



MEETING PROFESSIONALS INTERNATIONAL OTTAWA  
CHAPTER POLICY MANUAL  
Revision Date: January 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.

**MPI OTTAWA MISSION:** To connect industry professionals together to learn best practices, build relationships and enhance business opportunities.

## MEMBERSHIP

### SECTION 1.0 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 2.0 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 **SUBSCRIPTION MEMBERSHIPS:** MPI Ottawa Chapter will make available subscription memberships to all MPI members who are not affiliated with the Ottawa Chapter. The benefits of a subscription membership will include: receipt of all Chapter email blasts; delivery of Chapter news; inclusion in the Chapter Membership Directory; receipt of the Chapter Membership Directory; and the ability to volunteer at the local committee level. The cost of a subscription membership is \$99.

- 2.3 MEMBER ABSENCES: MPI Ottawa Chapter will recognize when an employer wishes to maintain a connection with the Chapter during an employee's temporary absence. In the event that an employer renews the membership of a person on leave of absence or paternal leave, the person serving in the member's position will be permitted to attend MPI Ottawa Chapter events until such time as the registered member returns to his/her position. Such person shall not be eligible to hold position in the Chapter, serve on committees or vote on behalf of the registered member. Notification must be given in writing to both the VP Membership and the Chapter Administrator.
- 2.4 FINANCIAL NEED: MPI Ottawa Chapter will support our Chapter members by offering opportunities to maintain industry connections during employment/economic set-backs.
- a) A Transition Fund of \$1000 will be set aside to support the attendance of members at Chapter functions when they are unable to pay to attend themselves.
  - b) To be eligible for the Transition Fund, one must be a Chapter member in good standing and have suffered a sudden loss of income or become unemployed. A Transition Fund Application must be completed to receive this benefit. All applications will be reviewed and awarded by the VP of Membership.
  - c) Recipients of the Transition Fund will be entitled to: attend one (1) MPI Ottawa education event for free and; an option to attend an additional two MPI Ottawa events of the member's choice at the reduced student rate (with the exception of the Annual Golf Tournament.) The offer will end within 6 months after the application is accepted or when the member's financial situation has changed (i.e. members has found new employment), whichever comes first.

### BOARD OF DIRECTORS/OFFICERS

#### SECTION 3.0 AUTHORITY & RESPONSIBILITY:

- 3.1 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.
- 3.2 PRINCIPLES IN PROFESSIONALISM: Chapter Board members must adhere to the Principles in Professionalism as outlined by MPI Global.
- 3.3 BOARD MEETINGS: MPI Ottawa Chapter will hold a minimum of eleven (11) board meetings per year, or one meeting per month, with the exception of July.
- a) Board meetings should be held on the first week of the month, one week prior to the monthly Chapter event or on a date agreed upon by the majority of Board Members. The meetings should run from 16:30 to 18:30 or at a time agreeable to the majority of Board Members.

- b) Under the direction of the President, the Chapter Administrator will prepare a board meeting timetable for distribution to the board members. Changes to the schedule will be permitted following a majority vote.
- c) The location of the Board meetings may be determined through the Master Venue RFP process and a site visit must be done before signing the contract for the winning venue.
- d) MPI Ottawa Chapter facilitates efficient communication between all Board members by using a reporting and consent agenda system. Board members will submit written reports to the Chapter Administrator at least five days in advance of the Board meeting and will ensure that their reports detail activities, current projects and highlight any outstanding issues which require Board attention.
- e) Board members will clearly identify in the report which items require discussion, specifying the amount of time required for each issue, for inclusion on the meeting agenda.
- g) The meeting agenda will be compiled by the Chapter Administrator based on the submitted reports and circulated to all Board members 72 hours prior to the Board meeting.
- h) Board members may request an amendment to the agenda at the start of the meeting to incorporate any items not previously brought to the Board's attention.
- i) The Chapter Administrator will maintain accurate board meeting records and ensure an electronic copy of the final/approved board minutes, including approved board reports, are stored at the Association Management office. Retention Period - in perpetuity.

3.4 **BOARD MEETING ATTENDANCE:** MPI Ottawa Chapter to encourages the representation of all committees at all Board Meetings, and maintains a quorum of 50% for voting purposes.

- a) Board members must notify the Chapter Administrator if they are unable to attend a board meeting. A Board Member has the option to seek a replacement representative, preferably a Committee Chair, and to notify the Chapter Administrator should someone be replacing them at the meeting. The replacement sits in a non-voting capacity.
- b) Any Director, including elected officers, who has been absent from one (1) regular meeting of the Board of Directors shall request an excused absence from the President. If the Director misses the next Board of Directors meeting, the Director shall be deemed to have resigned from the Board of Directors and the vacancy shall be filled, unless a further excused absence for extraordinary reasons shall be granted by the Board of Directors.
- c) Should quorum not be reached at a meeting, the President has the authority to cancel and reschedule the meeting if required.

- 3.5 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.
- 3.6 BOARD MEMBER QUALIFICATION: MPI Ottawa Chapter will identify the best possible candidates for Board of Directors positions.
- a) All board members must meet the following qualifications:
    - Be an active MPI Ottawa Chapter member in good standing.
    - Be willing and able to fulfill the obligations of office, in the capacity indicated.
    - Have a history of involvement, accomplishment and dependable service to MPI or to the Chapter, preferably as Chair of the committee in question or with at least two (2) years' experience at the Committee level.
    - Be willing to contribute time, energy and creativity to the Chapter with one's employer's written consent (if applicable).
  - b) In addition to overall qualifications for any Board position, to serve as a Vice-President a member should have a history of involvement, accomplishment and dependable service to MPI or to the Chapter, preferably as Director of the Committee reporting to that Vice-President's position, or as a Member of the Board of Directors, or with at least three (3) years' experience at the Committee level.
  - c) In addition to overall qualifications for any Board position, to serve as President-Elect a member should have a history of involvement, accomplishment and dependable service to MPI or to the Chapter, preferably as Vice-President of the Board of Directors, a Director of the Board, or with at least four (4) years' experience at the Committee level.
  - d) In addition to overall qualifications for any Board position, to serve as President a member should have served as President-Elect of the Chapter.
- 3.7 CONFLICT OF INTEREST: MPI Ottawa Chapter will only allow only one person per company to sit on its Board of Directors at the same time.
- a) In the event a career change creates a situation where two people from the same company are Board Members at the same time, the President will discuss this situation with the two members in question and one of them may be asked to resign. The "same company" is defined as the same physical establishment. For instance, two people working for a specific hotel brand, but at different properties, will not constitute the "same company."

