



MEETING PROFESSIONALS INTERNATIONAL

Policy Manual

Updated June 18, 2013

**MEETING PROFESSIONALS INTERNATIONAL – OREGON CHAPTER
POLICY MANUAL**

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ARTICLE I - NAME AND LOCATION

- Section 1 The name of the organization is Meeting Professionals International - Oregon Chapter.
- Section 2 The Oregon Chapter operates as a Chapter of **Meeting Professionals International** (MPI). MPI Oregon Chapter is referred to MPI-OC. In this Policy Manual, all articles and sections pertain to the "Chapter" unless specifically designated "MPI."
- Section 3 The geographical area covered by the Chapter is the state of Oregon.
- Section 4 The mailing address of MPI-OC is:
PO Box 4346, Portland, Oregon 97208-4346.
The Chapter phone number is: 503.626.8197, fax: 503.626.3191, e-mail: info@mpioc.org.

ARTICLE II - OBJECTIVES

- Section 1 The objectives of the Chapter shall be the same as those stated in the Articles of Incorporation.

ARTICLE III - MEMBERSHIP

- Section 1 Chapter and MPI membership is concurrent.
- Section 2 Membership Qualifications and Classifications:
- A. Corporate Meeting Professional** – a person who is primarily employed by a corporation to plan and/or oversee the strategic and financial management and/or logistics of that corporation's meetings.
 - B. Association/Non-Profit Meeting Professional** – a person who is primarily employed by an association or not-for-profit organization to plan and/or oversee the strategic and financial management and/or logistics of that organization's meetings. This category also includes private universities.
 - C. Government Meeting Professional** – a person who is employed by a government agency or public university to plan and/or oversee the strategic and financial management and/or logistics of that government's meetings. Individuals serving as faculty in a university should join as an Academic Professional.
 - D. Supplier Meeting Professional** – a person who provides and/or sells products and services to the meetings industry, such as a destination management, hotelier, audio-visual, florist, transportation, production or convention and visitors bureau company. This classification of membership is not limited to the groups listed.
 - E. Meeting Management Professional** – a person who is a sole proprietor of, or is employed or engaged by, a meeting management company. They provide meeting services including strategic and financial management and/or professional meetings management services to multiple clients. The applicant must specify whether their job responsibilities are primarily planning or supplying based on where they spend 51% or more of their time.
 - F. Student** - Student membership shall be available to those individuals actively enrolled full-time in a post-secondary academic program with emphasis in the meetings/hospitality related industries leading to qualification as a regular member. Full time status shall be defined as twelve (12) semester hours or equivalent quarter hours unless the academic institution defines it

otherwise. Proof of enrollment must be received at MPI before the student can be accepted into membership.

F. Member-In-Waiting: A Member-In-Waiting is defined as a prospective member whose application and check has been received by the Oregon Chapter and forwarded to MPI for processing. They are eligible to pay member rates at Chapter events for 90 days from receipt of application and check. If approval from MPI Headquarters is not received within the 90 day the status is revoked and the Association Manager will review the application and report to the "Member-In-Waiting."

G. Subscriber Member: An individual member of another chapter of MPI may become a subscriber member of MPI-OC for a set amount yearly as determined by the MPI-OC Board of Directors. This entitles the individual member to attend Chapter events at the member rate and to receive the newsletter and all other publications of the Chapter as well as a listing in the membership directory. This member does not have voting rights.

H. Life & Honorary Membership: Upon request, consideration shall be given by the MPI Board of Directors for life and honorary membership to qualified candidates or to the list of charter members published as part of the 1972 Membership Directory. A qualified candidate must be fully retired and a member in good standing for at least 20 consecutive years, during which a commitment was demonstrated to the meetings industry. Once Life & Honorary Membership is approved by the MPI Board of Directors the member will maintain his or her subscriber membership status. The Chapter is not responsible for his or her membership dues should they apply but will continue to cover fee costs for newsletters, magazines and membership publication.

Section 3 Application for Membership:

All applicants for membership shall complete and sign the form of application provided by MPI and submit the application to the Association Manager. The Association Manager may collect the applications and checks from prospective members and forwards the applications and checks to MPI Headquarters.

