



MEETING PROFESSIONALS INTERNATIONAL
POTOMAC POLICY MANUAL
ADOPTED April 2023

ARTICLE I
NAME

Name. The name of this organization is Meeting Professionals International (“MPI”) **Potomac Chapter** a not-for-profit corporation, incorporated in the **State of Maryland**.

ARTICLE II
MPI VISION AND MISSION STATEMENTS

MPI VISION: Lead and empower an inclusive meeting and event community to change the world.

MPI MISSION: Connect the global meeting and event community to learn, innovate, collaborate and advocate.

ARTICLE III
MEMBERSHIP

SECTION 1. MEMBERSHIP

- 1.1 MEMBERSHIP QUALIFICATIONS, CLASSIFICATIONS, TRANSFER AND DUES: Shall be as described in the current MPI Bylaws and Policy Manual. Any member in good standing is eligible to affiliate with a Chapter regardless of geographic area or location of business. Essential members are members-at-large.

SECTION 2. CHAPTER TRANSFER AND AFFILIATION

- 2.1 CHAPTER TRANSFER: Members may transfer their primary Chapter affiliation at any time through MPI. Preferred or Premier Members are also eligible to receive member rates for all MPI events even when the event is not associated with their primary Chapter. An individual may be a member of only one chapter but may pay a fee to be affiliated with more than one chapter. Each chapter sets its own affiliation fee.

ARTICLE IV
BOARD OF DIRECTORS/OFFICERS

SECTION 1. CHAPTER BOARD OF DIRECTORS

- 1.1 **AUTHORITY & RESPONSIBILITY:** The authority and responsibilities of the Board of Directors are stated in Chapter Bylaws Article VIII, Section 1.
- 1.2 **COMPOSITION**
 - 1.2.1 The Board of Directors shall consist of a minimum of five (5) elected officers: the President, President-Elect, Immediate Past President, Vice President Finance, and Vice President Membership. Each chapter must also assign the role of a Vice President Marketing and Communications and a Vice President Education to other officers or elect an additional two officers to cover these positions. The Board of Directors may have up to 20 members. All Board positions are one-year terms.
 - 1.2.2 **Qualifications of Officers:** Any member in good standing of MPI whose primary affiliation is with this Chapter is eligible to be a member of the Chapter Board of Directors.
 - 1.2.3 **Director Eligibility:** Any member in good standing of MPI whose primary affiliation is with this Chapter is eligible to be a member of the Chapter Board of Directors.
 - 1.2.4 **Director Vacancies:** A vacancy shall be filled in accordance with the Chapter Bylaws.
- 1.3 **MPI VOLUNTEER LEADER AGREEMENT:** Each member of the Board of Directors shall annually review, sign and comply with the MPI Volunteer Leader Agreement, Conflict-of-Interest Policy and Annual Disclosure Statement, Antitrust Compliance Policy and the Principles of Professionalism.
- 1.4 **MPI REQUIRED DOCUMENTS:** Chapters are required to submit annually to MPI the following documents 30 days prior to the start of the fiscal year: Strategic Business Plan, Budget, 24-month Chapter Calendar of Events, Chapter Operation Form, Chapter Bylaws and Chapter Policy Manual. For Chapters with a paid Chapter Administrator, refer to Article VI, Section 7 for additional requirements. MPI does not require submission of tax returns, however, chapters must comply with local tax laws.

SECTION 2. BOARD ELECTION & SERVICE:

- 2.1 **NOMINATION:** A communication shall be set forth to all Chapter members for members to complete a Board of Director's application. Such form is to be returned to the Governance and Nominating Committee. Once the committee has developed a slate of nominees for election in accordance with these policies, the slate must be presented to the Board of Directors who must approve the action of presentation to the membership for election by acclamation.
- 2.2 **SLATE PRESENTATION AND SUBMISSION:** The Chapter slate will be presented to membership on templates provided by MPI. The slate will be posted on the Chapter website and an email (including link to the website and process for contesting the slate) will be sent to the membership. The Chapter will allow a minimum of 30 days for the membership to contest prior to the submission deadline as stated by MPI. Additional nominations from the membership shall be permitted; provided a nomination is submitted in writing to the Governance and Nominating

Committee Chair by the date provided and is supported by a minimum of 10% percent of the official Chapter membership as of the date provided. The nominee must identify the contested candidate and must submit a Candidate Interest Form to be eligible for petition. If no additional nominations are received by the deadline, the slate of nominees will be deemed elected on the first day of the fiscal year. If additional nominations are received, the Chapter members shall vote in accordance with Article V of the Chapter Bylaws on those positions having two or more candidates in contention.

