

The PMI Syracuse Chapter, Inc. Bylaws

Publication Revision 1.6

May 20, 2018

Table 1 – Revision History

<i>Date</i>	<i>Revision Number</i>	<i>Revision Details</i>	<i>Author</i>
06.17.2001	1.0	Initial Publication for review by PMI® and Chapter Acting Board Of Directors (BOD).	G.E. Lucas
06.20.2001	1.1	Inclusion of comments from various BOD members.	G.E. Lucas
06.27.2001	1.2	Edits and updates, re-submission to PMI® for legal review and approval.	G.E. Lucas
06.30.2001	1.3	Edits after acting BOD comments and PMI legal review and approval. Published and distributed to acting BOD for final approval for publication and a vote by the PMI Syracuse Chapter membership.	G.E. Lucas
08.26.2016	1.4	Revision update at the request of PMI	J.R. Vollick, K.A. McVeary
06.08.2017	1.5	Updated based on PMI Global review and feedback	K.A. McVeary
05.20.2018	1.6	Minor edits	K.A. McVeary

Article I – Name, Principal Office; Other Offices:

Section 1. Name/Non-Profit Incorporation.

This organization shall be called the Project Management Institute, PMI SYRACUSE CHAPTER, INC (hereinafter “the PMI SYRACUSE CHAPTER”). This organization is a chapter chartered by the Project Management Institute, Inc. (hereinafter “PMI®”) and separately incorporated as a non-profit, tax exempt corporation (or equivalent) organized under the laws of New York State. All Chapters formed within the United States must be incorporated as 501(c) (6) organization.

Section 2. The PMI Syracuse Chapter shall meet all legal requirements in the jurisdiction(s) in which the PMI Syracuse Chapter conducts business or is incorporated/registered.

Section 3. Principal Office; Other Offices.

The principal office of the PMI Syracuse Chapter shall be located in the City of Syracuse, County of Onondaga, in the State of New York USA. The PMI Syracuse Chapter may have other offices such as Branch offices as designated by the PMI Syracuse Chapter Board of Directors.

Article II – Relationship to PMI:

Section 1. The PMI Syracuse Chapter is responsible to the duly elected PMI® Board of Directors and is subject to all PMI® policies, procedures, rules and directives lawfully adopted.

Section 2. The bylaws of the PMI Syracuse Chapter may not conflict with the current PMI’s Bylaws and all policies, procedures, rules or directives established or authorized by PMI as well as with the PMI

Syracuse Chapter's Charter with PMI.

Section 3. The terms of the Charter executed between the PMI Syracuse Chapter and PMI®, including all restrictions and prohibitions, shall take precedence over these Bylaws and other authority granted hereunder and in the event of a conflict between the terms of the Charter and the terms of these Bylaws, the PMI Syracuse Chapter shall be governed by and adhere to the terms of the Charter.

Article III – Purpose and Limitations of the PMI Syracuse Chapter:

Section 1. Purpose of the PMI Syracuse Chapter.

- A. General Purpose. THE PMI Syracuse Chapter has been founded as non-profit, tax exempt corporation (or equivalent) chartered by PMI®, and is dedicated to advancing the practice, science, and profession of project management in a conscious and proactive manner.
- B. Specific Purposes. Consistent with the terms of the Charter executed between the PMI Syracuse Chapter and PMI and these Bylaws, the purposes of the PMI Syracuse Chapter shall include the following:
 - a) To foster professionalism in the management of projects.
 - b) To work closely with local businesses and business owners to foster the growth of the profession.
 - c) To contribute to the quality and scope of project management.
 - d) To stimulate appropriate global application of project management for the benefit of general public.
 - e) To provide a recognized forum for the free exchange of ideas, applications, and solutions to project management issues among its members, and other interested and involved in project management.
 - f) To identify and promote the fundamentals of project management and advance the body of knowledge for managing projects successfully.

Section 2. Limitations of the PMI Syracuse Chapter.

- A. General Limitations. The purposes and activities of the PMI Syracuse Chapter shall be subject to limitations set forth in the charter agreement, these Bylaws, and conducted consistently with the PMI Syracuse Chapter Articles of Incorporation.
- B. The membership database and listings provided by PMI to the PMI Syracuse Chapter may not be used for commercial purposes and may be used only for non-profit purposes directly related to the business of the PMI Syracuse Chapter, consistent with PMI policies and all applicable laws and regulations, including but not limited to those law and regulations pertaining to privacy and use of personal information.
- C. The officers and directors of the PMI Syracuse Chapter shall be solely accountable for the planning and operations of the Chapter, and shall perform their duties in accordance with the Chapter's governing documents; its Charter Agreement; PMI's Bylaws, policies, practices, procedures, and rules; and applicable law.

