



PMI PITTSBURGH CHAPTER BYLAWS

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PMI PITTSBURGH CHAPTER BYLAWS

Article I – Name, Principal Office; Other Offices.

Section 1. Name/Non-Profit Incorporation.

This organization shall be called the Project Management Institute, Pittsburgh Chapter (hereinafter “the PMI PITTSBURGH 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 COMMONWEALTH OF PENNSYLVANIA. ALL Components formed within the United States must be incorporated as 501(c) (6) organization.

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

Section 3. Principal Office; Other Offices.

The principal office of the PMI PITTSBURGH CHAPTER shall be located in PITTSBURGH in COMMONWEALTH OF PENNSYLVANIA. The PMI PITTSBURGH CHAPTER may have other offices such as Branch offices as designated by the PMI PITTSBURGH CHAPTER Board of Directors.

Article II – Relationship to PMI.

Section 1. The PMI PITTSBURGH 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 PITTSBURGH 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 PITTSBURGH CHAPTER’S Charter with PMI.

Section 3. The terms of the Charter executed between the PMI PITTSBURGH 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 PITTSBURGH CHAPTER shall be governed by and adhere to the terms of the Charter.

Article III – Purpose and Limitations of the PMI PITTSBURGH CHAPTER.

Section 1. Purpose of the PMI PITTSBURGH CHAPTER.

- A. General Purpose. THE PMI PITTSBURGH 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 PITTSBURGH CHAPTER and PMI and these Bylaws, the purposes of the PMI PITTSBURGH CHAPTER shall include the following:
 - a) To foster professionalism in the management of projects.
 - b) To contribute to the quality and scope of project management.
 - c) To stimulate appropriate ~~global~~ application of project management for the benefit of general public.
 - d) 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.
 - e) To identify and promote the fundamentals of project management and advance the body of knowledge for managing projects successfully.

PMI PITTSBURGH CHAPTER BYLAWS

Section 2. Limitations of the PMI PITTSBURGH CHAPTER

- A. General Limitations. The purposes and activities of the PMI PITTSBURGH CHAPTER shall be subject to limitations set forth in the charter agreement, these Bylaws, and conducted consistently with PMI PITTSBURGH CHAPTER Articles of Incorporation.
- B. The membership database and listings provided by PMI to the PMI PITTSBURGH 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 PITTSBURGH 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 PITTSBURGH CHAPTER shall be solely accountable for the planning and operations of the Component, and shall perform their duties in accordance with the Component's governing documents; its Charter Agreement; PMI's Bylaws, policies, practices, procedures, and rules; and applicable law.

Article IV – PMI PITTSBURGH CHAPTER Membership.

Section 1. General Membership Provisions.

- A. Membership in the PMI PITTSBURGH CHAPTER requires membership in PMI®. The PMI PITTSBURGH 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 PITTSBURGH 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 PMI PITTSBURGH 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 PITTSBURGH CHAPTER.
- D. Membership in the PMI PITTSBURGH 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 PITTSBURGH CHAPTER. A delinquent member may be reinstated by payment in full of all unpaid dues for PMI and the PMI PITTSBURGH CHAPTER to PMI within such one month delinquent period.
- F. Upon termination of membership in the PMI PITTSBURGH CHAPTER, the member shall forfeit any and all rights and privileges of membership.
- G. Members shall not be permitted to vote at Board meetings., however, all members in good standing shall have the right to vote in Board elections and hold office, subject to the nomination and election procedures of the PITTSBURGH PMI CHAPTER in Article VI.

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

PMI PITTSBURGH CHAPTER BYLAWS

Article V – PMI PITTSBURGH CHAPTER Board of Directors:

Section 1. The PMI PITTSBURGH 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 PITTSBURGH CHAPTER elected by the membership and shall be members in good standing of PMI and of the PMI PITTSBURGH CHAPTER. The officers will serve two-year terms of office, staggered so that a similar number of officer(s) are elected each year, except for the PRESIDENT-ELECT. The PRESIDENT-ELECT will be elected in the election one year prior to the completion of the President's term. A two-term consecutive limit shall be imposed for all officers, except for the President. The PRESIDENT will be limited to one two-year term except as described in Article V, Section 17.

Beginning in 2009, a non-retroactive term limit will take affect, limiting elected individuals to 4 consecutive terms on the board in a voting position. If there is no individual willing or able to fulfill an open position on the Board due to this limit, that expiring officer may be re-elected for an additional term by a majority vote.

Section 3. The PRESIDENT shall be the chief executive officer for the PMI PITTSBURGH 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 President also serves as a member ex-officio with the right to vote on all committees except the Nominating Committee. The President's duties shall include but are not limited to the responsibility for overall functioning of the Chapter, acting as chairman of the Board of Directors, assuring the Chapter Board works together as a team, dedicated to achieving the Chapter vision, mission and objectives. The President shall serve terms starting in January of even numbered years, and will be elected as the PRESIDENT-ELECT.

