

PMI Western Lake Erie Chapter Bylaws

Article I – Name, Principal Office; Other Offices.

Section 1. Name/Non-Profit Incorporation.

This organization shall be called the Project Management Institute, Western Lake Erie Chapter (hereinafter “the PMI WLEC”). 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 Ohio. All Chapters formed within the United States must be incorporated as 501(c) (6) organization.

Section 2. The Project Management Institute, Western Lake Erie Chapter shall meet all legal requirements in the jurisdiction(s) in which the Project Management Institute, Western Lake Erie Chapter conducts business or is incorporated/registered.

Section 3. Principal Office; Other Offices.

The principal office of the Project Management Institute, Western Lake Erie Chapter shall be located in the greater Toledo area in the State of Ohio of the United States. The PMI WLEC may have other offices such as Branch offices as designated by the Project Management Institute, Western Lake Erie Chapter Board of Directors.

Article II – Relationship to PMI.

Section 1. The Project Management Institute, Western Lake Erie 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 Project Management Institute, Western Lake Erie 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 WLEC’s Charter with PMI.

Section 3. The terms of the Charter executed between the Project Management Institute, Western Lake Erie 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 Project Management Institute, Western Lake Erie Chapter shall be governed by and adhere to the terms of the Charter.

Article III – Purpose and Limitations of the Project Management Institute, Western Lake Erie Chapter.

Section 1. Purpose of the Project Management Institute, Western Lake Erie Chapter.

- A. General Purpose. The Project Management Institute, Western Lake Erie 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 Project Management Institute, Western Lake Erie Chapter and PMI and these Bylaws, the purposes of the Project Management Institute, Western Lake Erie 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 the 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 volunteers or parties involved in project management.
 - e) To identify and promote the fundamentals of project management and advance the body of knowledge for managing projects successfully.
 - f) To promote the activities of the PMI.
 - g) Create and promote a professional development program to support and enhance Project Management Professionalism through quality programs based on local Project Manager needs.
 - h) Advance the mission and objectives of the Project Management Institute within the greater Toledo, Ohio area and surrounding counties.
 - i) Create and deliver an educational program that strengthens local Project Manager skills and supports the Project Management Institute Certification Program.

Section 2. Limitations of the Project Management Institute, Western Lake Erie Chapter.

- A. General Limitations. The purposes and activities of the Project Management Institute, Western Lake Erie Chapter shall be subject to limitations set forth in the charter agreement, these Bylaws, and conducted consistently with Project Management Institute, Western Lake Erie Chapter's Articles of Incorporation.
- B. The membership database and listings provided by PMI to the Project Management Institute, Western Lake Erie Chapter may not be used for commercial purposes and may be used only for non-profit purposes directly related to the business of the Project Management Institute, Western Lake Erie 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 Project Management Institute, Western Lake Erie 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 laws.

Article IV – Project Management Institute, Western Lake Erie Chapter Membership.

Section 1. General Membership Provisions.

- A. Membership in the Project Management Institute, Western Lake Erie Chapter requires membership in PMI®. The Project Management Institute, Western Lake Erie 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 Project Management Institute, Western Lake Erie 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 Project Management Institute, Western Lake Erie 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 Project Management Institute, Western Lake Erie Chapter.
- D. Membership in the Project Management Institute, Western Lake Erie 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 Project Management Institute, Western Lake Erie Chapter. A delinquent member may be reinstated by payment in full of all unpaid dues for PMI and the Project Management Institute, Western Lake Erie Chapter to PMI within such one month delinquent period.
- F. Upon termination of membership in the Project Management Institute, Western Lake Erie Chapter, the member shall forfeit any and all rights and privileges of membership.
- G. All chapter members in good standing shall be able to vote and hold an office in the chapter.

Section 2. Classes and Categories of Members. The Project Management Institute, Western Lake Erie Chapter shall not create its own membership categories. PMI Chapter membership categories shall be consistent with PMI membership categories.

Article V – Project Management Institute, Western Lake Erie Chapter Board of Directors:

Section 1. The Project Management Institute, Western Lake Erie 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 Project Management Institute, Western Lake Erie Chapter elected by the membership and shall be members in good standing of PMI and of the Project Management Institute, Western Lake Erie Chapter.

Terms of office of the President is a four (4) year commitment – first year as President Elect, accede to the position of President for the second and third year and Past President for the

fourth year. No portion of that commitment may be repeated midterm by an incumbent. The President Elect will be elected every other year. President Elect, President and Past President are subject to the same Term Limits as defined for the Board in General.

Terms of office for all Vice Presidents will be two (2) years. Each VP may only be elected for a maximum of two (2) consecutive terms in the same role, limited to eight (8) consecutive years of service on the Board in general. 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 year by a majority vote of the PMI Western Lake Erie Chapter membership.

All VP positions are staggered so that half are elected each year.

Section 3. PRESIDENT; The President shall be the chief executive officer for the Project Management Institute, Western Lake Erie Chapter and of the Board, and shall perform such duties as are customary for presiding officers.

Roles and responsibilities for the President include the following but are not limited to;

- Make all required appointments with the approval of the Board.
- Serve as member ex-officio with the right to vote on all committees except the nominating committee.

Section 4. PRESIDENT ELECT; This position shall be the successor to the President.

Roles and responsibilities for the President Elect include the following but are not limited to;

- Represent the president in his or her absence.
- Assume the role of president if the president is unable to perform duties for any reason.