Article IV – PMI Syracuse Chapter Membership:

Section 1. General Membership Provisions.

- A. Membership in the PMI Syracuse Chapter requires membership in PMI®. The PMI Syracuse Chapter shall not accept as members any individuals who have not been accepted as PMI® members.

Membership in this organization is voluntary and shall be open to any eligible person interested in furthering the purposes of the organization. Membership shall be open to all eligible persons without regard to race, creed, color, age, sex, marital status, national origin, religion, or physical or mental disability.

- B. Members shall be governed by and abide by the PMI Bylaws and by the bylaws of the PMI Syracuse Chapter and all policies, procedures, rules and directives lawfully made thereunder, including but not limited to the PMI Code of Conduct.
- C. All members shall pay the required PMI and the PMI Syracuse Chapter membership dues to PMI and in the event that a member resigns or their membership is revoked for just cause, membership dues shall not be refunded by PMI or the PMI Syracuse Chapter.
- D. Membership in the PMI Syracuse Chapter shall terminate upon the member's resignation, failure to pay dues or expulsion from membership for just cause.
- E. Members who fail to pay the required dues when due shall be delinquent for a period of one (1) month and their names removed from the official membership list of the PMI Syracuse Chapter. A delinquent member may be reinstated by payment in full of all unpaid dues for PMI and the PMI Syracuse Chapter to PMI within such one month delinquent period.
- F. Upon termination of membership in the PMI Syracuse Chapter, the member shall forfeit any and all rights and privileges of membership.
- G. All members in good standing shall have voting rights and may hold any elected or appointed office in the chapter.

Section 2. Classes and Categories of Members. The PMI Syracuse Chapter shall not create its own membership categories. PMI Chapter membership categories shall be consistent with PMI membership categories.

Article V – PMI Syracuse Chapter Board of Directors:

Section 1. The PMI Syracuse Chapter shall be governed by a Board of Directors (Board). The Board shall be responsible for carrying out the purposes and objectives of the non-profit corporation (or equivalent).

Section 2. The Board shall consist of the officers of the PMI Syracuse Chapter elected by the membership and shall be members in good standing of PMI and of the PMI Syracuse Chapter. Terms of office for the Officers shall be 2 years, limited to 3 consecutive terms in the same position, and no more than 5 consecutive terms on the Board in general; however, the limitation to 2 consecutive terms in the same position can be waived if the incumbent is the sole candidate for the position at the next election. These positions are staggered so that at most 5 positions are elected each year.

Section 3. The President shall be the chief executive officer for the PMI Syracuse Chapter and of the Board, and shall perform such duties as are customary for presiding officers, including making all required appointments with the approval of the Board. The Chapter President shall also serve as a member ex-officio with the right to participate and vote on all committees except the Nominating Committee.

Section 4. The Vice President shall act under the direction and supervision of the President, and shall assist the President in the performance of the duties of the President and exercise authority consistent with these Bylaws. The Vice President shall assist the President and members of the Board as directed; publish agenda, memoranda and preside at meetings; recommend members for the Nominating Committee and assist in the appointment of resources to special projects as determined and authorized by the Board. The Vice President shall either act as Secretary or designate another board member to act as Secretary; the Secretary shall keep the records of all business meetings of the PMI Syracuse Chapter and meetings of the Board.

Section 5. The Director of Finance shall act as Treasurer and shall oversee the management of funds for duly authorized purposes of the PMI Syracuse Chapter. The Director of Finance shall keep or cause to be kept full and accurate accounts of receipts and disbursements of the Chapter, and shall deposit or cause to be deposited all moneys and other valuable effects of the Chapter in the name and to the credit of the Chapter in such banks or depositories as the Board may designate.

Section 6. The Director of Programs shall have responsibilities to develop and coordinate the presentation of programs to the Chapter membership meetings. This includes assessing, defining, securing and coordinating the activities for speakers and facilities needed to conduct membership meetings or special meeting events under the direction of the Board.

