



MEETING PROFESSIONALS INTERNATIONAL
NEW JERSEY CHAPTER POLICY MANUAL
ADOPTED August 1, 2024

ARTICLE I
NAME

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

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.

**NEW JERSEY CHAPTER POLICIES
ADDENDUM**

Revision Date **4/29/2024**

**ARTICLE I
MEMBERSHIP**

SECTION 1. AFFILIATE MEMBERSHIP: Members who are officially affiliated with other chapters may still receive New Jersey Chapter mailings, receive chapter publications and be listed as an affiliate member by payment determined by the Chapter Board of Directors. This fee is invoiced, collected and retained at the Chapter level.

**ARTICLE II
BOARD OF DIRECTORS/OFFICERS**

SECTION 1: EXECUTIVE COMMITTEE:

- 1.1 The Executive Committee shall handle those emergency matters consistent with the Bylaws and delegation of responsibilities by the Board of Directors. The Executive Committee, shall include President, President Elect, Vice President- Communications, Vice President- Membership, Vice President-Finance, Vice-President- Education. The Immediate Past President, with vote, is also an officer. Duties are as prescribed in the Bylaws. The Executive Committee can function as the Audit and Finance Committee with the responsibilities identified in Article V, Section 1.1.1.

SECTION 2: BOARD ELECTION & SERVICE

- 2.1 NOMINATIONS PROCESS: A call to nominations will go out to all members in good standing to nominate themselves or another member. Nominees wishing for the Nominating Committee to consider them must submit a Candidate Data and Interest Form.

The MPI-NJ website will have a Candidate Data and Interest Form. The membership will be notified of the election date and encouraged to submit the Candidate Interest Form to the Nominating Committee for consideration not less than 30 days prior to said date. Members will also be informed that the Nominating Committee will submit one candidate for each open position to the Board for approval.

On the Election Date the nominating Committee shall submit to the Board of Directors one (1) candidate for each vacancy on the Board of Directors and each office of MPI-NJ. In selecting nominees, the Nominating Committee shall consider the demographics and business characteristics of the various members to assure to the extent possible proportionate representation on the Board of Directors as provided in the chapter Bylaws.

Also included on the list submitted to the Board will be any names submitted by petition by the Membership. Nominees must agree to serve if elected prior to being listed on the slate.

- 2.2 DUTIES: Open positions with job descriptions and duties are to be posted on the MPI-NJ website along with the Candidate Data and Interest Form.

SECTION 3: BOARD COMPENSATION

- 3.1 COMPENSATION: Directors and elected Officers shall not be compensated for their services as an MPI Chapter Officer or Director or receive any preferential discounts or considerations for attending chapter events.
- 3.2 GIFTS: Directors and elected Officers shall not accept any gifts over the value of \$100.00 unless otherwise approved by MPI Global.
- 3.3 Expenses for attendance by Officers and Directors at Board of Directors meetings and executive committee meetings, shall be the responsibility of the individual director.

The Chapter will reimburse the President and President-Elect for attendance at two (2) meetings annually of the Council of Chapter Presidents at the chapter business summit (CBS) and World Education Congress (WEC). These reimbursements apply to the extra day(s) required for the Council of Chapter Presidents meeting (usually one and sometimes two days) in addition to the actual dates of the conference. In special instances, with the advance approval of the Executive Committee, additional expenses may be approved if it is deemed necessary in order for the Chapter to be represented at the Council of Chapter Presidents meeting. In all instances, receipts must accompany all expense reports.

ARTICLE III COMMITTEES, TASK FORCES, AND ADVISORY COUNCILS

SECTION 1. STANDING COMMITTEES

- 1.1 Standing committees of MPI-NJ shall be the following: Nominating Committee, Membership Committee, Education/Program Committee, Finance Committee, Communications Committee.
- 1.2 The incoming President, with the approval of the Board of Directors, shall appoint committee chairs to serve during the President's term.

SECTION 2. OTHER COMMITTEES

- 2.1 Committees to be considered annually by the President, with approval of the Board, shall include, but not be limited to the following:

Public Relations

Special Events

SECTION 3. COMPOSITION

- 3.1 Committees should consist of no less than three (3) members whose terms would commence at the start of each administrative year. Whenever possible, it is recommended that persons outside the Board of Directors be first considered to serve

as committee chairperson. If appropriate and candidates from the membership are not available, then members of the existing Board of Directors could be considered, followed lastly by chapter officers. It is recommended that a Board member be appointed as liaisons to each committee unless a Board member serves as chairperson, in which case the board member will automatically serve as liaison.

