

**POLICY MANUAL of the
MEETING PROFESSIONALS INTERNATIONAL
SOUTHERN CALIFORNIA CHAPTER**

Revised 11/15/15

ARTICLE I NAME AND LOCATION

Section 1 Name

The name of this organization is Meeting Professionals International Southern California Chapter, a non-profit corporation, incorporated in the State of California, herein referred to as MPISCC.

Section 2 Chapter

MPISCC operates as a Chapter of Meeting Professionals International (MPI). In this policy manual, all articles and sections pertain to the “Chapter” unless specifically designated “MPI,” which relates to the international body.

Section 3 Area

The geographic area covered by MPISCC includes those areas as defined by MPI.

Section 4 Chapter Office

The chapter office is located by decision of the MPISCC Board of Directors.

ARTICLE II OBJECTIVES

Section 1 Objectives

The objectives of MPISCC are:

1. To promote opportunities for professional education and skills enhancement.
2. To promote meeting planning and meeting management as profession.
3. To provide a forum for the exchange of information among those involved in the meeting industry.

ARTICLE III MEMBERSHIP

Section 1 MPI/MPISCC Membership

MPI and MPISCC membership is concurrent. Membership qualifications and classifications are as described in the current MPI policy manual with the exception that student members do not qualify for service on the Board of Directors unless appointed by the Chapter president. The current MPI policy manual is located at www.mpiweb.org.

Section 2 Application for Membership

1. All applicants for membership will complete and sign the form of application provided by MPI.
2. Membership applications are handled through the MPI office in Dallas, Texas. Applicants do not become MPI members until approved by MPI headquarters. Secure online registration is available.
3. Suppliers who want to obtain membership in MPI must be matched with a planner. All supplier applicants are encouraged to find a planner to join with them, or MPI will assist with a match.
4. Any variations to the above policy must be approved by the MPISCC Board of Directors.

Section 3 Membership Obligations

All members must agree to abide by the MPI Principles of Professionalism, which are located on the MPI website, www.mpiweb.org.

Section 4 Removal and Reinstatement

Membership removal and reinstatement is as defined in the current MPI bylaws and policies, which are located on the MPI website, www.mpiweb.org.

Section 5 Membership Categories

1. Corporate Meeting Professional: A person who is primarily employed by a corporation to plan or oversee the strategic and financial management or logistics of that corporation's meetings.
2. Association/Non-Profit Meeting Professional: A person who is primarily employed by an association or not-for-profit organization to plan or oversee the strategic and financial management or logistics of that organization's meetings. This category also includes private universities.
3. Government Meeting Professional: A person who is employed by a government agency or public university to plan or oversee the strategic and financial management or logistics of the agency's meetings. Individuals serving as faculty in a university should join as an Academic Professional.
4. Supplier Meeting Professional: A person who provides 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. It is MPI policy that a supplier applicant must join with a new planner member.
5. Meeting Management Professional: A person who provides meeting services including strategic and financial management 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 percent or more of their time.
6. Student: A person who is a full-time or part-time student of a college, university and other educational institution working towards a degree, with emphasis in the meetings, hospitality, events or tourism industries. An applicant must:
 - a. Be enrolled in a minimum of six semester credit hours or equivalent quarter credit hours in either an undergraduate or graduate program.
 - b. Submit a completed application with proof of enrollment in academic courses to MPI prior to membership acceptance. The proof of enrollment may be a current semester transcript or a courses/credit hour definition on school letterhead with the signature of an authorized school representative.
 - c. Re-qualify when renewing his membership by submitting an updated proof of enrollment at the time of dues remittance.

Note: A current or former member may not regress to student status once having reached full professional membership status.
7. Faculty/Academic Professional: A person who is employed as faculty in post-secondary academic programs related to the meetings, hospitality, events or tourism industries. The individual's main employment, remuneration, direction and efforts must be in a recognized academic institution and must be considered an employee of the institution. Applicants must submit proof of academic employment with application and must provide proof on an annual basis to retain their faculty membership. Proof of academic employment should be on employer's letterhead and include validation of employment, courses and signature of departmental head. Guest lecturers are not eligible for faculty membership.
8. Retired: A person who is no longer employed in the meeting industry and who meets the following criteria:
 - a. The candidate must have been an MPI member in good standing for five years or more prior to retirement.
 - b. The request for consideration must be submitted in writing with accompanying documentation to confirm retired status.
9. Life and Honorary: Upon request, the Board of Directors will consider qualified candidates for life and honorary memberships.
 - a. Honorary members will include, but not be limited to, charter members published as a part of the 1972 MPI Membership Directory. These charter members receive complimentary membership annually, including full membership benefits. The Board of Directors may also bestow, as they deem acceptable, a one-time honorary membership upon other persons, with no benefits of membership.
 - a. To be a life member of MPI, a qualified candidate must be fully retired and an MPI member in good standing for at least twenty consecutive years, during which a commitment was demonstrated to the meeting industry. Life members are recorded as such and receive a complimentary membership annually with full membership benefits. They also receive appropriate public recognition by MPI and a certificate of membership status immediately

upon being named a life member.

Section 6 Sale of Membership List

1. The Chapter does not sell the membership list.
2. The Chapter sells mailing labels of the total membership for one time use only. Labels are available for either planner or supplier members or both planner and supplier members for \$250 each to members and \$400 to non-members.

Section 7 Subscriptions for Non-MPISCC members of MPI

MPI members whose primary Chapter affiliation is other than MPISCC may purchase a subscription to *Intercom* and receive all Chapter promotional materials, including the membership directory, for \$75 annually.

ARTICLE IV DUES

Section 1 Admission Fee

A one-time membership dues fee is assessed by MPI.

Section 2 Member Dues

Planners and suppliers pay annual dues as set by MPI.

Section 3 Student Dues

Student members pay annual dues as set by MPI headquarters.

Section 4 Renewal

Membership is due for renewal on the anniversary date of acceptance to MPI.

Section 5 Dues Rebate

MPI remits \$58.50 of each Chapter member's dues, except students, and \$15 of each student member's dues, to the Chapter quarterly. Payment to the Chapter is based on the number of renewals received and new members accepted during the preceding quarter.

Section 6 Associate Membership

Associate membership is available for an annual fee of \$75. Membership includes a subscription to *Intercom* and a printed copy of the Membership Directory. Associate members receive all benefits of membership, except the right to vote.

ARTICLE V MEETINGS OF MEMBERS AND VOTING

Section 1 Regular Meetings

Regular meetings are held at times and places determined by the MPISCC Board of Directors.

Section 2 Annual Meeting

The annual meeting is held during the last quarter of the fiscal year. A State of the Chapter report is given in writing or orally within 90 days of fiscal year-end. The place and date are determined by the Board of Directors.

Section 3 Special Meetings

The president may call special meetings within 30 days of receipt of a written request signed by at least ten percent of the Chapter members. The business to be transacted at any special meeting will be stated in the notice.

Section 4 Meeting Notices

Written notice of all meetings is mailed or emailed to the last known address of each member at least 15 days

preceding the meeting.

Section 5 Voting

At all meetings of the Chapter each member has one vote and may take part and vote in person only. Unless otherwise specifically provided by the bylaws and these policies, a majority vote of those members present and voting governs.

Section 6 Voting by Mail

Proposals offered to the membership for mail or email vote are first approved by the Board of Directors. Proposals endorsed by at least ten percent of the voting members do not require board approval. In a mail vote, a majority of those voting determines the action.

Section 7 Cancellation of Meetings

The board may cancel or postpone any regular meeting or annual meeting for cause. If the annual meeting is postponed, provision must be made to hold it within 30 days from postponement.

Section 8 Quorum

At the annual meeting or special meeting of members, a quorum consists of the members in good standing in attendance as verified by the vice president of administration.

Section 9 Rules of Order

The meetings and proceedings of the Chapter are regulated and controlled according to the most current Robert's Rules of Order for parliamentary procedure, except as may be otherwise provided by the bylaws and these policies.

ARTICLE VI OFFICERS

Section 1 Elected Officers

The elected officers of the Chapter are the president, president-elect, immediate past president, vice president of finance, vice president of education and programs, vice president of leadership development, vice president of membership, vice president of communications and vice president of administration. Officers are elected by the membership as prescribed by the bylaws and these policies.

Section 2 Eligibility

Any member in good standing who has served one full term as a member of the Board of Directors is eligible for nomination and election to any elective office.

Section 3 Nomination and Election

1. The immediate past president appoints and chairs the nominating committee in accordance with the MPI bylaws for nominating a slate of officers and directors.
2. The president and executive director serves as a non-voting ex officio member of the committee.
3. The current Chapter president serves as advisor.
4. The nominating committee consists of no less than five members, including the chairman.
5. Elections are conducted so as the results can be reported to MPI by March 31.

Section 4 Term of Office

1. Each elected officer takes office on July 1 and serves for one year.
2. Each elected officer serves concurrent terms as a member of the Board of Directors and as a member of the executive committee.
3. A completion of an unexpired term does not constitute a full term.

Section 5 Re-election

Elected officers having served one full term are eligible to serve in the same office for one additional term in the next consecutive administrative year.