Section 7. The Director of Professional Development shall have the responsibility to assess the educational needs and to develop and aid in the delivery of educational programs for the membership of the Chapter. The position shall plan, develop, communicate and coordinate educational activities working with other members of the Board. This position shall ensure that the quality of professional development is consistent with all policies and guidelines established by PMI.

Section 8. The Director of Communications shall have the responsibility to plan, execute, monitor and control, maintain and execute communication activities with all Chapter stakeholders. This will include, but not be limited to, performing activities to acquire information from both internal and external sources on issues and activities that need to be communicated to the membership concerning the Chapter. Duties include acquiring, writing, reviewing, publishing and disseminating information through media methods developed and maintained by the Chapter under the direction and approval of the Board.

Section 9. The Director of Member Services shall have the responsibility to serve as the primary interface to the general public within the jurisdiction of the Chapter. Duties of this position shall include promoting the benefits of membership in the Chapter and PMI at large to individuals or entities that express interest in membership; maintaining and updating guest and membership data as made available through meetings or

systems that supply membership information to the Chapter through PMI; and acting as the chief liaison to PMI for use and update of its membership database.

Section 10. The Director of Corporate Relations shall have the responsibility to serve as a primary interface to the corporate and educational community within the jurisdiction of the Chapter. Duties of this position shall include but not be limited to identifying and promoting the benefits of the Chapter to corporate and educational institutions; collaborating with universities, other educational institutions, and corporate entities to encourage membership in the Chapter; and generating revenue for the Chapter by soliciting corporate and educational sponsorships.

Section 11. The Director of Certification shall have the responsibility to develop and coordinate educational activities for certification of Chapter members with PMI. Duties of this position shall include planning and coordinating certification classes; acting as an advisor to the Director of Professional Development on any training issues that might impact professional development; tracking member PMP's PDUs for recertification; fostering and encouraging all certified professionals to pursue continuous recertification; providing guidance to Chapter PMP's on methods and local opportunities to earn PDUs for re-certification; and acting as a primary liaison with PMI on issues concerning training curriculum, standards and accreditation and the content and use of training materials relevant for study to gain certification.

Section 12. The Ex-Officio Past Chapter President position shall act in an advisory role and shall have all the voting powers of a Director.

Section 13. The Board shall exercise all powers of the PMI Syracuse Chapter, except as specifically prohibited by these bylaws, the PMI Bylaws and policies, its charter with PMI, and the laws of the jurisdiction in which the organization is incorporated/registered. The Board shall be authorized to adopt and publish such policies, procedures and rules as may be necessary and consistent with these bylaws and PMI Bylaws and policies, and to exercise authority over all PMI Syracuse Chapter business and funds.

Section 14. The Board shall meet at the call of the President, or at the written request of three (3) members of the Board. A quorum shall consist of no less than one-half of the membership of the Board at any given time. Each member shall be entitled to one (1) vote and may take part and vote in person only. At its discretion, the Board may conduct its business by teleconference, facsimile or other legally acceptable means. Meetings shall be conducted in accordance with parliamentary procedures determined by the Board.

Section 15. The Board of Directors may declare an officer or Director at Large position to be vacant where an officer or Director at Large ceases to be a member in good standing of PMI or of the PMI Syracuse Chapter by reason of non-payment of dues, or where the officer or Director at Large fails to attend two (2) consecutive Board meetings. An officer or Director at Large may resign by submitting written notice to the President. Unless another time is specified in the notice or determined by the Board, the resignation shall be effective upon receipt by the Board of the written notice.

Section 16. An officer or Director at Large may be removed from office for just cause in connection with the affairs of the organization by a two-thirds (2/3) vote of the members present and in person at an official meeting of the membership, or by a two-thirds (2/3) vote of the Board.

Section 17. If any officer or Director at Large position becomes vacant, the Board may appoint a successor to fill the office for the unexpired portion of the term for the vacant position. In the event the President is unable or unwilling to complete the current term of office, the Vice President shall assume the duties and office of the presiding officer for the remainder of the term. The Board may call for a special election by the chapter's membership to fill the vacant position.

Article VI – PMI Syracuse Chapter Nominations and Elections:

Section 1. The nomination and election of officers and directors shall be conducted annually in accordance with the requirements contained in these Bylaws, including Article IV, Section 1 and Article V, Section 2 and this Article VI. All voting members in good standing of the PMI Syracuse Chapter shall have the right to vote in the election. Discrimination in election and nomination procedures on the basis of race, color, creed, gender, age, marital status, national origin, religion, physical or mental disability, or unlawful purpose is prohibited.

