

Policies and Procedures of the Virginia Chapter of Meeting Professionals International

The Policies and Procedures of the Virginia Chapter MPI, hereinafter referred to as VAMPI, were adopted by the Board of Directors, as revised, June, 2010.

Section 1. Purpose.

The purpose of the Policies and Procedures are to supplement the Bylaws in governing the administration and implementation of VAMPI's policy.

Section 2. Membership.

2.1 Membership Status

A. The Chapter shall be composed of Planner, Supplier and Student members as defined by Meeting Professionals International. Membership in MPI and VAMPI shall be concurrent except as noted below.

B. *Affiliate membership.* Individuals who are members of another MPI Chapter may join the Virginia Chapter as affiliate members, with all of the rights and responsibilities of any member *except* they will not be eligible to hold elected office or receive Chapter scholarships. The dues for affiliate members will be \$100 annually.

C. *Chapter Retired Membership Status.* Individuals who have been members of MPI for 10 or more years and who are retiring from the industry will be eligible for a complimentary Chapter membership, with all of the rights and privileges of any member except they will not be eligible to hold elected office or receive Chapter scholarships. Individuals who are starting their own industry related business, will not be eligible for this category of membership. Individuals who are leaving the industry on a temporary basis, such as for health reasons, will be eligible for this category of membership for a period not to exceed two years.

2.2 Applications.

All applications or recommendations for membership in VAMPI shall be submitted to Meeting Professionals International (MPI) as follows:

A. An application for MPI membership should be completed and submitted to the Executive Director and should include a check for the annual dues made out to Meeting Professionals International. The Executive Director is responsible for making sure each application is accurate and complete before forwarding to MPI.

B. Applications may be sent directly to MPI by the applicant, though the processing may take longer. In such cases, it is still the responsibility of the VAMPI Executive Director to make sure each applicant is matched with a partner. This practice will ensure maximum Chapter membership.

2.3 Resignation/Transfer of Membership

A. Membership in VAMPI may be resigned at any time, but no reimbursement of dues will be made. A member may not remain a member of MPI after resigning their membership in VAMPI unless they hold membership in another chapter. All resignations should be in writing and submitted to the Executive Director, who will notify MPI.

B. Individuals may transfer their membership at any time to another planner or supplier within the same company. All requests for transfer of membership should be submitted to the VAMPI Executive Director who, in turn, shall seek approval of the transfer from MPI.

2.4 General

A. Members may send their change of address directly to the VAMPI executive offices at 5251-18 John Tyler Hwy., #304, Williamsburg, VA 23185, to ensure there is no gap in chapter mailings. Any change in address desired by a member should also be submitted directly to MPI's Member Record Department. VAMPI will receive notification monthly from MPI of any address changes.

B. All members (Planners, Suppliers or Students) shall be entitled to vote, hold elective office, and serve on committees of VAMPI.

Section 3. Board of Directors.

3.1 Composition.

A. The Board of Directors shall consist of the elected officers of VAMPI as specified in the Bylaws of the Chapter.

B. Any member in good standing is eligible to be elected as a Director. To be eligible to serve as an elected Officer, members must have at least one year of Chapter service as either a Board member or Committee Chairperson. No more than two members from the same company or firm may serve concurrently on the Board. Members who work for a chain or franchise organization are not considered to work for the same firm as members who work for the same chain at a different location.

C. The number of Suppliers on the Board shall not exceed 55% of the total number of members of the Board.

3.2 Absence

Absence of any Director or Officer from two (2) consecutive meetings of the Board of Directors, whether regular or special, unless for good cause submitted to the President in advance, shall immediately create a vacancy in the office of such Director or Officer. After a Board member has missed two consecutive meetings with or without good cause, the Board may consider the removal of the Board member. The decision to grant an excused absence from a Board of Directors meeting shall be at the discretion of the Board. A two-thirds (2/3) vote of the Board is required to grant an excused absence. Each absence should be considered separately by the Board.

3.3 Duties and Responsibilities

A. The Board of Directors shall have general charge of the affairs of VAMPI, and shall delegate such authority and adopt such rules and regulations as may be deemed proper and not in conflict with the Bylaws.