Section 6 Vacancies and Removal

Vacancies in offices due to death, resignation or other causes are filled for the balance of the term by a majority vote of the Board of Directors at any regular or special meeting. The Board of Directors may remove any officer for just cause by a two-thirds vote of all voting members of the board.

ARTICLE VII DUTIES OF OFFICERS

Section 1 Immediate Past President

1. Serves as a voting member of the Board of Directors and the executive committee. The immediate past president also serves as the chair of the nominating committee and council of past presidents.
2. The immediate past president works with the vice president of special projects on the Chapter of the Year and Awards of Excellence submissions. See section 8, vice president of administration, for information on this officer.

Section 2 President

1. Serves as chair of both the Board of Directors and the executive committee. The president presides at all meetings of the Chapter. The president serves as a member of the International Council of Chapter Presidents for the term July 1 through June 30. In the event the president is unable to attend, he may appoint a substitute representative.
2. The president also serves as a member ex officio with right to vote on all committees, except the nominating committee.
3. The president appoints an audit committee consisting of three members reporting to the Board of Directors. The members of the committee and the executive director are not signatories to the accounts of the Chapter. At least one member of the committee should be, in the opinion of the president, qualified to perform the audit within the scope defined by the president.
4. The president has the authority to appoint a special audit committee if he believes it necessary or at the request of the Board of Directors.

Section 3 President-Elect

1. In the absence of the president, the president-elect performs the duties of the president with all the powers of and is subject to all of the restrictions on the president.
2. The president-elect performs such duties as outlined in the Chapter organizational chart and other duties as may be prescribed by the president, executive committee and Board of Directors.
3. The president-elect coordinates and works with all current strategic partners of MPISCC and recruits new strategic partners through the Chapter's strategic partner program.
4. The president-elect is responsible for the update and distribution of the strategic partner brochure to the membership and on the MPISCC website.

Section 4 Vice President of Education and Programs

1. Presides at all official meetings of the Chapter in the absence of the president and president-elect and performs such other duties as may be delegated by the president or the Board of Directors.
2. Chairs the education committee and has ultimate responsibility for the following:
 - a. Selects educational content and site and coordinates the regular monthly programs through December of the following administrative year.
 - b. Oversees and reviews educational content of all Chapter educational programs including but not limited to: breakfast club, trade show, all-day educational conference, educational weekend summit.
 - c. Liaison with the facilities selected for the monthly programs.
 - d. Maintains meeting and educational program costs within the budget approved by the Board of Directors.
 - e. Coordinates with the editor of *Intercom* in a timely manner to assure that information communicated to the membership about educational activities is correct and complete.
 - f. Coordinates with the executive director to assure that correct attendance information is communicated to the meeting facilities in a timely manner.
 - g. Adheres to the speaker and the supplier policies.

Section 5 Vice President of Communications

1. Presides at all official meetings of the Chapter in the absence of the president, president-elect or vice president of education and programs and performs such other duties as may be delegated by the president or the Board of Directors.
2. Oversees the functions of the Chapter involved with communication to the membership, allied industry groups and the public.
3. Chairs the communications committee and has ultimate responsibility for the following:
 - a. Oversight and management of the Chapter newsletter.
 - b. Communication concerning activities of the Chapter with the editor and staff of MPI's Meeting Professional magazine.
 - c. Management of Chapter public relations and marketing.
 - d. Coordination of Chapter editorial and publications committee.
 - e. Oversight of the Chapter web site and Short Timely Announcements to Share (STATS) publication.

Section 6 Vice President of Membership

1. Presides at all official meetings of the Chapter in the absence of the president, president-elect, vice president of education and programs and vice president of communications and performs such other duties as may be delegated by the president or the Board of Directors.
2. The vice president of membership oversees production of the annual membership directory and ensures that the executive director submits complete and accurate records of all Chapter members to the directory publication company by June 30.
3. Chairs the membership committee and has ultimate responsibility for the following:
 - a. Develops, produces and maintains an active and on-going program to retain and recruit members.
 - b. Works with the executive director to communicate requirements for membership, with rules and regulations regarding membership classifications and membership transfers.
 - c. Oversees the hospitality subcommittee acting as host at all Chapter events.

Section 7 Vice President of Finance

1. Presides at all official meetings of the Chapter in the absence of the president, president-elect, the vice president of education and programs, vice president of communication and vice president of membership and performs such other duties as may be delegated by the president or the Board of Directors.
2. Chairs the budget committee and has the ultimate responsibilities for all Chapter financial matters and accounting procedures.
3. The day-to-day financial functions of the Chapter are performed by the executive director and various committees. The responsibilities of vice president of finance are:
 - a. Prepares and presents an operating budget to the Board of Directors, two meetings prior to the end of the fiscal year.
 - b. Oversees the preparation of updated monthly financial statements for submission to the Board of Directors.
 - c. Oversees tax preparation by a Certified Public Accountant and filing according to the deadlines set by MPI.
 - d. Collects all funds and assessments.
 - e. Maintains funds and investments in financial institutions as approved by the Board of Directors.
 - f. Oversees the collection of registration fees for Chapter activities and the timely deposit of these monies in Chapter accounts.
 - g. Oversees preparation of the annual audit of Chapter finances by the audit committee, performed before August 1 each year.
 - h. Furnishes a financial report for the previous year to the Board of Directors and to MPI within 60 days and to the membership within 90 days following the end of fiscal year.

Section 8 Vice President of Administration

1. Presides at all official meetings of the Chapter in the absence of the president, president-elect, vice

- president of education and programs, vice president of communications, vice president of membership and vice president of finance and performs such other duties as may be delegated by the president or the Board of Directors.
2. Responsible for the proper recording of the proceedings of the annual meeting of the Chapter, the Board of Directors meetings and for the submission of a copy of same to MPI.
 3. Mails copies of the Board of Directors meeting minutes to all directors within ten working days following each meeting.
 4. Oversees the update of the Chapter's policy manual by regularly incorporating all board actions that set or change policy.
 5. Coordinates the work of the Chapter editorial review committee with the vice president of communications.
 6. Oversees the update of the bylaws and policies of all Chapter directors and officers presented throughout the year and works with the executive director to ensure that all changes are presented in the membership directory.
 7. Presents to the Board of Directors all policy, bylaw and grammatical changes for approval. Maintains a clear understanding of all Chapter bylaws and policies.
 8. Works with the immediate past president on Chapter of the Year and Awards of Excellence submissions.
 9. Executes and presents the yearly needs assessment to the incoming president and Board of Directors.
 10. Oversees the update of the Chapter's marketing plan and strategic plan each year.
 11. Acts as the vice president of special projects at the request of the Board of Directors.

Section 9 Vice President of Leadership Development

1. Performs strategic planning for annual events and programs related to leadership development.
2. Serves as mentor, coach and advisor to the assigned committees as needed.
3. Ensures financial success for the committee and Chapter while maintaining solid educational programs for the Chapter membership.
4. Develops and implements:
 - a. Strong leadership development program that encourages members to participate on a committee and aspire to become Chapter leaders.
 - b. Chapter committee succession plan, in conjunction with the committee chairs, to ensure stronger tracks for MPI's future leaders.
 - c. Targets future leaders within the existing Board of Directors, committees and membership in conjunction with committee chairs and directors.
 - d. Mentoring program, in conjunction with the membership committee, to reach out to student members and encourage their active participation.
5. Encourages past presidents of the Chapter to assume advisory roles on various committees, special projects and on a variety of Chapter leadership programs.
6. Conducts a quarterly outreach to the committees to obtain updates on key leaders and those that may need guidance and support to grow with the organization.
7. Works closely with the past presidents and the nominating committee to plan a strategic meeting to discuss the Chapter's succession opportunities for the coming year.

ARTICLE VIII BOARD OF DIRECTORS

Section 1 Authority and Responsibility

The governing body is the Board of Directors. The Board of Directors supervises, controls and directs the committees, publications and affairs of the Chapter. The Board of Directors determines the policies of the Chapter, pursues its objectives and supervises the disbursement of funds. The Board of Directors adopts such rules and regulations for the conduct of the power granted and may delegate certain of its authorities and responsibilities to the executive committee.

Section 2 Composition

1. The Board of Directors consists of the president, president-elect, immediate past president, vice

- president of finance, vice president of education and programs, vice president of leadership development, vice president of membership, vice president of communications, vice president of administration, with a total of never less than eight directors.
2. All MPISCC past presidents who are members in good standing of MPI, the executive director and the *Intercom* editor are non-voting, ex officio members of the Board of Directors.
 3. One half of the directors represent the planner group and one half represents the supplier group. A majority of the board will not be supplier members.

Section 3 Board Eligibility

At the time of nomination, no two members of the same organization may serve concurrently as members of the Board of Directors at the same board level, for example, no two vice presidents or no two directors. At the time of nomination, no two board members may report to each other on the MPISCC Board of Directors.

Section 4 Director Eligibility

Any member in good standing is eligible for election as a director.

Section 5 Nomination and Election

The nominating committee requests suggestions for directors from the membership, allowing 30 days for submissions to be received and acts in accordance with the bylaws and these policies.

