



M E E T I N G P R O F E S S I O N A L S I N T E R N A T I O N A L

MEETING PROFESSIONALS INTERNATIONAL Greater Orlando Chapter POLICY MANUAL  
Revision Date: August 29, 2016

**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 Greater Orlando Chapter Vision:** Build a rich global meeting industry community

**MPI Greater Orlando Mission:** Make our members successful by building connections to:

- Knowledge/Ideas
- Relationships
- Marketplaces

**Strategic Imperatives:**

**Build** a Great Organization - Create a remarkable culture and structure

**Evolve** from Association to Global Community - Deploy programs, knowledge platforms and brand architecture to align with vision

**Reinvent** Business Relationship with Chapters - Invest in chapters to create channel partnerships around community results

**Elevate** the Member Conversation and Experience - Elevate programs and services to a higher level of experience and business return

**MEMBERSHIP**

SECTION 1. MEMBERSHIP

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

SECTION 2. CHAPTER AFFILIATION

- 2.1 CHAPTER TRANSFER: Preferred or Premier Members may transfer their primary chapter at any time through MPI Global. Membership remains continuous unless expired. Preferred or Premier Members are to receive member rates for all MPI events even when the event is not associated with their primary chapter.

- 2.2 AFFILIATE MEMBERSHIP: Primary chapter is “membership” and subsequent chapters are called “affiliate”. The cost to become an affiliate member with MPI Orlando is \$99. Some benefits of an affiliate membership include the ability to serve and volunteer on a committee, be eligible for member awards and recognition and receive our member newsletter.

## **BOARD OF DIRECTORS/OFFICERS**

### SECTION 1. AUTHORITY & RESPONSIBILITY:

- 1.1 CONFLICT OF INTEREST: All board members are required to review, sign and adhere to the chapter conflict of interest statement provided by MPI Global and return it to the chapter President prior to being installed on the board.
- 1.2 PRINCIPLES IN PROFESSIONALISM: Chapter Board members must adhere to the Principles in Professionalism as outlined by MPI Global.
- 1.3 Completed BOD reports are to be submitted to the chapter administrator one week prior to scheduled BOD meetings. Reports not submitted, will not be included in packet to MPI global. Completed BOD reports are to include: update on business plan, updated budget vs actual information and other information as needed.
- 1.4 MPI GLOBAL REQUIRED DOCUMENTS: Chapters are required to submit annually (by June 15<sup>th</sup>) to MPI Global the following documents as part of the annual planning process; Annual Business Plan, Budget, 18-month Education Calendar, Marketing Plan/Calendar, Succession Plan, Current & Updated Bylaws and Policy Manual. Additionally, chapters must submit these documents as outlined in bylaws or policies a copy of annual tax return by October 1<sup>st</sup>, Confirmation that all incoming board members attended their Board 101 training and signed their conflict of interest statements.
- 1.5 Mandatory attendance is required at the annual BOD retreat and is to be explained prior to elections unless confirmed and approved by the incoming President prior to slate approvals. If a BOD member cancels or misses the annual retreat, it is deemed that the BOD member has resigned from their position. BOD members are to attend the mid-year retreat unless absence is approved by the President due to work related issues. BOD members are to make every effort to attend all Educational sessions unless absence is required due to work related issues.
- 1.6 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 as provided by these bylaws, unless a further excused absence for extraordinary reasons shall be granted by the Board of Directors.
- 1.7 Confidential Information: Chapter Board Members are to keep any and all MPI information confidential and is not to share with anyone outside of the Board of Directors. This includes materials and attendee lists that are not made public by a BOD vote as well as financial arrangements that are not made public by a BOD vote. Information that is shared outside of the BOD without a BOD vote is grounds for dismissal from the Board of Directors.

### SECTION 2: EXECUTIVE COMMITTEE

- 2.1 Executive Committee consists of the OOP and the VP positions. The EC will have one in person meeting per quarter for a period of no less than one hour to review information as needed.