- 3.8 BOARD MEMBER EDUCATION: MPI Ottawa Chapter will support its leadership in the participation of as many Canadian/North American leadership training opportunities as financially feasible.
- a) Participation and training opportunities for the President, President-Elect, and other Board Members - as is deemed necessary from time to time - will include, but not be limited to: the MPI World Education Conference (WEC), the Chapter Business Summit, and any pre-conference Chapter Leader Forums. Expense reimbursement will be accounted for in the annual budget to include:
    - Early-bird registration;
    - Best available airfare;
    - Hotel accommodations at the host hotel for the duration of the event and one day prior (to account for flight times).
    - Reasonable incidental expenses related to ground transportation, food and beverage, etc.See section 11.1 a) & b) for further details.
  - b) The Strategic Education budget will annually allocate funds towards attendance at the CMP Conclave for the Director of Strategic Education or their designate.
  - c) In order to be reimbursed for attendance, those attending any of these approved meetings must complete the Chapter Expense Claim form, with receipts, and adhere to the appropriate policies and timelines.

#### SECTION 4.0 BOARD ELECTION & SERVICE:

- 4.1 ELECTIONS: MPI Ottawa Chapter will present an open and fair application and election process for its Board of Directors.
- a) The call for applications for board positions should be released no later than the 2nd week of January with a deadline for applications on or about the 2nd week of February. Should positions be contested a notification will be released electronically.
  - b) The distribution of notices and information for Board Applications will be done electronically (via email and posting on the Chapter website) with hard copies made available as required.
  - c) The Immediate Past President shall chair and appoint a Governance and Nominating Committee according to the procedures as set forth by the current Bylaws enacted in May 2015 for the purpose of nominating a slate of Officers and Directors. Elections shall be conducted and submitted to MPI Headquarters by March 1. The Executive Committee shall also approve proposed Governance and Nominating Committee prior to activities. The remaining committee members shall be appointed by the Chair with the approval of the Executive committee. Board elections shall be conducted and submitted to the Board for approval.

- 4.2 **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 election 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.
- 4.3 **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.
- 4.4 **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).
- 4.5 **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 5.0 BOARD COMPENSATION:

- 5.1 **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.
- 5.2 **GIFTS:** Directors and elected Officers shall not accept any gifts over the value of \$100 unless otherwise approved by MPI Global.

#### SECTION 6.0 STANDING COMMITTEES

- 6.1 **COMMITTEE PARTICIPATION:** MPI Ottawa Chapter will encourage active participation in all Committees.

- a) Committee Directors/Chairs are responsible for verifying with the Chapter Administrator that all prospective volunteers are Chapter members in good standing. Should a volunteer's membership lapse during their period of service, the Committee Director/Chair shall consult the Board regarding next steps.
- b) The Committee Director/Chair has the authority to contact a committee member for discussion should one of the following situations occur. A committee member: has failed to complete assigned tasks; has failed to attend regular committee meetings with notification of his/her absence; has failed to abide by MPI's code of conduct or; is no longer actively participating as a member. At his/her discretion, the Director/Chair may ask the committee member to resign.
- c) Volunteers of the MPI Ottawa Chapter are prohibited from earning compensation for their volunteer activity, excluding reimbursement of approved expenses.
- d) All volunteers will be required to understand and sign, on an annual basis, the MPI Ottawa Volunteer Code of Conduct, which will include details on the Conflict of Information and Workplace Welfare policies.
- e) In recognition that many of the volunteers take personal leave or incur personal costs to do the work of committees, Committees Chairs may incur a one-time only cost to provide a thank you for committee volunteers. The expense can be for something such as a working lunch or a debriefing meeting with food provided, but the cost per person must not exceed the corresponding meal charge stipulated in the Chapter Expense rates, and should not include alcohol. Any committee wishing to provide such a thing to their volunteers must include the costs in the budget at the beginning of the applicable fiscal year. Should the anticipated costs exceed this amount then the Committee Chair must seek approval from the Board prior to the event.
- f) A random draw will be conducted by the Recognition and Awards Committee at each MPI monthly event to pick the name of a recipient. The recipient will receive a \$50 MPI Bucks certificate.
- g) MPI Bucks certificates are valid for the following: towards purchase at any Ottawa Chapter Member's organization, towards an Ottawa Chapter event, towards a registration for another MPI Chapter or MPI Global event, or towards the renewal of an MPI Membership. Certificates are non-transferable to other members, relations, friends or colleagues; however, recipients may choose to donate their monetary winnings to MPI-sponsored activities (i.e. MPI Foundation Canada or current MPI Ottawa Charity of Record).
- k) All MPI Bucks certificates, whether printed or electronic, must include an expiry date and redemption instructions and limitations. Expiry dates must be in the same program year in which they were issued, unless exceptions have been approved by the Board.

- 6.2 COMMITTEE RECORDS: It is the policy of the MPI Ottawa Chapter to maintain accurate Committee records for easy and affordable retrieval.
- a) Each Vice President, Director, Committee Chair or Past President is responsible for forwarding an electronic copy of Committee Minutes for electronic storage by the Association Management Office. Retention Period – 4 years.
- 6.3 COMMITTEE CONFLICT OF INTEREST: MPI Ottawa Chapter will ensure all Chapter leaders and volunteers remain impartial with regards to our partners.
- a) MPI Ottawa Chapter committee members and volunteers must not favour any specific individual supplier/planner if asked for a recommendation or endorsement by a client if it pertains to MPI business. The member may give the client names from the MPI Ottawa Directory of related MPI members.
- 6.4 COMMITTEE KNOWLEDGE: MPI Ottawa Chapter will ensure the experience and expertise of past Chapter Leaders is valued and preserved.
- a) The Council of Past Presidents has been created to act in an advisory role and as a source of wisdom for current Boards to consult. This volunteer group will be consulted as required and the Board Liaison will be the Immediate Past President. In the event that the Immediate Past President is unable to fulfill his/her duty as the liaison, the Board will then appoint a replacement to Chair the Council of Past Presidents.

## FINANCE

### SECTION 7.0 FISCAL YEAR:

- 7.1 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 8.0 ANNUAL BUDGET:

- 8.1 FISCAL RESPONSIBILITY: MPI Ottawa Chapter will operate in a financially sound and prudent manner.
- a) All financial obligations over \$500 must be agreed to in writing, initialed by the Director concerned, and signed by the VP Finance and one other authorized signing officer.
  - b) The signing officers for all cheques, credit card authorizations, contracts, and any other financial obligation are any two of the following: President; President-Elect; Immediate Past President; VP Finance, and President of the Association Management Company. For sake of getting cheques out quickly and efficiently, the Chapter may choose to have some cheques pre-



signed by one of the aforementioned authorities, leaving only one signature left to complete the process. Regardless, all cheques must have 2 approvals, whether that be the physical signatures or approval of invoices and cheques electronically.

