



MEETING PROFESSIONALS INTERNATIONAL
MPI ARIZONA SUNBELT CHAPTER POLICY MANUAL
ADOPTED May 14, 2024, Updated October 21, 2024

ARTICLE I
NAME

Name. The name of this organization is Meeting Professionals International (“MPI”) [Arizona Sunbelt Chapter](#) a not-for-profit corporation, incorporated in the [State of Arizona](#).

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 Directors application. Such a 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.

2.2.1. OFFICIAL SLATE RESIGNATIONS: In the event an approved slate nominee resigns from the Board of Directors prior to their actual installation date, the recruitment and Candidate Interest application process to fill that vacancy may occur. New applicants will be interviewed by the Nominations Committee. If the Nominations Committee agrees unanimously that the candidate is acceptable to the slate, the Nominations Committee Chair will present a motion to the board to approve the candidate for the slate.

2.2.2. SLATE VACANCIES AFTER SLATE IS APPROVED: In the event the slate was submitted and approved but has open positions vacant, the recruitment and Candidate Interest application process may continue through the end of the current board term. New applicants will be interviewed by the Nominations Committee. If the Nominations Committee agrees unanimously that the candidate is acceptable to the slate, the Nominations Committee Chair will present a motion to the board to approve the candidate for the slate.

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 the 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 the 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 the 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 relatives are 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.

ARTICLE 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 ARIZONA SUNBELT CHAPTER POLICIES
ADDENDUM**

Revision Date **5/14/2024**

**ARTICLE I
MEMBERSHIP**

SECTION 1. AFFILIATE MEMBERSHIP:

An individual would be eligible for an Affiliate Membership in the Arizona Sunbelt Chapter if they are a dues-paying member of another chapter for a rate of \$75.00 a year and is renewable on the Affiliate Member's anniversary date. This fee is invoiced, collected, and retained at the chapter level. Affiliate Members shall be included in receiving all chapter e-correspondence and mailings, receive invitations to partake in any chapter functions for the member rate, and can volunteer on any of the various chapter committees. Affiliate Members may only serve as a Chapter Board Member with their primary Chapter.

**ARTICLE II
BOARD OF DIRECTORS/OFFICERS**

SECTION 1: AUTHORITY & RESPONSIBILITY

- 1.1 **CHAPTER BOARD REPORTS:** Team Status Reports (TSRs) are due from all Board members one week prior to each Board Meeting. Business Plans updates are due from all Board Members one week prior to each Board Meeting and prior to each Board Retreat, refer to Article IV, Section 3, 3.4.
- 1.2 **BOARD MEETINGS:** In accordance with the chapter's bylaws Article VII, Section 7, the Board shall meet a minimum of 6-8 times per fiscal year. Special meetings may be called at the discretion of the Executive Committee should the need arise. The Board meetings shall be conducted using an abridged version of Robert's Rules of Order. A motion must be made and seconded for discussions to take place. Motions are recorded and voted on at Board meetings. Motions are documented in the meeting minutes for review and acceptance at the next Board meeting. As the presiding body at Board meetings, the President shall not be eligible to make a motion or vote unless there is a tie. In that case, the President shall cast the deciding vote. Every board meeting must have an agenda sent in advance of the meeting. The Executive Director shall prepare Board agendas and distribute them after receiving approval from the President. The proceedings for each Board meeting shall be recorded by preparing minutes. Those minutes shall be distributed to the Board, Committee leaders, the Chapter Operations Manager (CBM), and a master copy shall be kept for the file.
- 1.3 **BOARD ATTENDANCE AND ABSENCES:** In the event any Board Member is absent from either two (2) regular meetings of the Board of Directors, or one (1) regular board meeting and one (1) leadership retreat, during the fiscal year, the issue comes before the board for discussion and consideration of dismissal from the Board of Directors. A 2/3rd's vote of the Board of Directors will be required before a board member is dismissed. Attendance at board meetings is allowed by telephone or video, and the member is considered present. In the event a member of the board is not able to attend a board meeting, or leadership retreat, advanced notice is required. Though advance notification is required, the absence is not excused. In addition, the absent board member must send their updates to their supervisor, who will report at the meeting or retreat.

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. The Executive Committee can 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 **NOMINATIONS COMMITTEE:** As referenced in MPI Arizona Sunbelt Chapter Bylaws Article X, Section 2., the Governance and Nominating Committee shall assist the Chapter 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, with the approval of the Chapter Board of Directors. There shall be at least five (5) members, including the Immediate Past President as chair. No current candidates for officer or director positions may serve on the Governance and Nominating Committee. The Nominating Committee shall be in place no later than December 31 with final slate submission to MPI by August 1.

3.2 **APPLICATION PROCESS:** In early April, a communication will be sent to all members to complete a Board application. Each applicant must return the form to the Chapter Executive Director by an early June deadline. The Chapter Executive Director will provide all forms to the Nominating Committee by a mid-June deadline.

