



Student Club Operational Guidelines

Updated January 2025

Meeting Professionals International (MPI) initiated the MPI Student Club program in July 2007 to connect future meetings and events leaders with local industry professionals. This guide is intended to assist the MPI community with guidance to support an MPI Student Club.

PURPOSE

The purpose of an MPI Student Club is to familiarize participants with the basic aspects of the meetings, hospitality, events and tourism-related industry through educational and networking opportunities developed and supported by Meeting Professionals International and its members. An MPI Student Club should be affiliated with the local MPI Chapter to provide students with the opportunity to network with local industry professionals, obtain further education and develop connections with potential employers. In the case where there is not an existing MPI Chapter or Club within the region, an MPI Student Club may still be established.

ESTABLISHING A STUDENT CLUB

An MPI Student Club may be established at an academic institution which offers a certificate, undergraduate or graduate program in meetings, hospitality management, events or tourism.

If no local MPI Chapter exists in the region where the MPI Student Club is forming, MPI staff will work with the academic institution(s) to provide other means of integration of the student organization.

An MPI Student Club may also be established in a region with more than one MPI Chapter/Club or among one or more academic institutions.

CLUB NAME

As noted in the MPI Policy Manual, Article IV, Section 4, the name of the student club will be “MPI College/University Name Student Club”.

When forming an MPI Student Club not affiliated with one academic institution, the name shall be MPI Region, City or Area Student Club. This unique naming convention does require approval from MPI staff and MPI’s International Board of Directors (IBOD).

MEMBERSHIP

As noted in the MPI Policy Manual, Article III, Section 1, membership in the MPI Student Club is open to all meetings, hospitality, events and tourism-related industry students who are enrolled in an academic program or similar for your country/region and who are in good standing with the college/university. Only the MPI Student Club Officers and Faculty Advisor must be members of Meeting Professionals International.

All MPI Student Club members must adhere to the ethical and professional standards noted in the [MPI Principles of Professionalism](#).

MEETINGS

MPI Student Club Officers must hold meetings throughout the school year at a time and location determined by the MPI Student Club Officers. MPI Student Club members who are not Officers should be invited to attend. Each MPI Student Club will determine, based on the academic institution guidelines, when applicable, if MPI membership is a requirement to participate in MPI Student Club activities. Some academic institutions may require all MPI Student Club activities to be open to all students regardless of MPI membership.

VOTING

At all meetings of the MPI Student Club, each active MPI member of the MPI Student Club will have one vote. Non-MPI members may attend but will not have a vote. The majority of the membership must be present to vote (for quorum). MPI Student Club members must vote in person or via a secure online platform.

When an MPI Student Club is affiliated with an academic institution, voting shall be performed as deemed necessary by that institution. Should no regulations be given to the MPI Student Club, voting shall be performed as noted above.

OFFICERS

OFFICERS: A minimum of five officers are required. The Officers of an MPI Student Club will be the Club President, Club Vice President, Board Member #1, Board Member #2, Board Member #3, and others as determined by the MPI Student Club. All Officers must be a member in good standing of MPI.

ELECTION: After the establishment of the MPI Student Club, all Officers for the next term should be elected during the last membership meeting of the semester or within the guidelines of the academic institution. All MPI Student Club members will have one vote in selecting the new Officers.

TENURE: Officers will assume positions on the first day of the start of a new academic year and hold office until the end of the academic year. If elected, any Officer may serve more than one term but no more than three consecutive terms in the same position.

REMOVAL: Any Officer may be removed from office by the MPI Student Club members within the MPI Student Club if he/she/they are found to be negligent in their duties, display improper conduct, violate Academic Institution Codes or MPI Bylaws, MPI Policy Manual or MPI Principles of Professionalism, dismissal from school or other causes. Such action will require a two-thirds vote of all MPI Student Club members who are eligible to vote, except in the event of leaving school, which will result in the Officer being automatically removed from office. An Officer selected to fill a vacancy will serve until the expiration of that term.

If an Officer resigns or is removed prior to the end of the term, the Officers of the MPI Student Club can appoint someone to fulfill the remaining period of the term. MPI should be notified of any changes to the MPI Student Club Officers.

DUTIES

PRESIDENT: The President serves as the chief executive officer and spokesperson for the MPI Student Club and presides at all meetings of the membership. The President appoints committees that may be required and proposes courses of action or suggests procedures to be followed that will promote the general welfare of the MPI Student Club.

VICE PRESIDENT: In the absence of the President, the Vice President is the presiding officer. The Vice President also enforces rules to maintain order while a club meeting is in session. The Vice President also performs other duties as the President may prescribe. The Vice President automatically assumes the role of President in the upcoming term unless this goes against the academic institute's governance.

BOAR MEMBER #1 - 3: Three additional board positions must be established. The President and Vice President shall determine their roles and responsibilities.

