MEETING PROFESSIONALS INTERNATIONAL

MINNESOTA CHAPTER POLICY MANUAL

ADOPTED August 1, 2023

**ARTICLE I  
NAME**

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

**ARTICLE II**

**MPI VISION AND MISSION STATEMENTS**

MPIVISION: 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. 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. AUTHORITY & RESPONSIBILITY: The authority and responsibilities of the Board of Directors are stated in Chapter Bylaws Article VIII, Section 1.
  2. COMPOSITION
     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.
     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.
     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. 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. **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 MPIwith 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.

* + 1. 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.
    2. Chapter Administrators are required to adhere to all Chapter Administrator Program (CAP) guidelines and policies. See program guidelines for specific requirements.
    3. Chapter Administrators must have a business license where applicable by law and provide proof at commencement of contract term and be insured.
    4. Non-compliance with these requirements will require termination of contract.
    5. 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. 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.
  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.
  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.
  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

* 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. 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.

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**MINNESOTA CHAPTER POLICIES**

**ADDENDUM**

**Revision Date 4/29/2024**

**ARTICLE I**

**MEMBERSHIP**

SECTION 1. AFFILIATE MEMBERSHIP: Any MPI Global dues-paying member from

another chapter may join the Minnesota Chapter as an Affiliate Member for an annual fee of $99.00. This member will receive full member benefits and be able to take an active role on committees.

**ARTICLE II**

**BOARD OF DIRECTORS/OFFICERS**

SECTION 1: AUTHORITY & RESPONSIBILITY

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​​1.1     The governing body shall be the Chapter Board of Directors. The Chapter Board of Directors is responsible for reviewing and approving the Chapter’s strategic business plan in accordance with MPI strategic Mission and Vision. The Chapter Board of Directors oversees financial integrity and monitors performance against achievement of strategy and long-term vision. The Chapter Board of Directors shall be responsible for the hiring and continual performance assessment of paid staff. The Chapter Board of Directors shall have other powers and authority as granted to it by these bylaws. ​

SECTION 2:  EXECUTIVE COMMITTEE: ​

2.1 The Executive Committee may act in place of the Chapter Board of Directors between Board Meetings on all matters, except those specifically reserved to the Chapter Board of Directors by these bylaws, pursuant to delegation of authority to such committee by the Chapter Board of Directors. Actions of the Executive Committee shall be reported to the Chapter Board of Directors for ratification by mail, facsimile, electronic media or at the next Chapter Board of Directors meeting.

SECTION 3: BOARD ELECTION & SERVICE

3.1 The nominations process is overseen by the Chapter Nominations and Governance Committee. The nomination chair (Immediate Past President) is responsible for this process. The Chapter Administrator and staff help update the appropriate forms and send out communications to the membership as well as collect the nominations and responses. The Chapter Administrator serves as the liaison between the Minnesota nomination chair and the staff communications coordinator to prepare and publish nomination materials.

Nominations open in late March and close in early May. The Chapter Administrator should begin working with the nomination chair and the communications coordinator by no later than mid-February to ensure that all nomination materials are ready for publication by late March.

Nomination Forms and Processes: Two webforms are involved in the board of directors’ nomination process: Board candidate nomination form and the Board candidate questionnaire. Both forms are activated on this page: https://www.mpi.org/chapters/minnesota/get-involved/board-of-directors-nomination-process. When a user completes the board candidate nomination form: A nomination confirmation email is sent to the nominator and a nomination notification email is sent to pastpresident@mpimn.org and office@mpimn.org. When a nominee completes the board candidate questionnaire: A confirmation email is sent to the user and a notification email is sent to pastpresident@mpimn.org and office@mpimn.org.

The nomination chair is responsible for verifying write-in nominees’ eligibility and notifying those eligible of their nomination. Eligibility of write-in nominees must be verified at the Global level and can be done by accessing the member roster in the Chapter Leader Resources section of the Global site or asking staff for support.

The nomination chair is responsible for comparing the nomination form and questionnaire submissions and following up (as appropriate) with nominees who have not completed the questionnaire (some of whom may not have received their nomination notice email due to spam filters, etc.).