B. The Board of Directors shall be responsible to the general membership of VAMPI for administering policies adopted at any Membership Meeting, overseeing the work of the Chapter committees and for reporting on that work to the Board.

C. The Board of Directors will authorize an annual audit of the books and accounts of VAMPI by a Certified Public Accountant as of the close of each fiscal year, with a summary of such audit to be published in an official VAMPI publication.

3.4 Meetings.

A. The Board of Directors shall hold regular meetings in conjunction with the Monthly Membership Meetings. A minimum of five (5) days published notice of a regular meeting shall be given to each Director.

B. A Special Meeting of the Board of Directors may be called by the President on such date and at such place as the President may designate, or shall be called by the President upon written request of three (3) Directors.

C. Any call for a Special Meeting of the Board of Directors shall be in writing and shall state the purpose, time, and place of the meeting, and shall be issued at least 72 hours in advance of such meeting.

D. A majority of members of the Board of Directors must be present to constitute a quorum for the transaction of business. Each Director present shall be entitled to one (1) vote. No proxy votes will be accepted.

E. The President may call an Emergency Meeting, which may be held by telephone conference call or other appropriate communications media. Such call must state the purpose, time and place and be issued in writing at least three (3) days prior to the meeting or by telephone at least twenty-four (24) hours prior to the meeting.

3.5 General.

A. Directors and Officers shall be installed at VAMPI's Annual Membership Meeting.

B. Financial statements shall be made available to each member of the Board of Directors at regularly scheduled meetings of the Board.

C. Minutes of each Board of Directors meeting shall be distributed to each member of the Board and may be summarized in the next issue of the newsletter.

D. Any member may request minutes and financial information from the Board.

Section 4. President, President-elect.

4.1 Elections

A. The President and President-elect shall be elected to serve for one (1) year terms beginning on July 1 of the calendar year following their election. Both the President and President-elect may succeed themselves for one additional term.

B. To be eligible for election as President or President-elect, a nominee must have been a member of VAMPI for at least two (2) successive years immediately preceding the election. All Officers must have served as a Committee Chairperson or VAMPI Director prior to being eligible to hold office.

4.2 Duties

A. The President shall be the chief executive officer and shall, in general, supervise all of the business and affairs of VAMPI with the assistance of the Executive Committee and the Executive Director.

B. The President shall preside at all meetings of the Membership, Executive Committee and Board of Directors.

C. The President shall be the official spokesperson for VAMPI, assisted by the President-elect and the Executive Director or other representatives designated by the President.

D. The President is authorized to appoint and dissolve for cause any committee or other official work group subject to approval by the Board of Directors. The President shall be a member ex-officio of all committees, except the Nominating Committee as specified in the bylaws.

E. The President shall not be required to pay the registration fee for attending regular monthly meetings during their term of office.

F. In the absence or unavailability of the President or at the request of the President, the President-elect shall perform the duties of the President. In the absence or unavailability of the President and President-elect, the Vice President of Finance shall act as temporary President.

4.3 Succession to Office.

- A. In the event of the death, disability, resignation, or removal from office of the President, the President-elect shall succeed to the Presidency. A new President-elect will be elected to serve for the remainder of the term of office by the Board of Directors at a meeting called by the new President within fifteen (15) days of such vacancy.
- B. In the event of the death, disability, resignation, or removal from office of the President-elect, the President shall call a meeting of the Board of Directors within fifteen (15) days of such vacancy to elect a successor.
- C. In the event of the death, disability, resignation or removal from office of both the President and President-elect, the most recent Past President shall temporarily assume the duties of the office of the President and shall, within fifteen (15) days of the vacancies, call a meeting of the Board of Directors to elect successors.
- D. The President or President-elect may be removed by the Board of Directors by a three-fourths vote of the Directors present and voting at any Regular or Special Meeting. A minimum of five (5) votes is needed to remove an elected officer.

Section 5. Chapter Meetings.