3.3 **SELECTION PROCESS:** In selecting nominees, the Nominating Committee shall interview and evaluate candidates to ensure a balance of skills and experience on the MPIAZ Board of Directors. The Nominating Committee will conduct interviews. Applications must be received on or before the mid-May deadline (is suggested), to be considered. The Nominating Committee will review and interview all applications received. Interviews may be conducted via either a personal video/phone or in-person interview. All applicants will be asked a similar set of interview questions, determined by the Nominating Committee. After all interviews are administered, the Committee will meet to discuss results to determine the slate of candidates.

3.4 **PRESENTATION OF SLATE:** Once the Nominating Committee has developed a slate of nominees for election in accordance with these policies, the slate must be presented to the Chapter Board of Directors who must approve the action of presentation to the Membership for election by acclamation. The Nominating Committee shall submit a slate of one candidate for each vacancy on the Officers and Board of Directors. The Nominating Committee results will be shared with each candidate and will be confidential until a notice of the slate is publicized to the membership and posted on the chapter website in early July. Assuming no position is contested, the submitted slate shall officially be elected, and the final and binding list will be sent to MPI Global by August 1. Nominating Committee names shall appear on the bottom of the slate when presented to the membership.

3.5 **INSTALLATION AND TERM OF OFFICE.** As stated in Chapter Bylaws Article VIII, Section 5, directors will take office on the first day of the fiscal year and be elected for a 1 (one) year term or until their successors assume office.

3.6 **DUTIES OF OFFICERS.** As stated in Chapter Bylaws Article VII, Sections 1-8.

3.6.1 **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.

At the Annual Members Meeting and at other times, the President shall communicate such matters to the members and make suggestions that will promote the welfare and increase the usefulness of the Chapter. The President shall perform such other duties as or as may be prescribed by the Chapter Board of Directors.

3.6.2 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.

3.6.3 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.

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

3.6.5 Vice President Membership. The Vice President of Membership shall oversee new member recruitment, orientation, recognition programs, scholarships, and Chapter retention. The Vice President 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.

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

3.6.7 Vice President Communications. The Vice President of Communications shall oversee the chapter communications. The Vice President of Communications will oversee the timely communications as needed to provide effective newsworthy information to the membership. In addition, the Vice President of 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 of 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 of Communications will report at all Chapter Board of Directors meetings and at other times when called upon by the President.

3.6.8 Other Officer Positions. The Chapter Board of Directors may establish officer positions other than those specified in these bylaws and specify their duties.

3.7 BOARD TRAINING: Any incoming board member who has never served on an MPI chapter board previously is required to attend the MPI Global Board 101 training on dates specified. Each candidate is required to sign the training acknowledgement form and submit to their President prior to June 15th of the fiscal term. All chapter leaders can and are encouraged to attend MPI Global trainings, Chapter

Business Summit (CBS) and Chapter Leader Forum (CLF at WEC). All board members may be requested to attend Chapter Board Training.

SECTION 4: BOARD COMPENSATION

- 4.1 COMPENSATION: Directors and elected Officers shall not be compensated for their services as an MPI Chapter Officer or Director, 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 Chapter Board of Directors. The term “compensation” means direct or indirect remuneration, including gifts and benefits that are substantial.
- 4.2. GIFTS: Directors and elected officers may not accept gifts over \$100 unless otherwise approved by MPI Global.

ARTICLE III COMMITTEES, TASK FORCES, AND ADVISORY COUNCILS

SECTION 1. STANDING COMMITTEES

- 1.1 Each Committee shall have a Board liaison and a Committee Chair or Co-Chair. Anyone serving on a committee must be a member of MPI.
- 1.2 STANDING COMMITTEES: A volunteer Chair will be appointed for each standing committee annually. Committee Chairs will come from the general membership and will report to the Board Director or Executive Committee Member, according to chapter leadership structure.
 - 1.2.1 At the discretion of the President and President-Elect, a Committee Chair may be appointed to begin their term at any time during the chapter year. Committees shall be structured to offer members the opportunity to volunteer as it is beneficial to accomplish the required task(s). 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 one Committee unless Board approval is obtained. No Committee Chair or Co-Chair shall serve more than two consecutive terms in the same position on any given Committee unless approved by the Board of Directors. The appointed Committee Chair shall select a Co-Chair who will be the intended Chair the following year.
 - 1.2.2 Each Committee Chair develops yearly goals as set forth by chapter leadership. Each Committee to meet as needed. Committee meeting agendas shall be prepared and distributed to all Committee members, Director, Vice President, Executive Director, and Office of the President prior to the meeting. The Committee Chair shall prepare the agenda. The proceedings for each Committee meeting shall be recorded by preparing minutes. A member of the Committee shall be appointed to take minutes. Those minutes shall be distributed to the Committee members (including the Director, Vice President, Executive Director, and Office of the President) following each meeting. Following each meeting, those minutes shall be distributed to the Committee members (including the Director, Vice President, Executive Director, and Office of the President).
 - 1.2.3 Committee Chairs and Co-Chairs are required to have a working knowledge of this document and the chapter’s bylaws. Committees will follow the current Business Plan adopted by the chapter. Business Plan Updates are due from Vice Presidents to the Executive Director by the first Wednesday of each month. The updates should be written by Committees, who will submit them to their directors, who will then submit them to their Vice Presidents.

