

# MEETING PROFESSIONALS INTERNATIONAL KANSAS CITY CHAPTER

## POLICY MANUAL

(Updated April 2007)

### NAME AND LOCATION

1. The name of this organization is Meeting Professionals International Kansas City Chapter (KCMPI) and is defined as Chapter number 26 by MPI. The Chapter operates as a 501c3. KCMPI was chartered on July 16, 1981, and became incorporated in the state of Missouri on May 5, 1989.
2. The geographical areas covered by the Chapter shall include those areas as defined by MPI.
3. The official address of the Kansas City Chapter shall be PO Box 11876, Kansas City, MO 64138.
4. The name, address, telephone number of the current management services company is Cheryle Grinter, P.O. Box 11876, Kansas City, MO 64138, 816-668-9424 and fax 816-356-4095.

### OBJECTIVES

1. The mission statement of the Chapter is ***“MPI Kansas City is the leading membership community that is committed to shaping and defining the meeting and event industry.”***
2. The Chapter vision is ***“MPI Kansas City Chapter will be the pivotal force in positioning meetings and events as a key strategic component of an organization’s success in the Greater Kansas City Area.”***
3. The objectives of the Chapter shall be the same as those set forth by MPI. The incoming Board of Directors may be set additional goals at the beginning of each Chapter year.
4. The Strategic Plan is reviewed and updated by the Board of Directors on an annual basis. (MPI provides template.)

## **ADMINISTRATIVE POLICIES**

1. Mailing lists/labels of Chapter members are available through My MPI. Requests from trade or similar organizations can be done on a reciprocal basis with Board approval.
2. KCMPI does not offer subscriber or affiliate membership.
3. The Chapter will NOT forward e-mail solicitations or members' e-mail addresses for member solicitations. The Board of Directors reserves the right to send Chapter e-mails regarding a charitable marketing purpose or other KCMPI projects.
4. Chapter Administrator will work with Vice President of Membership and Director of Member Care to handle all "opt" (of electronic communications) requests by members.
5. The KCMPI Membership Directory will be available to chapter members a minimum of once a year.
6. The KCMPI Membership Directory will contain the name, affiliation, address, phone number, fax number, and E-mail (when available) of all members.
7. The MPI Principles of Professionalism; name and address of officers and board members, committee descriptions; the Chapter Strategic Plan; a listing of past presidents; Chapter Bylaws and Policy Manual will be available on the website and is updated annually.
8. Charitable programs and/or community service activities will be reviewed and approved each year by the Board of Directors.
9. Compliance with annual certification of chapter bonding offered by MPI Headquarters is required. (See Financial, Item 2. for more information.)
10. Attendance and billing reconciliation sheets will be available 14 days after each meeting or event.
11. A Job Bank is maintained by KCMPI. This task may be assigned to a Chapter member or paid administrative staff.
12. A Chapter of the Year Committee may be appointed annually by the President.
13. Scholarships offered by the Chapter will be determined by Scholarship Committee and approved by the Board of Directors. Recipients must be a Chapter member in good standing and meet the eligibility requirements based on the rules of the scholarship.