Section 5. PAST PRESIDENT; The position is an honorary voting role and shall be responsible for providing guidance to the Chapter leadership. The Past President shall serve as an advocate for the PMIWLEC Chapter to PMI®, other PMI® Chapters, and the PM Community. The Immediate Past President's responsibilities may include overseeing the chapter's annual nominations and elections via the Nominating Committee and other functions as specified by the Board.

Section 6. VICE PRESIDENT OF ADMINISTRATION/SECRETARY; Position responsible for preparing, maintaining, recording, circulating all records, correspondence, minutes of meetings, and related affairs of the chapter.

Roles and responsibilities for the Vice President of Administration include the following but are not limited to;

- Keep the records of all business meetings of the chapter and meetings of the board.
- Maintain all meeting minutes — must document in accordance with parliamentary procedures as determined by the board.

Section 7. VICE PRESIDENT OF FINANCE/TREASURER; The Vice President of Finance/Treasurer shall be responsible for maintaining and presenting all financial records required for chapter operations in accordance with chapter bylaws.

Section 8. VICE PRESIDENT OF MEMBERSHIP &VOLUNTEERS; The Vice President of

Membership and Volunteers shall be responsible for addressing the needs of the chapter membership and volunteers.

Section 9. VICE PRESIDENT OF MARKETING; The Vice President of Marketing is responsible for chapter-based marketing and public relations to increase awareness of both the chapter and the PMI brand within the Western Lake Erie Chapter territory.

Section 10. VICE PRESIDENT OF PROGRAMS; The Vice President of Programs is responsible for all program activities associated with the Western Lake Erie Chapter.

Section 11. VICE PRESIDENT OF COMMUNICATIONS; The Vice President of Communications is responsible for managing and coordinating communication channels in accordance with chapter policies and bylaws.

Section 12. VICE PRESIDENT OF PROFESSIONAL DEVELOPMENT; The Vice President of Professional Development is responsible for the development of chapter education activities, establishing and managing chapter professional development programs, live and online.

Section 13. The Board shall exercise all powers of the Project Management Institute, Western Lake Erie 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 Project Management Institute, Western Lake Erie 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 Project Management Institute, Western Lake Erie 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

President Elect shall assume the duties and office of the presiding officer for the remainder of the term. If there is no President Elect, the Board may appoint a successor to fill the President's position for the unexpired portion of the term. The Board may also call for a special election by the chapter's membership to fill the vacant position.

Article VI – Project Management Institute, Western Lake Erie 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 Project Management Institute, Western Lake Erie 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 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 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, the 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 – Project Management Institute, Western Lake Erie 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 Project Management Institute, Western Lake Erie Chapter officers and/or Directors can serve on the Project Management Institute, Western Lake Erie 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 Chapter President with the approval of the Board.

Article VIII - Project Management Institute, Western Lake Erie Chapter Finance:

Section 1. The fiscal year of the Project Management Institute, Western Lake Erie Chapter shall be from 1 January to 31 December.

Section 2. Project Management Institute, Western Lake Erie Chapter annual membership dues shall be set by the Project Management Institute, Western Lake Erie Chapter's Board and communicated to PMI in accordance with policies and procedures established by PMI.

Section 3. The Project Management Institute, Western Lake Erie 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 Project Management Institute, Western Lake Erie Chapter shall be those members 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 Project Management Institute, Western Lake Erie Chapter shall receive any pecuniary gain, benefit or profit, incidental or otherwise, from the activities, financial accounts and resources of the Project Management Institute, Western Lake Erie Chapter, except as otherwise provided in these bylaws.

Section 2. No officer, director, appointed committee member or authorized representative of

the Project Management Institute, Western Lake Erie Chapter shall receive any compensation, or other tangible or financial benefit for service on the Board. However, the Board may authorize payment by the Project Management Institute, Western Lake Erie 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. Project Management Institute, Western Lake Erie Chapter may engage in contracts or transactions with members, elected officers or directors of the Board, appointed committee members or authorized representatives of Project Management Institute, Western Lake Erie Chapter and any corporation, partnership, association or other organization in which one or more of Project Management Institute, Western Lake Erie 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 Project Management Institute, Western Lake Erie Chapter and complies with the laws and regulations of the applicable jurisdiction in which the Project Management Institute, Western Lake Erie 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 Project Management Institute, Western Lake Erie Chapter shall act in an independent manner consistent with their obligations to the Project Management Institute, Western Lake Erie 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 Project Management Institute, Western Lake Erie 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 Project Management Institute, Western Lake Erie Chapter, acting in good faith and in a manner reasonably believed to be in the best interests of the Project Management Institute, Western Lake Erie 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 Project Management Institute, Western Lake Erie 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 Project Management Institute, Western Lake Erie Chapter, or is or was serving at the request of the Project Management Institute, Western Lake Erie 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. 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 Project Management Institute, Western Lake Erie Chapter's Charter with PMI.

Article XIII – Dissolution:

Section 1. In the event that the Project Management Institute, Western Lake Erie 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 Project Management Institute, Western Lake Erie Chapter Charter and require the chapter to seek dissolution.

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

Section 3. In the event the Project Management Institute, Western Lake Erie Chapter is considering dissolving, the PMI WLEC'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 Project Management Institute, Western Lake Erie 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.