



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 ALOHA CHAPTER POLICY MANUAL  
Revision Date: June 16, 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.

**MEMBERSHIP**

SECTION 1. MEMBERSHIP

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

SECTION 2. CHAPTER AFFILIATION

- 2.1 **CHAPTER TRANSFER:** Preferred or Premier Members may transfer their primary chapter at any time through MPI Global. Membership remains continuous unless expired. Preferred or Premier Members are to receive member rates for all MPI events even when the event is not associated with their primary chapter.
- 2.2 **AFFILIATE MEMBERSHIP:** Affiliate membership is available for the Aloha Chapter for a fee of \$100 per year. Affiliate members are entitled to attend Aloha Chapter networking and educational events at the member rates. Also, an affiliate member is eligible to volunteer for the Aloha Chapter when approved by the Board of Directors.

**BOARD OF DIRECTORS/OFFICERS**

SECTION 1. AUTHORITY & RESPONSIBILITY:

- 1.1 **CONFLICT OF INTEREST:** All board members are required to review, sign and adhere to the chapter conflict of interest statement provided by MPI Global and return it to the chapter President prior to being installed on the board.

- 1.2 PRINCIPLES IN PROFESSIONALISM: Chapter Board members must adhere to the Principles in Professionalism as outlined by MPI Global
- 1.3 CHAPTER BOARD REPORTS: Chapter board members are to submit the following on a monthly basis to the Chapter Administrator and the OOP: budget/financial updates, committee/departments updates to include volunteer names and other reports as requested.
- 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.
  - 1.4.1 The Aloha Chapter Board of Director members are required to attend at least two chapter events per year. In addition BOD members are expected to attend as many board meetings and board retreats as possible unless there are extenuating circumstances that cannot be prevented. Call-in attendance is acceptable. Also, Board Members are required to adhere to all chapter minimum bylaws.

## SECTION 2: EXECUTIVE COMMITTEE

- 2.1 The Aloha Chapter does not enact an Executive Committee.

## SECTION 3. BOARD ELECTION & SERVICE:

- 3.1 NOMINATION POLICIES:
  - 1) Nomination Process is to include applications, review of applicants & selection process as outlined in chapter best practices.
  - 2) Installation procedures to be in accordance with Bylaws
  - 3) Duties or Job Descriptions fully formed and accessible to applicants and nominees.
  - 4) Transition Processes to occur immediately upon installation. See CLRP for installation forms/procedures.Note: Nominating Committee procedures are outlined in chapter minimum bylaws Article X, Section 2. Nomination policies cannot be in conflict 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 **STANDING COMMITTEES:** A volunteer Chair will be appointed for each standing committee annually. Include in each who is responsible for making the appointment for chairs/committees and if a board vote is required.

Standing committees of the chapter are: Education, Membership, Gala (Finance) and Communications

Standing Committee Chairs, in collaboration with their team, will establish the following for their committees:

- Purpose
- Responsibilities/Timelines
- Board of Director Position responsible
- Recommended number of volunteers

#### SECTION 2. ADVISORY COUNCILS AND TASK FORCES:

- 2.1 Volunteers for any advisory councils and/or task forces shall be appointed as needed. The BOD is responsible for making the appointments for advisory councils/task forces. Appointments are subject to a vote by the board.

### SECTION 3. VOLUNTEER ROLES & RESPONSIBILITIES:

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

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

#### Expectations of Volunteer Members:

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

## FINANCE

### SECTION 1. FISCAL YEAR:

- 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 VP Finance for review by the BOD. The Board of Directors approves the annual operating budget in compliance with MPI Global bylaws. Chapter operations will be in alignment with the annual budget.

### SECTION 3. RESERVE FUND:

- 3.1 **TERMS:** The term “Reserves” for financial purposes will be defined as funds set aside to be used in emergency cases or in the event of an investment by the Chapter to further its mission.
- 3.2 **RESERVE TARGET:** Chapter will maintain a minimum reserve of 6-8 months operating funds. Operating funds will be defined as annual fixed expenses plus 20%. This timeframe is to be a minimum as it is recognized that external events in the industry, significant downturn in the economy or stock market could make a longer commitment necessary.

3.3 PURPOSE OF RESERVES: MPI Aloha 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.
- 3) Providing additional value to our members, i.e. additional educational opportunities or scholarships to industry events like the WEC.