## **BOARD MEMBERS, OFFICERS AND COMMITTEES**

1. The Chapter structure is contained in the Chapter Bylaws as set forth and approved by MPI. Currently, the Kansas City Chapter falls in Category C (251-400 members) and an Organizational Chart is attached as Addendum A.
2. Board Members, Committee Chairs and new members will be identified by their name badges at the monthly meetings to increase interaction and networking with members and guests.
3. Manuals shall be prepared for incoming Board Members and Committee Chairs. Committee Chairs are to provide to their Board liaison written procedures/guidelines for their respective committee prior to the Spring Board Retreat.
4. Each committee shall have a Board liaison.
5. Committee Chairs, not otherwise designated by the Bylaws, are named by the president and approved by the Board of Directors. Members of committees are named by the Chair, unless specified in the Bylaws.
6. Standing committees shall consist of:
  - i. Budget and Finance/Executive Committee
  - ii. Nominating
  - iii. Monthly Programs
  - iv. Past Presidents Council
7. Special committees shall be established according to the Bylaws.
8. Committee chairs' budgets must be finalized by early July with the final budget due to MPI headquarters by August 1.
9. Meetings of the Board of Directors should not exceed two hours.
10. Board Members are encouraged to invite new members to sit with them at the monthly meetings and are discouraged from sitting together as a Board.
11. Two annual Board retreats and an annual Committee Chair orientation are encouraged in order for the board to establish goals for the Chapter. Expenses associated with this event are paid using Chapter funds.
12. The Board of Directors meets at least quarterly. Final schedule of dates and locations to be determined by the Board of Directors. The Vice President of Communications will submit list of dates and locations to MPI Headquarters annually by July 1.
13. Board members eligibility to compete in Chapter contests or scholarship programs will be determined as part of the rules for each contest or scholarship program.

14. A copy of all committee duties, responsibilities and descriptions will be listed on the Chapter Website.
15. Vacancies in offices due to death, resignation or other causes shall be filled for the balance of the term by a majority vote of the Board of Directors. Nominations may be submitted by the Board of Directors, the Nominating Committee or as directed by the Board of Directors.

## **BYLAWS**

1. Chapter Bylaws will be listed on the Chapter Website.
2. The Bylaws are reviewed annually and updated as needed. The requirements for amending the Bylaws are explained in Article XIV AMENDMENTS in the Bylaws.
3. KCMPI's registered agent is Spenserve, Inc., 1000 Walnut Street, Suite 1400, Kansas City, Missouri 64106-2140.

## **CHAPTER COMMUNICATIONS**

MPI's minimum standards for chapter communications are to maintain formalized, consistent and ongoing communication with Chapter members on at least a quarterly basis through electronic newsletters/correspondence, or updating of Chapter website with new information, OR produce a printed quarterly newsletter. The Kansas City Chapter has adopted the following:

1. The newsletter will be a vehicle for communicating with the members. The Board of Directors determines the total number of newsletters, as well as the schedule for each year. Current policy states the newsletter will be sent quarterly via e-mail to all Chapter members.
2. The newsletter advertising rates will be determined by the Newsletter Committee and approved by the Board of Directors.
3. Advertising is not limited to members of MPI. MPI reserves the right to refuse advertising that does not reflect the MPI standard.
4. The newsletter editor will establish the copy deadlines prior to August 1, each year. Copy deadline schedule and advertising rates are distributed to the membership. Current practice dictates the copy deadline is the monthly Chapter meeting prior to the issue in which the article will appear.
5. All newsletter copy will be published at the discretion of the Vice President of Communications. In general, releases submitted to KCMPI for inclusion in the newsletter will usually not be printed in full, nor will KCMPI highlight people or events not involved in some way with our Chapter or our membership.

6. The Executive Committee shall approve any publication/article containing Chapter Policies before printing/distribution.
7. Each issue of the newsletter shall contain an article from the President.
8. In addition to the newsletter, there will be at least six (6) additional member communications. Currently the President's Message and Chapter News are sent via e-mail to all members.
9. The Vice President of Communications shall publish the minutes of the Board of Directors meetings on the Chapter website and the President may include highlights as part of the President's message in the newsletter.
10. Members' information on new positions, transfers, recognition, etc. should be published in the newsletter.
11. The newsletter shall promote attendance at MPI related conferences, symposiums and institutes.
12. Any costs associated with the newsletter will be incurred at Chapter expense.

#### **CHAPTER MANAGEMENT and CHAPTER REIMBURSEMENT CRITERIA**

In order to maintain Chapter Charter and reimbursement of member rebates on a bi-monthly basis, the following must be fulfilled by the deadline each year: An asterisk denotes those actions which must be completed in order for a chapter to continue receiving rebate checks and/or maintain its charter.