In reference to Board of Directors vacancies, refer to Article VI, Section 6 of the Chapter Bylaws. Chapter will submit to MPI the elected slate on the template provided annually.

- 2.3 **BOARD TRAINING:** Any incoming Board of Directors who have not previously served is required to take the MPI Board 101 and Managing Sexual Harassment training prior to the Chapter Leadership Summit as outlined on the MPI Volunteer Leader Agreement. All Chapter leaders are encouraged to complete local Chapter Board orientation and attend MPI training, as applicable.
- 2.4 **BOARD RETREATS:** Chapters are required to hold an annual Board planning retreat between two to three months prior to the fiscal year. Chapters are recommended to hold a mid-year assessment retreat mid-fiscal year. Chapters are required to utilize an MPI-verified Chapter Facilitator during annual retreats to oversee the process and flow of the retreat. The MPI-verified Chapter Facilitator cannot be a current member of the home chapter, have served on the Board in the last two (2) fiscal years or be a Chapter Administrator.
- 2.5 **ATTENDANCE.** In-person attendance is required at all in-person Board meetings and virtual attendance is required at all virtual Board meetings. If a Board member who is not on an approved leave of absence fails to attend at least seventy-five percent (75%) of Board meetings, the Board may, in consideration of the totality of circumstances and any excused absences, remove the member in accordance with the Chapter Bylaws.

For purposes of this policy, an “excused absence” is one where the absent director promptly notifies the President that they are unable to attend a regularly scheduled Board meeting because of (i) a previous commitment that was identified to the President when the Board meeting was first scheduled, (ii) a health-related emergency to the director or their immediate family (iii) observance of a generally-recognized religious holiday, or (iv) an unforeseen business conflict outside the director’s control.

For purposes of this policy, “approved leave” is the absence from a Board meeting for a reasonable duration approved by the Board on the basis of a medical limitation, military deployment, childbirth or adoption, or other grounds as the Board may determine; provided, however, that the director on approved leave must use their best efforts to virtually attend Board meetings, if available, to ensure they are adequately informed of and responsible for the organization’s affairs.

SECTION 3. BOARD COMPENSATION:

- 3.1 **COMPENSATION:** Board of Directors shall not be compensated for their services as a Chapter Officer or Director, but they may be reimbursed for reasonable expenses incurred in the performance of their duties to the Chapter in accordance with such Chapter policies approved by the Board of Directors. The term “compensation” means direct or indirect remuneration, including gifts and benefits, that are not *de minimis* in value.

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

SECTION 1. STANDING COMMITTEES

- 1.1 Standing committees of Chapters shall be the Audit and Finance Committee and the Governance and Nominating Committee. Annually, the President of the Board of Directors shall select members to serve during the President’s term.
- 1.1.1 **Audit and Finance Committee.** The Audit and Finance Committee shall assist the Board of Directors in fulfilling its oversight responsibilities relating to the quality and integrity of the Chapter’s financial reporting processes and accounting practices. If the Chapter has determined to have an Executive Committee, the Executive Committee can function in place of an Audit and Finance Committee and will have the responsibility as defined.
- 1.1.2 **Governance and Nominating Committee.** 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. The Immediate Past President shall chair it. The President-Elect shall serve as a non-voting member of the committee. The remaining members of the Governance and Nominating Committee shall be appointed by the President, who may not serve as a member of the committee, which will be ratified by the Board of Directors. There shall be at least six (6) members, including the Immediate Past President as chair, having a quorum of 5 for action. A Governance and Nominating Committee member who may consider serving as an officer shall recuse themselves from the Board development process related to the nomination and development of a slate of officers. In the case of a resignation, the President will be authorized to fill a vacancy. The Governance and Nominating Committee shall be in place no later than the date stated by MPI with final slate submission as stated by MPI.
- 1.2 **Special Committees.** The President-Elect shall appoint committees, task forces, and advisory councils for their term as President.
- 1.3 **Standing Committees.** Committees perform fundamental governance functions for the chapter, i.e., Governance and Nominating Committee.
- 1.4 **Select Committees.** Committees that are formed to accomplish a specific goal on an ongoing basis.