Section 4 Membership Responsibilities:

A. All members must agree to abide by the MPI Principles of Professionalism.

B. All members are expected to support the Chapter by attending as many meetings as possible.

Section 5 Reinstatement:

As stated by the Bylaws, Article III, Section 4.

Section 6 Resignation or Transfer:

A. Membership in MPI shall be recorded in the name of the individual, not the organization. It is the right of the individual member to take their membership with them when they move from one position to another or change employment.

- The member can continue the membership through the expiration date when they leave their employer and not transfer it. The individual must change their address online with MPI Headquarters in order to keep membership current and to receive benefits.

- It is the right of the member to transfer their membership to a qualified employee within the same company.
 - MPI Headquarters must receive the transfer request form. There is a \$100 transfer fee if the transfer is done prior to or after the renewal. Transfers done at the time of renewal, there is no fee charged.
 - The term of membership for the new member will be renewable on the anniversary date of the original member.
 - Employers who lose membership may apply for a trial 6 month “limited membership”.
 - In a 6 month period membership transfer is allowed only once.
- B. A member may transfer from one class of membership to another by fulfilling all requirements of the new class. In the event a member dies, the employing organization may request, in writing, to transfer the membership of the deceased to another employee.
- C. When a member changes employment from one organization to another, the member must update online with MPI Headquarters.

ARTICLE IV - DUES AND FEES

Section 1 Annual Membership Dues and Fees:

As stated in the Bylaws, Article IV, Section 1.

Section 2 Meeting Registrations Fees:

A. The Board establishes the meeting registration fees. The Board may approve a separate fee schedule for special meetings and events. There is an advance registration fee for the monthly educational meetings. Members must pay by the deadline time and date as set by the Board of Directors; those who are late may pay a higher registration fee as set by the Board of Directors. The late registration fee is set at the discretion of the Education Committee but can be no more than 50% more than the advance registration fee. This rate will be found on the MPI-OC website.

B. Long-term MPI members (20+ years) in good standing who retire from professional employment be allowed to attend MPI-OC chapter meetings at the member rate.

C. Advance registration deadline will be at midnight the Wednesday before the meeting. Any registration made after this time will be considered a late registration and may be charged the late registration fee. In addition, in order to receive a full refund a cancellation must be received by midnight the Wednesday before the meeting. Cancellations received after this time and no shows will be billed the full registration fee.

D. In the event of inclement weather, act of God or terrorism the President will be responsible for making the decision to hold or cancel any Chapter meeting. Once a decision has been made to hold or cancel the meeting members will be notified via email and the decision will be posted on the MPI-OC website. If the decision is to hold the meeting each member must make the decision whether or not to attend the meeting. If the registered member decides not to attend the meeting said member would be considered a no show.

E. If a member or non-member wants to attend only a portion of the meeting and not have a meal they will need to pay the full registration fee.

F. Non-member Suppliers may attend no more than two (2) meetings per fiscal year and non-member Planners may attend no more than four (4) meetings per fiscal year and will pay the non-member fee, even if they are attending in another member's place.

G. Attendees will be expected to pay their own parking fees.

H. Attendees must be checked within 5 minutes of the meeting start time or there is no guarantee of a meal.

I. Any member of MPI-OC delinquent in dues, fees or assessments for a period of thirty (30) days from the time such are payable shall be notified of the delinquency and suspended from further MPI-OC privileges until paid. If payment of dues, fees or assessments is not made within the next succeeding thirty (30) days, the delinquent member shall be dropped from the rolls and thereupon forfeit all rights and privileges of Chapter membership; unless such suspension, at the request of the member for good cause shown, is waived by the affirmative actions of the Executive Committee.

Section 3 Online Magazine and Website:

A. The Online Magazine shall be published based on a schedule set by the The Communications Committee. Advertising rates can be obtained by contacting the VP of Communications.

B. Job openings may be published by members free of charge on the MPI-OC website.

Section 4 Mailing Labels:

Mailing labels of the Oregon Chapter membership are available for all members to purchase. Contact the Association Manager for current rates. Non-members requesting labels must be approved by the President and are available by contacting the Association Manager.

Section 5 Insufficient Funds Policy:

The Chapter will assess a \$25.00 penalty fee per check that is returned for insufficient funds.