1. Maintain a Strategic Plan that incorporates MPI Headquarters key strategies.
2. \* Maintain and submit a Business Plan (including annual education plan\*\* and budget) by August 1 of each year. (MPI provides template.)
3. \*Deliver a minimum of six (6) educational programs per year.
4. As updated, file at MPI Headquarters Chapter bylaws and policy manual, if different from minimum Chapter bylaws.
5. \*Complete nomination and election process and submit a listing of \ officers/directors to MPI Headquarters by April 1.
6. Maintain generally accepted accounting procedures.
7. \*Submit an annual financial report and applicable tax return to MPI Headquarters by October 1.
8. Hold a Chapter leaders' orientation program or annual Board Retreat by June 30 of each year.

9. Utilize MPI's database and reporting system to ensure proper member communication.
10. Submit a copy of any administrative contracts signed within 30 days of the contract becoming effective, detailing fees for specific services.
11. \* Hold a minimum of four (4) Chapter board meetings per year (one per quarter). Send approved meeting minutes to MPI Headquarters.
12. \*Remain compliant with MPI logo and brand standards.
13. Chapter should administer program evaluations and monitor results.

\*\*Education Plan may be submitted in two installments (July-December due August 1; January-June due January 1).

### **DUES AND MEETINGS FEES**

1. MPI Headquarters policies specify the annual dues, including the rebate to the Chapter.
2. There is a member and non-member registration fee for each monthly meeting. There is an advance registration fee for members and an on-site registration fee. The Board of Directors will determine the fees at the beginning of each Chapter year.
3. Advance registration is made through the registrar or designee of the registrar prior to the meeting. Any reservation made less than 72 hours prior to the meeting will be considered on-site registration, which is an additional \$10.00 fee. No shows will be billed.
4. Advance registrations are handled online through RegOnline. The Chapter uses RegOnline exclusively. RegOnline provides this service at no charge to the Chapter. The Chapter Administrator will handle any registration not done electronically.
5. Cancellations must be received 72 hours in advance to receive a refund or to not be billed. No refunds will be given for cancellations not received within 72 hours of the event.
6. When not fully sponsored, the host facility will be paid up to \$25 per person inclusive for food and beverage. (Suggested pricing guidelines are \$12 for breakfast meetings; \$18 for lunches or receptions; or \$25 for dinners. Per function costs may be adjusted as long as the \$25 per person is not exceeded.)
7. Delinquency on Chapter fees shall prevent member participation in Chapter functions and/or meetings until the delinquency is cleared. Chapter fees shall be

defined as dues, meeting charges, newsletter advertising, or any other outstanding debt to the Chapter. Outstanding fees must be paid to the Chapter within 30 days of receipt. After 30 days, the bill will be considered delinquent.

The Chapter Administrator, Vice President of Membership and Vice President of Finance will work together to ensure that members are notified when they have become delinquent in Chapter fees.

## **FINANCIAL**

1. KCMPI's financial resources are maintained at Commerce Bank & US Bank.
2. MPI holds a Comprehensive Dishonesty, Disappearance and Destruction Policy (commercial blanket bonding policy), which cover all Chapter employees. "Employee" is defined as "elected or appointed officer of MPI, whether or not compensated, while serving in such capacity during the policy period." The policy safeguards the Chapter officers against any liability due to loss of Chapter property/funds, forgery, counterfeiting, fraud, etc. The coverage is billed to the Chapter. The limit of this insurance is \$10,000 with a \$500 deductible. If needed, additional coverage can be secured by contacting MPI.
  - a. Attached, as Addendum B, is a certificate form listing the requirements to be met for coverage for the current fiscal year. For the annual coverage to be effective, the form will need to be signed by the Chapter president and treasurer and/or any additional officers/directors that handle the Chapter finances. (Additional officers/directors might include paid staff or executive directors.) The form is to be returned to MPI Global Chapter Relations by May 30<sup>th</sup> of each year. A copy of the completed document should be kept with other Chapter documents maintained by the Chapter Administrator.
3. Two signatures are required on all checks. Authorized signers include the Chapter President, Chapter President-Elect, Chapter Vice President of Finance, and Chapter Administrator.
4. A third party is required to reconcile the monthly bank statements in order to remain compliant with MPI policies and procedures. The Chapter President-Elect will be the designated person to coordinate monthly reconciliation with the Chapter Administrator.
5. An annual audit of the financial records is required to remain compliant with MPI policy.
6. Authorized signatures for contracts or any other document committing less than \$1,000 are the respective Board Liaison with a copy to the Vice President of Finance and the President. Contracts or other documents (i.e., BEO's) for commitments of \$1,000 and over require two signatures; that of the President and a second of the Vice President of Finance or President-Elect based on the guidelines as set forth in the Chapter Leadership descriptions.