- 1.2.4 Committee Chairs will encourage active participation and involvement of all Committee members in the implementation of the Committee's program of work. Committees will coordinate with the Executive Director to schedule meetings and events to avoid any conflicts. Committees will ensure that the MPI chapter logo appears on all chapter publications, marketing materials, collateral, and flyers. Committees will ensure that the MPI Chapter address appears on all forms, including raffle donation and sponsorship, and those forms are sent directly to the MPI office.
- 1.2.5 Committee Chairs shall send all BEOs for all paid or sponsored MPIAZ programs to the Vice President and Board Director in the department for review prior to being sent to the Chapter President for final approval and signature. Committees are not authorized to 1) sign contracts or BEOs on behalf of the chapter, 2) commit funds without the consent of the Board and/or Executive Director, and 3) finalize or distribute programs or event materials without the final approval of the Board or Executive Director.

1.3 STANDING COMMITTEES OF THE CHAPTER ARE: A volunteer Chair will be appointed for each standing committee annually. The standing committees of the chapter are:

1.3.1 GALA/AWARDS COMMITTEE

Purpose & Responsibilities: Plan and implement the Annual Awards and Installation of Board of Directors Gala held in June.

Board of Director Position responsible: President

Recommended number of volunteers: 3/8

1.3.2. CERTIFICATION

Purpose & Responsibilities: Plan and implement the chapter CMP University (CMPU) for the CMP certification. Incorporate a fully engaging program using a virtual medium which allows for a wider attendance range with little or no improved impact on the chapter budget allocated to this program.

Board of Director Position responsible: Director of Special Educational Projects

Recommended number of volunteers: 3/8

1.3.3 COMMUNITY OUTREACH

Purpose & Responsibilities: The Committee works to increase awareness of MPIAZ within the greater community and the hospitality industry. It plants community service and outreach programs that are stand alone or incorporated into other chapter education, networking, or fundraising programs.

Board of Director Position responsible: Director of Communications

Recommended number of volunteers: 2/3

1.3.4. EDUCON

Purpose & Responsibilities: The committee organizes the annual education conference. Its goal is to create a fully immersive experience for our chapter that provides enriching educational and networking opportunities. The Committee selects a site, creates fun networking activities, develops educational content, and ties the weekend together with a creative theme.

Board of Director Position responsible: Director of Special Educational Projects

Recommended number of volunteers: 6/10

1.3.5. GOLF TOURNAMENT

Purpose & Responsibilities: Fundraise for MPIAZ/HSMIAI. In conjunction with HSMIAI, plans and implements the Annual MPIAZ/HSMIAI Golf Tournament.
Board of Director Position responsible: Director of Fundraising & Special Events
Recommended number of volunteers: 5/15

1.3.6. HOLIDAY EVENT

Purpose & Responsibilities: Chapter special event. Plans and executes the Annual Holiday Event which can be held anytime between November and January.
Board of Director Position responsible: Director of Fundraising & Special Events
Recommended number of volunteers: 3/8

1.3.7. MEMBERSHIP RECRUITMENT

Purpose & Responsibilities: Increase chapter membership. Design and implement membership drives and recruitment strategies for the year. Take advantage of MPI GLOBAL membership drive promotions throughout the year. Continually target non-members and students who attend MPI AZ events or through other recruitment tools to promote the value of an MPI membership. Promote MPIAZ to potential student members planning a career in the industry, mentoring these students and consulting with the various institutions offering courses in the meetings industry.
Board of Director Position responsible: Director of Membership
Recommended number of volunteers: 3/8

1.3.8. MEMBER RELATIONS/RETENTION

Purpose & Responsibilities: Retain members and reinforce the benefits of membership to members. Plan and conduct a communication strategy that reinforces the value of membership and a return on investment. Plan and conduct strategies to welcome and mentor new members to the chapter. Contact members to renew their membership.
Board of Director Position responsible: Director of Membership
Recommended number of volunteers:3/8

1.3.9. EDUCATIONAL PROGRAMS

Purpose & Responsibilities: Provide educational opportunities for members. Plan and implement profitable educational programs with topics and presenters that will appeal to the general membership.
Board of Director Position responsible: Director of Monthly Programs
Recommended number of volunteers: 3/8

1.3.10. NETWORKING EVENTS

Purpose & Responsibilities: Provide networking opportunities to members. Coordinate informal events that engage member networking, promote MPI to non-members and identify opportunities to partner with other MPI AZ departments and industry associations.
Board of Director Position responsible: Director of Membership
Recommended number of volunteers: 3/8

1.3.11. NOMINATIONS

Purpose & Responsibilities: As stated in the Bylaws, this committee facilitates the annual chapter board of directors' nomination process.
Board of Director Position responsible: Immediate Past President
Recommended number of volunteers: 3/8

1.3.12. DIGITAL MARKETING

Purpose & Responsibilities: External communications for the chapter. Ensures chapter adherence to MPI Global communications standards and brand guidelines.