Section 2. Candidates who are elected shall take office on the first day of July following their election, and shall hold office for the duration of their terms or until their successors have been elected and qualified.

Section 3. A Nominating Committee shall prepare a slate containing nominees for each Board position and shall determine the eligibility and willingness of each nominee to stand for election. Candidates for Board positions may also be nominated by petition process established by the Nominating Committee or the Board. Elections shall be conducted (a) during the annual meeting of the membership; or (b) by mail ballot to all voting members in good standing; or (c) by electronic vote in compliance with the legal jurisdiction. The candidate who receives a majority of votes cast for each office shall be elected. Ballots shall be counted by the Nominating Committee or by tellers designated by the Board.

Section 4. No current member of the Nominating Committee shall be included in the slate of nominees prepared by the Committee.

Section 5. In accordance with PMI policies, practices, procedures, rules and directives, no funds or resources of PMI or the Chapter may be used to support the election of any candidate or group of candidates for PMI, Chapter or public office. No other type of organized electioneering, communications, fund-raising or other organized activity on behalf of a candidate shall be permitted. The Chapter Nominating Committee, or other applicable body designated by the Chapter, will be the sole distributor(s) of all election materials for Chapter elected positions.

Article VII – PMI Syracuse Chapter Committees:

Section 1. The Board may authorize the establishment of standing or temporary committees to advance the purposes of the organization. The Board shall establish a charter for each committee, which defines its purpose, authority and outcomes. Committees are responsible to the Board. Committee members shall be appointed from the membership of the organization. The PMI Syracuse Chapter officers and/or Directors can serve on the Chapter Committees, unless it specifically is restricted by the Bylaws.

Section 2. All committee members and a chairperson for each committee shall be appointed by the President with the approval of the Board

Article VIII - PMI Syracuse Chapter Finance:

Section 1. The fiscal year of the PMI Syracuse Chapter shall be from 1 January to 31 December.

Section 2. PMI Syracuse Chapter annual membership dues shall be set by the Board and communicated to PMI in accordance with policies and procedures established by PMI.

Section 3. The PMI Syracuse Chapter Board shall establish policies and procedures to govern the management of its finances and shall submit required tax filings to appropriate government authorities.

Section 4. All dues billings, dues collections and dues disbursements shall be performed by PMI.

Article IX – Meetings of the Membership:

Section 1. An annual meeting of the membership shall be held at a date and location to be determined by the Board. Notice of all annual meetings shall be sent by the Board to all members at least 30 days in advance of the meeting. Action at such meetings shall be limited to those agenda items contained in the notice of the meeting.

Section 2. Special meetings of the membership may be called by the President; by a majority of the Board; or by petition of ten percent (10%) of the voting membership directed to the President. Notice of all special meetings shall be sent by the Board to membership a reasonable amount of time in advance of the meeting so as to allow membership the opportunity to participate in such special meetings. The notice should indicate the time and place of the meeting and include the proposed agenda. Action at such meetings shall be limited to those agenda items contained in the notice of the meeting.

Section 3. Quorum at all annual and special meetings of the PMI Syracuse Chapter shall be those members in good standing, present and in person or five percent (5%) of the voting membership in good standing, present and in person.

Section 4. All meetings shall be conducted according to parliamentary procedures determined by the Board.

Article X - Inurement and Conflict of Interest:

Section 1. No member of the PMI Syracuse Chapter shall receive any pecuniary gain, benefit or profit, incidental or otherwise, from the activities, financial accounts and resources of the Chapter, except as otherwise provided in these bylaws.

Section 2. No officer, director, appointed committee member or authorized representative of the PMI Syracuse Chapter shall receive any compensation, or other tangible or financial benefit for service on the Board. However, the Board may authorize payment by the PMI Syracuse Chapter of actual and reasonable expenses incurred by an officer, director, committee member or authorized representative regarding attendance at Board meetings and other approved activities.