7. KCMPI has sales tax exemption status only in the state of Missouri. The purchase of goods and services paid directly from KCMPI funds are considered as tax exempt. This will include goods and services which are invoiced directly to KCMPI administrative offices and paid by Chapter check or Chapter credit card. The President, President Elect, and the Chapter Administrator will be issued Chapter credit cards. Purchases in Missouri using this account are paid directly by Chapter funds therefore are considered tax exempt. Purchases on behalf of the Chapter by a member and submitted for reimbursement are not considered to be tax exempt therefore all applicable sales taxes will be due at the time of purchase.
8. Any purchase over \$250 on behalf of the chapter, will require a purchase order and must be pre-approved by the President and Vice President of Finance. Expenditures over \$1,000 require Board approval and the Board, at its discretion, may request that an RFP process be followed. It is recommended that at least three bids be obtained for the RFP process. If the purchase is budget approved, the purchaser can proceed with the purchase if a) the Board elects to not request an RFP or b) use the lowest bid or selected bid as approved by the Board of Directors from the RFP. All RFP documentation must be submitted with completed purchase order and turned into the Vice President of Finance. If the purchase is not budget approved, the purchase must be reviewed and approved by the Executive Committee before proceeding.
  - a. Organizations represented on the Board of Directors may participate in the bidding process for any Chapter purchase; however, the bid will only be honored if it is competitive in the market place.
9. All check requests must be submitted to the Vice President of Finance by the appropriate committee chair for approval prior to submission to the Chapter Administrator. All check requests over the amount of \$500 will require signature of the Chapter President, Vice President of Finance, and the appropriate Director prior to being submitted to the Chapter Administrator for payment. Any unbudgeted expense over \$500 must be submitted for Board approval prior to any purchase or payment with Chapter funds.
10. MPI Headquarters defines the fiscal year as July 1 – June 30 of the following calendar year.

## **MEETINGS AND SPECIAL EVENTS**

1. A minimum of at least six (6) educational programs a year must be held to maintain Chapter criteria. In addition, an Annual Education Conference and other social events may be held.
2. The annual meeting shall be held prior to June 30<sup>th</sup> and shall include the installation of officers and Chapter awards.

3. The meeting notice shall be mailed or e-mailed to the last known address of each member at least 15 days before the meeting.
4. At the annual meeting or special meeting of members, a quorum shall consist of 15% of the membership, as stated in the Bylaws.
5. Voting procedures are outlined in the Bylaws.
6. Non-members are limited to three (3) regular meetings annually as guests, after which they must join to continue attending. Guests such as spouses or friends not involved with the industry do not fall into this category. Suppliers who have displayed full intentions of joining MPI by completing an application and paying the membership fee, but who cannot find a planner sponsor are limited to three (3) meetings per fiscal year.

Members may bring associates of their company up to three (3) times annually as guests at the non-member rates, after which they must join MPI to continue attending.

