



MEETING PROFESSIONALS INTERNATIONAL
Rocky Mountain Chapter POLICY MANUAL
ADOPTED August 1, 2023

ARTICLE I
NAME

Name. The name of this organization is Meeting Professionals International ("MPI") **Rocky Mountain Chapter** a not-for-profit corporation, incorporated in the **State of Colorado, USA**.

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.

Rocky Mountain Chapter POLICIES ADDENDUM

Revision Date **4/10/2024**

ARTICLE I MEMBERSHIP

SECTION 1. AFFILIATE MEMBERSHIP:

- 1.1 An individual may only be an international member of one Chapter but may choose to become an Affiliate Member of other Chapters. An MPI dues-paying member from another Chapter may join the MPI Rocky Mountain Chapter as an Affiliate Member at the rate of \$75. This membership is due for renewal on the **Affiliate Membership anniversary date**. This Affiliate Member shall receive full member benefits and be able to take an active role on Committees.

ARTICLE II BOARD OF DIRECTORS/OFFICERS

SECTION 1: AUTHORITY & RESPONSIBILITY

- 1.1 CHAPTER BOARD REPORTS: Team Status Reports (TSR's) are due from the Board of Directors to the Chapter President and Chapter Executive Director on the Friday prior to each Board Meeting. All Board members are responsible for submitting their individual updates by filling out the TSR's located on the Google Drive.

SECTION 2: EXECUTIVE COMMITTEE:

- 2.1 The Executive Committee will function as the Audit and Finance Committee with the responsibilities identified in Article V, Section 1.1.1.

SECTION 3: BOARD ELECTION & SERVICE

- 3.1 NOMINATION PROCESS: In early April communication shall be sent to all members to complete a Board application if they wish to serve. This communication shall be sent to all chapter members via email, posted on the Chapter website and through social media platforms. Nomination applications must be returned to the Chapter Executive Director by April 30th. The Chapter Executive Director will provide all completed forms to the Nominating Committee Chair within one week (May 7th) and the Nominating Committee Chair will share the forms with the Committee immediately following. The Nominating Committee will use pre-qualified interview questions and the Skills and Experience Matrix for assessing nominee skills to assure a balance of skills and experience on the MPIRMC Board.

The Nominating Committee will contact each nominee to inform them of the outcome of their nominations. This information will remain confidential between the Nomination Committee and the nominee until the slate is approved by the Board of Directors and is presented to the membership.

Board of Directors Nomination Timeline:

- April (week 1): Call for Volunteers
- April 30th: Call for Volunteers closes; all applications must be submitted by COB.
- May (end of week 1): Nominations Chair to receive all applications from Executive Director
- May 13th – June 7th: Nomination Committee to conduct candidate interviews.

- June 10th – 14th: Nomination Committee meets to secure slate.
 - June 17th: Board of Directors presented to Board of Directors
 - June 24th: Board of Directors presented to membership for 30 days.
 - August 1st: Board of Director slate submitted to global.
- 3.2 COMMITTEE CHAIRS AND CO-CHAIRS: Chair and Co-Chair positions will be filled by the respective Vice President and Director of each department.
- 3.3 JOB DESCRIPTIONS: MPIRMC board position job descriptions can be found in the chapter google drive within the Board-General Documents>Job Description
- 3.4 **TRANSITION PROCESS & ORIENTATION REQUIRMENTS:** MPIRMC is committed to providing comprehensive transition training for its board members to maintain organizational continuity and effectiveness. Following the official approval of the incoming board, led by the incoming president, MPIRMC will organize an in-person transition training session.