- Oversees and manages the chapter's social media, specific to posting, editing, refreshing, and approving changes while maintaining design and MPI Global integrity.
- Oversees and manages the chapter website, specifically editing, refreshing, and approving changes in accordance with MPI Global website guidelines.
- Oversees and manages the chapter e-newsletter, sending out monthly to all members.
- Oversees the management of digital advertising placements for paid advertisers and/or sponsors.

Board of Director Position Responsible: Director of Communications

Recommended number of volunteers: 3/8

1.3.13 STRATEGIC MARKETING

Purpose & Responsibilities: Internal communications strategy for the chapter. Works with internal departments to best deliver their needs.

- Oversees the communications calendar including partner and/or industry events.
- Works with Board Directors to establish their communications goals & needs.
- Works with the OTP and Administrator to provide communications reporting as needed.

Board of Director Position Responsible: Director of Communications

Recommended number of volunteers: 2/6

1.3.13 SPECIAL EVENTS/FUNDRAISING

Purpose & Responsibilities: Chapter fundraising. Plan and implement fundraiser events to support the chapter budget. The Director of Fundraising & Special Events will determine with the board the actual dates of events annually.

Board of Director Position responsible: Director of Fundraising & Special Events

Recommended number of volunteers: 3/15

1.3.14 SPONSORSHIPS

Purpose & Responsibilities: Decrease program expenses by securing sponsorships. Plan and implement strategy of all chapter event and program sponsorship opportunities for the year. The committee will solicit in-kind, cash, raffle/prize donations, and corporate/CVB sponsorships for all events throughout the year. Sell raffle tickets at chapter events and educational programs.

Board of Director Position responsible: Director of Strategic Alliances

Recommended number of volunteers: 3/6

SECTION 2. ADVISORY COUNCILS AND TASK FORCES:

2.1 Volunteers for any advisory councils and/or task forces shall be appointed as needed.

SECTION 3. VOLUNTEER ROLES & RESPONSIBILITIES:

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

- 3.1.1 Clearly communicate the purpose/charge for the group. If changes in direction occur, communicate with the group in a timely manner.
 - 3.1.2 Develop work plans to achieve purpose/charge and clearly communicate responsibilities/assignments for each member. Create a positive volunteer experience for all.
 - 3.1.3 Complete any assignments by pre-determined deadlines.
 - 3.1.4 Draft and disseminate meeting minutes and progress reports to the assigned Chapter Board of Directors as needed.
 - 3.1.5 Ensure volunteer reimbursement requests are submitted and paid within 60 days of the funded meeting.
- 3.2 Expectations of Volunteer Members:
- 3.2.1 Focus on assigned purpose/charge for the group.
 - 3.2.2 Attend meetings and conference calls.
 - 3.2.3 Complete any assignments by pre-determined deadlines.
 - 3.2.4 Communicate any challenges/concerns early to the volunteer chair.
 - 3.2.5 Submit volunteer reimbursement requests immediately following approved expenses but no later than 30 days.
 - 3.2.6 Comply with Conflict-of-Interest Policy and maintain confidentiality of discussions and materials.

ARTICLE V

FINANCE

SECTION 1. ANNUAL BUDGET

- 1.1 The annual budget is prepared by VP Finance for review by the Executive Committee. The Chapter Board of Directors approves the annual operating budget in compliance with MPI Global Bylaws. Chapter operations will be aligned with the annual budget.
- 1.2 The incoming Vice President Finance, who has actual budget responsibility, shall have the opportunity to review and revise the budget with the current Vice President of Finance. 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.

SECTION 2. ACCOUNTING BASE:

- 2.1 The chapter will utilize the Cash Basis of Accounting that recognizes revenues when they are received and expenses when they have been paid. The chapter does not utilize a petty cash system.
- 2.2 The chapter will maintain a Chart of Accounts.
- 2.3 A monthly financial statement will be provided to the Board by the Vice President of Finance through the chapter's accounting services, including an overall chapter finance statement and individual finance statements for all Committees. Currently the chapter has a one-year contract with Lisa Samuel and Rent-A-Controller. This contract will be reviewed on an annual basis.

SECTION 3. BUDGETS AND PAYMENTS:

- 3.1 The Board must approve all unbudgeted expenses. The Board must approve changes to the Chapter budget and/or Committee budgets that require additional funds.
- 3.2 Board Directors are responsible for monitoring their committees' expenditures.
- 3.3 All purchases and invoices must be made in the Chapter's name, not the Committee Chair or member's name.
- 3.4 No payment will be made without an invoice or signed contract; and a signed payment request approved by the President and Vice President of Finance.
 - 3.4.1 Submit expenses and payments on a "payment request" form. The complete form with a copy of the invoice is then submitted by the Committee Chair to their Board Liaison. Board Liaison then submits the payment request to the President and the Vice President of Finance for approval signatures. The Director will then forward the signed payment request to the Executive Director. If necessary, the Executive Director will discuss the request with the President and/or Vice President of Finance before issuing payment.
- 3.5 All bills must be closed out in one month.
- 3.6 The Chapter authorizes the use of a debit card to the Executive Director
- 3.7 No chapter member has authorization to sign a payment request form or a for-deposit-only check on behalf of the chapter when the payee is the chapter member or the company or organization they represent.
- 3.8 Direct billing will be requested from hotels and venues where programs are held.