- 1.5 **Task Forces.** Committee-like groups created for a defined and time-limited purpose to solve a specific problem.
- 1.6 **Advisory Councils** - An advisory council is a collection of individuals who bring unique knowledge and skills which augment the knowledge and skills of the board of directors to guide the organization and/or represent a specific vertical/segment of our community. The advisory council does not have formal authority to govern the organization, that is, the advisory council cannot issue directives which must be followed. Rather, the advisory council serves to make recommendations and/or provide key information and materials to the board of directors.

ARTICLE VI

FINANCE

SECTION 1. FISCAL YEAR:

- 1.1 The Chapter fiscal year for financial and business purposes is the calendar year unless otherwise determined by International Board of Directors.

SECTION 2. ANNUAL BUDGET:

- 2.1 The annual budget is prepared by the Audit and Finance Committee who recommend the budgets to the Board of Directors. The Board of Directors approves 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.
- 3.2 **RESERVE TARGET:** The reserve target shall be defined as a minimum of 25% of annual fixed expenses. This should not include any event-related expenses, only expenses needed to keep the chapter operational (i.e., costs related to Chapter administrator, bank fees, telecommunication, rent, etc.). Best practice is to maintain 50 - 100% of annual fixed expenses.
- 3.3 **ACCESS TO RESERVES:** Using reserve funds shall first be referred to the Vice President Finance for consideration. Final approval by a majority vote of the Board of Directors is required.

SECTION 4. REQUEST FOR PROPOSALS

- 4.1 The Chapter will develop a local policy for requests for proposals and expenditures exceeding a certain threshold as defined by the Board of Directors.

SECTION 5. REIMBURSEMENT OF EXPENSES OR TRAVEL

- 5.1 Chapters will develop a policy addressing reimbursement of expenses and include in the addendum.

SECTION 6. SPONSORSHIP AND SOLICITATION

- 6.1 ACCESS TO MEMBER LISTS: All Chapters are bound by the MPI Data Privacy Policy <https://www.mpi.org/about/privacy> and are responsible for protecting all data. As such, all member types have access to the Membership Directory <https://www.mpi.org/membership/member-directory>. There are no additional direct member benefits to access registration lists and/or member lists. Any lists provided via sponsorship opportunities must account for opt-outs and be respective of the MPI Data Privacy Policy.
- 6.2 CHAPTER SPONSORSHIP POLICIES: Chapters may sell Sponsorship opportunities to partners that are members or non-members of MPI. Such sponsorships can include education, events, website advertising, newsletters, etc. All sponsor campaigns must consider opt-outs and the MPI Data Privacy Policy. All sponsorships should be considered for overall member value and Chapter business strategies.

SECTION 7. ADMINISTRATORS

- 7.1 Administrators must adhere to the standards and qualifications established by MPI. Additional services above the minimum requirements can be added by the Chapter at their discretion with Board of Directors' approval.
- 7.2. EVALUATION OF ADMINISTRATOR & CONTRACT RENEWALS: Each Chapter is required to complete an annual review of their administrative services prior to end of the fiscal year. Chapters must, at a minimum, adhere to the evaluation guidelines provided on the sample template promulgated by MPI. Additional processes can be deemed necessary at the Chapter's discretion. All Chapters must submit a copy of their administrator evaluation and current contract for services (if applicable) to MPI by the stated date.
- 7.3. Contracts for paid Chapter Administrators require the following language and/or scope of services. This includes all existing and future contracts.
 - 7.3.1 Chapter Administrators and their support staff will represent the Chapter and MPI in a professional manner adhering to the Principles of Professionalism Guidelines provided by MPI.
 - 7.3.2 Chapter Administrators and their support staff will follow all MPI and Chapter Bylaws, Policy & Procedures, Financial budgeting requirements and any other defined requirements set forth by Chapter or MPI.
 - 7.3.3 Chapter Administrators are required to adhere to all Chapter Administrator Program (CAP) guidelines and policies. See program guidelines for specific requirements.
 - 7.3.4 Chapter Administrators must have a business license where applicable by law and provide proof at commencement of contract term and be insured.
 - 7.3.5 Non-compliance with these requirements will require termination of contract.
 - 7.3.6 Volunteer Chapter Administrators are not required to be licensed or insured.