- c) Cheque requests must be completed with the Account Number by the Director/VP in charge of the expense, and accompanied by original invoices, receipts or letters of agreements/contracts. Only the signature of one Board Member is required for cheque requests.
- d) Whenever possible, cheque payment will be used to defray Chapter expenses. Credit card payment will be permitted for instances when a budget item has been approved/allocated but invoicing is not practical or permitted (i.e. flight reservations, hotel, MPI International event registration).
- e) The use of personal credit cards is permitted for Chapter expenses only with the written permission of at least two (2) members of the Executive.
- f) Chapter Committees may incur costs over and above their approved budget as long as the year-to-date net surplus (or deficit) of the Committee meets or exceeds the Committee's approved budget projection, unless the Board has agreed through due process that all committees must scale back expenses to address an anticipated deficit in one or more areas of activity.

*Example: If the Recognition and Awards Committee has generated unexpected sponsorship dollars in the months prior to the Gala, it can add an expense for entertainment without Board approval.*

- g) Committees may transfer savings from one budgeted expense to allow spend in another expense as long as the overall amount is less than \$1,000. Budget transfers over \$1,000 can be made but must be approved by the Board of Directors prior to the expenditure.
- h) For all advertising revenues, if an agreement is signed by an advertiser for a commitment which spans over multiple fiscal years, the revenues are to be deferred until they year they are earned (accrual accounting).
- i) All hard copy financial documents including but not limited to budgets, cheque requests, bank and credit card accounts, auditing, etc. shall be kept on file by the Association Management Company for a period of 7 years, at which point they shall be destroyed. This applies to hard copies and not electronic files.

## 8.2 FINANCIAL REPORTING: MPI Ottawa Chapter will provide timely financial information to its Board Members for review and effective management.

- a) The VP Finance will submit the most recent financial statements to the Chapter Administrator for distribution to the Board prior to the monthly Board of Directors meeting.

- 8.3 AUDIT: MPI Ottawa Chapter will have its financial results audited annually.
- a) Auditors will be appointed by a motion at the Annual General Meeting, upon recommendation by the VP Finance.
  - b) The annual audit must take place prior to September, so that the final statements may be presented at the Chapter's AGM and submitted to MPI HQ by October 1st, according to the Compliance Schedule.
  - c) An RFP for auditing services will be conducted every 2 years, with the option to extend for a 3<sup>rd</sup> year (see Procurement & Contracting for more details).
- 8.4 PAYMENT PROCESSING: MPI Ottawa Chapter will accept major credit cards in order to facilitate the payment process.
- a) Merchant accounts will be set-up and maintained by the Association Management Company in order to accept American Express, VISA, MasterCard and Diners credit cards. Any transaction above \$5,000 will be subject to an additional 3% processing fee.
  - b) Credit card volumes and fees will be reviewed during the budget process on an annual basis.
  - c) A 5% cancellation fee will be applied to event registration refund, both by credit card and by cheque. This will enable MPI Ottawa to recover merchant fees charged by ecommerce providers etc.
- 8.5 ADVERTISING PRICING: MPI Ottawa Chapter will offer fair market rates for sales and advertising in all its publications and communication vehicles.
- a) Rates for advertisements (Conventus, annual directory, and website), label sales, and broadcast business opportunities (i.e. job/resume postings), and subscription memberships will be set annually during budget preparations after due consideration has been given to pricing levels of other Chapters and comparable/competitive associations (e.g. CSAE, PCMA, etc.).
- 8.6 CONTRACTING: MPI Ottawa will pay hospitality suppliers reasonable rates as it is able to afford for all its events.
- a) Every other year, a price survey will be completed by the VP of Finance using no fewer than five area hotels (three in Ottawa, two in Gatineau) to determine the average pricing for:
    - a breakfast meeting/workshop
    - a luncheon/entertainment function
    - a regular dinner/reception function
    - an award/gala evening meal/reception
    - and any other type of event at the discretion of the Committees
  - b) The biennial survey will be carried out by taking the average of the mean meal price for each period at each hotel. Prices must include gratuity. (e.g.

hotel A has a mean or “middle” price of \$10 per person for a cold breakfast; hotel B has a mean of \$12; and hotel C has a mean of \$14. The total of the mean prices of  $\$10+\$12+\$14= \$36$ ; when divided by 3, the average price of \$12 is found.)

- c) The results of the biennial survey will be used to propose changes to the rates paid to venues for monthly meetings, educational events and other special events. Once completed, a review of the results and proposed changes will be undertaken by the board during budget preparations.
- d) The bi-annual MPI Ottawa Venue RFPs will be distributed to the entire membership each spring and fall for the respective sub-set of events. (See Procurement & Contracting for more details.)

8.7 ACCOUNTS RECEIVABLE: MPI Ottawa Chapter will handle overdue accounts in an expedient manner.

- a) The Chapter Administrator is responsible for follow up on all overdue accounts. Overdue accounts will be re-invoiced monthly with a surcharge added of 5%, along with any bank fee charged for NSF cheques.
- b) The Chapter Administrator will advise the VP Finance and President of any problems arising from unpaid invoices.
- c) When a second notice of overdue fees is sent, it will be accompanied by a note indicating that the individual will not be admitted to any further functions, or that no other advertisements will be permitted (etc.), until the debt is cleared.

8.8 CHAPTER CREDIT CARD: MPI Ottawa Chapter will possess a credit card for ease of financial transactions and online purchases.

- a) A current signing authority’s name will be listed as the Cardholder and updated as required. The physical Chapter credit card will be stored at the Association Management office. The Credit Card Agreement will be kept on file and signed off on by two of the signing officers. Further credit card specific terms and conditions are contained within said agreement.
- b) The credit limit will be a maximum of \$10,000.
- c) Any credit card purchases exceeding \$100 must be authorized through a Credit Purchase Request form and approved, in writing (email will suffice), by two of the signing officers which are the President, President-Elect, Immediate Past President, and VP Finance. Purchases permitted by credit card may include, but are not limited to, service and venue contract deposits, travel expenses, and other day to day Chapter expenses that cannot be paid by cheque.
- d) The Chapter credit card shall never be used for personal items even if the associated balance is paid as soon as the statement comes due.