7. For the Annual Education Conference, the following complimentary registration policy as been adopted:
  - a. Keynote Speakers. Will receive a complimentary registration. In addition, keynote speakers may be entitled to expenses and/or other fees.
  - b. Breakout Speakers (Defined as members of the chapter making a solo presentation.) – Breakout Speakers will receive a complimentary registration.
  - c. Panelists (Defined as a chapter member making a presentation with one or more member.) – Panelists will be entitled to a reduced registration fee equal to one half of the registration fee.
  - d. Co-Chairs (Defined as the persons responsible for the Educational Conference.) The Educational Conference Co-Chairs will be the only volunteer members to receive complimentary registrations.

All speakers are expected to sign a Speaker Agreement. Speaker Agreements to be individualized and will outline any and all reimbursement or complimentary eligibility.

8. Non-member industry attendee names and addresses will be recorded and added to the KCMPI database.
9. Non-member venues may be utilized for monthly meetings; however, member venues must be given preferential treatment.
10. Individuals providing registration assistance at the monthly meetings should arrive 45 minutes prior to the start of the meeting. Complimentary meals may be granted at the discretion of the Board of Directors for those individuals providing registration assistance.

11. Conduct education program evaluation for all educational programs offered.
  - a). Chapter Board of Directors must review all educational program evaluations on an ongoing basis.
  - b). Program evaluation summaries are returned to MPI Headquarters with Board Meeting agendas.
12. MPI sponsors chapter representatives to attend the MPI Chapter Leadership Conference (CLC) in Dallas. KCMPI provides funding for additional representatives of the Board of Directors or Committee Chairs to attend as the budget allows.
13. Expenses for the President to attend the Presidents' Council Meeting, as well as the Annual Meeting (World Education Congress) and the Professional Educational Conference are provided by Chapter funds.
14. Expenses for the President-Elect to attend the Presidents' Council Meeting as well as the Annual Meeting (World Education Congress) and the Professional Education Conference are provided by Chapter funds.

## **MEMBERSHIP**

1. Membership qualifications, classification, resignation, transfer and removal are defined by MPI. Student members do not qualify for service on the Chapter Board of Directors.
2. All members must agree to abide by MPI's ***Principles of Professionalism***, as follows:

*Meeting Professionals International's Principles of Professionalism provide guidelines recommended for the business behavior of MPI members that affect their perceived character and thus the overall image of MPI. Commitment to these principles is implicit to membership and is essential to instilling public confidence, engaging in fair and equitable practices and building professional relationships with meeting industry colleagues.*

### ***Principles of Professionalism***

*As members of Meeting Professional International, we are responsible for ensuring that the meeting industry is held in the highest public\* regard throughout the world. Our conduct directly impacts this result.*

### ***Maintaining Professional Integrity***

*Honestly represent and act within one's areas of professional competency and authority without exaggeration, misrepresentation or concealment.*

*Avoid actions which are or could be perceived as a conflict of interest or for individual gain.*

*Offer or accept only appropriate incentives, goods and services in business transactions.*

### ***Utilizing Professional Business Practices***

*Honor written and oral contracts, striving for clarity and mutual understanding through complete, accurate and timely communications, while respecting legal and contractual rights of others.*

*Ensure rights to privacy and protect confidentiality of privileged information, received verbally, in writing, or electronically.*

*Refrain from misusing solicited information, proposals on concepts.*

*Commit to the protection of the environment by responsible use of resources in the production of meetings.*

*Actively pursue educational growth through training and sharing of knowledge, expertise and skills to advance the meeting industry.*

### **Respecting Diversity**

*Embrace and foster an inclusive business climate of respect for all peoples regardless of national origin, race, religion, sex, marital status, age, sexual orientation, physical or mental impairment.*

*\*Encompasses oneself, the association, fellow members, meeting attendees, clients and customers, suppliers and planners, employers and the general public.*

*Adherence to these Principles of Professionalism signifies professionalism, competence, fair dealing and high integrity. Failure to abide by these principles may subject a member to disciplinary action, as set forth in the Bylaws of Meeting Professionals International.*

3. All board members must agree and sign the “Fiduciary Duties/Conflict of Interest Covenant.” Covenant is attached to these policies as Addendum C. Listed below is the Conflict of Interest Policy and Procedures.