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

- 1.1 STANDING COMMITTEES: Each Committee will have a Committee Chair or Committee Co-Chairs. Anyone serving on a committee must be a member in good standing of MPI. Each Committee shall have a Board liaison and a Committee Chair or Co-Chairs. Committee Chairs will be appointed by a member of the Board and report to that Board Member in accordance with the Chapter leadership structure. Committee Chairs report their monthly progress to the Board Member in which appointed them. Deadlines for reporting this information are determined by the Board Member. The Chair or Co-Chairs, once appointed, can begin their term at any time during the Chapter year. Any member is eligible to serve on no more than two (2) current/active Committees during a program year without Board approval. A member can only serve as Chair/Co-Chair of up to two Committees unless Board approval is obtained. Committee Chairs cannot change their position or appoint a Co-Chair without approval from the Board Member who appointed them first. Committee meeting agendas shall be prepared by the Committee Chair and distributed to all Committee members, Director, Vice President, Executive Director, and President prior to the meeting. Committee Chairs are encouraged to attend Board Meetings whenever possible. Committee Chairs and Co-Chairs are required to have working knowledge of the Policies and Procedures, Chapters Bylaws, and the Chapters Business Plan. Committee Chairs are to work with their appointing Board member to develop yearly goals that support their specific project and support the goals set by Chapter Leadership. Each Committee will meet as needed. Committees shall be structured to offer as many members the opportunity to volunteer as is necessary to fulfill the requirements and deliver favorable outcomes of the task. Committees will coordinate with the Executive Director to schedule meetings and events to avoid any conflicts. Committees do not authorize or give approval on, 1) contracts or BEO's on behalf of the Chapter, 2) commit to funds with the consent of the Board, 3) finalize or distribute program material without final approval of the Board/Communications.

SECTION 2: ADVISORY COUNCILS AND TASK FORCES

- 2.1 See Article IV, Section 1.1

SECTION 3: VOLUNTEER ROLES 7 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 Chapter operates on a cash basis and will maintain a Chart of Accounts. The incoming Vice President of Finance shall have the opportunity to review and revise the budget with the current President. The current Vice President of Finance has the primary responsibility for developing the new budget, ensuring there is a clear understanding of all components which make up the budget. The incoming Executive Committee shall have input in the discussion, serving as the Finance Committee. The current Board shall vote on the final budget no later than November 22nd for the New Year. It is the Executive Director's responsibility to ensure that a copy of the final, approved Chapter budget is sent to MPI Global and posted to the Chapter website by MPIRMC's deadline. The Vice President of Finance, through the Executive Director, will provide a monthly Chapter financial statement to the Board. VP of Finance cannot make a motion to approve the financials during a Board meeting. There shall be an annual audit or review of all financial data provided by a finance professional independent of the current Vice President of Finance or the Executive Director. Chapters are required to have an annual review by the Finance Audit Committee. Best Practice is that the chapter will have a full audit every 3-5 years. Financial Audit Committee has 4 members. Committee will automatically include VP of Finance and the President Elect. Current President will include 2 Past President committee members to serve. Audit to happen in January and should be completed by the end of the February. Expenses should not exceed income. If the chapter is in a position where this occurs, the Board must approve any movement of funds from the money market or investment account. No Committee Meeting or Celebration expenses are reimbursable by the Chapter unless discussed and pre-approved by the board. The Board, prior to incurring expense, must discuss and approve all unbudgeted expenses.

The Board must approve all changes to the chapter budget after it has been voted on and approved.

No payment will be made without an invoice or check request and receipt for purchase.

All purchases must be made in the Chapter's name, not the Committee Chair or member's name. Each expense must be documented on each Board Members TSR's under the Check Request section. Original receipts or invoice must accompany the check request and be submitted to the Vice President of Finance for signatures. An invoice, if attached, must indicate the Chapter as the purchaser using the Chapter name and address. The Vice President of Finance will forward the signed form to the Executive Director. If necessary, the Executive Director will discuss the request with the Vice President of Finance and/or the President before approving.

All bills must be closed out in one month.

Checks are cut on the 1st and the 15th of each month.

The chapter authorizes the use of the debit card to the Executive Director along with an Authorized check request.

Two signatures are required on the chapter's check. Signature authorization is given to the President, President-Elect, Immediate Past President, Vice President of Finance, and the Executive Director.

Board Directors are responsible for monitoring their committees' expenditures.

The Board approves all investments.

The Executive Director shall advise Vice President of Finance when movement of cash between checking and money market account is necessary according to cash flow projections. Excess cash may be invested in the following list of approved investments: 1) Money Market Accounts, or any other account that is researched and approved by the Board.

Uncollectible accounts, or delinquent accounts, will be handled in the following manner:

1. Vice President of Finance or the Executive Director will place a telephone call to the delinquent account to inform them of their delinquency and explain the chapter's policy and procedures regarding delinquent accounts.

2. Vice President of Finance or the Executive Director will notify the delinquent account by certified letter if a reasonable amount has passed since the initial telephone call and payment has still not been received.

3. Board of Directors shall prohibit the delinquent account from future chapter functions until the account has been settled.

4. If a third party is involved in payment (for example, an advertising agency) full payment may be required prior to placement of the order.

The Executive Director will file the Chapter's Colorado State Tax Return each year, as required by law.