ARTICLE V - MEETING OF MEMBERS AND VOTING

Section 1 Regular Meetings:

Regular meetings will be held generally on the third Tuesday of the month and will provide an educational program. Meetings will be held only at member properties unless otherwise approved by the President and Vice President of Education.

Section 2 Annual Business Meeting:

The Annual Business Meeting shall be held in conjunction with a regular Chapter meeting, and must be held prior to June 30.

Section 3 Special Meetings:

As stated in the Bylaws, Article V, Section 3.

Section 4 Meeting Notices:

As stated in the Bylaws, Article V, Section 4.

Section 5 Voting at Meetings:

As stated in the Bylaws, Article V, Section 5.

Section 6 Voting by Mail, Facsimile or Electronic Media:

As stated in the Bylaws, Article V, Section 6.

Section 7 Cancellation or Meetings:

As stated in the Bylaws, Article V, Section 7.

- Section 8 Quorum of Members:
As stated in the Bylaws, Article V, Section 8.
- Section 9 Rules of Order:
As stated in the Bylaws, Article V, Section 9.

ARTICLE VI - OFFICERS

- Section 1 Elected Officers
The elected officers of the Chapter shall be a President, a President Elect, a Vice President of Finance, a Vice President of Education, a Vice President of Communications, a Vice President of Membership and Directors to be elected by the membership as prescribed by Article VI, Section 1, of the Bylaws.
- Section 2 Eligibility:
As stated in the Bylaws, Article VI, Section 2.
- Section 3 Nomination and Election:
- A. Nomination - The Immediate Past President will serve as Nominating Committee Chair and the President Elect will serve on the committee. Both will comply with the following procedures for the purpose of nominating a slate of Officers and Directors. The Immediate Past President shall present the names of the Nominating Committee members to the Board of Directors for approval by October 31 annually.
1. The Nominating Committee will meet to review job descriptions; bylaws and policies concerning eligibility, terms of office, etc.; and to determine the characteristics and skills desirable for each position and duty.
 2. A solicitation letter will be emailed to the members requesting input and suggestions for nominees. Nominees will be notified and asked to complete a candidate nomination interest form and return it to the Association Manager.
 3. The Nominating Committee will meet to select candidates for officers and board members and to match the job description, eligibility characteristics and skills necessary. At a board meeting, the Nominating Committee Chair will announce a slate of officers/board of directors to the Board for approval.
 4. Following approval, the slate is announced to the Chapter members at a monthly meeting or via email. After the slate has been announced to the members at a monthly meeting, nominations will be accepted from the floor. Candidates nominated from the floor must be members who completed the initial steps of the nominating process. Each candidate must have submitted a completed nomination form by the deadline date and have satisfied the requirements needed to fill the position for which they are nominated in order to be added to the slate. Nominations from the floor are accepted during the monthly meeting in which the slate was announced. If the slate is announced via email, then members will have one week from the email date to nominate any other candidates who have completed the initial steps of the nominating process.
 5. Voting records must be submitted by the Nomination Chair to the Association Manager for archival.
- B. Election - The election of Officers and Directors shall be by electronic ballot. An electronic ballot will be sent to all Chapter members prior to March 1. Members will have one week from the date of the email to cast their vote. Each member has one vote. Voting rights may not be delegated or

exercised by proxy. In the case of a tie vote, the tie will be broken by a vote of the Board of Directors. International Headquarters must be notified by April 1st of the new Chapter officers and board members.

Section 4 Term of Office:

As stated in the Bylaws, Article VI, Section 4.

Section 5 Term of Office and Re-election:

As stated in the Bylaws, Article VI, Section 5.

Section 6 Vacancies and Removal:

As stated in the Bylaws, Article VI, Section 6.

ARTICLE VII - DUTIES OF OFFICERS

The duties of the Officers are as presented in the Bylaws and as follows:

Section 1 President (Chairman/Chairwoman of the Board):

A. Shall serve as chairman/chairwoman and preside at all meetings of the Executive Committee and Board of Directors. The President of the board shall serve as a member, ex-officio, on all committees. At the annual meetings and such other times as deemed proper, the President shall communicate to the members such matters and make such suggestions that will promote the welfare and increase the usefulness of MPI.