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 The BOD should solicit more than one bid for needed services. All bids are to be reviewed by the BOD and voted on before the vendor selection is made.

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

5.1 All approved expenses for transit (taxi's, etc), mileage, airfare, hotel reimbursement, WEC expenses, CBS expenses, board meeting or retreat travel expenses are required to be submitted to the VP of Finance in the form of a check request. All expenses require receipts to be submitted. Also, all board travel should be allotted for in chapter budgets. Meal per diems are restricted to \$75 per day. Mileage will be reimbursed at \$0.565 per mile.

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.

#### SECTION 7. PAID STAFF ADMINISTRATORS:

7.1 DUTIES: Paid staff administrators must adhere to the standards and qualifications established by MPI Global. A minimum scope of services as outlined below will be included in administrator

RFP and contracts. Additional services above the minimum requirements can be added by the chapter at their discretion with board approval.

- 7.2 MANAGEMENT OF PAID STAFF: The chapter President is responsible for signing all contracts and the administering of annual performance evaluations and compensation reviews.
- 7.3 EVALUATION OF PAID STAFF & CONTRACT RENEWALS: Each chapter is required to complete an annual review of their administrative services prior to end of the chapter year. Chapter must at a minimum adhere to the evaluation guidelines provided on the sample template. Additional processes can be deemed necessary at the chapter discretion. All chapters must submit a copy of their paid staff evaluations to MPI Global within 30 days of completion of the evaluation.

## **CHAPTER EVENTS**

### SECTION 1. EDUCATIONAL & SOCIAL EVENTS:

- 1.1 EDUCATIONAL PROGRAMS: Differential rates will be offered for members, non-members and students dependent on program event expenses. The RFP process should include obtaining at least two proposals for site selection and services (F&B, AV, transportation, décor, etc.) RFPs should be extended to our membership first, before offering opportunities to individuals/companies who are not members. All hired speakers/presenters are to provide rates and requirements upfront for the board to review and approve.
- 1.2 NETWORKING/SOCIAL PROGRAMS: Differential rates will be offered for members, non-members and students dependent on program event expenses. The RFP process should include obtaining at least two proposals for site selection and services (F&B, AV, transportation, décor, etc.) RFPs should be extended to our membership first, before offering opportunities to individuals/companies who are not members. All hired entertainment providers are to provide rates and requirements upfront for the board to review and approve. The Aloha Chapter is allowed to provide up to two drinks to attendees and then they are on own
- 1.3 EVENT ATTENDANCE: Chapters must charge a member rate and a non-chapter member rate for all events. The price difference between member and non-chapter member rates is at the chapter discretion based on specific event needs. Anyone who is not a preferred or premier level member is required to pay the non-chapter member rates for events and is limited to no more than 2 events in one fiscal year at the non-chapter member rate.

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

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

## **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 Delivery of chapter communications should be consistent in their timing and format. Also, the website calendar and information is to be updated no less than once a month. The Aloha chapter policies will be in full compliance with the MPI Global brand standard guidelines.
- 3.1 Internal BOD and committee email communications should be succinct and respectful. When answering chapter emails, responses should be sent only to the initiator and not to all who are copied on the correspondence.

SECTION 3. ADVERTISEMENTS:

- 3.1 The Aloha Chapter does not currently sell advertisement spots on their website or other publications.

**MISCELLANEOUS**

SECTION 1. PHILANTHROPIC ACTIVITY:

- 1.1 If the chapter budget allows, it will donate to the MPI Foundation on an annual basis.

SECTION 2. CHAPTER AWARDS:

- 2.1 The Aloha Chapter BOD suggests, discusses and makes a unified decision regarding chapter award nominees and winners. The "President's Award" is at the discretion of the sitting President. It is a recommended process to have no more than 2 awards of the total awards given to any current board members serving each fiscal year. Board recognition to thank them for service is acceptable but should not be called an award rather recognition of service.

SECTION 3. SCHOLARSHIPS:

- 3.1 There are currently no specific scholarships for the Aloha Chapter. Scholarship applications are directed to the MPI Foundation. TIM School scholarships are dependent on annual budgets. If budgets allow, the Aloha Chapter will award scholarship(s) as the BOD deems appropriate.