Section 3. The PMI Syracuse Chapter may engage in contracts or transactions with members, elected officers or directors of the Board, appointed committee members or authorized representatives of the Chapter and any corporation, partnership, association or other organization in which one or more of the Chapter's directors, officers, appointed committee members or authorized representatives are: directors or officers, have a financial interest in, or are employed by the other organization, provided the following conditions are met:

- A. the facts regarding the relationship or interest as they relate to the contract or transaction are disclosed to the board of directors prior to commencement of any such contract or transaction;
- B. the board in good faith authorizes the contract or transaction by a majority vote of the directors who do not have an interest in the transaction or contract;
- C. the contract or transaction is fair to the PMI Syracuse Chapter and complies with the laws and regulations of the applicable jurisdiction in which the Chapter is incorporated or registered at the time the contract or transaction is authorized, approved or ratified by the board of directors.

Section 4. All officers, directors, appointed committee members and authorized representatives of the PMI Syracuse Chapter shall act in an independent manner consistent with their obligations to the Chapter and applicable law, regardless of any other affiliations, memberships, or positions.

Section 5. All officers, directors, appointed committee members and authorized representatives shall disclose any interest or affiliation they may have with any entity or individual with which the PMI Syracuse

Chapter has entered, or may enter, into contracts, agreements or any other business transaction, and shall refrain from voting on, or influencing the consideration of, such matters.

Article XI - Indemnification:

Section 1. In the event that any person who is or was an officer, director, committee member, or authorized representative of the PMI Syracuse Chapter, acting in good faith and in a manner reasonably believed to be in the best interests of the Chapter, has been made party, or is threatened to be made a party, to any civil, criminal, administrative, or investigative action or proceeding (other than an action or proceeding by or in the right of the corporation), such representative may be indemnified against reasonable expenses and liabilities, including attorney fees, actually and reasonably incurred, judgments, fines and amounts paid in settlement in connection with such action or proceeding to the fullest extent permitted by the jurisdiction in which the organization is incorporated. Where the representative has been successful in defending the action, indemnification is mandatory.

Section 2. Unless ordered by a court, discretionary indemnification of any representative shall be approved and granted only when consistent with the requirements of applicable law, and upon a determination that indemnification of the representative is proper in the circumstances because the representative has met the applicable standard of conduct required by law and in these bylaws.

Section 3. To the extent permitted by applicable law, the PMI Syracuse Chapter may purchase and maintain liability insurance on behalf of any person who is or was a director, officer, employee, trustee, agent or authorized representative of the Chapter, or is or was serving at the request of the Chapter as a director, officer, employee, trustee, agent or representative of another corporation, domestic or foreign, non-profit or for-profit, partnership, joint venture, trust or other enterprise.

Article XII- Amendments:

Section 1. These bylaws may be amended by a two-thirds (2/3) vote of the voting membership in good standing voting by electronic ballot; or by two-thirds (2/3) vote of membership present and voting at an annual meeting of the PMI Syracuse Chapter duly called and regularly held; or by a two-thirds (2/3) vote of the voting membership in good standing voting by mail ballot returned within thirty (30) days of the date by which members can reasonably be presumed to have received the ballot. Notice of proposed changes shall be sent in writing to the membership at least thirty (30) days before such meeting or vote.

Section 2. Amendments may be proposed by the Board on its own initiative, or upon petition by ten percent (10%) of the voting members in good standing addressed to the Board. All such proposed amendments shall be presented by the Board with or without recommendation.

Section 3. All amendments must be consistent with PMI's Bylaws and the policies, procedures, rules and directives established by the PMI Board of Directors, as well as with the PMI Syracuse Chapter's Charter with PMI.

Article XIII – Dissolution:

Section 1. In the event that the PMI Syracuse Chapter or its governing officers failed to act according to these bylaws, its policies or all PMI® policies, procedures, and rules outlined in the charter agreement, PMI® has a right to revoke the PMI Syracuse Chapter's Charter and require the chapter to seek dissolution.

Section 2. In the event the PMI Syracuse Chapter failed to deliver value to its members as outlined in the Chapter's business plan and without mitigated circumstance, the Chapter acknowledges that PMI® has a right to revoke the PMI Syracuse Chapter's Charter and require the chapter to seek dissolution.

Section 3. In the event the PMI Syracuse Chapter is considering dissolving, the Chapter's members of the Board of Directors must notify PMI® in writing and follow the Chapter dissolution procedure as defined in PMI's policy.

Section 4. Should the PMI Syracuse Chapter dissolve for any reason, its assets shall be dispersed to an organization designated by the voting membership after the payment of just, reasonable and supported debts, consistent with applicable legal requirements.

Section 5. Unless superseded by law, dissolution of the Chapter entity must be approved by a majority of the members voting on the motion to dissolve.