SECTION 4. TAX REPORTING AND FILING:

- 4.1 Tax reports and payments are to be submitted prior to Government and MPI deadlines (dated due).
- 4.2 Copies of Federal tax returns and financial statements shall be sent to MPI in a timely manner. The Vice President of Finance shall collaborate with the Executive Director to ensure all taxes are filed in a timely and proper manner.
- 4.3 The Chapter's Arizona State Tax Return will be filed each year by the Executive Director as required by state law.
- 4.4 All financial records shall be stored for seven (7) years. All other records shall be retained for three (3) years. The Board must approve the destruction of all records.
- 4.5 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 5. INSURANCE AND LOANS:

- 5.1 The chapter carries indemnity insurance through MPI for all members of the Board.
- 5.2 It is the policy to prohibit loans to employees and members under all circumstances.

SECTION 6. RESERVE FUND

- 6.1 TERMS: The term “Reserves” for financial purposes will be defined as funds set aside to be used in emergency cases or in the event of an investment by the Chapter to further its mission.
- 6.2 RESERVE TARGET: The chapter reserve target shall be defined as a minimum of 250% of annual fixed expenses in a designated investment account. This should not include any event-related expenses, only expenses needed to keep the chapter operational (i.e., costs related to the chapter administrator, bank fees, annual software/application license fees, telecommunication, rent, etc.). A secondary money market account reserve target shall be defined as a minimum of 25% of annual fixed expenses and shall be utilized for opportunities defined in section 2.4.3.
- 6.3 ACCESS TO RESERVES: The access of the “reserves” shall first be referred to the Chapter VP Finance for consideration. Final approval by a majority vote of the Chapter Board of Directors is required.
- 6.4 PURPOSE OF RESERVES: MPI Arizona Sunbelt Chapter will maintain adequate reserves for the following purposes:
 - 6.4.1. Unpredictable events which could impact MPIAZ’s operations or revenue streams. While such occurrences are rare, reserves can provide the resources necessary to keep the organization functioning should one occur.
 - 6.4.2. Identification of a valuable investment opportunity for long term growth.
 - 6.4.3. 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 7. REQUEST FOR PROPOSALS:

- 7.1 “Chapter” will submit a Request for Proposal for all hosted events including (but not limited to) Educational Programs, EduCon, Gala, Board Retreats, Board Meetings, Networking, Fundraising and Special Events. Preference will be given to current MPI AZ members for venue selections.

SECTION 8. REIMBURSEMENT OF EXPENSES OR TRAVEL

- 8.1 Chapters are expected to develop a policy addressing Reimbursement of expenses. Insert any applicable travel reimbursement policies here. These policies may include but are not limited to; mileage, airfare, and hotel reimbursement, WEC, board meeting or retreat travel expenses. Include processes for check requests and receipts required. All Chapter Board of Directors travel should be allotted for in chapter budgets.

SECTION 9. REIMBURSEMENT OF EXPENSES OR TRAVEL

- 9.1 For any travel directed or offered by MPI Global, Chapter Board of Directors members will comply with expense and reimbursement guidelines outlined for such an event by MPI Global Policy Manual.
- 9.2 Approved travel expenses to WEC for the Executive Director, President and President-Elect may include airfare, transportation costs to/from the airport or cab rides, 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). Expenses not covered include car rental, laundry/dry cleaning, mileage, health club, personal items such as lost luggage/room movies/gifts, and personal gratuities such as bellman/door attendant/ housekeeping.

SECTION 10. SPONSORSHIPS & SOLICITATION

- 10.1 ACCESS TO MEMBER LISTS: All chapters are bound by the MPI Data Privacy Policy 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.
- 10.2 CHAPTER SPONSORSHIP POLICIES: Chapters can sell Sponsorship opportunities to partners that are members of MPI. Such sponsorships can include but are not limited to education, events, website advertising, and newsletters. 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.
 - 10.2.1 The Chapter offers levels of sponsorship with predetermined benefits that can be modified or negotiated only with Board approval. Dedicated events can have different sponsorship levels, which differ from chapter sponsorships. The Vice President of Finance and Director of Strategic Alliances oversees this process. Other in-kind sponsorships are donated upon request and chapter need. All donations are tracked on the donation tracker located on the website.
- 10.3.1 MAILING LABELS: At no time is the chapter database ever sold or given electronically to anyone.
- 10.4 RAFFLES: The Chapter offers raffle donation opportunities. The Sponsorship Committee or sub-committees within other standing committees may collect raffle prizes to utilize at their specific event.

SECTION 11. PAID STAFF ADMINISTRATORS:

- 11.1 DUTIES: Paid staff administrators must adhere to the standards and qualifications established by MPI Global. A minimum scope of services as outlined below will be included in the administrator RFP and contracts. Additional services above the minimum requirements can be added by the Chapter at their discretion with board approval.

