President, Vice President Finance, Vice President Membership, Vice President Education, and Vice President Communications.

Section 3 Quorum:

As stated in the Bylaws, Article IX, Section 5.

Section 4 Vacancies:

As stated in the Bylaws, Article IX, Section 9.

ARTICLE XI - STANDING AND SPECIAL COMMITTEES

Section 1 Nominating Committee:

As stated in Bylaws Article X, Section 1.

Section 2 Budget and Finance Committee:

As stated in Bylaws Article X, Section 2.

Section 3 Special Committees:

The President, with the approval of the Board of Directors, shall appoint such other committees, sub-committees, or task forces as are necessary and which are not in conflict with other provisions of these Bylaws. Directorship is not a requirement for chairing a special committee. Committee Chairs may be named by the President and approved by the Board of Directors with a director serving as the board liaison. The duties of such committees shall be prescribed by the Board of Directors (job descriptions for all committees can be found in the Chapter Leadership Handbook). Special Committees include but are not limited to the following: (appear in alphabetical order)

A. Awards - Responsible for developing a program which will recognize the outstanding achievement of individual members and the entire organization on both a local and national level. Members serving on this committee may nominate and accept nominations. However, should they accept a nomination; they must step off the selection committee, but may still participate in the planning committee. The Past President's Advisory Council members are not considered Awards Committee members. Each past president has the option to participate in the awards process.

B. Cascadia Educational Conference - As outlined in the Cascadia Educational Conference Chapter Agreement.

C. Community Outreach Committee – Responsible for planning and executing events that help MPI OREGON members give back to our community, such as Oregon Food Bank and Dress for Success.

D. Fundraising & Strategic Alliance Committee - Responsible for creating raffle/fundraising opportunities throughout the year, sponsorships for the Chapter, and silent auction procurement.

E. Member Recruitment Committee - Responsible for developing and maintaining a recruitment program designed to recruit new members. Committee should maximize the use of MPI Global and Association Manager. Committee is responsible for any tradeshow participation that the Chapter does to recruit new members, as well as any membership campaigns the Chapter runs.

F. Member Retention Committee - Responsible for developing and maintaining a program designed to retain members by offering member benefits such as scholarship, awards, anniversary recognition, a mentor program and networking socials. Responsible for completing membership surveys when necessary.

G. Monthly Education - Responsible for the monthly education programs. Speakers, topics, setup, etc.

H. Online Community - Social Media Committee: Responsible for gathering and coordinating information from a variety of different sources, and being a knowledgeable source for managing the Chapter's social media outlets.

I. Online Community - Website Committee: Responsible for gathering and coordinating information from a variety of different sources, writing feature articles, producing the www.mpioregon.org website, and being a knowledgeable source for web based communication.

J. Past President Advisory Council - Be a resource for the President and Board providing history and expertise on MPI at the local and international level. The council will promote community awareness of MPI OREGON as a professional organization and meeting planning as a profession. Council members will be spokespersons for the Chapter within the industry. The Committee reports to and is responsible to the sitting Chapter President.

K. Policy Review Committee - The Immediate Past President shall serve as chair of the Policy Committee and is responsible for reviewing the Policies and making recommendations to the Board and/or membership for approval.

L. Professional Development Committee - Responsible for providing continuing education to our members. Such as professional development training, CMP/CMM study groups, Emerging Leaders workshops, and Master Series program.

M. Publications Committee - Responsible for gathering and coordinating information from a variety of different sources, writing feature articles, producing copy to be sent to the online magazine supplier. Responsible for the production of the membership directory. Also responsible for publicity relating to Chapter activities including meeting notices, appointments, awards, etc. in both local and national MPI publications and produce and mail chapter quarterly postcards.

N. Scholarship Committee - Responsible for overall coordination of the continuing education scholarship program as determined by the Board. Members of the scholarship committee at any time during the fiscal year will not be eligible for scholarships.

O. Student Clubs - The Immediate Past President shall serve as the liaison any Student Clubs that are associated with the Chapter. Each Student Club is required to follow the guidelines set forth by MPI International. There shall be a faculty advisor for each club that is a Chapter member at all times. From time to time the members of the Chapter will choose to sponsor the student members. Should scholarship funds be available, the Chapter Administrator will treat these funds as in-and-out receivables and payables (i.e. no revenue should be made by the chapter as a result of scholarship donations). Furthermore, students that receive scholarships should be advised that there is no guarantee to receive scholarship for renewals. Additionally, when funds are received it should be distributed between all active Chapter Student

Clubs. It will be up to the discretion of the faculty advisor of each Student Club to award the scholarships. Whenever possible, it is advised that the Immediate Past President pair the students with an active MPI Oregon Chapter member for mentor/mentee relationships in order to maximize their membership potential. If possible throughout the year to engage the students it's best to offer the students to attend up to 2 membership meetings at no cost (if fiscally possible), in addition to meeting with the Student Clubs on campus in presenting opportunities. Graduating students should be advised of the Student-in-Transition program that MPI International offers (<http://www.mpiweb.org/Community/Students/Studentintransition>) as well as all scholarship opportunities available (<http://www.mpiweb.org/community/students/Scholarships>). It is the responsibility of the Immediate Past President to connect with the faculty advisor for each Student Club as well as the President of each club at the beginning of each school calendar year and maintain accurate records of the Club's leadership.