### **STATEMENT**

As members of Meeting Professionals International, we are responsible for ensuring that the meetings industry is held in the highest public regard throughout the world. Our professional conduct impacts this result. Adherence to Meeting Professional International’s “Policies and Principles of Professionalism” signifies competence, fair dealing and high integrity.

### **EXAMPLES**

Over the course of management of our chapter organizations, conflict of interest may occur. There are many aspects of the chapter’s operations in which it’s critical to identify potential conflicts of interest and to avoid such conflicts including the following areas:

- 1) Representation on Board of Directors
- 2) Membership equality for all paid events
- 3) Vendor relationships
- 4) Fiduciary/financial
- 5) Nominations
- 6) Privacy

It is the responsibility of each Board Member to immediately disclose in writing to the chair of the Board of Directors the existence of any conflict of interest.

A "conflict of interest" is any situation where

- a) your personal interests, or
- b) those of a close friend, family member, business associate, corporation or partnership in which you hold a significant interest, or a person to whom you owe an obligation could influence your decisions and impair your ability to
- c) act in MPI's best interests, or
- d) represent the society fairly, impartially and without bias

If you are a Board Member you must immediately disclose a conflict of interest with respect to any transaction in writing to the other Board Members. It is important to make the disclosure when the conflict first becomes known. If you do not become aware of the conflict until after a transaction is concluded, you must still make the disclosure in writing immediately.

Directors must withdraw from participation in any way in decisions in which they have a financial or material interest.

Board Members who are in a conflict of interest shall absent themselves without comment prior to any discussion or voting in respect of the application or other issue. However, if such persons must remain in meetings in order to fulfill their administrative responsibilities, they shall not participate in any discussion regarding the application or other issue that has given rise to the conflict of interest.

Any proposal for funding submitted by directors in whom they, their relatives, or their friends have a financial interest must be forwarded to a minimum of two external reviewers for independent evaluation.

## **ADHERENCE TO POLICIES**

Adherence to these policies signifies proficiency, fair dealing, and high integrity. Failure to abide by these policies may subject a member to disciplinary action, removal of office, and or removal of leadership responsibility as determined by the Chapter's Bylaws.

4. Membership shall be in the name of the individual, not the organization or corporation.
5. An individual may only be a member of one chapter, but may pay an additional fee to be placed on another chapter mailing list if that is the chapter's practice. Any member may attend another chapter's meetings.
6. Any member of MPI shall be allowed to attend all chapter membership meetings at the member fee. No restriction on the number of meetings a member can attend shall be imposed. The proof of membership shall be the individual's current MPI membership card. Any member attending a meeting at another chapter will adhere to the reservation and cancellation policy of the chapter.

7. Members in good standing of the Chapter shall receive all Chapter mailings and notices at no charge.
8. It is recommended, but not mandated; by MPI that the Chapter conducts an educational needs assessment each year.
9. A Welcome Kit is to be distributed to new members by the Chapter Administrator.
10. In order to maintain Chapter Charter, a Chapter will maintain the minimum performance standards listed below, or as otherwise authorized by the MPI Board of Directors:
  - a) Maintain a membership of at least 50 annually.
  - b) Maintain 10% of net recruitment or recruit twelve (12) new members, whatever is greater annually.
  - c) Maintain 73% minimum retention rate annually.
  - d) MPI Chapters will be evaluated quarterly using the following steps to evaluate criteria established for Chapter Charter status:
    - I. Monthly retention as compared with Headquarters standards
    - II. Monthly membership ratio (members gained minus members lost)
    - III. Financial status
    - IV. Volunteer participation ratio (total members/total volunteers)
    - V. Leadership factors
    - VI. Legal compliance

## **STAFF**

1. The current management services contract is with Cheryle Grinter and is reviewed based on the terms of the contract. As outlined in the contract, the President and President-Elect will perform two performance evaluations per year with the Chapter Administrator.
2. A copy of the administrative management contract, detailing fees for specific services is to be submitted to MPI Headquarters within 30 days of the signing/renewal of the contract.
3. The Chapter Administrator (paid staff) reports directly to the President.
4. Every two years, the Board will conduct a review and determine if there is a need to issue an RFP for Chapter Administrator services.