Section 6 Term of Office and Re-election

Directors take office July 1 and serve one year. Directors may not be elected to the position of director for more than three successive terms. A completion of an unexpired term does not constitute a full term.

Section 7 Vacancies and Removal

Vacancies in any elective position are to be filled for the balance of the term by a majority vote of the Board of Directors. Any officer or director may be removed from office for cause by a two-thirds vote of all voting members of the Board of Directors. Should a resignation occur among those elected as directors, between the time they were elected and the time they were to assume office, the director in the same membership category receiving the next highest number of votes assumes that directorship.

Section 8 Meetings

Meetings of the Board of Directors are held on a regular basis at times and places as determined by the president and are open for attendance by any MPISCC member in good standing.

Section 9 Voting

Voting rights of an elected officer or director cannot be delegated to another or exercised by proxy.

Section 10 Quorum

A majority of the board constitutes a quorum for the transaction of the business of the board. Any such business thus transacted will be valid providing it is affirmatively passed by a majority of those present.

Section 11 Compensation

Directors and elected officers do not receive any compensation for their services as an MPI Chapter officer or director. Such roles are considered to be a contribution of time and expertise to the local Chapter unless approved by the Board of Directors prior to granting services.

Section 12 Absences

Any elected officer or director who has been absent from two consecutive regular meetings of the Board of Directors without just cause automatically vacates the seat on the board. The vacancy will be filled as provided by the bylaws and these policies. However, the Board of Directors considers each absence of an elected officer or director as a separate circumstance and may expressly waive such absences by a two-thirds vote of the voting members present at the meeting.

Section 13 Conflict of Interest

No member of the Board of Directors will vote on any program or activity in which he or his organization

has a direct personal or financial interest and must sign the MPISCC Conflict of Interest Form that affirms they have read and understand the policy

ARTICLE IX EXECUTIVE COMMITTEE

Section 1 Authority and Responsibility

The executive committee may act in place of the Board of Directors between board meetings on all matters, except those specifically reserved to the board by the bylaws or these policies. Actions of the executive committee are reported to the board for ratification by mail or at the next board meeting.

Section 2 Composition

The executive committee consists of the president, president-elect, immediate past president, vice president of finance, vice president of education and programs, vice president of leadership development, vice president of membership, vice president of communications and vice president of administration. The executive director is an ex officio, non-voting member of the executive committee.

Section 3 Vacancies

Any vacancies occurring in the executive committee are filled in the manner prescribed in the bylaws and Article VI, Section 6 of the policy manual.

Section 4 Meetings

The executive committee can meet at the request of the president or two members of the committee.

Section 5 Quorum

A majority of the executive committee constitutes a quorum.

ARTICLE X STANDING COMMITTEES

Section 1 Standing Committees Definition

The standing committees are budget and finance, education and programs, membership, communications and nominating. All standing committees act in accordance with the bylaws and policies and within the approved budgets.

Section 2 Budget and Finance Committee

1. The budget and finance committee is also the executive committee.
2. The vice president of finance, with input from the executive committee and committee chairs, drafts an annual budget and prepares recommendations for adoption. These are presented to the Board of Directors each April.

Section 3 Education and Programs Committee

1. The vice president of education and programs serves as chair.
2. The chair plans and executes the monthly programs, workshops and other educational activities of the Chapter, unless otherwise specified.
3. Plans all logistical details of the monthly programs.

Section 4 Nominating Committee

1. Comprised of four members not holding office, being representatives of each group of members except students. The immediate past president serves as chair.
2. The committee members are appointed in accordance with the agreed timeline for the nominating process.

Section 5 Membership Committee

1. Comprised of at least three members with the vice president of membership serving as chair.
2. Promotes new and renewal memberships through mailings, website information and telephone and

- personal contact.
- 3. Develops the membership recruitment program.
- 4. Develops and executes a membership retention program.
- 5. Develops the awards and recognition programs.

Section 6 Communications Committee

- 1. The vice president of communications serves as chair.
- 2. Plans and executes all public relations and communications of the Chapter.
- 3. The advertising program is implemented by the director of advertising. The vice president of communications oversees the public relations program, from pricing to the implementation of advertisement.

ARTICLE XI SPECIAL COMMITTEES

Section 1 Special Committees Definition

The president, with the approval of the Board of Directors, appoints such committees, sub-committees or task forces as are necessary and are not in conflict with other provisions of the bylaws and these policies. The duties of such committees are prescribed by the Board of Directors.

Section 2 Composition and Duties

Special committees are educational conference, awards, Chapter of the year, community outreach, member care, educational weekend summit, installation, policy review task force, Gary J. Rosenberg, CMP scholarship, trade show, council of past presidents, fund raiser and other committees as determined by the president on an annual basis.

Section 3 Education Conferences

- 1. The co-chairs of the education conferences are appointed by and report to the president.
- 2. The committee works within the budget approved by the board.
- 3. The committee, in coordination with the vice president of education and programs, chooses the educational program, the site and coordinates all conference logistics.
- 4. The committee adheres to the speakers' and the suppliers' policies.

Section 4 Educational Weekend Summit

- 1. The co-chairs are appointed by and report to the president and consist of one planner and one supplier.
- 2. The committee presents a choice of a minimum of two possible summit sites. It also selects the educational program in consultation with the vice president of education and programs and coordinates all logistics of the summit.
- 3. The committee works within the budget guidelines set by the Board of Directors.
- 4. The committee adheres to the speakers' and suppliers' policies.

Section 5 Awards Committee

- 1. The chair is appointed by the president.
- 2. The committee consists of the previous year's planner of the year, supplier of the year, Chapter manager of the year and at least three other members appointed by the president.
- 3. The awards committee recognizes members who contribute to MPI/MPISCC or the industry in an exceptional way.
- 4. The committee adheres to the criteria, deadlines and guidelines established by MPI for the Chapter leader of the year, supplier of the year and planner of the year.
- 5. The committee submits the Chapter's planner of the year, supplier of the year, Chapter leader of the year, all-star and rising star to MPI for international awards.
- 6. Additional members except the Chapter designees can be submitted to MPI for international awards consideration. There is no limit to the number of additional candidates.
- 7. The committee works within the budget to purchase plaques and awards as appropriate.

Section 7 Community Outreach

1. The director of community outreach is elected by the members of MPISCC and reports to the vice president of finance.
2. The committee annually recommends entities to be the focus of the community outreach program.
3. The committee recommends and coordinates activities in support of the charitable entities approved by the Board of Directors.
4. Pledges or contributions made by MPISCC are net of direct expenses.
5. The charities that receive cash donations are discussed and voted on at the end-of-term Board of Directors meeting in May.
6. The committee's business plan and budget are discussed at the new incoming Board of Directors retreat in May. The business plan and budget are approved in June after the official installation of the new Board of Directors.

Section 8 Member Care

1. The chair of member care is elected by the MPISCC membership and reports to the vice president of membership.
2. Member care assists the vice president of membership by providing on-going committee sign-up activities throughout the year as needed to highlight committee availabilities.
3. Member care coordinates and facilitates monthly member/mentor programs and new member/first timer orientation meetings. The committee partners new MPISCC members with Chapter members on receipt and review of applications.
4. Member care distributes orientation packets to new members. These packets include the MPI national and local Chapter materials.
5. Member care provides the names, addresses and telephone numbers of all members interested in serving on committees to all the committee chairs.
6. The committee conducts monthly meetings to review and ensure that all members are contacted each year. The chair manages the contact committee. The committee contacts each Chapter member to discuss available committee opportunities and review the benefits of MPISCC membership. A summary of the members contacted by telephone and email is compiled and used to track renewals, transfers out of Chapter, transfers to Chapter, drops and new members. The metrics gathered by the contact committee are submitted for inclusion in the monthly Board of Directors reports.
7. The committee serves as hosts of the regular monthly programs and serves in this capacity for other Chapter events when requested by the chairs.

Section 9 Installation

1. The chair of the installation committee is appointed by and reports to the president-elect.
2. The committee works within the budget approved by the Board of Directors.
3. The committee chooses the installation site and coordinates all the logistics of the installation. The committee works with the president-elect, president and the chair of the awards committee to coordinate the program.
4. The committee chair proactively secures sponsors for the installation dinner to offset costs and remain within budget.

Section 10 Policy Review Task Force

1. The chair and members of the policy review committee are appointed by the president.
2. The committee reviews and revises the Chapter policy manual in the event that major revisions are required.

Section 11 Trade Show

1. The director of special events is nominated and appointed by the executive committee of the Board of Directors and reports to the vice president of finance.
2. The committee presents a choice of a minimum of two venues for the annual trade show for Board of Directors approval.
3. The director of special events coordinates the Chapter's annual trade show with the committee chair

- and volunteers.
4. The committee promotes the trade show to member and non-member planners, member and non-member suppliers, students and other partnering organizations such as ISES, MPIOC and SITE.
 5. The committee works within the budget approved by the Board of Directors.
 6. The committee sells exhibit space, collects exhibitor fees, records income and forwards funds to the executive director for deposit in Chapter accounts in cooperation with the vice president of finance. Attendee registration fees are handled by the executive director.