B. Is expected to attend the Cascadia Educational Conference.

C. Represents the Chapter at the World Education Conference (WEC) and attend the MPI Leadership Workshops. The President will be financially supported by the Chapter for airfare, lodging for the duration of the conference, incidentals and registration fees with a budgeted amount to be approved by the Board. Receipts are required for reimbursement.

Section 2 President-Elect:

A. If approved budget allows, represent the Chapter at the World Education Conference (WEC) and attend the MPI Leadership Workshops. The President-Elect will be financially supported by the Chapter for airfare, lodging for the duration of the conference, incidentals and registration fees with a budgeted amount to be approved by the Board. Receipts are required for reimbursement.

B. Assist the President in organizing the board retreats and logistics.

C. Responsible for the implementation of the Leadership Succession Plan.

D. Special projects as assigned by the President.

E. Serve on the Nominating Committee.

F. Liaison to the MPI Foundation.

Section 3 Vice President of Finance

A. Oversee the management of all Chapter funds, investments and financial records including the annual budget and monthly financial statements.

B. Oversee the Strategic Alliance and Fundraising Committee.

Section 4 Immediate Past President:

A. Chair the Nominating Committee to ensure compliance with the bylaws and policies and the openness of the nomination/election process.

B. Perform special assignments at the request of the President.

C. Chair the Past President's Advisory Council.

E. Serve as a Liaison to the Student Clubs for MPI Oregon Chapter.

Section 5 Vice President Membership:

- A. Oversee new member recruitment, new member orientation, member recognition programs.
- B. Access membership reports including new members and retention from the MPI database and report at all meetings of the Board of Directors and at other times as requested by the President.

Section 6 Vice President Education:

- A. Oversee educational offerings of the Chapter to include program planning, speaker sourcing and educational alignment with the MPI strategic plan and dashboards.
- B. Oversee any regional education conference, leadership institutes, CMP/CMM programs and any new educational programs that MPI initiates, so long as these programs are current and active programs within MPI.
- C. Report at all meetings of the Board of Directors and at other times when called upon by the President.

Section 7 Vice President Communications:

- A. Shall oversee the timely communications as needed to provide effective newsworthy information to the membership.
- B. Shall oversee the production of the Chapter newsletter, directory and website, their content and accuracy, and all written communication that is provided by the Chapter both internally and externally.
- C. Shall also ensure that all written communications follows the Chapter Strategic Plan currently in place.
- D. Report at all meetings of the Board of Directors and at other times when called upon by the President.

Section 8 Delegation of Duties:

- A. The Board of Directors may delegate duties of Officers to other persons.

ARTICLE VIII - BOARD OF DIRECTORS

Section 1 Authority and Responsibility:

- A. As stated in the Bylaws, Article VIII, Section 1.
- B. Abide by the Attendance & Accountability Commitment as stated below. As an active member in good standing of MPI-OC, I commit to making every effort to uphold all of my Board responsibilities as outlined in my job description including the following:
 - Attend a minimum of 80% of the Board meetings
 - Attend a minimum of 50% of the planned Retreats
 - Attend a minimum of 1 member orientation
 - Attend at least 70% of general membership meetings, and
 - Do my best to attend the Annual MPI-OC Cascadia Conference

Attendance is defined as in person or teleconference, the latter at the expense of the member. Attendance is further defined as being punctual to meetings, arriving more than 15 minutes after the meeting is called to order will be recognized as a late attendance at that meeting and the board member will not have voting rights for that specific meeting.

Section 2 Composition:

As stated in the Bylaws, Article VIII, Section 2.

- Section 3 Eligibility:
As stated in the Bylaws, Article VIII, Section 3
- Section 4 Nomination and Election:
As stated in the Bylaws, Article VIII, Section 4 and the Chapter Policies.
- Section 5 Term of Office and Re-election:
As stated in the Bylaws, Article VIII, Section 5.
- Section 6 Vacancies and Removal:
As stated in the Bylaws, Article VIII, Section 6.
- Section 7 Meetings:
A. Meetings of the Board of Directors are held when strategic information is to be shared and/or when a board vote is required. Meetings of the Board of Directors are held sometime around the monthly Chapter Meetings or as agreed and as stated in the Bylaws, Article VIII, Section 7. The meetings are open for attendance by any Chapter member in good standing. Attendance at Board meetings for Officers and Directors is outlined in the Bylaws, Article VIII, Section 7.
B. Board of Directors will hold an annual retreat at a location selected by the President. The Chapter will fund all Board members or one committee chair as provided for in the annual budget. Any member is welcome at his or her own expense.
- Section 8 Voting:
As stated in the Bylaws, Article VIII, Section 8.
- Section 9 Quorum of the Board:
As stated in the Bylaws, Article VIII, Section 9.
- Section 10 Absence:
As stated in the Bylaws, Article VIII, Section 10.
- Section 11 Compensation:
As stated in the Bylaws, Article VIII, Section 11.
- Section 12 Job Description:
The job description of a board member is available in the Chapter Leadership Handbook or from the Association Manager.