5.1 General

- A. Chapter Meetings will generally be held on the first Thursday of every month. If circumstances such as holidays or other industry events make it unadvisable to hold a meeting on the regular date, the Board of Directors may approve an alternate date.
- B. The Annual Membership Meeting shall be held during the May or June monthly meeting. During this meeting the President, President-elect, and other members of the Board of Directors shall be installed in office. In addition, the Chapter awards, including the Planner, Supplier and Chapter Manager of the Year awards, are to be presented.
 - C. All regular Chapter Meetings will be evaluated using a form similar to the current Meeting Evaluation Form.
- D. Unless otherwise approved by the Board, the Chapter will not pay for alcoholic beverages.

5.2 Meeting Registration

- A. Registration for regular meetings will be handled by the Executive offices. Advanced registration is encouraged for all regular meetings.
- B. Registration fees (advance, student, guest and late) will be assessed annually by the Board of Directors.
- C. Non-member guests may attend no more than two meetings per year before joining VAMPI.
- D. If the host facility is also catering the event, they may bring as many employee guests as they want as long as VAMPI does not incur any additional costs.
- E. If the host facility is not catering the event, then the host facility should be provided two complimentary registrations for that meeting.
- F. With the approval of the Education Chairperson, the registration fee will be waived for members who serve as guest speakers for a meeting.

Section 6. Nominations and Elections

6.1 Nominating Committee.

- A. There shall be a Nominating Committee consisting of a Chairperson and at least three additional

members. The Chairperson shall be the Immediate Past President, and one of the four members shall be the President-elect.

B. Nomination forms should be distributed to the membership and should be returned to the Chairperson of the Nominating Committee by mid-January.

C. The Nominating Committee should meet and develop a slate of Officers and Directors prior to the February meeting and distribute it to the membership.

6.2 Election Procedures

A. After determining a slate of officers for chapter leadership, a presentation of the qualified candidates should be made to the chapter membership in order to vote on chapter officers and board members.

B. The slate of Officers and Directors developed by the Nominating Committee should be announced at the February meeting and published to the membership promptly. This announcement of the slate of Officers and Directors should include notice that the elections will be conducted at the March meeting.

C. A quorum (15% of the membership as defined in the Bylaws) of the membership must be present and voting for the elections to be valid.

D. Additional nominations may be received from the floor during the meeting when the elections are held. All members nominated from the floor must agree prior to the elections to serve on the VAMPI Board as an Officer or Director.

E. Upon completion of the elections (not later than March 31st), the Executive Director shall mail to MPI a list of the new Officers and Directors for inclusion in the Chapter Leadership Directory.

Section 7. Budget & Finance.

7.1 Budget.

A. VAMPI's budget shall be prepared by the Executive Committee as specified in the bylaws.

B. Budgets should include all expenses anticipated to successfully complete the specific project or committee function even if the expense will be absorbed by a members' company. This will allow future committees to accurately anticipate the expenses of their committee.

7.2 Reserve Operating Fund.

A Reserve Operating Fund shall be maintained for the purpose of providing the operating expenses necessary to continue member services during periods of time when the income of VAMPI is insufficient to meet those needs. The fund will represent, at least, fifty percent (50%) of VAMPI's annually budgeted gross operating expenses. The fund will be reviewed periodically for new recommendations. Use of money from the fund will be subject to Board of Director approval.

7.3 Annual Review

An annual review of VAMPI's financial records will be conducted to ensure accuracy and compliance with appropriate MPI guidelines.

7.4 Advertising Contracts

A. All contracts for advertisements in the newsletter should be forwarded directly to the Executive Director.

B. Members shall be charged \$100.00 for email blasts/ mailing lists to the VAMPI membership.

C. Non-members shall be charged \$250.00 for one-time email blasts/ mailing lists to the VAMPI membership.

Section 8. Committees.

8.1 Appointment

A. The President-elect shall select, with the assistance of the Executive Committee, the committee Chairpersons, Vice-Chairpersons and Committee Members to serve during his/her term as President.

B. Committee Chairpersons and Vice-Chairpersons shall be selected by June, for terms to begin the following July 1.

C. Committee members shall be selected by July, for terms to begin the following August.

D. The President shall have the power to remove inactive members of any committee and fill resulting vacancies by appointment for the unexpired term.