SECTION 4. TERMS

- 4.1 Each committee member, including the Chairperson, shall serve for a term of one (1) year.

SECTION 5. SELECTION

- 5.1 Before January 1, the new chapter President shall appoint each committee Chairperson. Members of each committee are appointed by the Chairperson with the advice of the President.

SECTION 6. RESIGNATION AND REPLACEMENTS

- 6.1 Resignations are to be filled for the remainder of the unexpired term by the Chairperson of the committee.

SECTION 7. REIMBURSEMENT

- 7.1 Expenses for committee chairpersons and committee members for attendance at committee meetings are the responsibility of the individual.

SECTION 8. CONFLICT OF INTEREST

- 8.1 No member of an International committee shall participate in the discussion or vote on any program or activity in which he/she or his/her organization has a direct personal, business or financial interest.

SECTION 9. ADVISORY COUNCILS AND TASK FORCES

- 9.1 The President may, at any time, appoint a task force charged with short term or special projects as needed.

SECTION 10. VOLUNTEER ROLES & RESPONSIBILITIES

- 10.1 Develop work plans to achieve purpose/charge and clearly communicate responsibilities/assignments for each member. Create a positive volunteer experience for all.
- 10.2 Complete any assignments by pre-determined deadlines.
- 10.3 Draft and submit progress report to assigned Board of Director as needed.

- 10.4 Ensure volunteer reimbursement requests are submitted and paid within 60 days of funded meeting.
- 10.5 Attend meetings and conference calls.
- 10.6 Maintain confidentiality of discussions and background materials.

ARTICLE IV FINANCE

SECTION 1. ANNUAL BUDGET

- 1.1 The Budget is to be presented by the Audit & Finance Committee with the assistance of the Association Manager. The Chapter Board of Directors approves the annual operating budget in compliance with MPI Bylaws. Chapter operations will be in alignment with the annual budget.

SECTION 2. BILL PAYING/CHECK SIGNING POLICY

- 2.1 All bills must be approved by the VP Finance, Director of Finance, or President prior to checks being paid.
- 2.2 The President, VP Finance and Director of Finance, President-Elect have check signing privileges. One person from the association management company is permitted to sign pre-approved checks with the exception of any checks made out to the said management company. All checks over \$1,000.00 must have two signatories.

SECTION 3. FINANCIAL REPORTS

- 3.1 The Vice President of Finance, with the assistance of the Association Manager, is to present the financial condition of the Chapter at each regularly scheduled meeting of the Board of Directors in a Financial Report that indicates year to date activity, forecast for the end of fiscal period and annual budgets. Variances between forecasts and budgets must be shown and explained.
- 3.2 The Board, upon recommendation of the Vice President of Finance, may annually designate a percentage of the net profit from fundraising events to be donated to one or more approved charitable organizations.

SECTION 4. RESERVE FUND

- 4.1 Reserve funds established by the Board of Directors can only be used to provide financial stability to the organization. The Board of Directors could, based upon consideration of necessity, determine the use of reserve funds. Furthermore, the Board of Directors will also determine the need to make any periodic adjustments to the financial and operating plan deemed necessary.
- 4.2 **ACCESS TO RESERVES:** The access of the “reserve” shall first be referred to the Chapter VP of Finance for consideration. Final approval by a majority vote of the Chapter Board of Directors is required.

SECTION 5. REQUEST FOR PROPOSALS

5.1 For Bids exceeding \$500:

This process is to be used by committee chairs before making a purchase on behalf of MPI- NJ. Committees must have budget approval before purchase is made.

Committee Chair prepares exact specifications for the MPI-NJ project.

RFP is emailed from MPI-NJ Headquarters to all MPI-NJ suppliers (and non MPI-NJ suppliers if number of MPI-NJ supplier members is less than three in service/product category) with mandatory deadline.

If specifications are revised, all suppliers must be informed about the changes and a new deadline may be established.

Bids are emailed back to MPI-NJ Headquarters.

Bids are provided to the Committee Chair for an awarding decision to be made by the Committee Chair and reviewed by the Treasurer and Board Liaison.

Notification is sent to all those who responded to the bid.