- e) The Chapter Administrator shall manage online payments to ensure no interest is incurred and the credit card balance is paid in full each month.
- f) All travel rewards accumulated through credit card use will be used towards travel for approved leaders to attend events such as MPI World Education Congress and Chapter Business Summit.

#### SECTION 9.0 RESERVE FUND:

- 9.1 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.
- 9.2 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.
- a) A maximum of 20% of the Chapter Reserves will be approved to be spent in any given fiscal year.
  - b) The Chapter will maintain an operating reserve to cover no less than six months (minimum) and no more than one year (maximum) of the Chapter’s annual operating budget. These reserves provide a cushion to deal with operating deficits that may arise because of unexpected events, economic uncertainties or lean funding periods.
  - c) The operating reserve funds will be invested in accordance with the Investment Policy adopted by the Board. Earnings from the operating reserve investments will be added to the balance until the maximum reserve balance is achieved. Once the maximum balance is achieved, then the earnings can be used for general operations.
  - d) A minimum of 75% of the increase in unrestricted net assets from the current year will be added to the operating reserve until the maximum reserve balance has been achieved.
  - e) Since capital preservation and liquidity are the two main objectives for the investment of the operating reserve funds, the portfolio will be one with a short-term focus and low risk. Following are the investment guidelines for the investment of the operating reserve fund:
    - i) Maturity for each investment should be no more than 3 years.
    - ii) At least 10% of the portfolio should have a maturity of less than 90 days.
    - iii) Investment options for the portfolio must be short-term, and conservative based. This would include investments such as Money Market Funds or Guaranteed Investment Certificates (GIC).

- iv) The VP Finance is to receive regular reports of investment performance and activity.
- f) The reserve fund and investment strategy will be monitored by the VP Finance and reported on as needed. Any spending of the operating reserve must be approved in advance by the Board of Directors.

9.3 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 10.0 REQUEST FOR PROPOSALS:

10.1 REQUEST FOR PROPOSALS: MPI Ottawa will employ a fair and transparent Request for Proposal process for all major expense areas.

- a) In order to provide appropriate accountability the following parameters must be adhered to in awarding supplier contracts:
  - Requirements of \$500.00 or less – receipts only required.
  - Requirements of \$500.00 - \$1,500.00 – a written quotation from at least one (1) supplier is required and at least three (3) must be solicited
  - Requirements of \$1,500.00 plus - RFP is required and must follow the Chapter’s guidelines
- b) Any RFP process undertaken by members of the Chapter for purposes of MPI Ottawa must adhere to the following requirements:
  - The RFP is posted on the Chapter website and a broadcast email is sent to the membership announcing the RFP posting for those who wish to apply.
  - Three (3) quotes must be solicited / received in order to make a selection.
  - Non-members are invited to bid at the Chair/Board member's discretion.
  - A standardized template with evaluation matrix is utilized (see 10.1(d)).
  - The Chair/board member must provide recommendations and rationale to the Board for their decision.
  - Board members or Committee members must disclose any potential conflict of interest. Failure to disclose conflict of interest or failure to respect the procurement process may result in a request for resignation from MPI Board or Committee positions. (See the Conflict of Interest Policy, 2015 for more details)
- c) The standard RFP template must include the following parameters:
  - An introduction/overview on the Chapter with a list of contracted services that would be anticipated throughout the year including approximate time frames.

- An advisement that MPI members do not win a contract by default.
  - An advisement that all proposals will be evaluated on the following criteria: Price; Services offered; References; Responsiveness; and Membership (which will be the determining factor, all other things being equal).
  - A clear evaluation matrix with weighted %'s developed by the appropriate Director.
  - Notification that exemptions from the RFP process must be approved by the Board.
- d) The Association Management Office is responsible for RFP and proposal management. This includes writing the RFPs, receiving the proposals, compiling and summarizing the proposals and presenting the proposals to the event director.

## SECTION 11.0 REIMBURSEMENT OF EXPENSES OR TRAVEL

11.1 OUT OF POCKET REIMBURSEMENT: MPI Ottawa Chapter will ensure that Board Members and volunteers are reimbursed for appropriate out-of-pocket expenses while attending Board Meetings, Retreats, and national or international chapter leader meetings.

- a) Board members will be reimbursed for reasonable parking expenses to attend Ottawa Board meetings or retreats. Mileage will not be reimbursed for meetings within Ottawa-Gatineau. For meetings outside of Ottawa-Gatineau, when the use of one's own vehicle is required, mileage will be reimbursed at the rate set in the budget at the beginning of the fiscal year.
- b) Expenses for Board Members to attend national and international chapter leader meetings will be budgeted for prior to the start of each fiscal year based on the Chapter's financial situation and the topics offered/discussed. In addition to the three Board members funded by MPI Headquarters, the Board will budget for an additional one to five members to attend based on the Chapter's financial situation.
- c) Members attending national and international chapter leaders' meetings on behalf of the Chapter will be reimbursed for reasonable incidental costs such as ground transportation, airport parking, and meals not covered by MPI Headquarters. All travellers are eligible for daily incidentals to cover such things as internet and phone charges.
- d) The completion of a Chapter Expense Claim form, including receipts, is mandatory for any reimbursement. Expense claim forms must be submitted within 30 days of return, or prior to the end of the fiscal year, whichever occurs first.

11.2 CASH ADVANCES: Ottawa Chapter will consider cash travel advances to Chapter Board members who have been asked to represent the Board at MPI business events.

- a) Requests will be eligible for the payment of 85% of the estimated costs, to be dispersed one month prior to the requested event. Should there be a cancellation of the intended trip, the recipient of the travel advance will be required to reimburse the Chapter. Exceptions will be reviewed on a case by case basis.
- b) Requests must be submitted to the MPI President and VP Finance for review and approval. Upon approval, the President will submit the signed request to the Chapter Administrator for payment.
- c) Within 15 business days upon returning from the event, the recipient must complete an Expense Claim and submit it to the Chapter Administrator. Should the claim exceed the original advance, regular expense claim processes will be followed for the reimbursement. Should money be owed to the Chapter, the advance recipient must provide payment upon submitting the expense claim.
- d) For any travel directed or offered by MPI Global, board members will comply with expense and reimbursement guidelines outlined for such event by MPI Global procedures.