- 7.4. Chapter Administrators cannot be family or an immediate relative of a member of the Board of Directors. Family or immediate relative is defined as spouse, children, parents, siblings or grandchildren.
- 7.5. Chapter Administrators will work to hold the Board of Directors accountable to all defined MPI performance standards, policies and Principles of Professionalism. The Board of Directors will support Chapter Administrators in this process.
- 7.6. All administrative services must be contracted as a vendor for services. In the event a Chapter is without capacity to support a paid administrator, consult your MPI representative.

**ARTICLES VII
CHAPTER EVENTS**

SECTION 1. EDUCATIONAL & SOCIAL EVENTS

- 1.1 EDUCATIONAL EVENT: Chapters are required to have four (4) educational events annually. Based on market conditions, Chapters should charge a member rate and a non-member rate for events where appropriate. The price difference between member and non-member rates is at the Chapter’s discretion based on specific event needs. Refer to Article III, Section 2.1 for additional Chapter member attendance guidelines. Partnership events with other industry organizations are excluded from this requirement and may establish rates without regard to membership with MPI.
- 1.2 Chapters should establish chapter educational, networking and social programs.

**ARTICLE VIII
COMMUNICATIONS**

SECTION 1. BRAND STANDARDS AND TRADEMARKS

- 1.1 All Chapters must adhere to the MPI Chapter Logo and MPI Brand Guide documents provided. Any theme-specific logos for events must not conflict with the MPI Brand Guide and must be approved by MPI prior to use. Each chapter will be required to sign a Trademark License Agreement that will be maintained by MPI.

SECTION 2. CHAPTER COMMUNICATIONS

- 2.1 Each Chapter should create a policy regarding communications which may include, but are not limited to, MPI Chapter spokespersons, methods of delivery, timelines, and calendars.

**ARTICLE IX
MISCELLANEOUS**

Section 1. PHILANTHROPIC ACTIVITY

- 1.1 The MPI Foundation is MPI’s charity of choice. Throughout its existence, the MPI Foundation has provided diverse financial support to industry associations, critical industry-related initiatives, thousands of MPI members, and every chapter.
- 1.2 Because the MPI Foundation supports leader education, professional development, and chapter growth, we encourage annual support from the chapter by creating MPIF events, year-end donations, or registration donations to be included with all chapter events.
- 1.3 At any time, if a chapter leadership team desires feedback or to learn about donation options, they can contact the current MPIF Board of Trustee chair or MPIF’s Executive Director, as noted on MPI’s website.
- 1.4 Chapters are also encouraged to support local charities that align specifically with the meetings & events, travel, tourism industries along with critical local charities. (i.e., Anti-Human Trafficking, etc.)

Section 2. MPI CHAPTER AWARDS

- 2.1 RISE AWARDS: The RISE Awards are MPI’s annual recognition program for its members and chapters. The program has four award categories for chapters (Industry Advocate, Innovative Educational Programming, Marketplace Excellence, & Membership Achievement) and three award categories for members (Young Professional Achievement, Member of the Year, Meeting Industry Leadership). Award recipients are selected based on the criteria of influence, transferability, and innovation.
- 2.2 CHAPTER PERFORMANCE AWARDS: Chapter Performance Awards are determined through chapter performance standard assessments and chapter dashboard results. Seven key metrics are included in the assessment: Member Satisfaction, Member Retention without Students, Net Member Growth, Net Profit, Reserves as a Percentage of Annual Operating Expenses, Educational Content Satisfaction and Clock-Hour Accredited Educational Events. Goals are communicated to Volunteer Chapter Leaders prior to the beginning of the Chapter Fiscal Year. Annual awards are presented to Top Performing Chapters and Chapters of Excellence.