Section 12 Council of Past Presidents

1. The chair is the Immediate Past President. If the Immediate Past President is unable to serve, the preceding Immediate Past President serves as chair.
2. The Council includes all MPISCC past presidents who are members in good standing of MPI.
3. The Council serves as the Gary J. Rosenberg, CMP Scholarship Committee and administers the program in accordance with the following guidelines:
 - Scholarship funds may be used for major educational programs sponsored by MPI, MPISCC, other MPI chapters, allied meeting industry organizations, or university approved courses in meeting management.
 - Scholarship funds may be used for expenses incurred qualifying for the Certified Meeting Professional (CMP) or Certified Meeting Manager (CMM) designations.
 - Candidates must be an active member of the Chapter and a member of the meeting industry for at least one year. Scholarships may not be awarded to the same individual more than once in three years or twice in a lifetime.
 - Candidates must submit the Scholarship application, resume and letter of reference by the published deadline(s).
 - Scholars are reimbursed for reasonable expenses up to \$1,500 for a single event or certification within 12 months of the award.
 - Funding for the scholarship is derived from the following sources:
 - Basics & Beyond
 - Other funding sources as the Chapter Board of Directors deems appropriate.
4. The Council confers the Past Presidents' Award for outstanding contributions to the Southern California meetings industry.
5. The Council confers the Lois K. Hauser Service Award to honor members dedicated to committee work and demonstrating long term service to the Chapter.
 - The Council seeks nominations from the Board of Directors, Committee Chairs, the MPISCC Management Office and members of the COCP.
 - The Award includes a choice of one prize to be used within one Chapter Fiscal Year. The selection includes:
 1. CMP Study Group
 2. EdCon (Registration fee + 1 Night Hotel Room with tax)
 3. MPI Membership Fee for 1 year (Paid Directly to MPI)
 4. 4 Monthly MPISCC Educational Meetings + Installation/Awards Gala
 5. Weekend Education Summit (WES) - Registration and 2 Night Hotel/tax
6. The Council undertakes special projects as requested.

Section 13 Fundraiser

1. The director of fundraising is nominated and appointed by the executive committee of the Board of Directors and reports to the vice president of finance.
2. The committee presents a choice of a minimum of two venues for the annual fundraiser for Board of Directors approval.
3. The director of fundraising coordinates the Chapter's annual fundraiser. The director also

- coordinates the raffle drawings held during the monthly meetings with the assistance of the committee chairs and volunteers.
4. The committee promotes the annual fundraiser to member and non-member planners, member and non-member suppliers, students and partnering organizations.
 5. The committee works within the budget approved by the Board of Directors.
 6. The committee solicits donations for monthly raffles and silent auctions, records income and forwards the funds to the executive director for deposit in Chapter accounts in cooperation with the vice president of finance. Attendee registration fees are handled by the executive director.

ARTICLE XII EXECUTIVE DIRECTOR

Section 1 Service and Duties

An executive director may be employed by the Board of Directors to serve at its discretion. The Board of Directors determines the executive director's duties and compensation per the executive director's contract. Employment and discharge of the executive director requires a majority vote of the Board of Directors.

ARTICLE XIII FINANCE

Section 1 Fiscal Year

The fiscal year of the Chapter is July 1 to June 30.

Section 2 Bonding

To qualify for bonding, available through MPI, the following three criteria must be met:

1. Two signatures are required on all Chapter checking accounts.
2. The vice president of finance must review all bank statement reconciliation reports generated by the executive director each month.
3. The Chapter must have an annual audit of its funds.

Section 3 Budget

Acting upon the recommendation of the vice president of finance and the budget and finance committee, the Board of Directors adopts an annual operating budget covering all Chapter activities prior to July 1.

Section 4 Audit

The accounts of the Chapter are reviewed not less than annually within 30 days following the completion of each fiscal year by a Certified Public Accountant recommended by the Board of Directors. A management letter should be included with the audit report.

Section 5 Host Facilities

1. When selecting sites for MPISCC events, first preference should be given to MPI member properties. If no member property is available for the event, the Request for Proposal may be offered to non-members.
2. Event chairs are to request full sponsorships for monthly events. Host facilities are advised that MPISCC budgets \$20 per person, including tax and gratuities, for luncheons, dinners and receptions. The per-person amount is reviewed annually during budget preparation.

Section 6 Reimbursement of Travel Expenses

Eligibility

All MPI Southern California Chapter (MPISCC) members, speakers, staff and guests who are pre-approved to incur individual business travel expenses to be paid for directly or reimbursed from MPI Southern California Chapter (MPISCC) funds.

Personal Meal Allowances (including tax and gratuity)

Breakfast	\$15.60
Lunch	\$19.35
Dinner	\$33.90

The breakfast and lunch allowance may be switched: an approved traveler may choose to spend up to \$19.35 for breakfast; however in such case, lunch may not exceed \$15.60.

The breakfast and lunch allowances may not be combined for one meal.

- Receipts are required
- Meal allowances will be adjusted annually. The Consumer Price Index (CPI) will be used as a guide to determine the annual adjustment to the meal allowance.

Any meal included in the event registration will not be reimbursed.

Laundry/Dry Cleaning

An approved traveler traveling seven (7) consecutive days will be reimbursed for reasonable hotel valet services for appropriate business clothing while away from home.

Health Club Facilities

Health Club fees are not eligible for payment or reimbursement by MPI Southern California Chapter (MPISCC).

Gratuities

Skycap, bellman	\$1.00 per bag
Doorman	\$1.00 - \$2.00
Limo/Taxi	\$5.00 maximum for a normal limo/taxi drive (20 minutes) \$10.00 maximum for multiple people on board or longer run
Housekeeping	\$1.00 per room unit per day (example: 3 room suite = \$3.00)

Ground Transportation

- Shuttle transportation should always be used if available. Exceptions:
 - Traveler is required to be at the meeting site sooner than a shuttle can get you there
 - Traveler must wait for the shuttle for more than 20 minutes
 - Traveler is transporting an extraordinary amount of luggage and meeting materials or boxes
 - Other transportation is equal to or less expensive than the shuttle

Airport Parking

Long-term parking must be used for trips over one day. If short-term parking is used, the approved traveler is responsible for the cost difference. Approved travelers are encouraged to consider alternatives to airport parking for long trips where it would be less expensive to take a cab or use a limo service to and from the airport.

Mileage

MPI Southern California Chapter (MPISCC) will reimburse an approved traveler for the use of their vehicle for approved travel. Reimbursement will be made at the current Federal guideline rate per mile for each relevant mile traveled. MPI Southern California Chapter (MPISCC) is not responsible for damage to the approved traveler's car while on MPI Southern California Chapter (MPISCC) business. The approved traveler is responsible for maintaining adequate auto insurance encompassing business travel.

Airline Policy

It is incumbent upon all MPI Southern California Chapter (MPISCC) approved travelers to fly as inexpensively as possible. Approved travelers are encouraged to utilize the Internet to research and book the most cost-effective flights. If an approved traveler is given advance notice of their schedule, they are expected to act promptly to secure economical flights. If they delay and therefore do not qualify for the

normal reduced fare the approved traveler must pay the difference. If the approved traveler makes a reservation and the ticket must be changed due to a non- MPI Southern California Chapter (MPISCC) related business reason, the traveler will pay the penalty. If a change occurs for personal reasons, the approved traveler will pay the penalty. Fare splitting for an event with other MPI Southern California Chapter (MPISCC) or personal travel must be approved prior to travel.

Hotel Rooms

MPI Southern California Chapter (MPISCC) will cover expenses (room and tax) for a standard single room for approved travelers. For travelers wishing other accommodations, they will be responsible for any total expense (room and tax) differential from the standard single negotiated rate.

Personal Expenses

MPI Southern California Chapter (MPISCC) will not reimburse the approved traveler for personal items, including but not limited to clothing items, lost or damaged luggage, room movies, snacks, newspapers, hotel mini bars, personal entertainment (event admission fees, amusement park admissions, theater tickets, movie admissions), gifts, etc. Sodas, coffee, tea, juice and bottled water will not be reimbursed unless consumed with a meal. Exceptions due to extenuating circumstances will be handled on an individual basis.

Reimbursement

The reimbursement of approved traveler-incurred travel expenses will be issued directly to the approved traveler through the MPI Southern California Chapter (MPISCC) Vice President of Finance. To request reimbursement, the approved traveler should submit a written summary of all expenses and all original receipt copies along with a Payment Request. Certain expenditures of less than \$25.00 each for which receipts are not traditionally available (i.e., gratuities, etc.) will be reimbursable with appropriate written documentation provided as to the specific amounts, dates and locations of each such expenditures.

ARTICLE XIV MPI POLICIES GOVERNING CHAPTERS

Section 1 Policy

The MPISCC Board of Directors will make all matters of policy relating to MPISCC.

Section 2 Operation and Use of Funds

The Chapter is organized and operated exclusively within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1954, as amended (or the corresponding provision of any future United States Internal Revenue Law), and no part of the net earnings of MPISCC will inure to the benefit of any director, officer, member or other private person, except MPISCC is authorized and empowered to pay reasonable compensation for services rendered.