### SECTION 3. BOARD ELECTION & SERVICE:

- 3.1 The Governance and Nominating Committee shall assist the Board of Directors in fulfilling its oversight responsibilities relating to developing and implementing sound governance policies as well as a nomination process for directors and officers. It shall be chaired by the Immediate Past President with the President-Elect serving as a member of the committee. The remaining members of the Governance and Nominating Committee shall be appointed by the President with the approval of the Board of Directors. There shall be no fewer than four (4) members, including the chairman. No current candidates for officer or director positions may serve on the Governance and Nominating Committee
- 3.2 Elections shall be conducted and submitted to MPI Global by March 1. A suggested time frame for this process is:  
Applications to be sent to current BOD members as well as members by December 1.  
Applications to be sent in by December 15.  
Nominating Committee to begin process on January 2 and complete by January 31  
Members have the month of February to contest or approve  
Installation procedures in accordance with Bylaws
- 3.2 **CONTESTED SLATE POLICY:** Once the Nominating Committee has developed a slate of nominees for election from all the Candidate Interest Forms submitted, the slate is sent to the membership. Additional nominations from the membership shall be permitted; provided a nomination is submitted in writing to the Nominating Committee Chair by date provided and is supported by a minimum of 10% percent of the official chapter membership as of date provided. The nominee must identify the specific person he/she is running against in the general elect and must have already submitted a Candidate Interest Form to be eligible for petition. If no additional nominations are received by the deadline, the ballot submitted by the Nominating Committee will be deemed elected by acclamation and will be installed at the chapter's annual meeting. If additional nominations are received, a mail ballot will be sent to all chapter members for those positions having two or more candidates in contention.
- 3.3 **SLATE PRESENTATION AND SUBMISSION:** Chapter slate will be presented to membership on templates provided by MPI Global and allow 30 days for membership to contest prior to bylaw deadline of March 1<sup>st</sup>. Chapter will submit to MPI Global the approved slate on the template provided by MPI Global on or before March 1<sup>st</sup> of each year.
- 3.4 **BOARD TRAINING:** Any incoming board member never serving on a MPI chapter board previously is required to attend the MPI Global Board 101 training on dates specified. Each candidate is required to sign the training acknowledgement form and submit to their President prior to June 15<sup>th</sup> of the fiscal term. All chapter leaders are able to and encouraged to attend MPI Global trainings, Chapter Business Summit (CBS) and Chapter Leader Forum (CLF at WEC).
- 3.5 **BOARD RETREATS:** Chapters are required to hold an annual board planning retreat each year between April and June of the fiscal year. Chapters are also required to hold a mid-year assessment retreat between November and January of each fiscal year. Chapters must engage with an external professional facilitator to oversee the process and flow of the retreat. Facilitators cannot be a Current Board member from your home chapter or chapter member that has served on the board in the last two years. All retreat facilitators must be approved prior to contracting with your Chapter Business Manager.

SECTION 4. BOARD COMPENSATION:

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

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

SECTION 1. STANDING COMMITTEES

- 1.1 MPI Greater Orlando shall consist of the following standing committees:
  - Education Committee
  - Finance Committee
  - Leadership Development Committee
  - Marketing & Communications Committee
  - Member Care Committee
  - Membership Committee
  - Membership Research and Development Committee
  - Procurement Committee
  - Special Projects Committee
  - Strategic Partnerships Committee
- 1.2 The Committee Structure and Guidelines shall be as follows:
  - Finance Committee – Vice President is a Board elected volunteer that oversees:
    - Strategic Partnerships Committee – Director is a Board elected volunteer
    - Procurement Committee – Director is a Board Elected volunteer
  - Education Committee – Vice President and Director which are Board elected volunteer
  - Membership Committee – Vice President of Membership which is a Board elected volunteer position which also oversees:
    - Member Care Committee – Director is a Board elected volunteer
    - Leadership Development Committee – Director is a Board elected volunteer
    - Membership Research & Development – Director is a Board elected volunteer
  - Marketing & Communications Committee – Vice President of this Committee is a Board elected volunteer position which also oversees:
    - Marketing Committee – Director is a Board elected volunteer
    - Communications Committee – Director is a Board elected volunteer
  - Special Projects Committee – Vice President and Director are Board elected volunteers
- 1.3 The purpose of each committee is:
  - Communications Committee: To manage public relations strategy including press releases, media alerts and all communications with members, public or media. This committee is also

responsible for all social media communication both from development and strategic creation to execution.

Education Committee: To provide outstanding education opportunities to chapter members that accurately reflects the needs and desires of the membership.

Finance Committee: To oversee the chapter's fiscal viability and responsibilities by managing the annual budget, any funds, investments or trusts and ensure that the chapter is compliant with fiscal accountability.