#### SECTION 12.0 SPONSORSHIP AND SOLICITATION:

- 12.1 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. CASL requirements will be complied with whenever membership information or attendance lists are requested.
- 12.2 SPONSOR RECOGNITION: MPI Ottawa Chapter will offer fair recognition and deliverables to all sponsors and strategic partners.
  - a) Levels of recognition and deliverables for each level shall be set annually during budget preparations, or prior to, after due consideration has been given to programs of comparable/competitive organizations (e.g. CSAE, PCMA, etc.) and to the feedback of current sponsors.
  - b) Company promotional materials may not be handed out at Chapter events unless they are from a sponsor of that event, as agreed in the Strategic Alliance agreement/prospectus.
- 12.3 ADVANCED EDUCATION FUND: MPI Ottawa Chapter will maintain an Advanced Education Fund that is funded by a portion of received sponsorship dollars.
  - a) 10% of all Diamond, Platinum and Gold sponsorships shall be taken and put into the Advance Education Fund (AEF).
  - b) These funds shall be used for the sole purpose of enhancing the education of our members.
  - c) Access to the AEF shall require approval from the Board of Directors.

- d) The AEF shall be allowed to fluctuate during each year, yet funds contributed to the AEF annually are intended to be spent within the program year.

## SECTION 13.0 PAID STAFF ADMINISTRATORS:

### 13.1

- a) Contracts for any chapter administrator or paid staff services will require the following language included in contracts and/or scope of services by January 30, 2019. This includes all existing/future contracts.
  - 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.
  - 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.
  - Chapter Administrators are required to adhere to all CAP (Chapter Administrator Program) guidelines and policies. See Program guidelines for specific requirements.
  - Chapter Administrators will be insured with a minimum of \$1 million dollars in general liability insurance and will provide proof of said policy to Chapter and MPI Global annually by July 1st.
  - Non-compliance with these requirements will require termination of contract.
- b) Chapters 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 1st annually.
- c) All administrative services must be contracted as a vendor for services; not an employee of the chapter.
- d) 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.
- e) 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.
- f) 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.

- 13.2 ASSOCIATION MANAGEMENT COMPANY: MPI Ottawa Chapter will retain the services of a highly competent Association Management Company.



- a) An RFP for association management services will be emitted to all qualified members and non-members every three years with the option to extend for up to two more years. The RFP will be processed according to procurement policies and managed by the Office of the Presidents, with support from all Board Members as required.

13.3 ELECTRONIC SECURITY: MPI Ottawa Chapter will protect its members from any potentially harmful electronic communication.

- a) Through its management contract with the Chapter, the Association Management Company providing Association Management services will guarantee the Chapter that it is fully protected against infection or attack by computer viruses through the use of appropriate firewall technology and anti-virus software.
- b) Any e-mail received by the Association Management Company that has a computer virus attached to it will be automatically purged from the Association Management Company's system upon arrival in order to prevent the virus from being spread to the membership and to protect the Chapter's computer-based records.
- c) Website Security – The Association Management Company monitors the website for security purposes to ensure it remains available to all users and to protect information in the system. By accessing the website, the user is expressly consenting to these monitoring activities. Unauthorized attempts to defeat or circumvent security features, to use the system for other than intended purposes, to deny service to authorized users, to access, obtain, alter, damage, or destroy information, or otherwise to interfere with the system or its operation are prohibited.
- d) Privacy – MPI Ottawa Chapter does not collect personal information about the user without their knowledge upon visit to the site, unless user may choose to provide this information in specific instances. However, we do not collect and store data and/or information automatically.

Web Analytics – MPI Ottawa uses the summary statistics to help make our site more useful to visitors, such as assessing what information is of most and least interest to visitors, and for other purposes such as determining the site's technical design specifications and identifying system performance or problem areas.

- e) During registration/login, a user is required to provide contact information (such as a name and email address). This information is used only to contact the user about the services on the MPI Ottawa Chapter site for which he/she has expressed an interest. Any information retained is NOT shared with anyone beyond the Association Management Company staff for this website, except when required by computer security, law enforcement investigation or other authorized legal purpose.

13.4 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 14.0 EDUCATIONAL & SOCIAL EVENTS:

14.1 CHAPTER EVENTS: MPI Ottawa Chapter will have a mix of social/networking events, educational events and showcase events per year.

- a) The Chapter will plan one event per each of the following months: August, September; October; November; December; January; February; March; May; and June. A balance of each type of event will be maintained.
- b) Whenever possible, the monthly event will be held on the second Thursday of the month.
- c) In compliance with guidelines from MPI HQ, the Chapter Administrator will liaise with event committees in order to submit the Chapter's calendar of events on August 1<sup>st</sup> of each year. Should the entire program year be planned in full by August 1<sup>st</sup>, only one submission will be made.
- d) The September monthly event, in addition to the plans of the Member Events Committee, will also consist of the Annual General Meeting. Plans for the program of the AGM will be handled by the Immediate Past-President and Chapter Administrator.

14.2 REGISTRATION: MPI Ottawa will present clear and fair terms and conditions for registration at all its events.

- a) The cut-off date for event registrations will be 3 business days prior to an event, unless otherwise requested by the event lead/venue.
- b) Registrations, once received, will be considered definite. An automated registration confirmation will be sent by email from the Association Management Office. It will be the responsibility of the registrant to contact the Chapter Administrator should they not receive a confirmation email.
- c) Payment is due upon registration, with a deadline of the day of the event. No exceptions to this rule will be allowed (including on-site registrations).
- d) Receipts will be issued via email upon validation of payment; requests for hard copies of lost receipts will be subject to a \$5 admin fee.
- e) Refunds will only be issued if cancellation notice is received 4 business days prior to the event date, unless cancellation results from a documented

medical reason. A cancellation fee will be applied according to MPI's refund policy outlined in Section 8.4.

- f) An event registration is transferable between MPI members with prior notification to the Chapter Administrator.
- g) All registrants who do not show at an event (no shows) will be invoiced if they have not pre-paid and will be responsible for paying the fee regardless of their attendance.
- h) MPI members are responsible for the unpaid registration fees of their guests.
- i) The Chapter Administrator will have the discretion to allow last minute attendees if space is available.

14.3 EVENT FEES: MPI Ottawa Chapter will charge fair rates for all its monthly meetings, educational events and other special events.