ARTICLE IX - EXECUTIVE COMMITTEE

- Section 1 Authority and Responsibility:
As stated in the Bylaws, Article IX, Section 1 with the following addition:
Each year, one member of the Executive Committee, in addition to the President, will be selected by that body to have the authority to sign contracts on behalf of MPI-OC.
- Section 2 Composition:
As stated in the Bylaws, Article IX, Section 2. The MPI-OC Executive Committee shall consist of a President, President Elect, Immediate Past President, Vice President Finance, Vice President Membership, Vice President Education, Vice President Communications.
- Section 3 Vacancies:
As stated in the Bylaws, Article IX, Section 3.
- Section 4 Meetings:
As stated in the Bylaws, Article IX, Section 4.
- Section 5 Quorum:

As stated in the Bylaws, Article IX, Section 5.

ARTICLE X - STANDING AND SPECIAL COMMITTEES

Section 1 Budget and Finance Committee:

As stated in Bylaws Article X, Section 1.

Section 2 Nominating Committee:

As stated in Bylaws Article X, Section 2.

Section 3 Special Committees:

The President, with the approval of the Board of Directors, shall appoint such other committees, sub-committees, or task forces as are necessary and which are not in conflict with other provisions of these Bylaws. Directorship is not a requirement for chairing a special committee. Committee Chairs may be named by the President and approved by the Board of Directors with a director serving as the board liaison. The duties of such committees shall be prescribed by the Board of Directors (job descriptions for all committees can be found in the Chapter Leadership Handbook). Special Committees include but are not limited to the following: (appear in alphabetical order)

Community Outreach Committee: Responsible for implementing community events (ie: Dress for Success, food drive, toy drive) through out the state to involve all members.

B. Awards: Responsible for developing a program which will recognize the outstanding achievement of individual members and the entire organization on both a local and national level. Members serving on this committee may nominate and accept nominations. However, should they accept a nomination; they must step off the selection committee, but may still participate in the planning committee. The Past President's Advisory Council members are not considered Awards Committee members. Each past president has the option to participate in the awards process.

C. Cascadia Educational Conference: As outlined in the Cascadia Educational Conference Chapter Agreement.

D. Professional Development Committee: Responsible for providing information to members about the CMP process and organizing and maintaining a study group preparing for the CMP & CMM exam. The CMP/CMM study group is available at no charge for MPI members only. Non-members wishing to participate can be charged a fee as approved by the Board of Directors. This committee also organizes any professional development training, the Emerging Leaders workshops and mentorships.

E. Fundraising & Strategic Alliance Committee: - Responsible for creating raffle/fundraising opportunities throughout the year, sponsorships for the Chapter, and silent auction procurement.

F. Member Recruitment Committee: - Responsible for developing and maintaining a recruitment program designed to recruit new members. Committee should maximize the use of MPI Headquarters and Association Manager. Committee is responsible for any tradeshow participation that the Chapter does to recruit new members, as well as any membership campaigns the Chapter runs.

G. Member Retention Committee: - Responsible for developing and maintaining a program designed to retain members by offering member benefits such as scholarship, awards, anniversary recognition, a mentor program and networking socials. Responsible for completing membership surveys when necessary.

H. Monthly Education: Responsible for the monthly education programs. Speakers, topics, setup, etc.

I. Publications Committee: - Responsible for gathering and coordinating information from a variety of different sources, writing feature articles, producing copy to be sent to the online magazine supplier. Also responsible for the production of the membership directory.