Section 9. Diversity Policy.

In principle and in practice, VAMPI values and seeks a diverse and inclusive membership. There shall be full participation in this organization by all people, regardless of race, gender, creed, age, sexual orientation, national origin or disability.

Section 10. Sexual Harassment Policy.

VAMPI is committed to maintaining an atmosphere that is free from sexual harassment. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 and of the Civil Rights Act of 1991. Such misconduct is prohibited by the chapter. This policy applies to all Chapter members, employees and guests. Reprisals against those who file complaints under this policy will not be tolerated. Complaints should be filed with the Board of Directors. If the Board determines that harassment has occurred, appropriate relief for the persons bringing the complaint and appropriate action against the harasser will follow. Any member functioning as an Officer or Director that receives a complaint and does not forward it to the full Board of Directors for action will also be subject to discipline. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or verbal or physical contact of a sexual nature when such conduct interferes directly or indirectly with an individual's performance by creating a hostile, offensive or intimidating environment.

Section 11. Use of Outside Services.

All contracts for outside services are to be reviewed by the Board and competitive bids are to be requested by the appropriate committee in a timely fashion. Whenever possible, a minimum of three bids should be reviewed and selection should be made based on the overall quality of the product or service and the best price. All contracts, except those for regular educational programs, must be approved by the Board before being ratified

Section 12. Travel Policy.

12.1. Qualifying travel.

Travel to and from Chapter Committee meetings or retreats is *not* reimbursable unless specifically budgeted for or otherwise approved in advance by the Board of Directors. Official travel on behalf of the Chapter to International events or meetings is reimbursable.

12.2. Transportation costs.

A. Air travel is reimbursed at actual cost. Advance purchases and Saturday stay-overs are encouraged to take advantage of lowest fares.

B. Airport limousine, taxis, bus fare will be reimbursed at actual cost (receipts should be provided).

C. Personal automobile use is reimbursed at the current IRS rate (\$.50/mi as of 1/01/10)

D. Parking is reimbursed at actual cost (receipts should be provided).

E. Tolls are reimbursed at actual cost (receipts should be provided).

F. Rental cars are not reimbursable unless approved in advance by the Board of Directors.

Note: Use discretion when choosing your method of transportation (e.g , if you will be out of town for five days or more, it might be less expensive to use an airport limo or taxi versus parking your car at the airport.)

12.3. At the Meeting.

A. Taxi and Bus reimbursable at actual cost for business and dining purposes only. (receipts should be provided)

B. Tips are reimbursable at actual cost up to \$1.00 per bag for sky cap, doormen and bellmen.

C. Meals are reimbursable at actual cost, including tips. Liquor and/or wine served with a meal will be reimbursed. (Receipts required.)

D. Snacks and minibar charges are reimbursable, with the exception of liquor.

12.4. Telephone Charges.

A. Business calls are reimbursable.

B. Personal calls. VAMPI will pay for personal calls not exceeding 5 minutes per day (sufficient time to check in with family members, etc.). Daily personal calls are not encouraged. You may be required to justify excessive phone calls or refused reimbursement for questionable expenses.

C. Air-to-Ground calls are not reimbursable.

Note: It is much less expensive to place a call from a pay phone or charge it to your phone credit card, rather than use the phone in your guest room.

12.5 Lodging Cancellations.

Should you find it necessary to cancel your hotel reservations, it is your responsibility to see that your reservation is cancelled so VAMPI is not charged for a "no show".

12.6 Non-reimbursable Expenditures.

A. Personal entertainment - for example, in-room movies and airline headphones.

B. Purchase of books and magazines.

C. Liquor and wine, unless served with meal.

D. Laundry and valet services.

E. Barber or beautician services.

12.7. Receipts.

The IRS requires original receipts for any expenses of \$25.00 or more. You are strongly encouraged to include receipts for all expenditures, regardless of dollar amount. Your receipts should be included when you submit your expense report.

Section 13. Amendments.

The Policies and Procedures may be amended by action of the Board of Directors.