## **REIMBURSEMENT OF EXPENSES**

1. Members, officers, guests or speakers will be reimbursed for reasonable and necessary travel expenses incurred in the conduct of Chapter business requiring board-approved travel.
2. When traveling on Chapter business, KCMPI members are expected to use prudent judgment when spending Chapter funds in service to the Chapter.

3. All travel expenses must be approved by the Board of Directors prior to any airline ticket purchases, hotel expenses and registration fees being paid. The Board of Directors will determine the appropriate number of reimbursable nights based on the program schedule prior to the traveler departing.
4. The Chapter Vice-President of Finance has the responsibility to monitor adherence to the travel policy as stated below and retains the authority to disallow any expense which is not properly documented or is not an allowable expense.
5. A copy of the **Travel Reimbursement Guidelines** follows:

### **Purpose**

1. To effectively manage travel costs associated with Chapter representation at Headquarters/national conference and training meetings.
2. To specify what travel expenses are allowable.
3. To specify what travel expenses are not allowable.
4. To guide officers and members in making cost-saving choices.
5. To ensure that travel expenses are reimbursed equitably and consistently throughout our membership.
6. To allow membership to understand what travel expenses are paid for by their membership dues.

### **Scope**

1. This policy applies to any board approved travel by a Chapter member or officer.

### **Allowable Travel Expenses**

1. **Airfare**  
Only coach class airfare is reimbursable, however, all attempts should be made to take advantage of conference promotional fares and discounted fares. Airline receipts are required for reimbursement.
2. **Ground Transportation**
  - a. Personal automobiles, reasonable taxis or airport shuttles are reimbursable, with receipts, between travelers home or office and home city airport and between destination airport and hotel. Mileage shall be reimbursed at the IRS allowed rate. For the current rate go to [www.irs.gov](http://www.irs.gov).
  - b. Parking charges at the traveler's home city airport are reimbursable with receipts. Traveler will be reimbursed for the appropriate number of days required for the conference.

3. Overnight Accommodations
  - a. Single hotel room charges and applicable tax at the conference hotel are reimbursable with receipts. Single hotel charges at alternative hotels are reimbursable provided the per night charge does not exceed the per night charge at the conference hotel.
  - b. Traveler may arrive the night prior to an event which begins before noon or on the morning of an event, which begins in the afternoon, subject to availability of flights. Traveler should leave as early as possible after the conclusion of the event. The traveler is responsible for any and all charges incurred past the conclusion of the conference.
  
4. Conference Registration Fees

Full package member “early bird” conference registration fees are reimbursable with a receipt.
  
6. Expenses Not Reimbursable or Not Allowable
  - a. Items of a personal nature such as dry-cleaning, in-room movies or mini-bar expenses.
  - b. Any unexplained and/or undocumented expenses.

(Updated April 2007)

# **Organizational Chart Addendum A**

**(Chart located in Excel File)**

# Policy Manual Addendum B



DEFINING THE POWER OF MEETINGS®

## ANNUAL CERTIFICATION OF CHAPTER BONDING

We certify that the officers and directors of the \_\_\_\_\_ Chapter agree to comply with the following requirements in order to be covered under the MPI Bonding Policy.

1. Secure a co-signature on all checks.
2. Ensure that bank reconciliation is performed by someone other than those designated to make deposits or withdrawals.
3. Ensure the annual review/audit is performed by a disinterested party whether an audit committee or public accountant.