Section 3 Dissolution

Funds are used only to accomplish the objectives and purposes specified by the Chapter. No part of such funds shall inure nor are distributed to members.

Section 4 Political Activities

The Chapter will not contribute any of its earnings or property, nor provide any services for any political candidate, committee, party or organization.

Section 5 Indemnification

1. The Chapter indemnifies and holds harmless each person who is now, or hereafter serves as a director, officer, employee or agent of the Chapter from and against any and all claims and liabilities, whether the same are settled or proceed to judgment, to which such person will have become subject by reason of any action alleged so have been heretofore or hereafter taken or omitted by him or her as such director, officer, employee or agent, and will reimburse each such person for all legal and other expenses (including the cost of settlement) reasonably incurred by him or her in connection with any such claim, liability, suit, action or proceedings; indemnified against, or be reimbursed for any claims, liabilities, costs or expenses incurred in connection with any claim or liability, or threat

- or prospect thereof, based upon or arising out of his or her own duties as such director, officer, employee or agent.
2. The determination of all questions as to the existence of negligence or willful misconduct as to the right of indemnification and reimbursement hereunder, and the reasonableness of such costs and expenses may be made by the Board of Directors acting at a meeting at which a quorum is unaffected by self interest (notwithstanding that other members of the quorum present, but not voting, may be so affected).
 3. The rights accruing to any person under the provision of this section will not exclude any other right to which he or she may be lawfully entitled, nor anything herein contained restrict the right of the Chapter to indemnify or reimburse such person in any case, even though not specifically provided herein.

ARTICLE XV AMENDMENTS

Section 1 Amendment Process

These policies may be amended by a majority vote of the Board of Directors unless restricted by the bylaws or these policies.

Section 2 Approval

MPISCC must accept the minimum MPI Bylaws, located on the MPI website, www.mpiweb.org. All proposed amendments to the bylaws must be approved by the executive vice president of MPI.

ARTICLE XVI PUBLICATIONS AND COMMUNICATIONS

Section 1 Review Process

All MPISCC publications including brochures, flyers, the directory and the newsletter must be reviewed for its adherence to MPISCC/MPI bylaws and policies by the executive director and one other member of the executive committee or the editor. The review and approval process must be completed before printing costs are incurred.

Section 2 Newsletter Editorial Policy

1. The purpose of the Chapter newsletter is as follows:
 - a. Inform the membership of the broad variety of MPISCC news.
 - b. Stimulate interest and participation in MPISCC activities and goals.
 - c. Provide a communication link between members and national and international activities.
 - d. Bridge the gap between decision makers and those who carry out or are affected by those decisions.
 - e. Give recognition to Chapter members.
 - f. Encourage members' personal and professional growth and development.
 - g. Recruit and retain members based on the above.
2. The final decisions as to style, format and other production areas for the *Intercom* are the responsibility of the editor and the vice president of communications.
3. Mailing format: The *Intercom* is printed as a self-mailer.
4. Articles submitted to the *Intercom* for publication must be accompanied by a completed *Intercom* cover sheet. In addition, all articles must:
 - a. Have the writer's name and the date on each page.
 - b. Have the writer's name and the date beginning approximately one-third of the way down the first page.
 - c. Be double spaced.
 - d. Be emailed to the editor and the vice president of communications.
5. Deadlines: Copy is due the second Tuesday of each month. *Intercom* is mailed the second Friday of each month.
6. Miscellaneous:
 - a. Extra costs for printing and folding all materials inserted for mailing are the responsibility

- b. Copy for all inserts must be submitted to the editor by the appropriate deadline.
- c. All artwork and copy must be camera ready, unless arrangements have been made in advance with the editor.

Section 3 Editor

1. It is the *Intercom* editor's responsibility to receive news items from the Board of Directors and other MPISCC members.
2. Submitted items are edited to correspond to the news and design style of the publication. The editor is assisted by the vice president of communications and the communications committee.
3. The editor adheres to all deadlines.

Section 4 Chapter Website Resources

The MPISCC website, www.mpiscc.org is a central source of information on all facets of the Chapter. Located on the website are the Chapter and community calendars of upcoming events, the current *Intercom* issue, educational programs, membership and benefits packets, job bank, volunteer and host opportunities, strategic partners, Chapter news, roster of Chapter leaders, Gary J. Rosenberg, CMP scholarship information, bylaws and policies, media kits and trade show information. There is also a link to contact the Chapter for more information or further questions.

Section 5 Advertising Program

MPISCC offers advertising in its newsletter, the *Intercom*, on the website and in the STATS electronic newsletter. A current media kit is available at www.mpiscc.org, and advertising is open to both MPI members and non-members.

Section 6 Video and Audio Recording of MPISCC Events

Speakers are allowed to have their speeches video or audio recorded based on the following criteria:

1. All costs associated with video or audio recording, if done for the convenience of the speaker, are paid by the speaker. Compliance with all municipal and fire codes pertaining to the activity of recording and the securing of any permits required is the responsibility of the speaker (such as cable placement, lighting safety, blocked exits and so forth).
2. Cameras must be placed at the rear of the room in a stationary position and not impede the ability of the audience to see or hear the presentation.
3. Video recording is restricted to the activities of the speaker on the platform. The audience is not included in the recording. Prior written permission is required from a member before any recorded questions from the audience may be used in the final video or audio product.
4. MPISCC will not be used either as an implicit or explicit endorsement of the speaker without the prior written approval of the Board of Directors.
5. The speaker indemnifies and holds harmless the officers and directors of MPI and the officers and directors of MPISCC from any injury or liability loss due to the video or audio recording of his performance.
6. MPISCC reserves the right to video or audio record presentations for its own use or archives.
7. MPISCC follows ASCAP/BMI reporting regulations with respect to music licensing.

ARTICLE XVII SPECIAL PROGRAMS

Section 1 The Basics of Meeting Planning Program

1. The program is a partnering of MPISCC and Hyatt to present seminars with the following goals:
 - a. Provide education for novice planners.
 - b. Increase awareness of MPI in the community.
 - c. Increase membership.
2. The Chapter's responsibilities are:
 - a. Advertise the seminars in *Intercom*.
 - b. Provide the curriculum, program and instructors for one-day quarterly seminars.
3. The Hyatt's responsibilities are:

- a. Provide complimentary event space, refreshments and audio-visual equipment.
 - b. Accept registrations in the offices of Hyatt Hotels of Southern California.
 - c. Develop a letter or brochure and mail to potential attendees who are not members of MPI.
 - d. Provide press releases to area newspapers.
 - e. Work closely with MPISCC to ensure a quality seminar.
 - f. Provide hotel staff to work with MPISCC presenters as needed.
4. Attendees are drawn from MPISCC planner members and local area clients of Hyatt Hotels of Southern California.
 5. All income from registration fees is deposited in the Gary J. Rosenberg, CMP scholarship fund, less Chapter expenses.

ARTICLE XVIII REGISTRATION, CANCELLATION AND CREDIT CARD POLICY

Section 1 Regular Monthly Meeting

1. Registration guidelines:
 - a. A discounted early registration fee is available if registration is postmarked eight days or more prior to a meeting.
 - b. The standard registration fee is due if registration is postmarked within seven days and received before noon of the Monday preceding the regular Tuesday meeting.
 - c. At-the-door registration is offered on a space available basis.
 - d. No telephone reservations or reservations made without payment are accepted.
2. Cancellations: Only cancellations telephoned to the MPISCC office before noon on the Friday prior to the meeting will receive refunds.
3. Non-Member Registration guidelines:
 - a. Non-member fees are at a higher rate than fees charged to members. Non-members may attend a lifetime total of up to two regular monthly educational meetings prior to joining MPI. Non-members may attend special meetings and events (such as the Weekend Educational Summit, the fundraiser or others as determined by the Board of Directors) by paying the non-member rate". The motion was approved.

Section 2 Annual Trade Show

1. Registration guidelines:
 - a. To encourage planner attendance, the Chapter may offer a discounted rate to both member and non-member planners.
 - b. Non-member suppliers may not attend this Chapter event.
 - c. Non-exhibiting member suppliers may attend the trade show at the regular monthly meeting rates, but may not promote their properties or services at this event.
 - d. The trade show committee determines the number of complimentary supplier registrations included with each exhibit space sold.
2. Cancellations: The trade show committee determines the cancellation policy, which must appear in all trade show promotional material.
3. Non-member exhibitor fees: Non-member suppliers may exhibit at a surcharge equal to the annual dues then in effect. If the non-member supplier has the qualifications for membership, and becomes a member of MPI within 90 days of the trade show, the member rate for exhibiting applies and the balance is refunded.
4. Exhibit fees: The trade show committee sets the exhibit fees and deadlines.

Section 3 All Cal Reception at World Education Conference

1. Registration fees: Registration fees and deadlines are established and printed in all appropriate promotional materials.
2. Cancellation fees: Cancellation fees and deadlines are established and printed in all appropriate promotional materials.

