

Project Management Institute - Northwest Arkansas Incorporated

Chapter Bylaws

Article I – Name, Principal Office; Other Offices

Section 1. Name/Non-Profit Incorporation

This organization shall be called the Project Management Institute, Northwest Arkansas, Incorporated (hereinafter “the” NWA-PMI). 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 State of Arkansas. All Chapters formed within the United States must be incorporated as 501(c) (6) organization.

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

Section 3. Principal Office; Other Offices

The principal office of the NWA-PMI shall be located in the Northwest Arkansas area with Fayetteville as focal point for convenience. This area is defined by established borders with other chapters of PMI, and may be changed by mutual agreement. The actual boundaries are established by postal zip code zones. The NWA-PMI may have other offices such as Branch offices as designated by the NWA-PMI Board of Directors.

Article II – Relationship to PMI

Section 1. The NWA-PMI 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 NWA-PMI 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 NWA-PMI’s Charter with PMI.

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

Article III – Purpose and Limitations of the NWA-PMI

Section 1. Purpose of the NWA-PMI

- A. General Purpose. The NWA-PMI 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 NWA-PMI and PMI and these Bylaws, the purposes of the NWA-PMI shall include the following:
 - i. To foster professionalism in the management of projects;
 - ii. To contribute to the quality and scope of project management;
 - iii. To provide a recognized forum for the free exchange of ideas, applications, and solutions to project management issues among PMI members, and others interested and involved in project management;
 - iv. To identify and promote the fundamentals of project management and advance the body of knowledge for managing projects successfully;
 - v. To collaborate with universities, other educational institutions, and corporate entities to encourage appropriate education and career development at all levels of project management activities;
 - vi. To provide a guiding influence in academic and industrial research in the field of project management;

- vii. To seek and foster regional cooperation and contacts with other organizations, both public and private, which relate to project management and to collaborate in matters of common interest and benefit;
- viii. To provide project management information and education to Component members; and
- ix. To promote project management, in general, and the PMI specifically, to companies and organizations in and around the Northwest Arkansas area.
- x. To stimulate appropriate global application of project management for the benefit of the general public.

Section 2. Limitations of the NWA-PMI

- A. General Limitations. The purposes and activities of the NWA-PMI shall be subject to limitations set forth in the charter agreement, these Bylaws, and conducted consistently with NWA-PMI Articles of Incorporation.
- B. The membership database and listings provided by PMI to the NWA-PMI may not be used for commercial purposes and may be used only for non-profit purposes directly related to the business of the NWA-PMI, 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 NWA-PMI 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 – NWA-PMI Membership

Section 1. General Membership Provisions

- A. Membership in the NWA-PMI requires membership in PMI®. The NWA-PMI shall not accept as members any individuals who have not been accepted as PMI® members. Membership in NWA-PMI 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 NWA-PMI 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 NWA-PMI 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 NWA-PMI.
- D. Membership in the NWA-PMI 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 NWA-PMI. A delinquent member may be reinstated by payment in full of all unpaid dues for PMI and the NWA-PMI to PMI within such one month delinquent period.
- F. Upon termination of membership in the NWA-PMI, the member shall forfeit any and all rights and privileges of membership.
- G. Members in good standing shall have the right to vote in the NWA-PMI election. Only members in good standing shall be permitted to hold any elected or appointed voting office in NWA-PMI Board. (Good standing is defined by PMI Bylaws, and NWAPMI bylaws, as those mentioned above in Article IV, Section 1 items A through F).
 - a. It is preferred that board members hold a current PMP credential.

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

Article V – NWA-PMI Board of Directors

Section 1. The NWA-PMI 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 NWA-PMI elected by the membership and shall be members in good standing of PMI and of the NWA-PMI. Officers shall be eligible to serve only two (2) consecutive terms in the same office. Only members who have served in one of the other Officer positions for at least one (1) year are eligible to be elected to the Office of President. A past President shall not be eligible to become President until at least two (2) years after his/her most recently expired term. Terms of office for the Officers shall be two (2) years, and limited to two (2) consecutive terms in the same position and no more than five (5) consecutive terms on the Board in general. These positions should be staggered so that half of the positions open for election are elected each year, whenever possible. In addition, if it becomes necessary to add an additional director to the below mentioned officer positions, the board of directors will vote upon the need and acceptance of that position for a described term.

Section 3. The President shall be the chief executive officer for the NWA-PMI 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 shall also serve as a member ex-officio with the right to participate and vote on all committees except the Nominating Committee. The President is a voting member of the NWA-PMI Board.

Section 4. The Vice President, Administration shall be responsible for preparing, maintaining, recording, circulating all records, correspondence, minutes of meetings and related chapter affairs of the NWA-PMI and meetings of the Board. The Vice President, Administration may appoint a member in good standing to be a Director, Administration; this Director, Administration will be a non-voting member of the NWA-PMI Board. The Vice President, Administration is a voting member of the NWA-PMI Board.