The Chapter Administrator is responsible for the following: Make sure the current

nomination chair fully understands the online nomination process and his/her roles and

responsibilities. Work with the nomination chair and communications coordinator to

update and publish the Board Position Description document. Work with the nomination chair and Synergos communications coordinator to update the board candidate nomination form and the board candidate questionnaire. Work with the nomination chair and Synergos communications coordinator to update the board of directors’ nomination process webpage. Solicit an article by the nomination chair for inclusion in the MPI Minnesota Matters. Assist the nomination chair in including the general nomination process, required steps, and link to the nomination form.

The nominations committee is responsible for interviewing all eligible nominees and to collaborate and make a full slate to be recommended to be voted on by the Board of Directors.

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% 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 Nomination 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.

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 the bylaw deadline of July 1st. Chapter will submit to MPI Global the approved slate on the template provided by MPI Global on or before August 1st of each year.

3.2 Duties of Officers

**President**. The President shall serve as Chair of both the Chapter Board of Directors and the Executive Committee, if the Chapter has chosen to establish an Executive Committee. The President shall also serve as an ex-officio member on all committees except the Governance and Nominating Committee.

**President-elect**. The President-elect shall preside at all Chapter meetings in the absence of the President, work with officers to ensure Chapter minimum standards are met, develop leadership succession planning strategies for the Chapter and shall perform such other duties that may be delegated by the President and/or the Chapter Board of Directors. In the absence of the President or the President’s inability or refusal to act, the President-elect shall perform the duties of the President.

**Immediate Past President**. The Immediate Past President shall serve as the Governance and Nominating Committee Chair, ensuring compliance and support of chapter bylaws and policy, and shall perform other duties that may be delegated by the President and/or the Chapter Board of Directors.

**Vice President Finance**. The Vice President Finance shall oversee the Chapter's funds and financial records. The Vice President Finance shall oversee collection of all funds and/or assessments; shall establish proper accounting procedures for the handling of funds; and shall be responsible for keeping the funds in such banks, trust companies, and/or investments as are approved by the Chapter Board of Directors or by the Executive Committee, if the Chapter has chosen to establish an Executive Committee.

The Vice President Finance shall report on the financial condition of the Chapter at all meetings of the Chapter Board of Directors and at other times when called upon by the President. The Vice President Finance is responsible to ensure the submission and filing of Chapter tax reports to MPI and governmental agencies as required.

**Vice President Membership.** The Vice President Membership shall oversee new member recruitment, new member orientation, member recognition programs, scholarships and Chapter retention. The Vice President Membership will access membership reports including new members and retention from the MPI database and report at all meetings of the Board of Directors and at other times when called upon by the President.

**Vice President Education.** The Vice President Education shall oversee the educational offerings of the Chapter, to include program planning and educational alignment with the Chapter’s strategic business plan. The Vice President Education shall also oversee registration, logistics, content and speaker sourcing for all meetings. The Vice President Education will report at all meetings of the Chapter Board of Directors and at other times when called upon by the President.

**Vice President Marketing and Communications**. The Vice President Marketing and Communications shall oversee the chapter communications. Vice President of Marketing and Communications will oversee the timely communications as needed to provide effective newsworthy information to the membership. In addition, the Vice President Communications shall oversee the production of the chapter newsletter and website, their content and accuracy, and all written communication that is provided by the Chapter both internally and externally. The Vice President Marketing and Communications shall also ensure that all written communications follow the Chapter’s strategic business plan and MPI policies, procedures, and brand guidelines. The Vice President Marketing and Communications will report at all meetings of the Chapter Board of Directors and at other times when called upon by the President.

**Other Officer Positions.** There shall be a minimum of seven officer positions of the Chapter which are Immediate Past President, President, President-Elect, Vice President Finance, Vice President Membership, Vice President Education and Vice President Marketing and Communications. Additional officers may be included as deemed necessary by the Chapter Board of Directors. The seven minimum officer positions and any others created by the Chapter Board of Directors must be filled by a minimum of 5 individual officers. The President cannot concurrently serve as the Vice President Finance. Officers’ other than the President and Immediate Past President shall be elected by membership and shall service until their successors have been duly elected and have assumed office.