SECTION 3. NON-COMPLIANCE

- 3.1 Chapters may not be eligible for annual chapter performance awards and metrics incentives if they are not compliant with the MPI Chapter Bylaws and the MPI Chapter Policy Manual.

SECTION 4. MPI POLICY MANUAL

- 4.1 Where there is a conflicting provision in this Chapter Policy Manual with the provisions of the MPI Policy Manual, or where there is a provision in the MPI Policy Manual that applies to a situation where this Chapter Policy Manual is silent, then the MPI Policy Manual shall control.

**MPI POTOMAC CHAPTER POLICIES
ADDENDUM**

Revision Date 4/27/2024

**ARTICLE I
MEMBERSHIP**

SECTION 1. AFFILIATE MEMBERSHIP: Any MPI Preferred or Premier Member in good standing is eligible for affiliate membership with the MPI Potomac Chapter, regardless of geographic area or location of business. Affiliate membership fees will be set annually at a rate between \$75 - \$150 for a one year period. Affiliate members will receive the following benefits:

- Member Directory
- Monthly Chapter e-newsletter
- Chapter publications
- Member rate at Chapter Events
- Ability to serve on committees

This fee is invoiced, collected and retained at the Chapter level.

**ARTICLE II
BOARD OF DIRECTORS/OFFICERS**

SECTION 1: EXECUTIVE COMMITTEE:

- 1.1 EXECUTIVE COMMITTEE: The Executive Committee consists of the President, President-Elect, Immediate Past President and all four Vice Presidents. In addition to the above Board of Directors responsibilities, those serving will be asked to attend the following meetings.
- Executive Committee Meetings, typically 12 annually during term year.
 - MPI Chapter Business Summit, typically held within a month of the board slate approvals, prior to term year start.

As per Article V, Section 1.1.1, the Executive Committee shall serve the role of the Audit and Finance Committee.

SECTION 2: BOARD ELECTION & SERVICE

- 2.1 All Nominating Committee procedures must be in compliance with MPI Potomac Chapter Bylaws Article X, Section 2.

Position/Title	Function
Immediate Past President	Chair – Voting Member
President-Elect	Non-Voting Member
Member	Voting Member
Member	Voting Member
Member	Voting Member
Member	Voting Member
Member	Voting Member

2.2 NOMINATION PROCESS CANDIDATE INTEREST FORM: This form along with supporting materials will be created by the Governance & Nominating Committee. Once the form is completed the Chapter Association Manager of the Management Firm will post on MPI Potomac website and distributed to the membership via e-mail. To be eligible for nomination each candidate must secure employer approval to serve as a director or officer.

2.3 BOARD MEMBER EXPECTATIONS: In addition to the requirements addressed in MPI Potomac Chapter Bylaws under Article 8, Sections 1- 11, all Board Members are:

- Newly elected board members are expected to attend chapter board meetings each month prior to the start of their term at the start of the Chapter year.
- Required to attend chapter board meetings, typically 12 during current term year.
- Newly elected board members are required to attend board training, prior to their term beginning and participate in ongoing leadership training throughout the year.
- Expected to actively participate in assigned committee meetings.
- Required to attend a 2 – 3 day Annual Retreat prior to term beginning, and 2 – 3 day Mid-year Retreat typically 6 months after the annual retreat.
- Expected to attend and fully participate as often as possible in all Chapter events, typically 12-15 events and programs during term year.
- Expected to attend the annual meeting and induction.
- Expected to be fully prepared in advance of meetings on the issues to be discussed.
- Engaged and active in the activities of the chapter.
- Promoting the programs, goals, and products of the chapter; and faithfully carrying out duties that may be assigned to her/him.