J. Past President Advisory Council: - Be a resource for the President and Board providing history and expertise on MPI at the local and international level. The council will promote community awareness of MPI-OC as a professional organization and meeting planning as a profession. Council members will be spokespersons for the Chapter within the industry. The Committee reports to and is responsible to the sitting Chapter President.

Planner Think Tank – Responsible for implementing an event intended for meeting planners.

K. Policy Review Committee: The President Elect shall serve as chair of the Policy Committee and is responsible for reviewing the Policies and making recommendations to the Board and/or membership for approval.

L. Promotions Committee: Responsible for publicity relating to Chapter activities including meeting notices, appointments, awards, etc. in both local and national MPI publications and produce and mail chapter quarterly postcards.

M. Scholarship Committee: Responsible for overall coordination of the continuing education scholarship program as determined by the Board. Members of the scholarship committee at any time during the fiscal year will not be eligible for scholarships.

N. Social Media/Marketing Committee: Responsible for gathering and coordinating information from a variety of different sources, writing feature articles, producing the www.mpioc.org website, and being a knowledgeable source for web based communication and manage the Chapter social media outlets.

O. Student Clubs: The Immediate Past President shall serve as the liaison any Student Clubs that are associated with the Chapter. Each Student Club is required to follow the guidelines set forth by MPI International. There shall be a faculty advisor for each club that is a Chapter member at all times. From time to time the members of the Chapter will choose to sponsor the student members. Should scholarship funds be available, the Chapter Administrator will treat these funds as in-and-out receivables and payables (i.e. no revenue should be made by the chapter as a result of scholarship donations). Furthermore, students that receive scholarships should be advised that there is no guarantee to receive scholarship for renewals. Additionally, when funds are received it should be distributed between all active Chapter Student Clubs. It will be up to the discretion of the faculty advisor of each Student Club to award the scholarships. Whenever possible, it is advised that the Immediate Past President pair the students with an active MPI Oregon Chapter member for mentor/mentee relationships in order to maximize their membership potential. If possible throughout the year to engage the

students it's best to offer the students to attend up to 2 membership meetings at no cost (if fiscally possible), in addition to meeting with the Student Clubs on campus in presenting opportunities. Graduating students should be advised of the Student-in-Transition program that MPI International offers (<http://www.mpiweb.org/Community/Students/Studentintransition>) as well as all scholarship opportunities available (<http://www.mpiweb.org/community/students/Scholarships>). It is the responsibility of the Immediate Past President to connect with the faculty advisor for each Student Club as well as the President of each club at the beginning of each school calendar year and maintain accurate records of the Club's leadership.

ARTICLE XI - ASSOCIATION MANAGER

Section 1 An Association Manager may be contracted by MPI-OC. The Executive Committee shall determine the Association Manager's duties and compensation with ratification by the Board. See Association Manager's Contract for a comprehensive list of duties and responsibilities. Contract approval and discharge of the Association Manager shall require a two-thirds (2/3)-majority vote of the entire Board of Directors.

Section 2 The Executive Committee will make the selection of the Association Manager with ratification by the entire Board.

ARTICLE XII FINANCE

Section 1 Fiscal Period:

As stated in the Bylaws, Article XII, Section 1.

Section 2 Insurance:

As stated in the Bylaws, Article XII, Section 2.

Section 3 Budget and Annual Financial Report:

As stated in the Bylaws, Article XII, Section 3.

A. All committee chairs are responsible for submitting an annual budget to the Finance Committee Chair for Board approval.

B. Non-budgeted items must be pre-approved by the Board of Directors.

C. Our goal is to have a reserve equal to approximately 50% of the annual budget.

D. All check requests must be signed by two separate members of the Board of Directors.

Section 4 Audit:

As stated in the Bylaws, Article XII, Section 4.

ARTICLE XIII - MISCELLANEOUS

Section 1 Operation and Use of Funds:

As stated in the Bylaws, Article XIII, Section 1.

Section 2 Dissolution:

As stated in the Bylaws, Article XIII, Section 2.

Section 3 Political Activities:

As stated in the Bylaws, Article XIII, Section 3.

Section 4 Indemnification:

As stated in the Bylaws, Article XIII, Section 4.

ARTICLE XIV - AMENDMENTS

As stated in the Bylaws, Article XIV

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