Section 4. The VP OF COMMUNICATION AND PUBLICITY shall keep the records of all business meetings of the PMI PITTSBURGH CHAPTER and meetings of the Board, and be considered the Secretary for the board. Duties include but are not limited to the responsibility of timely dissemination of information both to and from the Chapter membership, publicity of the PMI Pittsburgh Chapter and PMI® to internal and external publications through partnering with local businesses, governmental and educational organizations. This officer shall be elected in even numbered years.

Section 5. The VP FINANCE AND ADMINISTRATION shall oversee the management of funds for duly authorized purposes of the PMI PITTSBURGH CHAPTER. Duties shall include but are not limited to the responsibility for the development, preparation and presentation of an annual financial plan, management of all Chapter financial transactions, establishing and maintaining all information required for Chapter bank accounts and other investments, submitting all required tax related filings on a local, state, and federal level, developing and obtaining approval for an annual operating budget, etc. This officer shall be elected in odd numbered years.

Section 6. The VP EDUCATION AND CERTIFICATION shall facilitate education and training opportunities for the advancement of the project management profession. The duties shall include but are not limited to assessing the ongoing educational needs of the PMI PITTSBURGH CHAPTER, coordinating and overseeing efforts of volunteers working to: develop and provide seminars, PMP training sessions, et al; acting as a liaison with PMI® for certification information. This officer shall be elected in odd numbered years.

PMI PITTSBURGH CHAPTER BYLAWS

Section 7. VP OF PROGRAMS shall facilitate program events for the monthly PMI PITTSBURGH CHAPTER meetings, and other programs as needed. The duties include but are not limited to managing all efforts related to the delivery of interesting and educational programs by competent speakers, and ensuring all necessary arrangements are made for the monthly PMI PITTSBURGH CHAPTER meetings. This officer shall be elected in even numbered years.

Section 8. VP MEMBERSHIP AND VOLUNTEERS shall support membership growth and retention of the PMI PITTSBURGH CHAPTER. The duties include but are not limited to the responsibility for the development and maintenance of the PMI PITTSBURGH CHAPTER membership retention and growth plans, and overseeing the constant volunteer efforts within the PMI PITTSBURGH CHAPTER. This officer shall be elected in odd numbered years.

Section 9 VP Outreach shall facilitate activities outside the customary functions of the PMI PITTSBURGH CHAPTER to interact with the community, including employers of project managers, non-profit organizations, and other professional organizations. Duties include but are not limited to managing all efforts related to the interaction of the chapter and the employers of project managers, as well as those organizations that can be served by project management expertise. This officer shall be elected in even numbered years.

Section 10 PRESIDENT ELECT shall assume the office of the President of the PMI PITTSBURGH CHAPTER at the end of the current President's term of office. Duties include, but are not limited to, assisting the President in liaison with PMI® if and when required, assist with special projects, seminars or meetings, and become cognizant of the duties of the President. This officer shall be elected in even numbered years, corresponding to the election prior to the beginning of the second year of the PRESIDENT's term.

Section 11 IMMEDIATE PAST-PRESIDENT (Ex-Officio Officer) - Duties include, but are not limited to, assisting the President in liaison with PMI® if and when required, assist with special projects, seminars or meetings, and chair the Nominating Committee.

Section 12 TWO TRUSTEE POSITIONS (appointed non-voting) - Duties include, but are not limited to, assisting the Board with special projects, seminars or events, and participate on the Nominating Committee.

Section 13. The Board shall exercise all powers of the PMI PITTSBURGH 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 PITTSBURGH 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 voting 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 shall 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 PITTSBURGH CHAPTER by reason of non-payment of dues. The Board may declare an officer or Director at Large position vacant where an officer fails to attend two (2) consecutive Board meetings. An officer or Director at Large may resign by submitting written notice to the PRESIDENT OR THE VP COMMUNICATIONS AND PUBLICITY. 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

PMI PITTSBURGH CHAPTER BYLAWS

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 President may appoint a successor to fill the office for the unexpired portion of the term for the vacant position. The appointment is subject to the approval of a Board majority. In the event the PRESIDENT is unable or unwilling to complete the current term of office, the PRESIDENT ELECT shall assume the duties and office of the President for the remainder of the term, and consequently continue on as the PRESIDENT to serve a full term. This is the exception to the two year limitation for the office of the PRESIDENT as imposed in Article 5, Section 2. If there is not a serving PRESIDENT ELECT, the board shall select a member to serve until the election for the PRESIDENT ELECT can be held.