ARTICLE IV COMMITTEES, TASK FORCES, AND ADVISORY COUNCILS

SECTION 1: SELECT COMMITTEES

2.1 All Nominating Committee procedures must be in compliance with MPI Potomac Chapter Bylaws 1.1 All committee chairs and co-chairs will be appointed for a one-year term beginning at the start of the calendar year. The outgoing and incoming Board Director will make appointments together with prior approval from incoming President. The committees shall include, but need not be limited to the following:

- CMP Prep Course
- Communication
- Community Outreach
- Diversity, Equity & Inclusion
- Educational Experiences
- Emerging Professionals
- Industry Advocacy
- Leadership Development
- Membership Engagement & Recognition
- Membership Recruitment & Retention
- Networking Events
- Sponsorship

1.2 COMMITTEE DESCRIPTIONS:

CMP Prep Course: This committee leads our renowned on-line study courses focused on preparation for the CMP exam. They also promote those who earn their CMP's certification through the program. They produce up to 4 CMP prep courses throughout the year by creating and publishing course schedules, coordinating instructors, and marketing to MPI Chapter as well as partnerships with MPI chapters around the world that are not currently offering CMP prep courses.

Communication: The committee collaborates with all Potomac Chapter committees to plan and execute cohesive marketing campaigns to promote chapter events and activities including managing the marketing calendar, coordinating email campaigns, creating graphics, overseeing and posting on social media platforms, updating the website, hosting monthly podcasts, gathering content for and publishing the monthly FYI e-newsletter, and publishing the annual membership directory.

Community Outreach & Industry Advocacy: This committee aims to get MPI Potomac's name out into the community through community service and volunteer efforts.

Diversity, Equity and Inclusion: This committee provides support and resources to ensure DEI initiatives are weaved into all chapter activities and communications to uphold the chapter's mission to create an inclusive community that best reflects the makeup of our members.

Educational Experiences: This committee curates and develops 4-6 educational experiences (known as e2s) and other learning programs throughout the year. Tasks include content development, speaker/panel engagement, program format, and on-site execution.

Emerging Professionals: This committee assist individuals from traditionally aged college students to adult learners and even career-pivoters. It's a supportive home for all industry members who are in the early stages of their careers, with 0-3 years of experience. The goal of the committee is to provide tailored support and resources to help them navigate their career paths.

Industry Advocacy: This committee strives to advance the interests of the Potomac chapter through industry advocacy channels and will spearhead the chapter's participation in events focused on highlighting the meeting industry.

Leadership Development: This committee plays a crucial role in supporting Potomac Chapter leaders. It facilitates succession planning, ensuring a smooth transition of leadership. Additionally, it provides a wealth of resources and tools to enhance leadership skills and effectiveness, ultimately setting up chapter leaders for success.

Membership Engagement & Recognition: To maximize member's engagement, this committee ensures each member is getting their ROI from their membership once they become a member. The committee is responsible for member orientation activities, promoting committee involvement to maximize membership, and coordinating the Ambassador program at events to help connect newer and non- members with existing members. To provide member recognition, this committee also promotes ongoing member volunteer service and activities through awards (star awards throughout the year and annual awards), chapter articles, and birthday/anniversary acknowledgments. The committee is responsible for planning and executing the chapter's year-end annual awards event (known as the Evening of the Stars).

Membership Recruitment & Retention: This committee develops and executes membership promotion and growth strategies throughout the year. Member Recruitment is a chapter wide responsibility, and this committee provides resources and specific strategies to ensure we are hitting all cylinders to create continuous membership growth. The committee also provides an ongoing outreach campaign to members in advance of their renewal date. By coordinating efforts with Member Recruitment and Engagement committees, Member Retention committee follows the life cycle of the member and creates proactive communications. Mentorship: This committee connects members who are interested in serving as mentors with members who are looking for mentors in the industry.

Networking Events: This committee plans and executes several non-educational, networking events that generate revenue for the chapter. Tasks include everything from event conception and design through working with event partners and on-site execution. that can bring in additional revenue for the chapter.

Sponsorship: This committee develops and delivers chapter revenue through paid partnerships, including year-long strategic sponsors, event sponsors, various sponsors/ advertisers for chapter

publications and other outlets. The committee is also responsible for sponsor care to ensure ROI for each sponsor is executed and actualized. Lastly, the committee organizes non-event-specific fundraisers that can bring in additional revenue for the chapter.