- 11.1.1 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 website management
 - Capable in event management and registrations
 - Capable in record keeping and documentation
 - Capable in all facets of Chapter Board of Directors support
- 11.2. EVALUATION OF PAID STAFF & CONTRACT RENEWALS: Each Chapter is required to complete an annual review of their administrative services prior to the end of the Chapter's fiscal year. Chapters must, at a minimum, adhere to the evaluation guidelines provided on the sample template promulgated by MPI Global. Additional processes can be deemed necessary at the Chapter's discretion. All Chapters must submit a copy of their paid staff evaluations and updated contracts for services (if applicable) to MPI Global at any time upon completion but no later than December 15.
- 11.3. Contracts for any Chapter Administrators or paid staff services will require the following language included in contracts and/or scope of services. This includes all existing and future contracts.
- 11.3.1 Chapter Administrators and their support staff will represent the Chapter and MPI Global in a professional manner adhering to the Principles of Professionalism Guidelines provided by MPI Global.
- 11.3.2 Chapter Administrators and their support staff will follow all MPI Global and Chapter Bylaws, Policy & Procedures, Financial budgeting requirements and any other defined requirements set forth by Chapter or MPI Global.
- 11.3.3 Chapter Administrators are required to adhere to all Chapter Administrator Program (CAP) guidelines and policies. See program guidelines for specific requirements.
- 11.3.4 Chapter Administrators or paid support staff must be licensed and insured with a minimum of \$1 million dollars in general liability insurance and provide proof of said policy to Chapter and MPI Global annually by December 15.
- 11.3.5 Non-compliance with these requirements will require termination of contract.
- 11.4. Chapter Administrators or paid staff cannot be family or an immediate relative of board members. Family or immediate relatives are defined as spouse, children, parents, siblings, or grandchildren.
- 11.5. Chapter Administrators will work to hold Chapter Board of Directors accountable to all defined MPI Global performance standards, policies, and Principles of Professionalism. The Chapter Board of Directors will support Chapter Administrators in this process.
- 11.6. All administrative services must be contracted as a vendor for services, not an employee of the Chapter. In the event a Chapter is without capacity to support a paid staff administrator, consult your Chapter Operations Manager (COM).

- 11.7. **MANAGEMENT OF PAID STAFF:** Management of Paid Staff: A Chapter Executive Director, herein known as “Executive Director,” is employed by the Chapter. 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 the MPI headquarters. Contracts are signed by the President and Executive Director only. The President and Executive Director must approve the signing of contracts. 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 the use of his/her chapter title.
- 11.8. **CVENT Maintenance:** The Executive Director for the Arizona Sunbelt Chapter oversees and manages Cvent specific to monthly and special event buildouts. Provides additional support with eMarketing, contact management, and survey builds specific to Cvent use.

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 and is based on specific event needs. Anyone who is not an MPI preferred or premier level member is required to pay the non-member rates for events with no limitations to event attendance. Refer to Article III, Section 2.1 for additional Chapter member attendance guidelines. Partnership events with other industry organizations are excluded from this requirement. These may include, but are not limited to, event fees for members and non-members, and non-industry affiliated guests.
- 1.2 **EDUCATIONAL PROGRAMS:** Board approved chapter educational programs will comply with MPI chapter metric minimums of offering continuing educational credits (CEUs), provide relevant educational content to all members, adhere to the Request for Proposal process with venue selection, provide budgeted speaker honorarium and/or travel related expense reimbursement, provide food and beverage if program is during standard mealtime hours, provide cash bar at happy hour/evening functions and include limited number of beverage tickets per attendee if budget permits or is sponsored by venue, provide a safe and unique experience for attendees.
- 1.3 **NETWORKING/SOCIAL PROGRAMS:** Chapter networking programs will be scheduled in the board approved annual calendar as stand-alone events or in conjunction with educational programs and are not subject to CEU metrics. These events shall be the responsibility of the Membership Committee as the primary purpose of the Networking/Social programs is to attract new members to the organization as well as to encourage member to member engagement, involvement, and participation.

ARTICLE VII

COMMUNICATIONS

SECTION 1. BRAND STANDARDS

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

SECTION 2. CHAPTER COMMUNICATIONS:

- 2.1 MEDIA REQUEST: Only the Executive Director, President, and/or Vice President of Communications may speak to the media on behalf of the chapter. Previous notification and approval should be obtained by MPI Global. Insert any additional event attendance policies here as applicable.