Article VI – PMI PITTSBURGH CHAPTER Nominations and Elections:

Section 1. The nomination and election of officers and directors shall be conducted annually in accordance with the terms of office specified in Article IV, Section 1 and Article V, Section 2. All voting members in good standing of the PMI PITTSBURGH 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 JANUARY 1 following their election, or one month following the 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 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. The following are the minimum requirements that the Nominating Committee should consider when vetting candidates for various elected positions. Candidate(s) for President Elect should have as minimum a PMP certification and served one full two-year term as an Officer on the Board. Candidate(s) for the various VP Positions should be selected from Chapter members who have actively worked in committee for at least one year and have attended Board meetings. All candidates shall have demonstrated commitment and interest in working toward the Chapter's Goals.

Section 5 No current member of the Nominating Committee shall be included in the slate of nominees prepared by the Committee.

Section 6: In accordance with PMI policies, practices, procedures, rules and directives, no funds or resources of PMI or the Component may be used to support the election of any candidate or group of candidates for PMI, Component 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 Component Nominating Committee, or other applicable body designated by the Component, will be the sole distributor(s) of all election materials for Component elected positions.

Section 7: The Component Nominating Committee will be the sole arbiter of any disputed elections, with an appeal to the current Board.

Section 8: Any further appeals would need to follow the PMI's processes with an appropriate and timely notification to the President of the Board.

PMI PITTSBURGH CHAPTER BYLAWS

Article VII – PMI PITTSBURGH 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 PITTSBURGH CHAPTER officers and/or Directors can serve on the PMI PITTSBURGH 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 PITTSBURGH CHAPTER Finance:

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

Section 2. PMI PITTSBURGH CHAPTER annual membership dues shall be set by the PMI PITTSBURGH CHAPTER'S Board and communicated to PMI in accordance with policies and procedures established by PMI.

Section 3. The PMI PITTSBURGH 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.

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.

Section 3. Notice of all annual meetings shall be sent by the Board to all members at least 45 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 4. Notice of all special meetings shall be sent by the Board in advance to those who will participate. 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 5. Quorum at all annual and special meetings of the PMI PITTSBURGH CHAPTER shall be those members in good standing, present and in person

Section 6. All meetings shall be conducted according to parliamentary procedures determined by the Board.

Article X – Branches [THIS SECTION PURPOSELY LEFT BLANK]

PMI PITTSBURGH CHAPTER BYLAWS

Article XI - Inurement and Conflict of Interest:

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

Section 2. No officer, director, appointed committee member or authorized representative of the PMI PITTSBURGH 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 PITTSBURGH 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. PMI PITTSBURGH CHAPTER may engage in contracts or transactions with members, elected officers or directors of the Board, appointed committee members or authorized representatives of PMI PITTSBURGH CHAPTER and any corporation, partnership, association or other organization in which one or more of PMI Pittsburgh 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 PMI PITTSBURGH CHAPTER and complies with the laws and regulations of the applicable jurisdiction in which PMI PITTSBURGH 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 PITTSBURGH CHAPTER shall act in an independent manner consistent with their obligations to the PMI PITTSBURGH 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 PITTSBURGH 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 XII - Indemnification:

Section 1. In the event that any person who is or was an officer, director, committee member, or authorized representative of the PMI Pittsburgh Chapter, acting in good faith and in a manner reasonably believed to be in the best interests of the PMI Pittsburgh 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.

PMI PITTSBURGH CHAPTER BYLAWS

Section 3. To the extent permitted by applicable law, the PMI PITTSBURGH 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 PMI PITTSBURGH CHAPTER, or is or was serving at the request of the PMI PITTSBURGH 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 XIII- 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 present at an annual or special meeting of the PMI PITTSBURGH 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 forty-five (45) 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 forty-five (45) 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 PITTSBURGH CHAPTER's Charter with PMI.

Article XIV – Dissolution:

Section 1. In the event that the PMI PITTSBURGH CHAPTER or its governing officers failed to act according to this bylaws and PMI PITTSBURGH CHAPTER'S or all PMI® policies, procedures, and rules outlined in the charter agreement, PMI® has a right to dissolve the PMI PITTSBURGH CHAPTER, after following the prescribed dispute resolution procedures as identified in the charter.

Section 2. In the event the PMI PITTSBURGH CHAPTER failed to deliver value to its members as outlined in PMI PITTSBURGH CHAPTER'S business plan and without mitigated circumstance, the Component acknowledges that PMI® has a right to dissolve the PMI PITTSBURGH CHAPTER, as per the terms of the Charter, after following the prescribed dispute resolution procedures as identified in the charter.

Section 3. In the event the PMI PITTSBURGH CHAPTER is considering to dissolve the PMI PITTSBURGH CHAPTER'S members of the Board of Director must notify PMI® in writing and follow the component dissolution procedure as defined in PMI's policy.

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