SECTION 2: ADVISORY COUNCILS AND TASK FORCES

- 2.1 Task Forces may be appointed by the President, with the approval of the Board of Directors, on an as needed basis. The President should appoint a position on the Board of Directors as liaison for each Task Force. Any member in good standing shall be eligible to serve as on a task force or advisory council, including affiliate members.
- 2.2 The Task force shall operate in the same manner and under the same guidelines as any other chapter committee, except that it should have a specified term life.
- 2.3 The Task force shall be given specific goals for its terms. Upon completion of those goals, it shall be the responsibility of the Task Force to make recommendations to the Board of Directors for further action. Such action may include the formation of a committee, change of policy or procedure, etc.

SECTION 3: VOLUNTEER ROLES & RESPONSIBILITIES:

- 3.1 Expectations of Committee, Advisory Council and/or Task Force Chairs:
 - All Committee Chairs shall report to a designated Board Director.
 - Collaborate with Board Director to achieve specific committee goals as outlined on Business Plan
 - Build their committees through committee interest forms, chapter recruitment activities, and their own solicitation. Committee members must be a current premier or preferred member or affiliate member of the Potomac Chapter
 - Conduct committee meetings monthly or as required by business need.
 - Agendas and minutes are required for every committee meeting. Co-Chairs create committee meeting agendas in partnership with the Board Director.
 - Identify a committee member to record meeting minutes, distribute post-meeting to committee, Board Director, and Chapter Association Manager.
 - Attend Board of Director Meetings, as possible
 - Act as mentor, coach, advisor to assigned committee members.
 - Report on successes and challenges of assigned committee to Board Director
 - Support and enforce policies and programs adopted by the Board of Directors
 - Ensure the fiscal responsibility of the committee(s) to which position is assigned.
 - Maintain the committee Project Plan with current status of every task and goal.
 - Maintain current committee roster. Submit updated committee roster to Board Director, one (1) week prior to Board Meeting
 - Complete Check Request Forms, In-Kind Sponsorship Forms, and other financial forms in a timely fashion

- Perform other duties that may be delegated by the President and/or Board.
- Maintain confidentiality of discussions and background materials and immediately disclose any conflict of interest that may arise.

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. Comply with Conflict-of-Interest Policy, maintain confidentiality of discussions and background materials and immediately disclose any conflict of interest that may arise.

ARTICLE V FINANCE

SECTION 1. ANNUAL BUDGET

- 1.1 **UNBUDGETED EXPENDITURES:** All unbudgeted expenditures must be pre-approved by the Board of Directors before being confirmed. The Executive Committee may approve unbudgeted expenditures under \$500 and the Board of Directors must approve anything above \$500. After receiving approval, the committee chair can then place the order and include a note in the committee project plan.

SECTION 2. REQUEST FOR PROPOSALS:

- 2.1 **VENDOR CONTRACTS:** Only the President is authorized to enter into contracts with outside vendors. Both the President and Vice President of Finance's signature are required on all contracts. The Chapter Management Firm must retain copies of all countersigned contracts for a minimum of 7 years.

SECTION 3. LONG TERM CONTRACTS:

- 3.1 No vendor contract term shall be longer than three years. An annual review must be conducted with all long-term contracted vendors. At the discretion of the Board, MPI Potomac shall implement an RFP process. A subsequent contract will be executed and signed by the President and Vice President of Finance

SECTION 4. REIMBURSEMENT OF EXPENSES OR TRAVEL

- 4.1 For any travel directed or offered by MPI Global, Chapter Board of Directors members will comply with expense and reimbursement guidelines outlined for such event by MPI Global Policy Manual.

- 4.2 No payment will be made without an invoice or check request. All anticipated expenses must be outlined on the Check Request form. The completed form is then submitted by the committee chair to their Board Director for their signature, then VP for approval. Checks are cut twice per month. No member or non-member has authorization to sign a check request form, check, or a for-deposit-only check on behalf of the chapter when the payee is himself or herself or the company or organization they represent. There must be one signature on each check; all VPs are authorized to sign checks. Board members are responsible for parking expenses, if applicable, for all events, trainings, and board meetings. All purchases must be made in MPI Potomac's name, not the committee chair or member's name.