5.2 For Bids below \$500:

Committee Chair makes three telephone calls to MPI-NJ suppliers (and non MPI-NJ suppliers if number of MPI-NJ supplier members is less than three in service/product category).

Emailed bids are decided by the Committee Chair.

SECTION 6. REIMBURSEMENT OF EXPENSES OR TRAVEL

- 6.1 As allocated in our current budget, and agreed with our Board, we will reimburse the president for attending WEC and CBS. This includes normal travel and expenses. Receipts will be sent following attendance to the chapter administrator and paid after approval by the VP Finance. Other travel expenses to and from chapter or Board events is the responsibility of the Board member.
- 6.2 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.
- 6.3 All expense reimbursements must be submitted using a check request form signed off by a committee chair or VP and include applicable receipts. The expense should correspond to a pre-approved budget item. The request must be approved by the Finance committee before a check is prepared.

SECTION 7. SPONSORSHIP AND SOLICITATION

- 7.1 ACCESS TO MEMBER LISTS: Access to membership and attendance lists shall be restricted to MPI premiere members in good standing only. Members shall be provided the opportunity to opt out of sollicitaion emails from both the chapter and MPI Global.
- 7.2 Sponsorship fulfillment, RFP, in kind tracking, and solicitation is the job of the management company. The guidelines to achieve said goal is listed in the management contract.

SECTION 8. PAID STAFF ADMINISTRATORS

- 8.1 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 administrator RFP and contracts. Additional services above the minimum requirements can be added by the Chapter at their discretion with board approval.
- 8.2 Minimum scope of services of paid administrator shall include the following for the provision of professional management and administrative services:
- Provision of headquarter office and necessary technology to support all methods of communication with board and members
 - Proven skills in basic administrative functions and support of associations
 - Capable in bookkeeping services
 - Capable in website management
 - Capable in event management and registrations
 - Capable in record keeping and documentation
 - Capable in all facets of Chapter Board of Directors support

ARTICLE V CHAPTER EVENTS

SECTION 1. EDUCATIONAL & SOCIAL EVENTS

- 1.1 Conduct an educational needs assessment each year.
- 1.2 Establish an Annual 18th Month Education Plan (including dates, topics, and speakers but not necessarily venue), to be submitted to International on December 1. These programs may change dependent upon the needs of the membership.
- 1.3 Conduct at least four (4) educational programs a year.
- 1.4 Maintain communication with chapter members about upcoming events.
- 1.5 Chapter Board must review all education program evaluations.
- 1.6 The Board shall have the final authority over plans and activities for the chapter.
- 1.7 The Board of Directors shall have the final authority over plans and activities of Chapter meetings. The responsibility and authority for the planning and management of the meetings may be delegated to the Education/Program Committee or Membership Committee for Meet Ups.
- 1.8 An announcement that RFPs are being accepted to host meetings shall be emailed to the membership. MPI-NJ will provide a list of meeting attendees to the host facility.
- 1.9 Requests to sponsor programs, events or activities of MPI-NJ may be accepted from hotel properties, companies or convention bureaus. Preference shall be given to invitations from Chapter members. Each request shall include full information on hosting, upgrading or services to be provided.

SECTION 2. EDUCATIONAL ATTENDANCE AND REGISTRATION

- 2.1 **EVENT ATTENDANCE:** Chapters must charge a member rate and a non- member rate where appropriate. The price difference between member and non- member rates is at the chapter's discretion based on specific event needs. Anyone who is not a MPI preferred or premier level member is required to pay the non-chapter 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.
- 2.2 Partnership events with other industry organizations are excluded from this requirement.
- 2.3 Non-industry guests are exempt from this rule and can be charged a guest rate to be determined by the chapter.
- 2.4 On line registrations and payments are encouraged. Checks or credit card payments are to be made payable to MPI-NJ. There shall be a different fee structure for MPI members, retired members, non- members, walk-ins and student MPI members and non-members. Additional fees may be charged for pre and post meeting program offerings. Billing, attendance and refund policies are included in the registration materials.
- 2.5 Fees are to be set annually by the Budget and Finance Committee with recommendations by the Education/Program Committee.
Donations and awards may be solicited for contests and special events only for MPI-NJ sponsored events or programs.

