



Bylaws of the Project Management Institute, Minnesota Chapter

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**Approved by PMI GOC:
12/18/2023**

**Approved by the Minnesota Chapter Board:
12/18/2023**

Approved by the Membership: 2/26/24

Article I – Name, Principal Office; Other Offices.

Section 1 Name / Non-Profit Incorporation. This organization shall be called the Project Management Institute, Minnesota Chapter (hereinafter “the PMI-MN”). 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 Minnesota. All Chapters formed within the United States must be incorporated as a 501(c) (6) organization.

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

Section 3 Principal Office; Other Offices The principal office of the Charter shall be located in Minneapolis, St. Paul or the surrounding suburbs in the state of Minnesota. The PMI-MN Chapter may have other offices such as Branch offices as designated by the PMI-MN Board of Directors.

Article II – Relationship to PMI.

Section 1. The Minnesota 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 Minnesota 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-MN’s Charter with PMI.

Section 3. The terms of the Charter executed between the Minnesota 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, Minnesota Chapter shall be governed by and adhere to the terms of the Charter.

Article III – Purpose and Limitations of the Minnesota Chapter.

Section 1. Purpose of the Minnesota Chapter.

A. General Purpose. THE PMI-MN 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 Minnesota Chapter and PMI and these Bylaws, the purposes of the Minnesota 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.
- f) To provide a forum for the exchange of Project Management information, best practices and practical experience.
- g) To encourage education and research in the field of Project Management.
- h) To provide a vehicle for communicating and disseminating common project management terminology and techniques.

- i) To facilitate networking and other means of improving Project Management career opportunities.

Section 2. Limitations of the Minnesota Chapter.

A. General Limitations. The purposes and activities of the Minnesota Chapter shall be subject to limitations set forth in the charter agreement, these Bylaws, and conducted consistently with the Minnesota Chapter Articles of Incorporation.

B. The membership database and listings provided by PMI to the Minnesota Chapter may not be used for commercial purposes and may be used only for non-profit purposes directly related to the business of the Minnesota 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 Minnesota 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-MN Chapter Membership.

Section 1. General Membership Provisions.

A. Membership in the Minnesota Chapter requires membership in PMI®. The Minnesota 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 Minnesota Chapter and all policies, procedures, rules and directives lawfully made there under, including but not limited to the PMI Code of Conduct.

C. All members shall pay the required PMI and 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 Minnesota Chapter.

D. Membership in the Minnesota 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 Minnesota Chapter. A delinquent member may be reinstated by payment in full of all unpaid dues for PMI and the Minnesota Chapter to PMI within such one month delinquent period.

F. Upon termination of membership in the Minnesota Chapter, the member shall forfeit any and all rights and privileges of membership.

G. All members in good standing of the Minnesota Chapter shall have the right to vote in an election.

H. Any member that has attended three chapter events and volunteered a minimum of 40 hours and is in good standing with the PMI® policies can hold office.

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

Article V – PMI-MN Chapter Board of Directors:

Section 1. The Minnesota 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 Minnesota Chapter elected by the membership and shall be members in good standing of PMI and of the Minnesota Chapter. Terms of office for Directors at Large, Director of Finance and Director of Governance/Board Secretary shall be two years and limited to two consecutive terms, staggered so that the Director of Finance, and two Director at Large positions are elected in the even years and the Director of Governance/Board Secretary and two Director at Large positions are elected in the odd years. The President-Elect is elected each year and carries a three year commitment; Year 1 President-Elect, Year 2 President and Year 3 Past President. An officer will not serve on the board in any combination of positions for more than eight (8) consecutive years. After serving consecutive (8) years the officer has to wait at least one (1) year before being eligible to be appointed or elected again to a board position.

Section 3 The Past President shall be a resource for the PMI-MN Board. This individual will maintain a presence at PMI-MN events. Their duties are to develop, train and provide guidance to the Board. The Past President will mentor the President and will mentor other Board members as requested.

Section 4. The President shall be the chief executive officer for the Minnesota 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 shall also serve as a member ex-officio with the right to vote on all committees except the Nominating Committee.

Section 5. The President-Elect/chief operation officer shall oversee the operating committee. If outsourced support services are used for administrative services and/or Event Registration Processing the President Elect/Chief Operating Officer shall oversee and coordinate all functions related to those operations with the vendor(s).

Section 6. The Director of Finance shall oversee the management of funds for duly authorized purposes of the Minnesota Chapter. If outsourced support services are used for bookkeeping or auditing the Director of Finance shall oversee and coordinate all functions related to financial matters with these vendors.

Section 7. The Director of Governance/Board Secretary shall maintain the Policy and Procedure manual, shall keep the records of all business meetings of the Minnesota Chapter and meetings of the Board. If outsourced support services are used the Director of Governance/Board Secretary shall oversee and coordinate all functions related to those operations with the vendor(s).

Section 8: Director at Large serves as required by the Executive Officers of the Chapter. There may be up to 4 additional Directors at Large positions to serve on the Board of Directors. These positions would be for accommodating organizational structure changes such as those caused by Chapter growth. These open positions also go through the election process and serve for two year terms.

Section 9. The Board shall exercise all powers of the Minnesota 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 Minnesota Chapter business and funds.

Section 10. 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 11. The Board of Directors 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 Minnesota 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 or President-Elect. 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 12.

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 13: 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.

A vacancy may also be filled by invoking the election process if the following criteria are met:

- 1) Incumbent is leaving before the end of the first year of their term.
- 2) The Nomination Slate for the next year (2nd year of the vacated term) has not yet been presented to the membership for voting.
- 3) The BOD and Nominating Committee concur that the timing allows for a slate for the vacated position to be determined.
- 4) Either the incumbent is to remain in their position until 12/31 of the current year -or- the BOD will appoint an interim officer to serve the remainder of the first year of the term

If the election process is used to fill a vacancy the new officer will serve only the remaining year of the term for that position.

Article VI – PMI-MN Chapter Nominations and Elections:

Section 1. The nomination, election or appointment 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 Minnesota 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. In the event of a vacancy on the Board, an appointment to an officer position will be done by the remaining board members. The recommendations of the appointment will be brought to the full Board for approval. A two thirds approval vote is needed for appointment. An officer may be appointed under the following circumstances: an elected officer position becomes vacant during the officer's term OR no qualified individual stands as a candidate for an outgoing position at the time of the chapter's annual election. If no candidate is available to fill the vacancy, the vacancy may be filled with an appointment of a past president of PMI-MN that is PMI member in good standing for the remaining portion of the term for the vacant position.

Section 3. Candidates who are elected or appointed shall take office on the first day of January following their election, or the first day of the month following their appointment and shall hold office for the duration of their terms or until their successors have been elected and qualified.

Section 4. A Nominating Committee shall prepare a slate containing nominees for each open 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 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 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-MN 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 Minnesota Chapter officers and/or Directors can serve on the Charter 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-MN Chapter Finance:

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

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

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

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

Article XIII – Dissolution:

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

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

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

Section 4. Should the Minnesota 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.