Leadership Development Committee: To identify, develop and encourage new volunteer leaders within the chapter and to re-engage lapsed or former leaders into continuing volunteer participation.

Marketing & Communications Committee: Oversee all chapter communications and marketing efforts, including but not limited to, website, social media, publications, public relations, advertising, email campaigns

Marketing Committee: To liaise with each committee area to collect information and keep the website, chapter publications and other marketing activities updated.

Member Care Committee: To develop, enact and maintain an active campaign to retrain members. To provide hospitality at chapter functions and to manage the community outreach program.

Membership Committee: Review and oversee new member recruitment, orientation, scholarships and member retention efforts. Research membership trends, design and implement marketing initiatives for recruitment and retention and oversee the Orlando Student Chapter Association.

Membership Research and Development Committee: To conduct annual and mid-year surveys for the chapter and to analyze and share the results with all departments to assist in continued improvement across the chapter for membership satisfaction.

Procurement Committee: To secure venues and other partnership needs for chapter events and programs such as venues for education lunches and networking events or in-kind donations or fund-raising auction items.

Special Projects Committee: The purpose of the Special Projects Committee is to plan Special events, networking events and oversee the Community Outreach committee. The events are focused specifically with celebratory and/or relationship building in mind.

Strategic Partnerships Committee: Create and implement a strategy to partner with industry suppliers and vendors through sponsorship program that offers partnership involvement.

A full list of roles and responsibilities for each committee and board member can be found in MPI Greater Orlando's Roles and Responsibilities document.

- 1.4 Each committee will be responsible for maintaining and updating their own Policies and Procedures. They should be reviewed and approved by the Board of Directors every 3 years, starting in 2016, to ensure strategic alignment with the MPI Greater Orlando chapter's strategic vision, mission and goals.
- 1.5 Registration lists may be shared post-event with membership committee members responsible for recruitment and retention. These lists are confidential and should only be used for the

purpose of MPI Orlando member recruitment and retention. Committee members will need to sign a confidentiality agreement agreeing to the terms.

## SECTION 2. ADVISORY COUNCILS AND TASK FORCES:

2.1 Volunteers for any advisory councils and/or task forces shall be appointed as needed. Formation of an Advisory Council or Task Force must be reviewed and approved by the Board of Directors. In order to form an Advisory Council or Task Force the following areas must be mapped out for review and approval by a Board vote:

- Name
- Purpose
- Board of Director responsible
- Recommended number of volunteers

## SECTION 3. VOLUNTEER ROLES & RESPONSIBILITIES:

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

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

3.2 Expectations of Volunteer Members:

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

3.3 Roles and Responsibilities shall be clearly outlined and approved by the Board of Directors. A current copy shall be made available to all Board officers and committee volunteers.

## FINANCE

### SECTION 1. FISCAL YEAR:

- 1.1 The fiscal year of the chapter for financial and business purposes is July 1 through June 30 unless otherwise determined by the chapter with MPI Global approval.

### SECTION 2. ANNUAL BUDGET:

- 2.1 The annual budget is prepared by the VP of Finance based on PY budget and Business plans presented by each committee. The annual budget is reviewed on a higher level at our annual board retreat. The Board of Directors approves the annual operating budget in compliance with MPI Global bylaws.
- 2.2 The VP of Finance will review the P&L with the chapter admin to verify and track the income, expenses and net profit of our chapter. Once the preliminary P&L is approved by the VP of finance it is finalized by the chapter admin and included in the monthly board packet. Each VP and Committee member is responsible to review and track their financial performance. The VP of Finance will evaluate the results and will be able to work with each committee as needed.
- 2.3 Expenditures: All the expenses will be approved by the VP of Finance and President. If the expense it's unexpected and not included in the budget, the Board of Directors will vote to approve.

### SECTION 3. RESERVE FUND:

- 3.1 TERMS: The term "Reserves" for financial purposes will be defined as funds set aside to be used in emergency cases or in the event of an investment by the Chapter to further its mission.
- 3.2 RESERVE TARGET: Chapter will maintain a minimum reserve of 6-8 months operating funds. Operating funds will be defined as annual fixed expenses plus 20%. This timeframe is to be a minimum as it is recognized that external events in the industry, significant downturn in the economy or stock market could make a longer commitment necessary.
- 3.3 PURPOSE OF RESERVES: Our chapter reserves are used in emergency cases and in the event of a major investment in membership. Our chapter will maintain adequate reserves for the following purposes:
  - 1) Unpredictable events which could substantially impact MPI's operations or revenue streams. While such occurrences are rare, reserves can provide the resources necessary to keep the organization functioning should one occur.
  - 2) Identification of a valuable investment opportunity for long term growth.