ARTICLE VII COMMUNICATIONS

SECTION 1. CHAPTER COMMUNICATIONS

- 1.1 The President, as the highest elected office, shall be the official spokesperson for MPI-NJ. A member of the Board of Directors or Association Manager may be designated by the President to serve as spokesperson for MPI-NJ. All spokesperson's statements must conform to adopted Board of Directors policy. When policy is not known or is not understood, spokespersons must refrain from speaking on behalf of the Chapter or International.
- 1.2 **NEWS RELEASES:** Official MPI-NJ news shall be prepared by staff or committee (if appropriate). News releases must be approved by the President before distribution.
- 1.3 **PUBLICATIONS - EDITORIAL POLICY:**

The editorial policy of the New Jersey Chapter Meetings Professionals International shall be to inform the members and related audiences of all association activities of importance. Education will always be utmost in these efforts with additional objectives being those of growth, professionalism and the highest ethical standards and practices in the field of meeting management. MPI-NJ shall serve as the unbiased, non-commercial local area voice of the profession. MPI-NJ's publication shall reflect the highest standards of the association whenever possible in reporting news that directly has an effect on the meeting management profession. All written and visual material will be of a positive nature and in no way be detrimental to any segment of the membership, their representative companies or organizations. Articles by all

writers must be reviewed by the editor for conformance to this policy. The editorial policy shall be under the direction and control of the Executive Committee.

SECTION 2. ADVERTISEMENTS

- 2.1 Soliciting advertising, invoicing and receiving ad materials is the responsibility of the management company. A commission structure is outlined in the association management contract. Advertisers are provided with a marketing kit outlining rates, specs and deadlines for inclusion in the newsletter.
- 2.2 Advertising policy and rates shall be determined by the Board of Directors and reviewed annually with recommendation from the management company. The editor of MPI-NJ publications shall determine the suitability of their advertisements and they shall reserve the right to reject any advertising that is not keeping with the publication's standards or objectives of MPI-NJ.
- 2.3 Advertising specifications shall state that the advertisers and advertising agencies assume liability for all content (including text, representation and illustrations) of advertisements printed, and assume responsibility for any claims arising there from made against the publisher and that they agree to indemnify and protect the publisher from any claims, damage or expense resulting from printing and publishing of any advertisement. Placement of ads will be decided by the editor.
- 2.4 Verified MPI members shall receive preferred advertising rates.

SECTION 3: CROSS PROMOTION POLICY

- 3.1 For promotion of other related organization or company events, the following criteria needs to be met so that it is mutually beneficial to both organizations:
- 3.2 The event needs to be of interest and will be a benefit to its membership.
- 3.3 The promotion of the event would be of minimal cost (i.e. email blast) to the association.

SECTION 4. LOGO USE POLICY

- 4.1 The purpose of the MPI-NJ and MPI is to project a professional and constant image of Meeting Professionals International. The International logo is a registered trademark and as such it must be recognized that MPI is the owner of the registered trademark, logo, and governs its usage.
- 4.2 REGISTERED TRADEMARK: To protect the International logo from infringement it has been registered as a trademark and thus is protected by federal law from improper use or representation and unauthorized alteration. As a registered trademark the symbol of federal registration R must never be deleted from the logo.

- 4.3 CHAPTER USE: The International logo and “New Jersey Chapter Meeting Professionals International” must be displayed on all chapter letterhead, envelopes, newsletter and any other publications or presentations. The same representation should be included on any printed announcements or other material produced specifically for MPI-NJ. MPI prohibits the combining of the International logo and a chapter logo, alteration of the International logo to create a chapter logo, or the use of the International logo with a chapter logo.
- 4.4 INDIVIDUAL/ MEMBER/COMPANY USE: An individual member may use the International member logo on personalized letterhead or business cards and may state on printed media, including letterhead and business cards, publications, etc. that he or she is a member of MPI. It must be clear that the individual, not the company or organization, is the MPI member.
- 4.5 COLOR: The official colors for the International logo are PMS 107 (yellow), PMS 186 (red), PMS 361 (green), PMS 2995 (blue), PMS 2728 (purple) and black. Any deviation requires pre-approval. Any representation of the International logo in any other color for any use must be approved by the International Executive Vice President. A chartered MPI chapter may use any one single color for the logo with prior approval. Print and reproduction of the logo in black is also acceptable.
- 4.6 The MPI and MPI-NJ logo will not be used by any company, organization or group for any purpose without prior approval from International or MPI-NJ Board of Directors respectively.