- a) Fees for all Chapter events will be set annually during budget preparations after due consideration has been given to pricing levels of comparable/competitive organizations (e.g. CSAE, PCMA, etc.). The VP of Finance will work with event directors to propose any necessary changes based on venue pricing surveys and other resources.
- b) A subsidized student member fee will be maintained for all events, while a surcharge will be added to non-member fees to attend Chapter Events.
- c) One complimentary registration will be supplied to the staff member acting as the MPI Chapter Administrator at each event. Additional staff members (or student helpers) should be included at the Chapter's expense for larger events (i.e. over 100 attendees) when required, and whenever financially feasible.
- d) One complimentary registration will be supplied for the President, or in his/her absence the President-Elect or IPP, at all Chapter events.
- e) One complimentary registration to the Volunteer Champion working during a Chapter event for which they are responsible for organizing.
- f) For each Signature event (Awards Gala, Charity Auction Dinner and NMID), two Volunteer Champions will be allowed to attend complimentary per event. Each champion is to be a working volunteer from the respective event planning committee.
- g) One complimentary meal and/or registration will be provided to the host venue for any catered function.
- h) At its discretion, MPI Ottawa may allow a host venue to have extra representatives attend the event. This should not entail any added costs to the Chapter (e.g. meals, table décor, etc.). If they do not intend to register

as a regular attendee, the host venue will be asked not to charge the Chapter for the additions.

- i) Should catering be provided by an entity separate from the host venue, both the host venue and the caterer will receive one complimentary meal and/or registration. As the caterer and venue are deemed to be part of a partnership, the benefits and/or entitlements will be shared between both organizations and no other adjustments to benefits will be made.
- j) Non member rates will not include an early bird discount and there is to be a consistent mark up of at least 30% between the member late rate and the non-member rate.
- k) 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.

**14.4 BOARD EVENT ATTENDANCE:** MPI Ottawa Chapter will ensure that proper representation is provided for each MPI Ottawa event.

- a) One member of either the Membership Committee or the Board of Directors shall be present at the registration desk at all MPI events staffed by the paid Chapter Administrator. The VP Membership or President will oversee the assignment of said volunteer as per internal guidelines.
- b) The scheduled volunteer will be expected to arrive 15 minutes prior to the beginning of the registration period and will be responsible for welcoming attendees, and other duties if required. However, volunteers who are not signing authorities may not handle payments related to registration.

**14.5 SPEAKERS:** MPI Ottawa will acknowledge both MPI and non MPI members who attend Chapter events as guest speakers/facilitators.

- a) If MPI Ottawa has agreed to pay a professional guest speaker/facilitator, said speaker will have their registration fee waived and receive a thank you letter from the President. Funding for this should be pre-approved by the Board during budget preparations.
- b) If MPI Ottawa is being offered the complimentary services of a professional guest speaker/facilitator, said speaker will have their registration fee waived, receive a thank you letter from the President, and be presented with a gift. The gift will be approved by the VP of Finance and align with the current year's budget.
- c) An MPI member who gives a dedicated educational session is asked to do so because of his/her expertise in the topic area and, as such, is

considered a professional speaker. The registration fee for said speaker in this case would be waived, and one of the above would apply.

- d) An MPI member who facilitates a roundtable luncheon discussion is entitled to a complimentary registration for that portion of the event only.

14.6 ALCOHOL CONSUMPTION: MPI Ottawa will encourage the responsible consumption of alcoholic beverages.

- a) It is our view that the responsibility for the conduct of each member in all matters involving the consumption of alcoholic beverages at MPI events, and his/her family and guests, lies with the individual member. Therefore: non-alcohol beverages will be made readily available throughout the duration of an event and at a cost significantly lower than drinks containing alcohol.
- b) Members will be reminded during announcements at all events to drink responsibly. Venues should be encouraged to post signs at the bar reminding attendees to consume responsibly and encouraging them to comply with federal and provincial alcohol laws.

14.7 CMP STUDY GROUP/BOOTCAMP: MPI Ottawa will charge a fair fee for the CMP Study Group/Bootcamp for both members and non-members.

- a) The Director of Strategic Education or the VP of Education in consultation with study group leader(s) will determine the fees for the CMP study group on an annual basis during budget preparations.
- b) A separate fee will be applied to members versus non-members, and the amounts will be posted on the website.

## COMMUNICATIONS

### SECTION 15.0 BRAND STANDARDS:

- 15.1 BRAND STANDARDS: MPI Ottawa will adhere to the MPI Chapter Logo and Identity Standards document provided by MPI Global. 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 16.0 CHAPTER COMMUNICATIONS:

- 16.1 WEBSITE: MPI Ottawa Chapter will maintain a website that offers as much information to its membership as possible.
- a) The Chapter website will offer information on the local Chapter activities and Chapter leaders, information on membership and applications, details on other Canadian chapters and MPI International, as well as Chapter news articles.
  - b) The Chapter website will be maintained on a daily basis by the Chapter Administrator
  - c) The website should be reviewed annually by the Board members to ensure that all information is accurate and up-to-date for each portfolio.
- 16.2 EMAIL: MPI Ottawa Chapter will maintain email addresses for all Board members and adhere to a common email etiquette to ensure federal laws are followed and member relations handled appropriately.
- a) Chapter email addresses must use an email signature on all outgoing communications which includes contact name, board position, phone number, and return email address.
  - b) Incoming emails are to be acknowledged within two (2) business days, and the acknowledgment must include a notice of when action will be taken, if it is not being taken at the time of response.
  - c) When unavailable, an out-of-office auto-reply must be engaged. The message should include an alternate contact (must be a current board member or Association Management Company staff) in case the need of immediate assistance is required. The name, board position, phone number, and return email address of the alternate contact is to be given.
  - d) Group emails should not automatically be sent via 'Reply All'. Board members should select the appropriate people to remain in the email trail based on your response, and remove a person once they are no longer needed in the conversation.
- 16.3 EBLAST COMMUNICATIONS: MPI Ottawa Chapter will send e-blast communications to its members that will inform them or add value to their membership.

- a) Weekly email communications will notify members regarding such things as MPI news articles, job postings, upcoming events, calls for nominations, request for proposals, etc.
- b) Commercial e-blasts for the sole purpose of promoting or advertising a product or service are not permitted. Members wishing to disseminate commercial information must purchase address labels from the Chapter Administrator or advertising space in the newsletter.
- c) No broadcast faxes will be sent by the Chapter, except in situations where members do not have email capability.
- d) Members who have indicated in their MPI International profile that they wish to be excluded from mailing lists will not be sent these communications.
- e) Any email communication sent by the Association Management Office will ensure that individual addresses are not displayed for all members to see (i.e. a blind carbon copy address will be utilized).

16.4 **JOB POSTINGS:** MPI Ottawa Chapter will advertise on the website and broadcast to members relevant business opportunities for a set, annually reviewed, fee.