Section 4 Chapter Suite at MPI's Annual World and Professional Education Conferences

The Chapter pays for upgrading a room to a suite for the president or his designated replacement. The suite is used as a gathering place for Chapter members.

Section 5 Credit Card Policy

1. VISA, MasterCard and American Express are accepted for registration by mail, fax or on-site for MPISCC sponsored events.
2. The cutoff date for credit card pre-registration for the regular monthly meetings is 10:00 A.M. on the Monday prior to the Tuesday meeting.
3. The chairs of the annual education conference, educational weekend summit, trade show and installation, in conjunction with the executive director, establish an acceptable pre-registration cutoff date for their respective events to be published in all registration materials.

ARTICLE XIX SUPPLIER AND SPEAKER POLICY

Section 1 Supplier Policy

1. Suppliers, when invited to speak from the podium by the event chair, are to limit their comments to introductions and acknowledgments. They may extend an invitation for a sales presentation (for example, property tour, brochures, tapes and so forth) following the meeting, but are to refrain from making any sales presentation.
2. Up to five non-member facility staff are welcome to dine with members each meeting. Additional staff may attend after all regular members have been accommodated.
3. The following applies to donors of goods and services:
 - a. All suppliers who donate goods or services at less than cost receive recognition in the program (if published) and an opportunity to display collateral materials at the back of the meeting room.
 - b. At the discretion of the event chair, sponsors of goods and services of retail value greater than \$500 may receive acknowledgment from the podium.
 - c. At the recommendation of the event chair and with the approval of the Board of Directors, or the executive committee acting on its behalf, substantial donors may be offered further consideration such as strategic partnership, waived registration fees, complimentary meals and so forth.

Section 2 Speaker Policy

1. If requested by a speaker, an attendee list, to include name and address if available, will be provided following the presentation.
2. Speakers are not allowed to give a sales presentation. The appropriate MPISCC representative will refer to literature available in the back of the meeting room.
3. Complimentary registration for member or non-member speakers, moderators or panelists is provided at the discretion of the committee chair and in alignment with the approved budget at regular monthly meetings, the trade show and the educational weekend summit.
4. At the request of the speaker, handouts may be reproduced at the expense of the Chapter. This requires the prior approval of the vice president of education and programs or the chair of the event.
5. Gifts should be presented at all Chapter functions to speakers, panelists and moderators. The gift should cost no more than \$20, except with the prior approval of the Board of Directors.
6. The vice president of education and programs and chairs of any MPISCC event review and approve handouts prior to an event to ensure that the materials relate to the educational content of the presentation.
7. Speaker fees are normally not paid. However, the Chapter recognizes that there are circumstances where speakers may be paid. The following is the recommended guideline for payment to speakers:
 - a. Speaker fees may be paid only if the budget allows.
 - b. Approved by the vice president of education and programs or chair of the event to align with the approved budget.
 - c. Negotiating fees is highly recommended (for example, offering a percentage of the speaker's normal fee).
 - d. Unless a speaker is known to the committee, obtain and check references.

Section 3 Complimentary Registration or Booth Space

1. All officers, directors or chairs of Chapter events are required to receive prior approval from the Board of Directors or the executive committee acting on its behalf, before granting complimentary registration or booth space to any member or non-member except as provided in these policies.
2. Chairs of the all-day educational conference, educational weekend summit and trade show receive complimentary registration for their events.

ARTICLE XX SPONSORS AND STRATEGIC PARTNERS

Section 1 Program

The partnership of MPISCC and participating sponsors creates an opportunity for optimum exposure to the members of MPISCC. The program promotes the sponsor's products or services to the MPISCC membership and database. Strategic partnerships are available for various levels of sponsorship as determined by the Board of Directors annually.

Section 2 Program Sponsorship

Sponsors of MPISCC programs receive recognition in the *Intercom* and other monthly announcements. The program sponsor is invited to address the program attendees from the lectern and have their website linked to www.mpiscc.org for a three month period, this includes the month prior to and the month after the sponsored program. Sponsorships are offered at events such as monthly meetings, educational weekend summits, installation dinners, fundraisers and trade shows.

Section 3 Special Event Sponsorship

1. Special events include but are not limited to:
 - a. Board of Directors orientation and retreat.
 - b. Board of Directors mid-year retreat.
 - c. Installation and awards banquet.

Section 4 Strategic Partnership Levels

1. Strategic Partners are organized by contribution levels.
2. Cash contributions have a double reward value, for example, \$2,500 cash is credited at the \$5,000 level.
3. In kind contributions toward the Chapter are based on one-half the retail value.

Section 5 Terms and Conditions

A letter of understanding detailing the terms of sponsorship and strategic partnership is issued and signed by participating members. The letter is available in the Strategic Partnership kit at www.mpiscc.org. The letter details the entitled benefits and the commitment MPISCC has to ensuring all sponsors and strategic partners are held to the guidelines set forth in the letter of understanding.

ARTICLE XXI EQUAL OPPORTUNITY, EMPLOYMENT, HARRASMENT, & ACCOMMODATION

Section 1 Equal Employment Opportunity

Teamwork and success are built on a foundation of equality. For these and other reasons, MPI Southern California Chapter strives to provide equal opportunity for all employees and is committed to providing a work environment free of discrimination.

1. Discrimination Prohibited

Preventing discrimination begins with respect for and adherence to the law. Therefore, discrimination against individuals on the basis of race, religion, color, sex, age, pregnancy,

national origin, disability, veteran or family status, or any other status or condition protected by applicable federal, state or local laws, except where a bona fide occupational qualification applies, is strictly prohibited.

2. Harassment Prohibited

Verbal, physical, sexual or any other form of harassment that belittles or demeans any individual on the basis of race, religion, color, sex, age, pregnancy, national origin, disability, veteran or family status, or any other status or condition protected by applicable federal, state or local laws is also strictly prohibited.

Prohibited harassment includes conduct that has the purpose or effect of unreasonably interfering with an employee's work performance or experience or creating an environment that is hostile, intimidating or offensive.

Sexual advances; requests or demands for sexual favors; physical conduct of a sexual or harassing nature; sexual, racial, ethnic, national origin, disability or religious jokes; sexual, racial, ethnic, national origin, disability or religious slurs; and other harassing language or conduct that is meant to intimidate or that negatively impacts an employee's work environment is strictly prohibited.

3. Workplace Equality

To promote equality, MPI Southern California Chapter will administer and conduct all personnel practices and procedures including employment, compensation, benefits, evaluations, promotions, demotions, assignments, transfers, recruitment, layoffs and terminations, training, education, recreational and social activities, and safety and health programs, without regard to race, religion, color, sex, age, pregnancy, national origin, disability, veteran or family status, or any other status or condition protected by applicable federal, state or local laws, except where a bona fide occupational qualification applies.

This policy applies to every employee that interacts with the workplace or who participates in work-sponsored activities no matter his or her authority, position or classification. Violators of this policy are subject to investigation and discipline including, but not limited to, termination.

4. Reporting Discrimination

If you believe you are discriminated against or if you know or suspect discrimination to another employee or workplace participant, you must report it immediately to supervisor.

If you do not feel comfortable reporting as listed above or if you did report and are not satisfied with the response, then you should direct your report or dissatisfaction to the chapter president.

If for any reason you do not want to discuss the matter with the persons or departments listed above, you may report the matter to MPI Global.

Please note that you are not required to confront the person or persons that have given you reason to report. However, if you experience wrongdoing, like discrimination or harassment, you must make a reasonable effort to make the wrongdoing known as soon as or soon after you experience or discover it. Discussing or reporting acts of discrimination or harassment to any person not listed above does not constitute a report.

5. Retaliation Prohibited

If you believe you are being subjected to retaliation for reporting a violation of this policy, or participating in an investigation of a violation of this policy, you should report the retaliation immediately in the manner provided above. Please note that you do not have to confront the person that is the source of the retaliation before reporting it, but to help prevent retaliation from continuing, you must report it.

Any employee or workplace participant that retaliates against another employee or workplace participant for making a good faith complaint of a violation of this policy, or for assisting in an investigation of a complaint of a violation of this policy, is subject to discipline or termination. Retaliation can include, but is not limited to harassment, discrimination, bullying or any other unfair treatment or abuse of power.

6. Workplace Investigations

If warranted, MPI Southern California Chapter will investigate credible allegations of discrimination, including harassment. MPI Southern California Chapter may use third parties to investigate allegations of discrimination. All employees have a responsibility to cooperate fully with any investigation. Unreasonable refusal to participate in an investigation of a complaint of discrimination may lead to discipline.

7. False Claims Prohibited

Any employee or workplace participant that makes a knowingly false claim of workplace wrongdoing, like a knowingly false claim of discrimination or harassment, will be subject to discipline or termination

8. Questions About This Policy

If you have questions, suggestions or concerns about this policy, you should direct them to manager.

If you feel uncomfortable discussing your questions, suggestions or concerns about this policy with your manager listed above, you can direct them to the chapter president.

Section 2 Harassment Free Workplace

MPI Southern California Chapter is committed to providing a work environment based on mutual respect and teamwork. That means a work environment free of harassment.