ARTICLE XII– VOLUNTEER ROLES & RESPONSIBILITES

Section 1 Expectations of Standing and Special Committee Chairs:

- A. Clearly communicate purpose/charge for the group. If changes in direction occur, communicate to group in a timely manner.
- B. Develop work plans to achieve purpose/charge and clearly communicate responsibilities/assignments for each member. Create a positive volunteer experience for all.
- C. Complete any assignments by pre-determined deadlines.
- D. Draft and disseminate minutes and summaries promptly.
- E. Draft and submit progress report to assigned Board of Director as needed.
- F. Ensure volunteer reimbursement requests are submitted and paid within 60 days of funded meeting.

Section 2 Expectations of Volunteer Members:

- A. Focus on assigned purpose/charge for the group.
- B. Attend meetings and conference calls.
- C. Complete any assignments by pre-determined deadlines.
- D. Communicate any challenges/concerns early to volunteer chair.
- E. Submit volunteer reimbursement requests immediately following approved expenses but no later than 30 days.
- F. Maintain confidentiality of discussions and background materials and immediately disclose any conflict of interest that may arise.

ARTICLE XIII - COMMUNICATIONS

Section 1 Brand Standards:

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 Online Magazine:

The Online Magazine shall be published based on a schedule set by the MPI Oregon Communications Committee.

ARTICLE XIV - ASSOCIATION MANAGER

- Section 1 An Association Manager may be contracted by MPI Oregon. The Executive Committee shall determine the Association Manager's duties and compensation with ratification by the Board. See Association Manager's Contract for a comprehensive list of duties and responsibilities. Contract approval and discharge of the Association Manager shall require a two-thirds (2/3)-majority vote of the entire Board of Directors.
- Section 2 The Executive Committee will make the selection of the Association Manager with ratification by the entire Board.
- Section 3 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.
- Section 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.

ARTICLE XV FINANCE

- Section 1 Fiscal Year:
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 Bonding:
As stated in the Bylaws, Article XII, Section 2.
- Section 3 Budget and Annual Financial Report:
As stated in the Bylaws, Article XII, Section 3.
A. All committee chairs and/or directors are responsible for submitting an annual budget to the VP Finance 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.
B. Non-budgeted items must be pre-approved by the Board of Directors.
C. Our goal is to have a reserve equal to approximately 50% of the annual budget.
D. All check requests must be signed by two separate members of the Board of Directors.
- Section 4 Reserve Fund:
A. 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.
B. 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.
C. Purpose of Reserves: MPI Oregon 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.

D. 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 5 Reimbursement of Expenses or Travel:

A. Travel reimbursement is allotted in the Chapter budget. MPI Oregon will reimburse mileage, airfare, hotel and incidentals for WEC and CBS, if budgeted.

B. A Chapter check request form, located in the Google Drive, needs to be completed and signed by two board members. Then submit the check request to the Association Manager, along with all receipts. Checks are cut once a month, prior to each monthly program.

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

Section 6 Sponsorship and Solicitation:

A. 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.

B. Chapter Sponsorship Policies: MPI Oregon solicits in kind and cash sponsorships. A Partnership Guide is produced each fiscal year. Sponsorships are accepted on a first come, first served basis as long as it does not conflict with another sponsorship already in place. Refer to the current Sponsorship Guide for all sponsorships available.

Section 7 Insufficient Funds Policy:

The Chapter will assess a \$25.00 penalty fee per check that is returned for insufficient funds.

Section 8 Audit:

As stated in the Bylaws, Article XII, Section 4.

ARTICLE XVI - MISCELLANEOUS

Section 1 Chapter Awards:

A. A Call for Award Nominations is sent out to all members and must be returned by the specified date to the Association Manager. Award include, but are not limited to, Planner of the Year, Supplier of the Year, Torchlight Award, Rising Star Award, Mentor Award.

B. Each award has specific qualifications, as outlined on the Call for Award Nominations.

C. Once the nominations are returned, then the Awards Chair determines if each nominee has all the qualifications that award. Once this is determined then an award application is sent out to the nominee and due back to the Awards Chair by a determined date.

D. The Awards Committee meets to evaluate and score the applications and determine who will receive each award.

E. No more than 2 (two) awards of the total awards will be given to any current board members serving each fiscal year. Board recognition to thank them for service is acceptable but should not be called an award rather recognition of service.

Section 2 Dissolution:

As stated in the Bylaws, Article XIII, Section 2.

Section 3 Political Activities:

As stated in the Bylaws, Article XIII, Section 3.

Section 4 Indemnification:

As stated in the Bylaws, Article XIII, Section 4.

ARTICLE XVII - AMENDMENTS

As stated in the Bylaws, Article XIV