3.4 Board Training: Any incoming Board members 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 it to the Chapter Administrator prior to December 1st. All chapter leaders are able to and encouraged to attend MPI Global trainings, Chapter Business Summit (CBS) and Chapter Leader Forum (CLF).

Seated Vice President (who in most instances will be the immediate past Director) of each Standing Committee will assist incoming Director of that committee in their transition process.

**ARTICLE IV**

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

1.1 STANDING COMMITTEES:  A volunteer Chair will be appointed for each standing committee annually.

Standing committees of the Chapter are:

Governance and Nominating Committee

Finance and Audit Committee

SECTION 2: ADVISORY COUNCILS AND TASK FORCES

2.1 Volunteers for any advisory councils and/or task forces shall be appointed as needed. Include in each who is responsible for making the appointment for advisory councils/task forces and if a board vote is required.

The Minnesota Chapter currently does not have any active Advisory Councils or Tasks Forces.

SECTION 3: VOLUNTEER ROLES & RESPONSIBILITIES:

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

* 1. Clear communication on purpose/charge for the group. If changes in direction occur, communicate with the 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 Chapter Board of Directors 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. 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 The annual budget is prepared by Strategic Alliances Committee for review by the Board of Directors. The Chapter Board of Directors approves the annual operating budget in compliance with MPI Bylaws. Chapter operations will be in alignment with the annual budget.

SECTION 2. RESERVE FUND

2.1 The terms of the Reserve Fund are defined as funds set aside for emergency cases in which unpredictable events could substantially impact a Chapter’s operations or revenue streams

2.2 The Reserve Target is set at a minimum of 25% of annual fixed expenses, excluding event-related expenses, to ensure the Chapter's operational stability. MPI recommends all Chapters maintain at least 75-100% of their annual fixed expenses before moving money into an investment account. It is up to the discretion of the Chapter Board of Directors to determine when to move additional money into or out of an investment account.

2.3 Access to reserves is subject to approval by the Vice President of Finance, with final approval requiring a majority vote of the Board of Directors which is officially documented using the Chapter Reserve Fund Board Resolution template (template is provided in the CLRP > Office of the President > Governance > Reserve Fund Resolution Template).

SECTION 3.  REQUEST FOR PROPOSALS:

3.1 ​Strategic Alliances Committee oversees the Request for Proposal process for venues hosting our events.

SECTION 4.  REIMBURSEMENT OF EXPENSES OR TRAVEL

4.1 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.

4.2 All expenses related to Minnesota Chapter activities must be submitted for payment within 30 days of products or services rendered.

4.3 The Director or Vice President of the appropriate committee completes the online check request form; attaching all receipts and the vendor’s W9. This form is then reviewed and approved by the Vice President or Director of Strategic Alliances for processing by Chapter staff. If any information is missing or not correct it will be returned to the appropriate committee Director or Vice President to update.

4.4 All Chapter Board of Directors travel should be allotted for in chapter budgets. ​

SECTION 5.  SPONSORSHIPS

5.1 Strategic Alliances Committee oversees the sponsorship process for MPI MN. This includes both cash and in-king sponsorships. Ensure consistent and ongoing recognition for suppliers who provide sponsorships to the Chapter.

5.2 Access to membership mailing lists shall be restricted to MPI Premier members in good standing only. Members must be provided the opportunity to opt out of solicitation emails from both the chapter and MPI Global. Chapters shall not provide access to member email addresses

5.3 Identify and secure sponsorships as requested by Standing Committees and Year Long Sponsorship Packet.

5.4 Ensure collections of sponsorship revenue and in-kind donations including event photographer.

5.5 Generate and distribute Year Long Sponsorship Packet to all potential MPI MN Alliances.

5.6 Track all sponsorships and/or in-kind donations.

SECTION 6. MANAGEMENT OF PAID STAFF

6.1 Paid staff administrators may be hired by the Chapter Board of Directors to serve assist in Chapter activities. The terms and conditions of such engagement shall be as specified by the Chapter Board of Directors and shall be set forth by contract. Engaging and terminating the paid staff administrator shall require a two-thirds (2/3) vote of the Chapter Board of Directors and shall be in accordance with the applicable services contract. Paid staff administrators must adhere to the standards established by MPI.