While most such opportunities are managed through budgeted expenditures, the right opportunity with a significant and dependable return on investment can warrant a decision on the part of the board to access the organization's reserves.

These investments would require an acceptable ROI back to the organization and would be sustainable long term without the initial deemed reserve support.

- 3.4 ACCESS TO RESERVES: The access of the “reserve” shall first be referred to the VP Finance for consideration. Final approval by a majority vote of the Board of Directors is required.

#### SECTION 4. REQUEST FOR PROPOSALS:

- 4.1 RFP SUBMISSION: the VP of Finance and Director of Procurement will submit the RFP based on each committee’s needs. The Board members doing the request will follow the Procurement SOP and have the ability to approve or recommend changes to the RFP document. The timeline of the RFP will be defined by the requestor and the VP of Finance to guarantee the appropriate time for planning and deposits/payments needed.

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

- 5.1 CHECK REQUEST: All expenses require a Check request Form and Receipt sent to our chapter administrator via email. Chapter administrator will review and submit for approval to VP of Finance and President. In the Check request form, the requestor has to include the Budget Line item that the expense will come out of. If the expense doesn’t have a line item in our budget and has not been approved in the Annual Budget, this has to be submitted for approval to the Board of directors.
- 5.2 For any travel directed or offered by MPI Global chapter board members will comply with expense and reimbursement guidelines outlined for such event by MPI Global procedures.

#### SECTION 6. SPONSORSHIP AND SOLICITATION:

- 6.1 ACCESS TO MEMBER LISTS: Access to membership and attendance lists shall be restricted to MPI premiere members in good standing only. Members shall be provided the opportunity to opt out of solicitation emails from both the chapter and MPI Global.

#### 6.2 SPONSORSHIP POLICIES:

Cash Sponsorship: The cash sponsorship is managed by the Director of Strategic Partnership. The participation of the Board will be determined by the Director of Strategic Partnership depending on the scope of the partnership. The main objective is to demonstrate ROI to our partners and interact with other committees to develop a tailor made plan for each partner.

In-Kind: The Director of Procurement will be responsible of the In-Kind partnerships that include and are not only limited to: Venues, Food and Beverage, Audio Visual, Decorator, Transportation, Gifts. In-Kind will be tracked by the Procurement Committee and included in the board report every month. The In-Kind value will determine the level of partnership and benefits provided to our strategic partners. Our Director of Procurement will determine the steps needed to determine the actions needed from each committee to support our efforts in showing ROI to our partners.

#### SECTION 7. PAID STAFF ADMINISTRATORS:

- 7.1 DUTIES: Paid staff administrators must adhere to the standards and qualifications established by MPI Global. A minimum scope of services as outlined below will be included in administrator RFP and contracts. Additional services above the minimum requirements can be added by the chapter at their discretion with board approval.
- 7.2 MANAGEMENT OF CHAPTER ADMINISTRATOR: The Executive Committee will evaluate on an annual basis the performance and areas of improvement of our Chapter administrator.



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

## **CHAPTER EVENTS**

### SECTION 1. EDUCATIONAL & SOCIAL EVENTS:

- 1.1 EDUCATIONAL PROGRAMS: The Education Committee is to produce a minimum of 6 education events per year. These can be a combination of Coffee Talks and Lunches. Scheduling of the month of events needs to be done in coordination with the board or at a minimum, Office of the President and Special events to ensure that events are appropriately spaced apart to maximize participation and attendance. Topics for education events will be determined based on member's suggestions and requests collected by the member surveys provided by the Membership Research and Development Committee. Greater Orlando MPI shall be a preferred provider of the CIC to ensure CE development and reporting. Education event topics should accurately reflect the current demographic of Chapter membership. Education will work closely with Strategic Partnerships to secure partners and suppliers.
- 1.2 NETWORKING/SOCIAL ACTIVITIES: The Special Projects Committee should hold at least two events and no more than twelve. The mandatory ones each year should be the Awards/Induction event and the Holiday Event. The Membership Committee should also hold events for their efforts in Recruitment, Retention and/or Recognition. If alcohol is served at an event, food must be provided as well. Events where alcohol is served should have policies in place for members or attendees under the age of twenty-one.
- 1.1 EVENT ATTENDANCE: Chapters must charge a member rate and a non-chapter member rate for all events. The price difference between member and non-chapter member rates is at the chapter discretion based on specific event needs. Anyone who is not a preferred or premier level member is required to pay the non-chapter member rates for events and is limited to no more than 2 events in one fiscal year at the non-chapter member rate.