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
VP of Finance's Signature

\_\_\_\_\_  
Date

Additional officers/directors/paid staff:

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_  
Date

**DEADLINE FOR THIS FORM IS MAY 30th**

**Return to:**

Global Chapter Relations  
Meeting Professionals International  
4455 LBJ Freeway, Ste. 1200  
Dallas, TX. 75244 Fax (972) 855-2024

# Policy Manual Addendum C

## MEMORANDUM

RE: Fiduciary Duties/Conflict of Interest Covenant

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As a member of the Kansas City Chapter of Meeting Professionals International's Board of Directors or as a committee member, you have various fiduciary obligations to the Chapter as outlined in detail in the Board of Directors Policy Statement concerning Fiduciary Duties. As a further acknowledgement of your commitment to upholding these fiduciary obligations, all board members must sign the attached "Fiduciary Duties/Conflict of Interest Covenant" ("Covenant") and return it to the Chapter President by \_\_\_\_\_.

In order to answer any possible questions or concerns you may have regarding the Covenant, we have prepared the following explanation of each provision contained in the Covenant (references are to paragraph numbers in the Covenant):

1. Disclosure of any conflict of interest is a fundamental fiduciary duty. Any situation which may give rise to a potential conflict of interest or give the appearance of a conflict of interest must be disclosed as well.
2. Chapter board or committee members must always put the interests of the Chapter ahead of their own personal interests. As such, a member may be asked to submit a written statement of business or financial transactions that the member, his/her family or significant other may have had with Chapter or its contractors. For example, if a member's spouse owns a partial interest in a company which is developing a web site for the Chapter, the member must fully disclose this situation to the Chapter President.
3. To avoid any appearance of impropriety, Chapter will require a member to excuse him/herself from the discussion and voting of any matter in which the member has disclosed that the member or his/her family or significant other has had business or financial transactions with Chapter.
4. As Chapter is a tax-exempt organization, the IRS prohibits members from receiving any portion of Chapter assets for their own benefit, except when the member has performed services of value on behalf of the Chapter or when the member is entitled to reimbursement of expenses incurred on behalf of Chapter.
5. Members must acknowledge that the disclosure of conflicts of interest is an essential part of the Covenant.
6. Given the importance of fiduciary duties, members must agree to abide by the Board of Directors Policy Statement concerning Fiduciary Duties and must acknowledge that failure to abide by the Policy Statement may result in termination of their directorship or committee membership.

## FIDUCIARY DUTIES/CONFLICT OF INTEREST COVENANT

1. I agree that in view of my service as a Director or committee member of the Kansas City Chapter of Meeting Professionals International (“Chapter”) that I will disclose any actual or potential conflict of interest or any situation that might give the appearance of a conflict of interest.
2. Upon request of the Chapter President (and in the President's case, the Chapter President-Elect), I will submit a written statement disclosing my business or financial transactions undertaken since the beginning of the preceding calendar year (or at any other time is relevant) that I, any member of my family, or a significant other may have had with Chapter or any group or individual doing business with Chapter or its contractors.
3. I further agree that I will not take part in discussions on nor vote on any matter in which I, members of my family, or any significant others currently have or have had a business or financial interest.
4. I also agree that no part of the assets of Chapter shall inure, directly or indirectly, to my benefit, except to the extent I have performed services or for which I am entitled to reimbursement for expenses I have incurred on behalf of Chapter or as otherwise authorized by Chapter.
5. I recognize that any conflict of interest statement that may be required, as described above, is essential to the business operations of Chapter and, if requested, would constitute an essential part of this covenant.
6. I agree to abide by the Chapter Board of Directors Policy Statement concerning Fiduciary Duties. I understand that my failure to abide by any aspect of the Policy Statement shall cause my directorship to be subject to termination for cause pursuant to Article XIII. Section 1. of the Chapter Bylaws.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
E-Mail

\_\_\_\_\_  
Fax