- a) Employment Opportunities will be made available members on a complimentary basis and to non-members at a rate of \$300. They will be posted on the Chapter website for a 30-day period (or until contest closes) and will include one notice of the posting in a weekly email communication sent to the membership. A change fee will apply if amendments are requested after the posting has been completed.
- b) Resume postings will be made available to members on a complimentary basis and to non-members at a rate of \$50.00. Job searches will be posted for a 90-day period and a one-time renewal will be extended for an additional three-month term, if requested, subject to the same fee scenario.
- c) The Chapter will offer the service of sending outside Request for Proposal documents to our membership, by email, at the rate of \$50.00. This price will be reviewed annually during the budgeting process.

16.5 **LIST RENTAL:** MPI Ottawa Chapter will make its membership list available for purchase, in mailing label form only, to suppliers wishing to advertise.

- a) The service will consist of the full membership list, minus the records of members who have indicated in their MPI International profile that they wish to be excluded from mailing lists.
- b) Purchase requests must be made in writing to the Chapter Administrator and subject to the approval of the President.
- c) Labels will be available at the rate of \$1.00/label for members and \$2.00/label for non-members (with the rates to be reviewed annually).

16.6 SOCIAL MEDIA: MPI Ottawa Chapter will encourage discussions and participation within its social media platforms that create an environment for members to learn together without over-saturation of solicitation.

- a) All members/followers of MPI Ottawa's social media sites must adhere to the following guidelines:
  - Please ensure conversation topics relate to the meetings and events industry.
  - Be Courteous, Kind, Respectful and Professional.
  - Maintain relevancy by not responding to existing discussions with unrelated offers or company promotion.
- b) Notices of career moves are welcomed on social media sites. If any member has changed positions, he/she is welcome to post about his/her new position and what he/she does.
- c) Advertising a product or service in any and all of its various forms is prohibited on MPI Ottawa's social media sites. List Administrators reserve the right to edit or delete inappropriate posts.
- d) MPI Ottawa is committed to the employment of our members and allows job postings within its social media sites. Postings are allowed for openings that individuals feel may be of benefit to the membership. MPI Ottawa encourages to post their career advertisements on the Chapter website at [www.mpiottawa.ca](http://www.mpiottawa.ca) for increased exposure.

## MISCELLANEOUS

### SECTION 17.0 PHILANTHROPIC ACTIVITY:

17.1 CHAPTER CHARITIES: MPI Ottawa Chapter will select a local charity(ies) to support for the duration of two program years.

- a) To be selected as Chapter Charity, an organization must/should:
  - Have its head office or satellite office in Ottawa.
  - Work to improve the quality of life for families, children or elderly in our community.
  - Receive little or no support from government or from official funding agencies.
  - Use MPI Ottawa's donation to make an impact within the community and in turn, make a significant impact within the organization chosen.
- b) The above criteria should be published in the newsletter and/or in an e-blast, and members should be requested to submit suggestions to the Community Outreach & CSR Committee. The Committee should review all suggestions and propose a final recommendation to the Board for approval.



- c) Upon approval from the Board, the charity recipient(s) will be published in the newsletter and/or e-blast, along with a description on how the criteria for the donation were met.
- d) The charity(ies) of choice will be reviewed biennially by the Community Outreach & CSR Committee with recommendations made to the Board of Directors.
- e) The Chapter will also consider supporting a project or foundation that advances and/or supports the meetings industry and/or MPI Community.

17.2 FUNDRAISING: MPI Ottawa Chapter will fundraise for the local charitable group(s) through at least one activity each year.

- a) The Chapter will contribute each year as follows:
  - The proceeds from the 50/50 draws and other potential sources will be given to a local charity(ies) or project/foundation supporting MPI and its members.
  - The proceeds from the major fundraising event will be given to a local charity(ies).
  - The proceeds from the Golf Day fundraiser will be given to a local charity(ies).
  - The non-perishable goods gathered during the December event will be delivered to a local food drive operation(s).
- b) The Chapter will distinguish funds derived from partnership/sponsorship agreements from donations to the charitable organization. Since partnership/sponsorship agreements typically entail benefits delivered by MPI Ottawa to the sponsoring organization, any funds derived from such agreements shall be considered part of the Chapter's annual revenues and not calculated into an event's net revenues to be donated to a charity.

## SECTION 18.0 CHAPTER AWARDS:

18.1 AWARDS: MPI Ottawa Chapter will acknowledge outstanding members of our Chapter by holding an annual event to present awards to the recipients of the recognition program.

- a) The Prix Prestige Awards Gala will be held each May and will include a public presentation ceremony where recipients of each award are bestowed with a token provided by the Chapter.
- b) The Chapter awards will include: Planner of the Year, Supplier of the Year, Mentor of the Year, Student of the Year, Rising Star and Volunteer of the Year. An optional President's Award will also be given out at the discretion of the Chapter President for that year.
- c) All award nominees will be offered a complimentary registration and presented with a \$50.00 MPI Bucks certificate. There will be one certificate distributed per nominee, not per nomination (i.e. nominees with two nominations will only receive one certificate).

- d) Each of the six (6) award recipients will be presented with an MPI award (e.g. plaque or trophy, etc.).
- e) The recipient of the President's Award will be presented with an MPI award (e.g. plaque or trophy, etc.) as well as a small token to commemorate the occasion (flowers, wine, etc.). The value of the token will not exceed the cost spent on the other award recipient categories. The recipient and a guest will be invited to attend the Gala compliments of the Chapter.
- f) The recipient of the Honourary Membership will be presented with a formal letter from the Chapter President and some token to commemorate the occasion (flowers, etc.). The value of the token will not exceed the cost spent on the other award recipient categories. The recipient and a guest will be invited to attend the Gala compliments of the Chapter.

18.2 NOMINATIONS: MPI Ottawa Chapter will ensure selection criteria for the awards recognition program are fair, equitable and clearly identified.

- a) The Recognition & Awards Committee will be responsible for the maintenance of a Chapter Awards nomination form. To be considered eligible, a nomination must be submitted via a completed form and remain within the stipulated word limit. Nominators must be members in good standing of MPI Global. Self-nominations will not be accepted. All directors shall encourage their committee members to make nominations for the awards.
- b) The Call for Nominations for Chapter awards will be released no later than two months prior to the Gala event and will remain open for a period of four weeks. This will permit the announcement of Award nominees one month prior to the Prix Prestige Awards event through the Chapter's Communications media. Additional e-blasts and newsletter articles referencing the award nominations will be sent out as determined by the committee.
- c) Each Director and Committee Chair will be responsible for a nomination for the Volunteer of the Year Award (no outside nominations accepted). If the MPI Foundation SOAR award is to be presented in that year, the MPI Ottawa Volunteer of the Year award will not be presented. The SOAR award will use the existing criteria for the MPI Ottawa award; however, there will be no MPI Bucks given to nominees nor an MPI Ottawa statuette given to the recipient. Award monies and any certificates/awards will come from the MPI Foundation and will be presented by the MPI Foundation as per MPI Ottawa guidelines. Further, all directors shall encourage their committee members to nominate for all other awards.
- d) The Planner of the Year and Supplier of the Year awards are bestowed to both a planner and supplier Chapter member who represents leadership and excellence in the meeting planning profession along with an exemplary record of customer service. Specific considerations will be based on: code of ethics; fairness and honesty; ability to listen; integrity and MPI community involvement. Student members are not eligible for this award.