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

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

- 1.2 Any change to the fees or fee structure must be voted upon by the Board of Directors as the outcome typically impacts the annual budget.

## **COMMUNICATIONS**

### SECTION 1. BRAND STANDARDS:

- 1.1 All Chapters must adhere to the MPI Chapter Logo and Identity Standards document provided. Any theme specific logos for events must not be in conflict with the MPI Global Brand Standards and must be approved by MPI Global prior to use.

## SECTION 2. CHAPTER COMMUNICATIONS:

- 2.1 The Vice President of Marketing/Communications (MarComm) will oversee all Chapter publications; establish standards for all communications; coordinate public relations, media relations and community outreach activities and assist in the promotion of all Chapter-related activities in accordance with Chapter Bylaws. The Director of Communications and the Director of Marketing shall assist the Vice President of Marketing/Communications in the coordination and implementation of all Chapter publications and promotional materials related to Chapter activities.
- 2.2 The Board will make every attempt to promote the purpose and activities of MPI Orlando through local media and industry publications. A media list is to be maintained and necessary chapter communications should be sent to those on the list. The media list will also include MPI's officers and key staff, local executives in the industry (example, Executive Directors of CVB's in our geographic area), and Presidents of other Florida Chapters.
- 2.3 Press releases should be sent to the media list to announce all chapter functions with attention being paid to each publication's deadlines.
- 2.4 Within our chapter, other industry functions may be promoted if determined to be of interest to the membership. MPI Orlando will not promote or publicize events unless they are open to all categories of MPI membership.
- 2.5 Media inquiries about MPI Orlando's purpose and/or activities should be directed to the chapter President and referred to MPI HQ Publicist.
- 2.6 The MPI Greater Orlando website, [www.mpiorlando.org](http://www.mpiorlando.org) is a central source of information on all facets of the Chapter. Located on the website are the Chapter and community calendars of upcoming events, educational programs, membership and benefits details, volunteer opportunities, strategic partners, Chapter news, roster of Chapter leaders, CMP study group information, bylaws and policies, MPI Global Resources, and more. There is also a link to contact the Chapter for more information or further questions.

## SECTION 3. ADVERTISEMENTS:

- 3.1 At this time, there are no formal advertising contracts with any outside publication for the MPI Greater Orlando chapter. Advertising opportunities for MPI Greater Orlando members, partners, sponsors, etc, would be made possible under the Strategic Partnerships committee oversight by the VP of Finance. The exact specifics would be determined per their partnership agreement, and could be in the form of social media, website listings, and/or email blasts. A separate contract is required to outline the specifics of this agreement and will be reviewed and approved each year.

## **MISCELLANEOUS**

### SECTION 1. PHILANTHROPIC ACTIVITY:

- 1.1 At least one charity should be selected for the year. Events supporting said charity(ies) fall under the responsibility of the Director of Member Care in the Membership Committee. The goal of a philanthropic partnership is about giving back.

## SECTION 2. CHAPTER AWARDS:

- 2.1 The Awards Ceremony is one of the two mandatory events that the Special Project Committee holds. The Chapter Awards management process falls under the Office of the Presidents. Policies for all possible awards (voted and non-voted) are in place. Voted awards are open for nomination to the entire general membership. All MPI Orlando members are eligible for awards unless otherwise noted. Anyone holding a current leadership role with MPI is not eligible. Leadership role is defined as MPI Board of Directors, MPI Foundation Global Board of Trustees, or Chapter President.

## SECTION 3. SCHOLARSHIPS:

- 3.1 If a scholarship is available for members of the chapter, application and selection requirements along with selection criteria must be clearly defined beforehand.

## SECTION 4. RESEARCH & DEVELOPMENT

- 4.1 On-going research efforts are conducted throughout the year in order gain a deeper understanding of what chapter members want out of their membership and how they can be served better. The results of these efforts are published to the board of directors for strategic planning, and to chapter membership.