

# ISES MSP Chapter Policies

## Revised July 31, 2009

### 1. Chapter Information:

ISES Minneapolis-St. Paul  
P.O. Box 582233  
Minneapolis, MN 55458  
612-677-3790 (phone/fax)  
www.ises-msp.org

### 2. Chapter Programs and Fees

The MSP chapter puts on educational/networking programs eight times a year – generally September, October, November, December, February, April, May, and June. The Minnesota Star Awards are held during March.

- a. Admission cost: The fees for each program are set by the Board of Directors at the beginning of the ISES year.
- b. Advance payment by credit card is the preferred method of payment.
- c. Attendance types:
  1. Member: The member cost is the lowest rate – currently \$35.
  2. Associate: To qualify for an associate rate, you must be the colleague of an ISES member. The associate rate is currently \$40.
  3. Non-member: The non-member rate is for those who are neither a member nor an associate. The rate is currently \$50.
  4. Student Members: The student member rate is currently \$15. Students who are not ISES members pay the non-member rate, currently \$50.
- d. RSVP deadline: The RSVP deadline is 72 hours prior to the program. You may RSVP after the deadline, but at a higher cost (currently an additional \$10).
- e. Attendance capacity: Generally there will be no cap on attendance at programs. However, if there is a cap, it will be publicized in advance. When there is an attendance limit, members will be notified of the program details before they are publicized to non-members.
- f. Should a person RSVP for a program and subsequently be unable to attend:
  1. If they notify the chapter (cancel their reservation electronically or e-mail [info@ises-msp.org](mailto:info@ises-msp.org)) prior to the RSVP deadline (currently 72 hours prior to the program), there is no penalty.
  2. If the cancellation is made after the RSVP deadline, or if the person who RSVPd does not show up for the program, no refund will be given or the person will be billed for the program fee if they did not pay in advance.
  3. Someone else may attend in place of the person who cannot attend the program. However, the attending person will need to cover the rate for which they qualify. For example, if a member RSVPd and paid the member rate, and sends a non-member in their place, the non-member will owe the difference between the member and non-member rate (currently \$15).
- g. Beginning July 1<sup>st</sup>, 2008, the chapter no longer accepts program reservations without a credit card authorization. While we strongly prefer advance credit card payments, we do still accept checks at the door rate. However, if a check is returned for nonpayment, that person will be charged an additional \$25 NSF fee, in addition to the amount of the check.

### 3. Member Rights and Benefits

Membership is through the international ISES organization, but each member is associated with a specific chapter (or at-large) and a percentage of membership dues is rebated back to the chapter for local operations. In addition to the international rights and benefits of ISES members,

those associated with the Minneapolis-St. Paul chapter have the following rights.

- a. Electronic list of members may be obtained and downloaded by logging into [www.ises.com](http://www.ises.com)
- b. First notice of programs with attendance limits (see section 2e above).
- c. When possible, priority will be given to members over non-members when seeking program sponsorship.

#### **4. Member Mailing Labels for Non-Members**

A complete set of the ISES Minneapolis-St. Paul mailing labels is available for a single use to non-members at a cost of \$450. It is understood that the labels may not be reproduced or maintained as a list; they are for a one-time use only.

#### **5. Privacy & Communications**

The entire contact list will *never* be released. Requests for information to be sent to the contact list should be submitted to the VP of Communications ([info@ises-msp.org](mailto:info@ises-msp.org)), who will determine whether and in what manner information will be sent to the contact list.

#### **6. Board of Directors**

The structure of the Board is determined by the international ISES by-laws. There are 13 Board positions, six of which are mandated by the by-laws. Those six positions form the Officers of the chapter and comprise the Executive Committee, which is empowered to act on behalf of the chapter between meetings of the full Board. The additional seven positions are director-at-large positions that allow the chapter Board of Directors to direct focus in the way that is most beneficial to the chapter.

The Officers of the chapter consist of the following:

- President
- President-Elect
- Vice President of Membership
- Vice President of Programs/Education
- Vice President of Communications
- Immediate Past President, serving in an ex-officio capacity

Currently the Minneapolis-St. Paul chapter has assigned its at-large positions as follows:

- Director at Large—Membership
- Director at Large—Programs/Education
- Director at Large—Communications – Media & Marketing
- Director at Large—Communications – Newsletter & Website
- Director at Large—Administration
- Director at Large—Strategic Partnerships
- Director at Large—Minnesota Star Awards

The terms of the Officers are one year; the terms of the Directors are two years. There is a maximum of two successive terms per position. In the event of a resignation or open position, the President may appoint someone without a slate or membership vote, with approval of the Executive Committee. In the event of the Immediate Past President's resignation the position would remain unfilled for the remainder of the term.

#### **7. Board Meetings**

The Board of Directors holds a business meeting once a month including two annual retreats (generally in July and January) at which time chapter goals and priorities are set and reviewed. The Board has an open-door policy and all members are welcome to attend a board meeting at any time. Contact [info@ises-msp.org](mailto:info@ises-msp.org) for the calendar dates if interested.

## **8. Budget**

Per international standards, the chapter is required to prepare a budget each year and submit monthly financial statements. The primary purpose of the budget is to allow the chapter to serve as a resource for members and the larger special events planning community. This is done in a number of ways, including the following:

- a. Hosting educational/networking programs as outlined in section 2.
- b. Awarding one or more scholarships for members to attend the ISES Eventworld conference and sit for their CSEP.
- c. Carrying out the administrative or operational business of the chapter.
- d. Awarding travel grants for Board members to attend international leadership meetings, which may occur four times a year. Travel grants are to be awarded to members of the executive committee (see section 6 above) as requested, with priority given to President and President-Elect. No single travel grant may exceed 25% of the annual travel grant budget.
- e. Other projects and activities at the discretion of the Board of Directors.
- f. An optional maintenance of a savings account or similar investment, to provide financial security for the chapter.

## **9. Check-signing & Debit Card Policy**

The chapter maintains a checking account, which is overseen by the President-Elect. Any check written from this account for \$1000 or more must be signed by two of the following people: President, President-Elect, VP of Education/Programs.

Additionally, the following people will have debit cards for the chapter account: President, President-Elect, VP of Education/Programs. Any time a debit card will be used for a purchase of \$1000 or more, advance written (including e-mail) authorization must be obtained by one of the authorized signers.

The President-Elect must receive a receipt or a copy of the receipt for every expenditure, regardless of the amount. These records of expenses must be retained by the President-Elect and passed on to their successor.

## **10. Contracts**

The VP of Education/Programs is given the authority to enter into program-related contracts up to a value of \$3,000 without Board or Executive Committee approval. Otherwise only the President, with Board or Executive Committee approval, is authorized to enter into any long-term contracts on behalf of the chapter.

## **11. Review**

This policy will be reviewed annually at the summer retreat.