- f) The Mentor of the Year award is bestowed to a Chapter member who is considered an expert in his/her field. The nominee must demonstrate the following qualities: openness with new colleagues and an eagerness to support their professional development; creating of a non-threatening environment to listen and educate members; shares a range of experiences, and encourages others to learn from his/her strengths, weaknesses and vulnerabilities; and strives to build personal relationships and abides by a strong code of ethics. Student members are not eligible for this award.
- g) The Mentor of the Year is awarded to a Chapter member who has demonstrated an outstanding ability to inspire, motivate and educate other Chapter members and who is considered an expert in his/her field. Preference will be given to candidates who are active members of the meetings industry and who have had a positive impact on the lives of others. Nominees must demonstrate/embody an openness with new colleagues and an eagerness to support their professional development; create a non-threatening environment to listen and educate members; share a range of experiences, and encouraging others to learn from his/her strengths, weaknesses and vulnerabilities; and strive to build personal relationships and abiding by a strong code of ethics.
- h) Student of the Year award is to recognize an MPI Ottawa student member who has devoted significant time and effort to the Chapter (within their first two years of membership), and who recognizes the importance of being actively involved with an industry association.
- i) The Rising Star award is bestowed to a Chapter member who has become a new, first time or student member in the previous two-years. Nominees must have volunteered their time and expertise to one or more MPI Ottawa Chapter committees.
- j) The Volunteer of the Year award is based exclusively on the involvement of a nominee on an MPI Ottawa committee and obvious dedication and hard work toward the good of the committee(s) and the Chapter.
- k) The selection of the President's Award is at the sole discretion of the President. It is bestowed to an MPI Ottawa member who has made a unique and outstanding contribution to the Chapter which has not otherwise been recognized. The award is not required to be given out annually, but rather as a deserving individual is deemed worthy by the President.
- l) The Recognition & Awards Committee will vet all received nominations to ensure the selection criteria are met. The names and nomination forms for all nominees will be given to the Awards Selection Committee for selection of the award recipients.
- m) The Awards Selection Committee shall be comprised of the Executive Committee: President, Immediate Past President, President-Elect, VP Finance, VP Communications, VP Education, VP Membership and VP Administration (if applicable).

- n) Current Board members are not eligible to be nominated for Chapter Awards, with the exception of the Mentor of the Year Award, for which Directors will be eligible. Members of the Executive are not eligible for any Chapter Awards.

18.3 HONOURARY MEMBERSHIPS: MPI Ottawa Chapter will recognize special contributions from Chapter Members in the meetings and events industry with Honourary Memberships.

- a) A Call for Nominations will be sent annually to all members of the MPI Ottawa Chapter in good standing. The notice and nomination form will be released no later than two months prior to the Gala event and will remain open for a period of four weeks.
- b) The nomination form must be completed in full and submitted to the Recognition and Awards Committee with information pertaining to how the nominee fulfills the selection criteria.
- c) Applications will be reviewed by the Executive Committee, who shall present their recommendations to the MPI Ottawa Chapter Board of Directors for decision.
- d) This category does not need to be awarded each year if there are no eligible candidates. A maximum of five (5) honorary memberships can be bestowed in one year.
- e) Honourary Membership shall be bestowed on a deserving candidate if ALL of the following criteria is satisfied:
  - a) Candidate must have been a member in good standing of the MPI Ottawa Chapter for a minimum of 10 years, calculated on a cumulative basis;
  - b) Candidate must have made a significant contribution to the MPI Ottawa Chapter or to the meetings, tourism or hospitality industry during the time they were a Chapter member;
  - c) Candidate must be retired or no longer be employed in the meetings, tourism or hospitality industry and, therefore, not be eligible for MPI membership; OR must no longer derive direct professional (i.e. monetary) benefit from MPI membership.
- f) The President of the MPI Ottawa Chapter will advise the successful nominees and invite them, with a guest, to attend the next MPI Ottawa Chapter Awards Gala for an official presentation.
- g) The benefits of Honourary Chapter Membership will be as follows:
  - Honourary Membership status is effective immediately upon Board decision, and is conferred for the lifetime of the individual.
  - Member's name and contact information is listed with the other Honourary Members in the MPI Ottawa Chapter Directory.
  - Member receives all mailings of the MPI Ottawa Chapter.
  - Member may register for all MPI Ottawa Chapter activities at the member rate.

- Member may sit on a committee as a Chapter volunteer.
- *NOTE: Honourary members are not recognized at the International level, and as such they are not eligible to vote at the Chapter Annual Business Meeting or in Chapter elections and are not eligible to hold Chapter office.*

#### SECTION 19.0 ADVERTISING:

19.1 Newsletter Advertising: It is the policy of MPI Ottawa Chapter to process newsletter advertising invoices as efficiently as possible.

19.2 On the date which the newsletter content/layout is sent to the printer, the production supplier will send the monthly advertiser database to the Ottawa Chapter Administrator for invoice processing.

19.3 Upon the first business day of the month, the newsletter advertisers for that month's issue will be billed by the Ottawa Chapter Administrator for their advertisement and sent as an electronic invoice.

19.4 It is the policy of MPI Ottawa Chapter to provide proof of insertion to all advertisers and sponsors.

19.5 All paid advertisers and sponsors who are members of MPI Ottawa will receive a copy of their ad through the monthly mailing of the entire publication which contains the ad (as part of the membership benefits).

19.6 All paid advertisers and sponsors who are not members of MPI Ottawa will receive a copy of their ad through the provision of an electronic version of the newsletter provided upon invoicing.

19.7 When requested by an advertiser, the supplier providing production services for the newsletter may be asked to provide a tear sheet where the name of any member who has opted out of list distributions is censored.

19.8 Notice of use of the entire publication as proof of advertising is made on all relevant contract materials as they may serve as an incentive for MPI members outside the Chapter to advertise, or for non-members to become members of MPI.