Director & Officer Insurance is provided through MPI Global, and it covers indemnity insurance for the Chapter's Board of Directors.

It is the policy to prohibit loans to employees and members under all circumstances.

The chapter does not utilize a petty cash system.

All financial records shall be stored for seven (7) years. All other records shall be retained for three (3) years. Board must approve the destruction of all records.

At the end of the fiscal year the Executive Director will provide digital copies of all financial records to the Vice President of Finance as noted above.

SECTION 2. RESERVE FUND

- 2.1 PURPOSE OF RESERVES: MPI Rocky Mountain Chapter will maintain adequate reserves for the following purposes:

- 1) Unpredictable events which could substantially impact MPI's operations or revenue streams. While such occurrences are rare, reserves can provide the resources necessary to keep the organization functioning should one occur.
- 2) Identification of a valuable investment opportunity for long term growth.

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

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

SECTION 3. REQUEST FOR PROPOSALS:

- 3.1 Chapter will post a Request for Proposal on the Chapter Website by July 1st, for each new year, for all hosted events including (but not limited to) Monthly Educational Events, Special/Fundraising Events and Vendors. Preference will be given to current MPI Members.

SECTION 4. REIMBURSEMENT OF EXPENSES OR TRAVEL

- 4.1 The Chapter will pay all budgeted travel related and registration expenses for three Board of Directors to attend the MPI World Education Congress (WEC). Approved travel expenses to WEC for the Board members will include airfare and one luggage fee each way, ground transportation costs to/from the airport in the host city, room and tax, conference registration and a per diem equal to the current federal per diem for food and beverage (only if that meal is not provided by the group or by the conference) and with approved receipts. No reimbursements will be made if per diem is unused. Expenses that are not covered include car rental, alcohol, laundry/dry cleaning, mileage, health club, personal items such as lost luggage/room movies/gifts and personal gratuities such as bellman/doorman/ housekeeping. In the case where the Board of Directors WEC expenses will be covered by their employer, the chapter will invite Board of Directors in the following order:

- President
- President Elect
- VP of Education
- VP of Membership
- Director of Leadership
- VP of Finance
- VP of Comms
- VP of Sponsorship & Fundraising
- Director of Member Care

SECTION 5. SPONSORSHIPS

- 5.1 The Chapter offers several levels of sponsorship with predetermined benefits that can be modified or negotiated only with Board approval (see Sponsorship Prospectus). The Director of Fulfillment oversees this process. Other in-kind sponsorships are donated upon request and chapter need and are tracked by the Director of Fulfillment and Executive Director.

SECTION 6. MANAGEMENT OF PAID STAFF

- 6.1 The Chapter Executive Director is employed by the Chapter and contract fees and responsibilities are set forth by a contract approved by the board and signed by the current President. Event and meeting attendance is complimentary for two staff members and annual MPI membership dues are complimentary through MPI Global. The President and Executive Director are the only approvers and contract authorizers. The President and Executive Director may delegate the signing of certain contracts and other legal documents to other members of the Executive Committee.
- No document is to be signed by an Executive Team member without use of their chapter title. If needed, the chapter may choose to conduct a Mid-Year Review in addition to the Annual Review. Participation at one or both Reviews will include the Office of the President and the Executive Director(s).

ARTICLE VI CHAPTER EVENTS

SECTION 1. EDUCATIONAL & SOCIAL EVENTS

- 1.1 **EVENT ATTENDANCE:** Pending 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. Anyone who is not a MPI preferred or premier level member is required to pay the non-member rates for events with no limitations to event attendance.
- Partnership events with other industry organizations are excluded from this requirement.
- 1.2 **EDUCATIONAL PROGRAMS:** MPIIRMC sends out a complete Sponsorship RFP to all Members in July /August and posts the RFP on their website. These opportunities are based on the events approved by the board during their Annual and Mid-Year Board Retreats, on the 18-month calendar. The Director of Fulfillment and Executive Director directs potential sponsors throughout the year to this list to secure open sponsorship opportunities. All program/event arrangements made with venue will be completed through a formal Letter of Agreement through the VP of Education. All program/event fees committed to by the chapter to the venue, through the Letter of Agreement, have been structured and approved by the Board of Directors. Any changes to these fees must first be reviewed and approved by the board. These fees are inclusive of tax and service fee. A separate gratuity may be paid to a venue in addition to the program/event fee if it is already built into the program/event budget. Any fees over what is budgeted must be reviewed and pre-approved by the board. The following program/event fee structure for Educational Events are: Monthly Education Breakfast, Lunch, Dinner = \$15 per person Directors, Committee Chairs and appointed Committee Members are responsible for previewing venues and working directly with service providers, prior to the program/event, including A/V, Food and Beverage, and any other special service required to assure successful based on each program's goals and objectives. The team who is responsible to the program/event determines these Directors, Committee Chairs, and appointed Committee Members. Smoking and alcohol policies set by each venue, for each program/event, including the Chapter's Alcohol Policy are strictly followed for each program. The Vice President, whose department has responsibility for the event, will be the one with authority to and approve program/event invoices for payment.
- 1.3 **NETWORKING/SOCIAL PROGRAMS:** MPIIRMC follows the same Sponsorship policies for Networking/Social Programs as listed above under Educational Events. The fee structure for Networking/Social Programs/Events is: Gala/Auction = \$30 per person. All Other Programs/Events not listed will need Board discussion and approval prior to setting a fee structure.