1. Harassment Prohibited

MPI Southern California Chapter defines *harassment* as behavior or comments that create a hostile work environment for another person because of race, religion, color, sex, age, pregnancy, national origin, disability, veteran or family status, or any other status or condition protected by applicable federal, state or local laws.

Verbal, physical, sexual or any other form of harassment that belittles or demeans any individual on the basis of race, religion, color, sex, age, pregnancy, national origin, disability, veteran or family status, or any other status or condition protected by applicable federal, state or local laws is also strictly prohibited.

Prohibited harassment includes conduct that has the purpose or effect of unreasonably interfering with an employee's work performance or experience or creating an environment that is hostile, intimidating or offensive.

Sexual advances; requests or demands for sexual favors; threats; physical conduct of a harassing nature; jokes; slurs; and other harassing language or conduct that is meant to intimidate or that negatively impacts an employee's work environment is strictly prohibited.

2. Harassment Free Workplace

MPI Southern California Chapter does not tolerate and expressly prohibits harassment or any acts (physical, verbal or otherwise) that create a hostile or intolerable working environment for any employee, volunteer, applicant, agent, contractor, customer, client or vendor because of race, religion, color, sex, age, pregnancy, national origin, veteran or family status, or other status or condition protected by applicable federal, state or local laws.

This policy applies to every person in the workplace and everyone who participates in work sponsored activities no matter his or her authority, position or classification.

3. Reporting Harassment

If you believe you are harassed or if you know or suspect harassment to another employee or workplace participant, you must report it immediately to your manager.

If you do not feel comfortable reporting as listed above or if you did report and are not satisfied with the response, then you should direct your report or dissatisfaction to the chapter president.

If for any reason you do not want to discuss the matter with the persons or departments listed above, you may report the matter to MPI Global.

Please note that you are not required to confront the person or persons that have given you reason to report. However, if you experience wrongdoing, like harassment, you must make a reasonable effort to make the wrongdoing known as soon as or soon after you experience or discover it. Discussing or reporting acts of harassment to any person not listed above does not constitute a report.

4. Retaliation Prohibited

If you believe you are being subjected to retaliation for reporting a violation of this policy, or participating in an investigation of this policy, you should report the retaliation immediately in the manner provided above. Please note that you do not have to confront the person that is the source of the retaliation before reporting it, but to help prevent retaliation from continuing, you must report it.

Any employee or workplace participant that retaliates against another employee or workplace participant for making a good faith complaint of a violation of this policy, or for assisting in an investigation of a complaint of a violation of this policy, is subject to discipline or termination. Retaliation can include, but is not limited to harassment, discrimination, bullying or any other unfair treatment or abuse of power.

5. Workplace Investigations

If warranted, MPI Southern California Chapter will investigate credible allegations of harassment. MPI Southern California Chapter may use third parties to assist in such investigations. All employees have a responsibility to cooperate fully in any such investigation. Unreasonable refusal to participate in an investigation of a complaint of harassment may lead to discipline.

6. False Claims Prohibited

Any employee or workplace participant that makes a knowingly false claim of workplace wrongdoing, like a knowingly false claim of harassment, will be subject to discipline or termination.

7. Questions About This Policy

If you have questions, suggestions or concerns about this policy, you should direct them to manager.

If you feel uncomfortable discussing your questions, suggestions or concerns about this policy with your manager listed above, you can direct them to the chapter president.

Section 3 Sexual Harassment Free Workplace

The best work environments are built on a foundation of respect for all those that contribute. For that and many other reasons, MPI Southern California Chapter is committed to providing a work environment free of sexual harassment.

1. Sexual Harassment Prohibited

MPI Southern California Chapter defines *sexual harassment* as behavior or comments that create a hostile work environment for another person because of his or her gender. This includes male-to-female, female-to-male, male-to-male, and female-to-female harassment.

Verbal, physical, sexual or any other form of harassment that belittles or demeans any individual on the basis of sex, or any other status or condition protected by applicable federal, state or local laws is also strictly prohibited.

Prohibited sexual harassment includes conduct that has the purpose or effect of unreasonably interfering with an employee's work performance or experience or creating an environment that is hostile, intimidating or offensive.

Sexual advances; requests or demands for sexual favors; physical conduct of a sexual nature; sexual jokes; sexual slurs; and other harassing language or conduct that is meant to intimidate or that negatively impacts an employee's work environment is strictly prohibited.

2. Sexual Harassment Free Workplace

MPI Southern California Chapter does not tolerate and expressly prohibits harassment or any acts (physical, verbal or otherwise) that create a hostile or intolerable working environment for any employee, volunteer, applicant, agent, contractor, customer, client or vendor because his or her gender or other protected status under law.

This policy applies to every person in the workplace and everyone who participates in work sponsored activities no matter his or her authority, position or classification.

3. Reporting Sexual Harassment

If you believe you are sexually harassed or if you know or suspect sexual harassment to another employee or workplace participant, you must report it immediately to your manager.

If you do not feel comfortable reporting as listed above or if you did report and are not satisfied with the response, then you should direct your report or dissatisfaction to the chapter president.

If for any reason you do not want to discuss the matter with the persons or departments listed above, you may report the matter to MPI Global.

Please note that you are not required to confront the person or persons that have given you reason to report. However, if you experience wrongdoing, like sexual harassment, you must make a reasonable effort to make the wrongdoing known as soon as or soon after you experience or discover it. Discussing or reporting acts of sexual harassment to any person not listed above does not constitute a report.

4. Retaliation Prohibited

If you believe you are being subjected to retaliation for reporting a violation of this policy, or participating in an investigation of this policy, you should report the retaliation immediately in the manner provided above. Please note that you do not have to confront the person that is the source of the retaliation before reporting it, but to help prevent retaliation from continuing, you must report it.

Any employee or workplace participant that retaliates against another employee or workplace participant for making a good faith complaint of a violation of this policy, or for assisting in an investigation of a complaint of a violation of this policy, is subject to discipline or termination. Retaliation can include, but is not limited to harassment, discrimination, bullying or any other unfair treatment or abuse of power.

5. Workplace Investigations

If warranted, MPI Southern California Chapter will investigate credible allegations of sexual harassment. MPI Southern California Chapter may use third parties to assist in such investigations. All employees have a responsibility to cooperate fully in any such investigation. Unreasonable refusal to participate in an investigation of a complaint of sexual harassment may lead to discipline.

6. False Claims Prohibited

Any employee or workplace participant that makes a knowingly false claim of workplace wrongdoing, like a knowingly false claim of harassment, will be subject to discipline or termination.

7. Questions About This Policy

If you have questions, suggestions or concerns about this policy, you should direct them to manager.

If you feel uncomfortable discussing your questions, suggestions or concerns about this policy with your manager listed above, you can direct them to the chapter president.

Section 4 Third Party Harassment-Free Workplace

The best work environments are built on a foundation of respect for all those who interact within the workplace. For that and many other reasons, MPI Southern California Chapter is committed to providing a work environment free of harassment.

1. Harassment Prohibited

MPI Southern California Chapter defines *harassment* as behavior or comments that create a hostile work environment for another person because of race, color, national origin, religion, sex, age, pregnancy, disability, marital status, military status, genetic information, or any other status or condition protected by applicable federal, state or local laws.

Verbal, physical, sexual, written, electronically-delivered, or any other form of harassment that belittles or demeans any individual on the basis of race, color, national origin, religion, sex, age, pregnancy, disability, marital status, military status, genetic information, or any other status or condition protected by applicable federal, state or local laws is also strictly prohibited.

Prohibited harassment includes conduct that has the purpose or effect of unreasonably interfering with a person's work performance or experience or creating an environment that is hostile, intimidating or offensive.

Sexual advances; requests or demands for sexual favors; physical conduct of a sexual or harassing nature; jokes based on a person's race, color, national origin, religion, sex, age, pregnancy, disability, marital status, military status, genetic information, or any other status or condition protected by applicable federal, state or local laws; bullying; and other abusive or harassing language or conduct that is meant to intimidate or that negatively impacts a person's work environment is strictly prohibited.

2. Harassment-Free Workplace

MPI Southern California Chapter does not tolerate and expressly prohibits harassment by any means (verbal, physical, sexual, written, electronically-delivered or otherwise) that creates a hostile or intolerable working environment for any employee or applicant, volunteer, intern, associate, contractor, vendor, customer, client because of race, color, national origin, religion, sex, age, pregnancy, disability, marital status, military status, genetic information, or any other status or condition protected by applicable federal, state or local laws.

This policy applies to every person in the workplace, including those who interact with the workplace, and to everyone who participates in work-sponsored activities no matter his or her authority, position or classification.

3. Reporting Harassment

If you believe you have been harassed or if you know of, or suspect, harassment of or by another employee or workplace participant, you must report it immediately to your manager.

If you do not feel comfortable reporting as listed above or if you did report and are not satisfied with the response, then you should direct your report or dissatisfaction to the chapter president.

Please note that you are not required to confront the person or persons that have given you reason to report. However, if you experience wrongdoing, like sexual harassment, you must make a reasonable effort to make the wrongdoing known as soon as or soon after you experience or discover it. Discussing or reporting acts of sexual harassment to any person not listed above does not constitute a report.