SECTION 3. CHAPTER COMMUNICATIONS

- 3.1 MEDIA: Only the Executive Director, President or Vice President of Communications may speak to the media on behalf of the chapter. Previous notification and approval should be obtained by MPI Global.
- 3.2 WEBSITE: The chapter's official website is www.mpi-az.org, which is maintained by contract with Dave Stott of Internet 6. This contract will be reviewed annually.
 - 1.3.1 The website shall contain basic chapter information, including the meeting and events calendar, award information, advertising, sponsor opportunities, Board and Committee Chairs listing, past events, and archived data. The digital marketing chair, along with the Executive Director will work together to filter updates and changes to the webmaster on a regular basis.
 - 3.2.1 The website content shall be limited to MPI member, sponsor, or paid advertiser content.
- 3.3 E-BLASTS: The Executive Director shall send the official communication for program registration and announcement through Cvent.
- 3.4 MONTHLY E-NEWSLETTER: The monthly e-newsletter shall be the official vehicle for advising the membership of the time, place, and topics for meetings.
 - 3.4.1 The monthly e-newsletter content is due by the 1st Friday of each month and will be sent the following Wednesday.
 - 3.4.2 The monthly e-newsletter content shall be limited to MPI member, sponsor, or paid advertiser content, except for our Industry Calendar.
 - 3.4.3 The Digital Marketing Committee will manage the e-newsletter content to include submissions from each department and the Executive Director. Proofing is required by the VP of Communications and the Executive Director prior to being sent out.
 - 3.4.4 The e-mail list of current members will be provided each month by the Executive Director.
- 3.5 SOCIAL MEDIA: MPI Arizona Sunbelt's social media mission is to connect to the meeting and event community by sharing learnings, innovations, collaborations, and advocacy.

- 3.5.1 Social Media content should be limited to articles, event information, videos on thought leadership or behind the scenes, MPI Member recognition, and MPI culture (members, volunteers, staff).
- 3.5.2 Social Media content should be limited to MPI Chapter or Member-related content.
- 1.5.3 The chapter's active social media channels include LinkedIn, Facebook, and Instagram.
- 1.5.4 MPIAZ or MPI AZ should be used as Social Media handles or hashtags whenever possible.
- 3.5.3 The Digital Marketing Committee will manage the Social Media calendar to include post content submitted by departments using JotForm.

SECTION 4. ADVERTISEMENTS

- 4.1 MPI Arizona Sunbelt provides advertising opportunities to members and non-members on the website and e-newsletters. 100% of paid advertising proceeds fall into the Communications Department budget revenue.
 - 4.1.1 All chapter advertising prices must be published with a member price and a non-member price, benefiting members with a lower price.
 - 4.1.2 Chapter advertisers shall not publish obscenity, political statements, or any content that may have a negative impact on any person, place or business. Any potentially negative content must be reviewed by the VP of Communications and the Office of the President for review.
 - 4.1.3 Chapter advertising can also be assigned as a benefit to Chapter Sponsors. The VP of Communications and the VP of Finance will set forth the benefit structure for sponsor advertising.

ARTICLE VIII MISCELLANEOUS

SECTION 1. PHILANTHROPIC ACTIVITY:

- 1.1 Charitable programs will be reviewed by the applicable Standing Committee and presented to the Board of Directors for approval each year.
- 1.2 All monetary charitable donations are subject to the approval of the Board of Directors in advance of the program/event.
- 1.3 The Chapter will support the MPI Foundation, with a donation amount to be determined by the Board of Directors at the beginning of each fiscal year.

SECTION 2. CHAPTER AWARDS:

2.1 Chapter awards given at the annual Year End Awards and Board of Directors Installation Gala are included below. Additional awards may be added at the discretion of the current president but will need approval from the board, and budget limits will be set for any additions. These awards are intended to recognize outstanding performance. No award will be presented in that category if requirements are not met.

2.1.1. Planner of the Year:

This award recognizes an active planner member who has demonstrated leadership and exemplary professionalism and has made significant contributions to MPI, the MPI Arizona Sunbelt Chapter, or the meetings industry. Nominees will be considered for professional experience, involvement in MPI (chapter /global), and community service.

- Must be a current Planner Member in good standing with MPI Arizona Sunbelt Chapter
- Must have been a member of the chapter for a minimum of twelve (12) months prior to the nomination.
- The member has made significant continuous contributions through MPI Arizona Sunbelt events, including leadership and/or committee participation, authorized articles, professional designations, member recruitment, etc.
- Member has been instrumental in mentoring other chapter members.
- The member should not have won the Planner of the Year award in the last five (5) years.

2.1.2. Rising Star Award:

This award recognizes up to two (2) new members who have shown strong commitment and support and have contributed extraordinarily to the MPI Arizona Sunbelt Chapter with their dedication, vision, enthusiasm, and willingness to volunteer.

- Must be an MPI Arizona Sunbelt Chapter member for 1-4 years.
- Member takes to heart the word volunteer and performs volunteerism with a smile and passion beyond expectations.
- The member must be an active volunteer on a chapter committee, cultivate new initiatives, and collaborate with chapter leaders.
- The member creates and implements projects or concepts that have helped enhance MPI and/or the industry and is highly visible at MPI Arizona Sunbelt Chapter events.

2.1.3. Volunteer of the Year

Presented to up to two (2) members who consistently promote and support MPI and the chapter and take the words "volunteer, work, and commitment" to new heights of accomplishment. As an association, we know it takes many volunteers to contribute to the success of our chapter, so we highlight member(s) who have volunteered their time and gone the extra mile. This award recognizes the member's commitment to influencing the chapter's life.