6.2 The Chapter Board of Directors shall be responsible for the hiring and continual performance assessment of paid staff.

6.3 The Office of the President oversees the RFP process for Chapter Administrator (currently every three years).

6.4 Oversee performance of the Chapter Administrator, including monthly meetings and a yearly performance review 90 days prior to end of fiscal year. Chapter must submit a copy of their paid staff evaluations to MPI Global within 30 days of evaluation.

**ARTICLE VI**

**CHAPTER EVENTS**

SECTION 1. EDUCATIONAL & SOCIAL EVENTS

1.1 In conjunction with the Office of the President, the Education Committee implements the annual calendar of monthly education offerings including All Day Education Conference.

1.2 Education committee oversees the organization of the biennial CMP/CMM recognition breakfast, occurring in the odd-numbered years.

1.3 Maintain a procedure manual to assist in planning of monthly educational offerings to include:

1.3.1 Different meeting formats and suggested agendas

1.3.2 Timeline for planning process

1.3.3 Venue checklist

1.3.4 Staffing needs

1.4 Work closely with Strategic Alliances on venue sponsorship and recognition and other monthly meeting sponsorship opportunities.

1.5 Develop annual educational schedule that considers:

1.5.1 Industry focus

1.5.2 Professional education

1.5.3 Networking opportunities

1.5.4 Different times of day, location and audience needs

1.6 Monthly podium script:

1.6.1 Requests from Standing Committee

1.6.2 Chapter announcements (e.g. future events, scholarship deadlines)

1.6.3 Promotion of next monthly offering

1.6.4 Thank you to meeting sponsor(s)

1.6.5 Recognition of venue sponsor

2.1 Regular meetings for members and nonmembers will be held the third Wednesday or Thursday of each month, August – June, or as determined by the Board of Directors.

2.2 Hosting by Chapter Members. Minnesota Chapter members will be given first right of refusal when holding an MPI MN function before soliciting outside sources, unless there are no present members who are capable of performing or fulfilling the need.

2.3 Reimbursement Rates of Food & Beverage. Regular monthly programs facilities can be reimbursed up to $20 per person, special events (holiday celebration and year end celebration) up to $30 per person and daylong events up to $60 per person based on the guidelines set by the annual budget.

2.4 Host facilities. Host facilities may send attendees to meetings held at their own facility at no charge, provided the Minnesota Chapter is not charged for their attendance.

2.5 Meeting Notices. The meeting notice will be sent to the last known contact information of each member through the chapter’s digital newsletter, at least 14 days prior to the meeting.

2.6 Events Industry Council Certified Meeting Planner (CMP) Units. Within 30 days of a meeting or event that awards CMP units, the staff will upload a roster of attendees to the Events Industry Council website.

2.7 Member Pricing. Any member of MPI Global will be allowed to attend all Chapter membership meetings at the current member fee. Any member attending a meeting at a Chapter level will adhere to the reservation and cancellation policy of the chapter.

2.8 In-Person, Virtual and Hybrid Registration Rates. For the in-person meeting and hybrid webcast, there is a member, nonmember and student registration fee for each monthly meeting. There is an early bird, regular pre-registration fee and an on-site registration fee for these categories. Virtual and hybrid webcast price will be determined by the Chapter board of directors depending on the costs of these services.

2.9 Member Communication. Members of our Chapter will receive all member communication digitally.

2.10 Nonmember Rates. Anyone who is not a Preferred or Premier member is required to pay the non-chapter member rates for events and is not limited a certain number of events in one fiscal year at the non-chapter member rate.

2.11 Advance Registration. Advance registration is made through the MPI MN website prior to the meeting. Credit card payment is required with registration. A pre-registration rate is available from the time the event registration page opens until the Sunday before the meeting which closes at 11:59 PM. Onsite registrations incur a $10.00 additional fee above the pre-registration rate.

2.12 Meeting Cards. Annual meetings cards will be offered for purchase as determined by the Board of Directors.

2.13 Walk-ins/On-site registration. Walk-ins will not be guaranteed a meal and must wait until all registered attendees are seated based on availability at the facility.

2.14 Cancelled Registrations. Cancellations must be received 72 hours in advance of the program, or the attendee will be charged unless this contradicts with the Chapter’s Preparedness and Precautions guide.