SECTION 5. SPONSORSHIPS

- 5.1 CHAPTER SPONSORSHIP CONFLICT OF INTEREST: The following language will be included on every in-kind sponsorship agreement, "It is understood by both parties this agreement is an in-kind trade for services and not constituted as compensation for services." S. Additionally, the following language will be included on any sponsorship agreement with a Board member's company, "[Organization Name] services are independent of the position [Board Member Name] holds in the MPI Potomac Board of Directors."

SECTION 6. MANAGEMENT OF PAID STAFF

- 6.1 Due to its size and scope of responsibilities, the MPI Potomac chapter shall retain the paid services of a Management Firm. All records, supplies, membership lists, printed materials and property owned by the chapter shall remain the property of the chapter and be returned to the same, should the services of the Management Firm be terminated. Requests for assistance from members and/or chapter leadership not included in the Management Firm's fee require the advance approval of the Board of Directors. It is the Management firm's responsibility to ensure that all compliance documents are sent to MPI Global by specified deadlines.
- 6.2 Minimum scope of services of paid administrator shall include the following for the provision of professional management and administrative services:
- Provision of headquarter office and necessary technology to support all methods of communication with board and members
 - Proven skills in basic administrative functions and support of associations
 - Capable in bookkeeping services
 - Capable in website management
 - Capable in event management and registrations
 - Capable in record keeping and documentation
 - Capable in all facets of Chapter Board of Directors support

**ARTICLE VI
CHAPTER EVENTS**

SECTION 1. EDUCATIONAL & SOCIAL EVENTS

- 1.1 Programs should alternate between DC, Maryland, and Virginia. Whenever possible, programs should not conflict with other industry events (local and national). Educational Programs and events co-sponsored by MPI Headquarters are excluded. Whenever possible, all chapter events are to be held at facilities that meet ADA standards. Cancellation of any program or event must have the approval of the Executive Committee before any action is taken. A master calendar is to be maintained by the Management Firm and updated monthly, or more frequently as needed. A copy will be provided to the Board of Directors and webmaster.

**ARTICLE VII
COMMUNICATIONS**

SECTION 1. CHAPTER COMMUNICATIONS

- 1.1 All public communication with the press, media, or other affiliation will be conducted from the President or a spokesperson appointed by the President.

SECTION 2. ADVERTISEMENTS

- 2.1 MPI Potomac Chapter will partner with a 3rd party vendor for advertisement sales for publications, website, and directory.

**ARTICLE VII
MISCELLANEOUS**

SECTION 1. PHILANTHROPIC ACTIVITY

- 1.1 The Community Outreach Committee will determine philanthropic activities and present them to the Board for consideration. Prior to the end of the fiscal year, the Board will review the chapter financial status and projected profit margin, to determine an appropriate donation to the MPI Foundation.

SECTION 2. CHAPTER AWARDS

- 2.1 **CHAPTER AWARDS:** In addition to ongoing member recognition throughout the year, MPI Potomac chapter acknowledges the contributions and achievements of its membership and leaders with up to (6) six individual awards and (1) organizational award. Selections of award honorees is by special committee. Below is an outline of the awards, nomination, and selection process.
- President's Award – Selected by President Committee of the Year – Determined by Executive Committee 15

- Marketplace of Excellence – Nominated by membership w/ further nominations by Awards Committee • Planner of the Year – Nominated by Membership
- Supplier of the Year – Nominated by Membership,
- Rising Star – Nominated by Membership
- Chapter Leader - Nominated by Membership
- Distinguished Leader– Nominated by Membership, Recommendation made by Awards Committee, Selected by Executive Committee

All chapter members in good standing are eligible for nomination, except Board Members are only eligible for the President's award, Chapter Leader and Distinguish Leader awards. However, a Board Member's organization is also eligible for the Marketplace of Excellence Award.

In collaboration with the Committee Co-Chair, the Board Director for Member Engagement and Recognition, shall appoint 3 – 5 Potomac Chapter Members in good standing to the Annual Awards Sub-Committee and present the committee to the Board of Directors for approval. The voting nominations committee should always be an odd number.

SECTION 3. CHAPTER SCHOLARSHIPS

- 3.1 The Board of Directors of the MPI Potomac chapter, at its discretion, may determine a scholarship program and the parameters under which it would be awarded, at any time by a majority Board Vote.