Any employee or workplace participant who harasses another in violation of this policy is subject to discipline, termination, or other appropriate consequences.

4. Retaliation Prohibited

Retaliation can include, but is not limited to, harassment, discrimination, bullying or any other unfair treatment or abuse of power. MPI Southern California Chapter prohibits retaliation of any kind against those who, in good faith, report harassment or who assist in the investigation of a report of harassment.

Any employee or workplace participant who retaliates against another for making a good faith report of a violation of this policy or for assisting in an investigation of a report of a violation of this policy, is subject to discipline, termination, or other appropriate consequences.

If you believe you have been subjected to retaliation, or if you know of, or suspect, retaliation against another, for reporting a violation of this policy or for participating in an investigation of a violation of this policy, you should report the retaliation immediately in the manner provided above, regardless of the accused's identity or position. Please note that you do not have to confront the person who is the source of the retaliation before reporting it, but you must report it as soon as you experience or discover it. Discussing or reporting acts of retaliation to any person not listed above does not constitute a report.

5. Workplace Investigations

A report of retaliation for reporting harassment or discrimination, or a report of discrimination or harassment, that is made to those listed above will result in an appropriate investigation of the allegations. MPI Southern California Chapter may use third parties to investigate allegations. All employees and workplace participants have a responsibility to cooperate fully with any investigation.

The interviews, allegations, statements, and identities will be kept confidential, on a need-to-know basis, consistent with the law and the investigation process and goals. Unreasonable refusal to participate in an investigation may lead to discipline, including termination or other appropriate consequences. Those found to have harassed, discriminated or retaliated against another in violation of this policy are subject to discipline including, but not limited to, termination, consistent with the law, the results of the investigation, the severity of the conduct, and the policy violator's employment history, including any similar reports of prior harassment, discrimination and/or retaliation.

6. False Claims Prohibited

Any employee or workplace participant that makes a knowingly false claim of workplace wrongdoing, like a knowingly false claim of harassment, will be subject to discipline or termination.

7. Questions About This Policy

If you have questions, suggestions or concerns about this policy, you should direct them to manager.

If you feel uncomfortable discussing your questions, suggestions or concerns about this policy with your manager listed above, you can direct them to the chapter president.

Section 5 Equal Employment Opportunities for People with Disabilities

MPI Southern California Chapter strives to provide equal opportunity for its disabled employees and volunteers and is committed to providing an environment free of discrimination.

1. Disability Discrimination Prohibited

MPI Southern California Chapter prohibits all unlawful discrimination against persons with disabilities that work for, visit or interact with MPI Southern California Chapter.

Disabled employees and applicants are qualified individuals with a disability. A *qualified individual* with a disability is any person who can perform the essential functions of a job or position with or without reasonable accommodation. Disability means, with respect to an individual: a physical or mental impairment that substantially limits one or more major life activities; a record of such an impairment; or being regarded as having such an impairment. Major life activities can include caring for one's self, walking, seeing, speaking, working, breathing, learning, concentrating, standing, lifting, bending. Major life activities also include major bodily functions such as functions of the immune system, normal cell growth, digestive, bowel, bladder, brain, respiratory, circulatory, endocrine, and reproductive functions.

2. Workplace Equality

MPI Southern California Chapter will administer and conduct all personnel practices and procedures including employment, compensation, benefits, evaluations, promotions, demotions, assignments, transfers, recruitment, layoffs and terminations, training, education, recreational and social activities, and safety and health programs without regard to an employee or applicant's disability, except when a bona fide occupational qualification applies or when an accommodation of a disability will create an undue hardship.

This policy applies to every employee and volunteer that interacts with the workplace or who participates in work-sponsored activities no matter his or her authority, position or classification. Violators of this policy are subject to investigation and discipline including, but not limited to, termination.

3. Harassment Prohibited

Verbal, physical or any other form of harassment that belittles or demeans any individual on the basis of disability is also strictly prohibited.

Prohibited harassment includes conduct that has the purpose or effect of unreasonably interfering with a disabled employee's work performance or experience or creating an environment that is hostile, intimidating or offensive.

4. Accommodations

MPI Southern California Chapter will provide reasonable accommodation to any qualified individual with a disability as required under federal, state or local law. Direct your accommodation request in person or in writing to your manager. If you feel uncomfortable making the request to the aforementioned, you may also make an accommodation request to the chapter president.

What is considered a reasonable accommodation varies and is determined by a number of factors, including safety. All requests for accommodation will be evaluated on a case-by-case basis taking into consideration all known circumstances.

5. Reporting Disability Discrimination

If you believe you are discriminated against or harassed because of a disability or if you know or suspect discrimination or harassment to another employee or workplace participant, you must report it immediately to your manager.

If you do not feel comfortable reporting as listed above or if you did report and are not satisfied with the response, then you should direct your report or dissatisfaction to the chapter president.

If for any reason you do not want to discuss the matter with the persons or departments listed above, you may report the matter to MPI Global.

Please note that you are not required to confront the person or persons that have given you reason to report. However, if you experience wrongdoing, like disability discrimination, you must make a reasonable effort to make the wrongdoing known as soon as or soon after you experience or discover it. Discussing or reporting acts of disability discrimination to any person not listed above does not constitute a report.

6. Retaliation Prohibited

If you believe you are being subjected to retaliation for reporting a violation of this policy, or participating in an investigation of this policy, you should report the retaliation immediately in the manner provided above. Please note that you do not have to confront the person that is the source of the retaliation before reporting it, but to help prevent retaliation from continuing, you must report it.

Any employee or workplace participant that retaliates against another employee or workplace participant for making a good faith complaint of a violation of this policy, or for assisting in an investigation of a complaint of a violation of this policy, is subject to discipline or termination. Retaliation can include, but is not limited to harassment, discrimination, bullying or any other unfair treatment or abuse of power.

7. Workplace Investigations

If warranted, MPI Southern California Chapter will investigate credible allegations of disability discrimination, including harassment. MPI Southern California Chapter may use third parties to investigate allegations of discrimination. All employees have a responsibility to cooperate fully with any investigation.

Unreasonable refusal to participate in an investigation of a complaint of disability discrimination may lead to discipline.

8. False Claims Prohibited

Any employee or workplace participant that makes a knowingly false claim of workplace wrongdoing, like disability discrimination, will be subject to discipline or termination.

9. Questions About This Policy

If you have questions, suggestions or concerns about this policy, you should direct them to your manager.

If you feel uncomfortable discussing your questions, suggestions or concerns about this policy with the person listed above, you can direct them to the chapter president.

Section 6 Requests for Accommodation

It is the intent of MPI Southern California Chapter to make its workplace equal for its applicants and employees. Circumstances may arise where reasonable accommodation for an applicant or employee is necessary to meet this objective.

1. Accommodations

MPI Southern California Chapter will make reasonable accommodations (changes or exceptions to job routines, requirements, policies, and procedures for example) when necessary or appropriate. What is considered a reasonable accommodation varies and is determined by a number of factors, including safety. All requests for accommodation will be evaluated on a case-by-case basis taking into consideration all known circumstances.

2. Accommodations for Disability

MPI Southern California Chapter will provide reasonable accommodation to any qualified individual with a disability as required under federal, state or local law. A “qualified individual” with a disability is any person who can perform the essential functions of a job or position with or without reasonable accommodation. Disability means, with respect to an individual a physical or mental impairment that substantially limits one or more major life activities, having a record of such an impairment, or being regarded as having such an impairment. Major life activities can include caring for one’s self, walking, seeing, speaking, working, breathing, learning, reading, concentrating, thinking, standing, lifting, or bending. Major life activities also include major bodily functions, such as functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

3. Other Accommodations

In addition to providing reasonable accommodation to persons with a disability, MPI Southern California Chapter will also make a reasonable accommodation for pregnant employees and the needs of employees to practice their religion. If another reason exists for asking for an accommodation, MPI Southern California Chapter will consider it in the manner addressed in this policy.

4. To Make an Accommodations Request

Direct your accommodation request in person or in writing to your manager. If you feel uncomfortable making the request to the aforementioned, you may also make an accommodation request to the chapter president. All requests for accommodation will be evaluated on a case-by-case basis taking into consideration all known circumstances.

5. Retaliation Prohibited

If you believe you are being subjected to retaliation for reporting a violation of this policy, or participating in an investigation of this policy, you should report the retaliation immediately in the manner provided above. Please note that you do not have to confront the person that is the source of the retaliation before reporting it, but to help prevent retaliation from continuing, you must report it.

Any employee or workplace participant that retaliates against another employee or workplace participant for making a good faith complaint of a violation of this policy, or for assisting in an investigation of a complaint of a violation of this policy, is subject to discipline or termination. Retaliation can include, but is not limited to harassment, discrimination, bullying or any other unfair treatment or abuse of power.

6. Questions About This Policy

If you have questions, suggestions or concerns about this policy, you should direct them to your manager.

If you feel uncomfortable discussing your questions, suggestions or concerns about this policy with the chapter president.