2.15 Delinquency of Chapter Fees. Delinquency on Chapter fees shall prevent participation in Chapter functions and/or meetings until the delinquency is cleared. Chapter fees will be defined as dues, meeting charges, sponsorship, advertising, and/or any outstanding debt to the MPI MN. Outstanding fees must be paid to the Chapter within 30 days of receipt. After 30 days, the bill will be considered delinquent.

2.16 Past Presidents. The Minnesota Chapter will offer Minnesota Past Presidents discounted pricing on attendance at Chapter events. This will be offered to a Past President immediately following their term as President. This is offered in recognition and appreciation of their commitment to the Chapter, evidenced by a three-year President term. Chapter events will include monthly meetings, Holiday Celebration, Year End Celebration, annual education day and one fundraising event. This was first rolled out to all Past Presidents in August of 2010 and will remain in effect until the policy is changed. A Past President must be a member in good standing to qualify for this benefit. This policy will be reviewed at a minimum of every two years and could be subject to change.

3.1 NETWORKING/SOCIAL PROGRAMS: ​Membership Committee oversees the Member Mingle. Conduct two (2) Mingles per year to encourage networking and help in recruiting efforts. Mingles help enhance supplier-planner networking opportunities.

**ARTICLE VII**

**COMMUNICATIONS**

SECTION 1. CHAPTER COMMUNCIATIONS

1.1 Demonstrate the value of MPI as a resource

1.2 Establish a link between the local media and MPI MN to publicize member accomplishments, Chapter activities and the meeting industry’s impact on the economy

1.3. Collaborate with other committees to communicate their agendas, objectives and activities

1.4. Support current Chapter communication vehicles and investigate and implement new communication vehicles as they support Strategic Goals

1.5. Work closely with Strategic Alliances to determine advertising opportunities

1.6. Liaison with MPI Global

1.6.1. Understand and monitor brand standards. Chapter must adhere to the MPI Logo

and Identity Standards document provided. Any specific logos for event use must not be in conflict with the MPI Chapter Logo and identity Standards and must be approved by MPI Global prior to use. In order to obtain approval please contact creative@mpiweb.org.

1.6.2. Relay information to/from MPI Global regarding Chapter activities and MPI Global offerings

1.6.3. Communicate MPI Global events and offerings to MPI Minnesota Chapter membership.

1.7. Conduct RFP process to engage vendors for communication vehicles not included under current contracts (e.g. Website redesign).

1.8. Maintain an overall communication schedule with deadlines and deliverables to ensure timely submissions from Standing Committees and Chapter Members

1.8.1. MPI Minnesota Matters (MPI MN Matters) monthly e-newsletter

1.8.2. MPI Minnesota Minute (MPI MN Minute) monthly event reminder e-blast

SECTION 2. ADVERTISEMENTS

2.1 ​Strategic Alliances oversees the advertisements for MPI MN. SA will work closely with Communication and other Standing Committees to determine opportunities. Promote and secure advertisers. Collect and report advertising revenue.

**ARTICLE VII**

**MISCELLANEOUS**

SECTION 1. PHILANTHROPIC ACTIVITY

1.1 Identify community service projects that allow MPI MN to give back to the community and at the same time promote the Chapter and our membership. Strategic Alliances oversees the Community Outreach committee. Community Outreach chairs select a charity to receive donation drops at least two times per year. Annually propose a slate of Community Outreach projects for Board of Directors approval (minimum of two per calendar year). Execute outreach programs and report back to the Board of Directors on outcome of programs. Promote Community Outreach opportunities via MPI MN Matters communication and chapter website.

SECTION 2. CHAPTER AWARDS

2.1 Annual EMPI awards: Membership Committee currently manages the nomination, criteria and selection process. Publicize member commitment (5 yr., 10 yr., + members). It is a recommended process to have no more than two awards of the total awards given to any current Chapter Board of Directors members serving each fiscal year. Chapter Board of Directors’ recognition to thank them for service is acceptable but should not be called an award but rather a recognition of service.

SECTION 3. CHAPTER SCHOLARSHIPS

3.1 Chapter is currently not offering any scholarships on a local level. See global webpage for scholarship opportunities within MPI.