- Must have been a member of the MPI Arizona Sunbelt Chapter for a minimum of twelve (12) months prior to the nomination.
- Member can be a supplier, planner or student member who made an outstanding voluntary effort to the MPI Arizona Sunbelt Chapter
- This individual has actively participated in one or more MPI Arizona Sunbelt Chapter and/or Global committees.
- Member has designed, organized, delivered, or administered new and ongoing programs for the MPI Arizona Sunbelt Chapter

- Member volunteers for other meeting industry or charitable organizations and demonstrates a keen and sustained commitment to volunteering for MPI.
- Office of the President members are not eligible

2.1.4. Supplier of the Year

This is the top award for a supplier member. Recognizes the service, contributions, and leadership of an active supplier member who continuously provides innovative services and or products to effectively support MPI, our MPI Arizona Sunbelt Chapter, and its members. The supplier of the year is a company/person who consistently involves themselves in the chapter and demonstrates dedication and commitment to the meeting industry.

- Must be a current Supplier Member in good standing with MPI Arizona Sunbelt Chapter
- Must have been a member of the chapter for a minimum of twelve (12) months prior to the nomination.
- Member has made significant continuous contributions through MPI Arizona Sunbelt Chapter events, committee meetings, providing innovative services or products
- Demonstrates dedication to the MPI Arizona Sunbelt Chapter's success
- Member should not have won the Supplier of the Year award in the last five (5) years.

2.1.5. Edward E. Scannell Lifetime Achievement Award

Established in 1994, this award recognizes a seasoned member who has stayed visibly involved with MPI and MPI Arizona Sunbelt Chapter. This individual is dedicated to helping others through mentoring and coaching, whether they are a new Chapter member, those in our chapter who may be interested in enriching their professional lives, and/or those who may be interested in entering the meetings industry.

- MPI Arizona Sunbelt Chapter member for 10+ years
- Mentoring and or coaching other members
- Stays visibly involved with the MPI Arizona Sunbelt Chapter
- Members have held a form of leadership role in the past (BOD and/ or committee chairs)
- Significant lasting contributions to the chapter/ MPI or industry
- Evidence of lasting and impactful contribution to MPI Arizona Sunbelt Chapter and/or industry
- Member should not have previously won the Edward E Scannell Award.

2.1.6. The Committee of the Year

This Award is presented to a committee whose outstanding "team" effort in promoting and supporting the MPI Arizona Sunbelt Chapter deserves special recognition. The Committee of the Year award is presented to the committee whose efforts, initiatives, and creativity have resulted in significant contributions to the chapter. Nominees will be evaluated upon goal achievement, committee member engagement, leadership succession, monetary impact on MPI Arizona Sunbelt Chapter, and innovation or creativity.

- 2.2 Members in good standing are eligible to nominate fellow members via an online form on the chapter website. No more than two (2) Annual Awards shall be given to current board members in a fiscal year.
- 2.3 The Awards Nominating Committee, made up of two Past Presidents, two members at large and the current President, will receive nominations and select qualified award winners.
- 2.4 These chapter awards are purchased and paid for from the Chapter President's Gala budget. There is no monetary value or honorarium attached to these awards. Additional side

gifts, theme gifts, flowers, etc. shall be decided at the discretion of the Chapter President and paid for by any available funds in the President's Gala Budget.

- 2.5 The Chapter President shall discreetly make sure the award winners are in attendance to ensure an element of surprise at the event. Privacy of winners shall be strictly safe guarded by all Award Nominating Committee Members and Gala Committee Members.

SECTION 3: CHAPTER SCHOLARSHIPS:

- 3.1 Chapter scholarships may be awarded annually with the type of scholarships to be decided by the Scholarship Committee. The dollar amount of scholarships offered will be at the discretion of the Board each fiscal year influenced by the amount of funds raised and financial position of the Chapter.
- 3.2 Scholarships will be awarded based on the extent to which the applicants meet certain objective and subjective criteria which may include, but not be limited to years as an MPIAZ member, meeting/event attendance, leadership/committee involvement, community involvement, employer support, financial need, and scholarships received previously.
- 3.3 Terms and Conditions of Applicants:
 - 3.3.1 Applicant must be an MPI AZ member in good standing for a minimum of one (1) year at the time of application. (Affiliate Members not eligible)
 - 3.3.2 Applicant may apply for more than one type of scholarship. Recipients will not be eligible for duplicate scholarship within 3 years. Recipients will be eligible to apply for scholarships of a different type until awarded.
 - 3.3.3 Funds are paid directly to the recipient of the scholarship upon receipt of a signed acceptance letter (all applicable receipts required to be submitted to chapter).
 - 3.3.4 Except for reasons of health or other emergency, a chapter scholarship recipient commits to attend the entire event scholarship designated. Failure to fulfill commitments will require the recipient to refund the entire Scholarship amount to the chapter.
 - 3.3.5 If for any reason an educational event is canceled, the scholarship recipient may present a written request to the Selection Committee with an alternate educational opportunity to apply for the award OR all refundable registration and/or other fees must be returned to the chapter scholarship fund. Either scenario must be completed within 30 days of notice of the event's cancellation.