- 1.4 Cancellations for Chapter programs/events must be received 72 hours prior to the event to receive a full refund. No refunds will be issued for cancellations within 72 hours of the event. Only in special circumstances will exceptions be granted, and they must be reviewed and discussed by the Board first.

ARTICLE VII COMMUNICATIONS

SECTION 1. CHAPTER COMMUNICATIONS

- 1.1 MPIRMC communication SOP's can be found in the following folder within the chapter google drive:

MPIRMC Main Folder > TEAM – Communications > Social Media > Year

SECTION 2. ADVERTISEMENTS

- 2.1 The chapter currently sells electronic advertising on the website, Member Minute, and via email blast.

ARTICLE VIII MISCELLANEOUS

SECTION 1. PHILANTHROPIC ACTIVITY

- 1.1 Charitable programs will be reviewed by the Community Outreach Committee and presented to the Board of Directors for approval each year.

All monetary charitable donations are subject to discussion and Board approval prior to making any commitments.

The Chapter will support the MPI Foundation, with an annual financial donation, amount to be determined by the Board of Directors at the beginning of each fiscal year.

SECTION 2. CHAPTER AWARDS

- 2.1 The following Awards are given at the Chapter's Annual Awards Gala in November. A description of each Award is on the Chapter Website. Changes to these awards may be made using the Awards Policy Committee under the direction of the Immediate Past President and the current President's request. Any changes would require a Board vote. All awards are presented for outstanding performance and achievement. Should requirements not be met, no award will be presented in that category: Planner of the Year, Supplier of the Year, Rising Star, Outstanding Volunteer or Chair, Hospitality Award of Excellence (2 Venue levels awarded), Industry Award of Excellence, Industry Legacy Award in Honor of Sandy Gerety, Presidents Award of Excellence. Members in good standing are eligible to nominate fellow members, or themselves, via online nominations form on the chapter website. No more than two (2) Annual Awards shall be given to current Board Members in a fiscal year. The Awards Nominating Committee (ANC) is made up of the Vice President of Membership as Chair, two (2) past Presidents within the past three (3) years

(or prior years if unavailable), and two (2) members at large who are appointed by the Chair. An alternate is recommended. Other than the Chair (VP of Membership) ANC members cannot currently be serving on the Board. If an ANC member receives an award nomination, they may excuse themselves from the Committee or decline the nomination and remain on the Committee. The Awards are purchased and paid for using the Awards Gala Budget from the Education and Leadership budget line items. There is no monetary value of honorarium attached to these awards. The ANC and the President select the awards. The Chair will discretely confirm each award recipient's attendance at the Gala. Award recipient's names should be known only to members of the ANC, the vendor who is selected to imprint the awards and to the Chapter Administrator who will prepare the power point, scripting detail, and winner cards for the night of Gala. All will keep the recipient's names in strict confidence to maintain the element of surprise during the event. Revealing any award recipient's identity is strictly prohibited. Additional side gifts, themed gifts, flowers, etc. shall be decided at the discretion of the Chapter President and the ANC and paid for by available funds in the Gala Budget. Award winners in each category will be showcased with the membership following the Gala, via Chapter website, Member Minute, and other social media platforms.

SECTION 3. CHAPTER SCHOLARSHIPS

- 3.1 MPIRMC currently does not participate in an "Official" Chapter scholarship program. The opportunity does exist that one or more may be considered in the future and many members give scholarships to hospitality students.