Section 5. The Vice President, Finance shall be responsible for maintaining and presenting all financial records required for chapter operations of NWA-PMI. The position includes the responsibility for collecting and disbursing NWA-PMI funds, and for coordinating and assisting in the development of the annual NWA-PMI budget. The Vice President, Finance may appoint a member in good standing to be a Director, Finance; this Director, Finance will be a non-voting member of the NWA-PMI Board. The Vice President, Finance is a voting member of the NWA-PMI Board.

Section 6. The Vice President, Communications shall be responsible for all communications, newsletter, web-site and any other publications for the NWA-PMI. The Vice President, Communications may appoint a member in good standing to be a Director, Communications; this Director, Communications will be a non-voting member of the NWA-PMI Board. The Vice President, Communications is a voting member of the NWA-PMI Board.

Section 7. The Vice President, Education shall be responsible to oversee the certification training and courses provided by NWA-PMI. The Vice President, Education may appoint a member in good standing to be a Director, Education and may at times have up to two Directors based on workload; these Director(s) for Education will be a non-voting member of the NWA-PMI Board. The Vice President, Education is a voting member of the NWA-PMI Board.

Section 8. The Vice President, Marketing shall be responsible to oversee relationships with various marketing and area chambers of commerce to promote an understanding of and goodwill towards the NWA-PMI. The Vice President, Marketing may appoint a member in good standing to be a Director, Marketing; this Director, Marketing will be a non-voting member of the NWA-PMI Board. The Vice President, Marketing is a voting member of the NWA-PMI Board.

Section 9. The Vice President, Membership shall be responsible for planning, recruiting, arranging, and attending membership drive and retention campaigns. The Vice President, Membership may appoint a member in good standing to be a Director, Membership; this Director, Membership will be a non-voting member of the NWA-PMI Board. The Vice President, Membership is a voting member of the NWA-PMI Board.

Section 10. The Vice President, Professional Development shall be responsible planning, scheduling, arranging, and supervising any special events approved by NWA-PMI Board of Directors. The Vice President, Professional Development may appoint a member in good standing to be a Director, Professional Development; this Director, Professional Development will be a non-voting member of the NWA-PMI Board. The Vice President, Professional Development is a voting member of the NWA-PMI Board.

Section 11. The Vice President, Programs shall be responsible for planning, scheduling, arranging, and supervising NWA-PMI meetings approved by NWA-PMI Board of Directors. The Vice President, Programs may appoint a member in good standing to be a Director, Programs; this Director, Programs will be a non-voting member of the NWA-PMI Board. The Vice President, Programs is a voting member of the NWA-PMI Board.

Section 12. Past-President shall mentor the President and shall assist the President with directing the activities of the other Board members in accordance with the purposes of NWA-PMI, and its Articles of Incorporation and Bylaws. This position shall be held until a new President is placed on the Board creating a more recent Past President. The Past-President is a non-voting member of the NWA-PMI Board.

Section 13. The Board shall exercise all powers of the NWA-PMI, 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 NWA-PMI 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 NWA-PMI 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 or the Vice President, Administration. 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 Past-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 – NWA-PMI Nominations and Elections

Section 1. The nomination and election of officers 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 NWA-PMI 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 (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 – NWA-PMI 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 NWA-PMI officers and/or Directors can serve on the NWA-PMI 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 - NWA-PMI Finance

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

Section 2. NWA-PMI annual membership dues shall be set by the NWAPMI's Board and communicated to PMI in accordance with policies and procedures established by PMI.

Section 3. The NWA-PMI 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 NWA-PMI 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 NWA-PMI shall receive any pecuniary gain, benefit or profit, incidental or otherwise, from the activities, financial accounts and resources of the NWA-PMI, except as otherwise provided in these bylaws.

Section 2. No officer, director, appointed committee member or authorized representative of the NWA-PMI shall receive any compensation, or other tangible or financial benefit for service on the Board. However, the Board may authorize payment by the NWA-PMI 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. NWA-PMI may engage in contracts or transactions with members, elected officers or directors of the Board, appointed committee members or authorized representatives NWA-PMI and any corporation, partnership, association or other organization in which one or more of NWA-PMI'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 NWA-PMI and complies with the laws and regulations of the applicable jurisdiction in which NWA-PMI 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 NWA-PMI shall act in an independent manner consistent with their obligations to the NWA-PMI 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 NWA-PMI 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 NWA-PMI, acting in good faith and in a manner reasonably believed to be in the best interests of the NWA-PMI, 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 NWA-PMI 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 NWA-PMI, or is or was serving at the request of the NWA-PMI 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 NWA-PMI 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 NWA-PMI's Charter with PMI.

Article XIII – Dissolution

Section 1. In the event that the NWA-PMI 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 NWA-PMI Charter and require the chapter to seek dissolution.

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

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

Section 4. Should the NWA-PMI 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.