



MEETING PROFESSIONALS INTERNATIONAL
GREATER ORLANDO CHAPTER POLICY MANUAL
ADOPTED August 1, 2023

ARTICLE I
NAME

Name. The name of this organization is Meeting Professionals International (“MPI”) Greater Orlando a not-for-profit corporation, incorporated in the state of Florida in the United States of America.

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.

**GREATER ORLANDO CHAPTER POLICIES
ADDENDUM**

Revision Date 4/25/2024

**ARTICLE I
MEMBERSHIP**

SECTION 1. AFFILIATE MEMBERSHIP: Primary chapter is “membership” and subsequent chapters are called “affiliate”. The cost to become an affiliate member with MPI Orlando is \$75. Some benefits of an affiliate membership include the ability to serve and volunteer on a committee, be eligible for member awards and recognition and receive our member newsletter.

**ARTICLE II
BOARD OF DIRECTORS/OFFICERS**

SECTION 1: BOARD ELECTION & SERVICE

1.1 Elections shall be conducted, and slate submitted to MPI Global by August 1. A suggested time frame for this process is: Call for Applications to be sent to current Board Of Directors members as well as members by May 1. Applications to be submitted to Immediate Past President by June 1. Nominating Committee (no fewer than 5 members) to begin interview process on June 2 and complete by July 1. Slate is announced to membership who have 30 days to contest or approve Installation procedures in accordance with Bylaws.

SECTION 2: BOARD COMPENSATION

2.1 Flash Sale to membership will allow for Board of Directors to register for events at a discounted rate when applicable.

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

1.1 STANDING COMMITTEES: A volunteer Chair will be appointed for each standing committee annually. Include in each who is responsible for making the appointment for chairs/committees and if a board vote is required.

Standing committees of the Chapter are:

Governance and Nominating Committee
Education Committee
Finance Committee
Leadership Development Committee
Marketing & Communications Committee

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Membership Committee
Special Events Committee

1.2 The purpose of each committee is:
Marketing & Communications Committee: To manage all communications with community. This committee is also responsible for all social media communication both from development and strategic creation to execution. Oversee all chapter communications and marketing efforts, including but not limited to, website, social media, publications, public relations, advertising, email campaigns. To liaise with each committee area to collect information and keep the website, chapter publications and other marketing activities updated.

Education Committee: To provide outstanding education opportunities to chapter members that accurately reflects the needs and desires of the membership.

Finance Committee: The Finance & Strategic Partnerships committee is responsible for all things procurement as well as sponsorship acquisition and fulfillment. Members of this committee are responsible for identifying new potential sponsors, as well as developing relationships with past cash and in-kind sponsors in order to further solidify strategic alliances for the financial strength of our chapter. Board members on the committee ensure the safekeeping of our Chapter funds, maintain proper accounting procedures and financial records, and review processes for financial transactions. Time Commitment: Monthly Finance Committee meetings (30-60 minutes); 1 to 2 hours of additional time spent either soliciting for sponsors or fulfilling sponsor commitments

Subcommittees: 1)Procurement 2)Sponsorship

Leadership Development Committee: Responsible for: establishing and executing a strategy for volunteer recruitment; developing chapter leaders; and broadening MPI Orlando involvement in the MPI Knights chapter at UCF's Rosen College.

Marketing & Communications Committee: To liaise with each committee area to collect information and keep the website, chapter publications and other marketing activities updated. Engage with MPI Knights Orlando Student Chapter.

Membership Committee: Review and oversee new member recruitment, orientation, scholarships, and member retention efforts. Research membership trends, design and implement marketing initiatives for recruitment and retention. To develop, enact and maintain and active campaign to retrain members. To provide hospitality at chapter functions.

Special Events Committee: Plan member and community events focused on networking. The events are focused specifically with celebratory and/or relationship building in mind. Chapter

A full list of roles and responsibilities for each committee and board member can be found in MPI Greater Orlando's Roles and Responsibilities document.

1.3 Each committee will be responsible for maintaining and updating their own Policies and Procedures. They should be reviewed and approved by the Board of Directors every 3 years, starting in 2024, to ensure strategic alignment with the MPI Greater Orlando chapter's strategic vision, mission and goals.

SECTION 2: ADVISORY COUNCILS AND TASK FORCES

2.1 Volunteers for any advisory councils and/or task forces shall be appointed as needed. . Formation of an Advisory Council or Task Force must be reviewed and approved by the Board of Directors.

In order to form an Advisory Council or Task Force the following areas must be mapped out for review and approval by a Board vote:

Name
Purpose
Board of Director responsible
Recommended number of volunteers

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.
7. Maintain confidentiality of discussions and background materials and immediately disclose any conflict of interest that may arise.

3.2 Expectations of Volunteer Members:

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

3.3 Roles and Responsibilities shall be clearly outlined and approved by the Board of Directors. A current copy shall be made available to all Board officers and committee volunteers.