SUGGESTED ROLES:

- **SECRETARY:** The Secretary is responsible for keeping accurate records of all MPI Student Club members, keeping the minutes of each meeting, and making contact with other organizations.
- **TREASURER:** The Treasurer is responsible for all funds and presents reports at each meeting, as needed.
 - Note: Some education institutes do not allow students to manage money and therefore the Treasurer position will not be filled.
- **EDUCATION REPRESENTATIVE:** The Education Representative is responsible for planning all education activations between the MPI Chapter and MPI Student Club either on campus or by coordinating logistics for MPI Student Club members to attend existing MPI Chapter events.
- **STUDENT CLUB REPRESENTATIVE:** The Student Club Representative represents the MPI Student Club at local MPI Chapter meetings and keeps the MPI Student Club members informed of any relevant changes.
- **NETWORKING REPRESENTATIVE:** The Networking Representative is responsible for organizing ways for the MPI Student Club members to meet other MPI members, either on campus or by coordinating with an existing MPI Chapter event.

FACULTY ADVISOR

The MPI Student Club must have a faculty advisor. The faculty advisor is required to be a member in good standing with MPI, and when applicable, be affiliated with the local MPI Chapter. The Faculty Advisor serves as the liaison between the MPI Student Club and educational institute, ensures responsible fiscal management, and maintains college/university standards in the MPI Student Club activities. They also ensure [MPI's Principles of Professionalism](#) are followed.

MPI CHAPTER ADVISOR

When the MPI Student Club is in an area where an existing MPI Chapter is operating, a person from the MPI Chapter's Board of Directors should serve as the Chapter Advisor. This person is responsible for keeping the MPI Student Club engaged and informed about The MPI Chapter's activities throughout the year and supporting on-campus programming.

MPI STUDENT CLUB LOGO

The MPI Student Club logo must be displayed on all MPI Student Club newsletters and other publications or announcements. The logo shall not be reproduced in connection with or in combination with any display or art, or altered in any way, unless prior approval is granted by MPI. Each MPI Student Club will be given a copy of the MPI Brand Standards Guide, upon formation, which should be strictly followed.

MAINTAINING ANNUAL COMPLIANCE

MPI requires each MPI Student Club to maintain communication on an annual basis so MPI can sufficiently support each MPI Student Club and its members. The MPI Student Club Annual Compliance Form is available on the MPI Chapter Leader Resource Page and will be shared by the MPI Chapter Advisor or an MPI Chapter Operations team member. The compliance deadline date will be determined by the academic calendar at the academic institution. Should the MPI Student Club operate with more than one local academic institution, the compliance deadline will be determined by MPI in conjunction with those academic institutions.

Start Up: Start up is considered a new MPI Student Club or an existing MPI Student Club who has not submitted the MPI Student Club Annual Compliance Form in more than 24 months. The New Application for MPI Student Club Affiliation form must be sent to MPI with adequate notice should approval be needed by MPI's International Board of Directors.

Existing MPI Student Club: Once every 12 months, the MPI Student Club will be required to submit the MPI Student Club Annual Compliance Form which details the incoming Officers, Faculty Advisor, Chapter Advisor and MPI Student Club contact information.

TERMINATION

An MPI Student Club will be terminated immediately if the five required board members do not maintain active membership to MPI, resignation of all board members, or failing to abide by the ethical and professional standards of the college/university or Meeting Professionals International. MPI will work with the Faculty Advisor to determine the feasibility of future support before final termination.

HOW CHAPTERS CAN ENGAGE MPI STUDENT CLUBS

Best Practices for MPI Chapters to engage MPI Student Clubs, Individual Students and Young Professional Members.

Form a Chapter committee to focus on student and young professional recruitment and engagement.

- Chapter designates committee members to be liaisons with an academic institution and engages with faculty to support on-campus activities and encourages students to attend Chapter events.
- Form a Student Liaison position on the Membership Committee who actively engages with students.
- Launch a buddy program that matches students with a young professional member at events for networking.

Partner with a local university for recruitment efforts. Encourage the college/university to launch an MPI Student Club.

- The University of Hilton College has an MPI Student Club. The student members participate in the student organization fair hosted at the beginning of every year. MPI Student Club members at the University are also invited to a meet and greet event with the MPI Chapter's new and outgoing members of the Board of Directors.
- Members of the MPI Chapter participate in an in-class orientation as part of the local university's curriculum. The MPI Chapter also offers to assist faculty in evaluating student projects.
- Members of the MPI Chapter regularly participate as guest speakers at a local college.

Offer incentives to encourage student participation at Chapter events.

- Chapter provides a complimentary membership to students if they engage in a committee or attend a specific number of Chapter events.
- Offer an opportunity for current members to sponsor a student's event registration fee.
- Offer one WEC scholarship to a student annually.
- Provide donations to student members to assist with their event attendance costs.
- Provide complimentary transportation to Chapter events.

Participation in career fairs at local colleges and universities to promote the value of MPI membership.

Invite students to write for the Chapter blog, magazine or newsletters as applicable.

- Designate a student page on the website. Typically, 4-5 articles are written annually by students for students.
- Work with students to provide social media support and posts.

Invite students to assist at the registration desk at events.

- The MPI Chapter invites students to volunteer at the registration desk of the Chapter's largest events. The students receive real world on-site experience while also assisting the Chapter.

Present a Student or Young Professional of the Year Award to celebrate the engagement and accomplishment of these members.