ARTICLE VIII: ADMINISTRATIVE

- Submit chapter board meeting minutes after each meeting (minimum six annually) as a chapter board approves them.
- Submit an annual budget for each current fiscal year having first been approved by the Chapter Board of Directors.
- Submit Chapter education calendar to include subject and date of meeting for a minimum of 4 programs that encompass the entire year by January 1 of each year. Each program planned should be at least one hour in length, which is the equivalent of (1) CEU credit, were applicable.
- Maintain a Strategic Plan that incorporates International key strategies.
- Maintain a Business Plan.
- File with International bylaws and policy manual as they are updated.
- Complete nomination and election process as determined by International.
- Maintain generally accepted accounting procedures.
- Submit a year end financial report 90 days (April 1) following the close of the chapter's fiscal year to International (January 1 – December 31).
- Submit appropriate tax forms to International upon completion.
- Hold two Board Retreats annually at a time determined by the Board of Directors.

- Ensure proper member communication.
- Submit a copy of any administrative management contracts signed within 30 days of the contract becoming effective, detailing fees for specific services.

ARTICLE VIII MISCELLANEOUS

SECTION 1: PHILANTHROPY

- 1.1 The Community Outreach Committee is responsible for recommending charities and CSR events to MPI-NJ throughout the year with approval by the Board of Directors. The selection of the charity should be based upon the following criteria: Appeal of the charity to the majority of MP-NJ members.
- 1.2 Verifiable need of the charity--or division of the charity-- which is being supported. The need of the charity to receive MPI-NJ support can be verified by obtaining some formal indication that the organization would benefit by receiving MPI-NJ contributions or support: 1) a written request for support from the division of the charity in question stating how the money will be used and how it will help the organization, or 2) personal knowledge of the charity's need by an MPI member, or publicly distributed information about the charity which indicates a need for support.
- 1.3 Willingness of the charity to acknowledge MPI-NJ support in the form of written communication of thanks and inclusion in press releases and articles.
- 1.4 Interest of the charity to designate one representative from the charity as a contact person.
- 1.5 Willingness of the charity to work with MPI-NJ to support the activity of choice.

SECTION 2. CHAPTER AWARDS

- 2.1 The Chapter will have an ongoing awards program to recognize outstanding achievement from its membership. The awards program will be administered by the awards committee with the approval of the Board of Directors.

Awards to be considered annually shall include, but not be limited to:

- Planner of the Year
- Supplier of the Year
- Host Facility of the Year
- Chapter Leader of the Year
- Committee of the Year
- Mentor of the Year
- Rising Star
- Excellence in Education
- Student

SECTION 3. SCHOLARSHIPS

- 3.1 MPI-NJ chapter is committed to offer scholarships to members to help achieve their CMP or CMM, attend CMP Conclave or MPI WEC.

SECTION 4. MAILING LABELS

- 4.1 The membership mailing list may be purchased as labels for a fee of \$125.00 for members or \$225.00 for non-members.

SECTION 5. NON-COMPLIANCE

- 5.1 Chapters may forfeit awards and metrics incentives for non-compliance with the MPI Chapter Bylaws and the MPI Chapter Policy Manual.

SECTION 6. MPI POLICY MANUAL

- 6.1 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.

ARTICLE IX: MINIMUM STANDARDS FOR CHAPTER PERFORMANCE

The New Jersey Chapter must accept MPI's Minimum Standards for Chapter Performance. The Chapter will attempt to meet the following criteria by December 31 of each year. If the Chapter is unable to meet the criteria, International will render support for one year, after which, if the Chapter still has not shown measurable improvement, it may surrender its charter as determined by International. The evaluation vehicle will be the chapter reports that are submitted to MPI each year and the monthly membership reports compiled by International.

ARTICLE X: AMENDMENTS

This policy Manual may be amended by a majority of the Board of Directors at any regular or special meeting or by mail ballot of the Board of Directors.

These policies shall be reviewed at least once a year and should take into consideration:

- A. Is the policy still relevant to today's operation?
- B. Is the intent of this policy more appropriately addressed in another policy area?
- C. Will a change to this policy affect any other policies?

All Board of Director members and staff who have occasion to refer to the policies should be alert to the appropriateness of these policies, to the need for amendments or for additional policies and should bring the matter to the attention of the Board.