ARTICLE V FINANCE

SECTION 1. ANNUAL BUDGET

1.1 The VP of Finance will review the P&L with the chapter admin/accountant to verify and track the income, expenses and net profit of our chapter. Once the preliminary P&L is approved by the VP of Finance it is finalized by the chapter accountant and included in the monthly board packet by the chapter admin. Each Board of Directors' member is responsible to review and track their financial performance. The VP of Finance will evaluate the results and will work with each department as needed.

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1.2 Expenditures: All the expenses will be approved by the VP of Finance and President. If the expensed line item is not included in the approved budget the Board of Directors will vote to approve the charge(s).compliance with MPI Bylaws. Chapter operations will be in alignment with the annual budget.

SECTION 2. RESERVE FUND

2.1 PURPOSE OF RESERVES: MPI Greater Orlando 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.

SECTION 3. REQUEST FOR PROPOSALS:

3.1 RFP SUBMISSION: the VP of Finance and Director of Procurement will submit the RFP based on each committee's needs. The Board members doing the request will follow the Procurement SOP and have the ability to approve or recommend changes to the RFP document. The timeline of the RFP will be defined by the requestor and the VP of Finance to guarantee the appropriate time for planning and deposits/payments needed.

SECTION 4. REIMBURSEMENT OF EXPENSES OR TRAVEL

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

4.2 BUDGETED CHAPTER EXPENSES: All expenses require an Electronic Check Request Form and Receipt sent to our chapter administrator. Chapter administrator will review and submit for approval to VP of Finance and Office of the President. In the Check Request form, the requestor has to include the Budget Line item that the expense will come out of. If the expense doesn't have a line item in our budget and has not been approved in the Annual Budget, this has to be submitted for approval to the Board of directors.

SECTION 5. CASH & IN KIND SPONSORSHIPS

5.1 Cash Sponsorship: The cash sponsorship is managed by the Director of Strategic Partnership. The participation of the Board will be determined by the Director of Strategic Partnership depending on the scope of the partnership. The main objective is to demonstrate ROI to our partners and interact with other committees to develop a tailor-made plan for each partner.

In-Kind: The Director of Procurement will be responsible of the In-Kind partnerships that include and are not only limited to: Venues, Food and Beverage, Audio Visual, Decorator, Transportation, Gifts. In-Kind will be tracked by the Procurement Committee and included in the board report every month. The In-Kind value will determine the level of partnership and benefits provided to our strategic partners. Our Director of Procurement will determine the steps needed to determine the actions needed from each committee to support our efforts in showing ROI to our partners.

SECTION 6. MANAGEMENT OF PAID STAFF

6.1 The Office of the President will evaluate on an annual basis the performance and areas of improvement of our Chapter administrator.

ARTICLE VI CHAPTER EVENTS

SECTION 1. EDUCATIONAL & SOCIAL EVENTS

1.1 NETWORKING/SOCIAL PROGRAMS: Special Events Committee should hold at least two events and no more than twelve. The mandatory ones each year should be the Awards/Induction event and the Holiday Event. The Membership Committee should also hold events for their

efforts in Recruitment, Retention and/or Recognition, outside of Special Event scheduled events. If alcohol is served at an event, food must be provided as well. Events where alcohol is served should have policies in place for members or attendees under the age of twenty-one.

1.2 Any change to the fees or fee structure must be voted upon by the Board of Directors as the outcome typically impacts the annual budget.

1.3 Cancellation Policy No refunds within 5 business days of the event. No Shows are responsible for full payment.

ARTICLE VII COMMUNICATIONS

SECTION 1. CHAPTER COMMUNICATIONS

SECTION 2. ADVERTISEMENTS

2.1 The MPI Greater Orlando website is a central source of information on all facets of the Chapter. Located on the website are the Chapter and community calendars of upcoming events, educational programs, membership and benefits details, volunteer opportunities, strategic partners, Chapter news, roster of Chapter leaders, CMP study group information, bylaws and policies, MPI Global Resources, and more. There is also a link to contact the Chapter for more information or further questions.

ARTICLE VII MISCELLANEOUS

SECTION 1. PHILANTHROPIC ACTIVITY

1.1 At least one charity should be selected for the year inclusive of the MPI Foundation.

SECTION 2. CHAPTER AWARDS

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2.1 The Chapter Awards management process falls under the Office of the Presidents. Policies for all possible awards (voted and non-voted) are in place. Voted awards are open for nomination to the entire general membership. All MPI Orlando members are eligible for awards unless otherwise noted. Anyone holding a current leadership role with MPI is not eligible. Leadership role is defined as MPI Board of Directors, MPI Foundation Global Board of Trustee

SECTION 3. CHAPTER SCHOLARSHIPS

3.1 If a scholarship is available for members of the chapter, application and selection requirements along with selection criteria must be clearly defined beforehand.

SECTION 4. MPI POLICY MANUAL:

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

