



**PMI NC Piedmont Triad Chapter
Operating Procedures
V1.1
10.1.2017**

Table of Contents

1. Introduction.....	1
2. Chapter Membership.....	2
2.1. Termination Just Cause.....	2
2.2. Member in Good Standing.....	2
3. Chapter Board of Directors	3
3.1. General Information.....	3
3.2. Voting Board Positions.....	3
3.2.1. President.....	3
3.2.2. President Elect	3
3.2.3. Vice President (VP) of Administration.....	4
3.2.4. Vice President (VP) of Finance	4
3.2.5. Vice President (VP) of Education & Professional Development	4
3.2.6. Vice President (VP) of Programs.....	4
3.2.7. Vice President (VP) of Information Technology.....	5
3.2.8. Vice President (VP) of Marketing & Communication	5
3.2.9. Vice President (VP) of Membership.....	5
4. Additional Non-Voting Chapter Positions.....	6
4.1. General Information.....	6
4.2. Other Positions.....	6
4.2.1. Immediate Past President.....	6
4.2.2. Director of Elections	6
4.2.3. Secretary	7
4.2.4. Director of Technology.....	7
4.2.5. Director of Marketing	7
4.2.6. Director of Programs	7
4.2.7. Director of Special Events	7
4.2.8. Director of Education.....	7
4.2.9. Director of Membership.....	7
5. Additional Procedures.....	8
5.1. Nominations and Elections	8
5.2. General Procedures	8
5.3. Role Specific Procedures	8
6. Revision History	9
6.1. Revision Table	9
6.1. Ideas for Future Revisions	9

1. Introduction

The PMI[®] NC Piedmont Triad (NCPT) Operating Procedures provide guidance and detail related to the NCPT's organization, policies, and procedures. The NCPT Operating Procedures will be maintained by the VP of Administration with contribution from other board members as applicable. Any changes to the PMI[®] NCPT Operating Procedures require board approval.

The policies and procedures of this document be subject to and not in conflict with the current PMI[®]'s Bylaws, all policies, procedures, rules or directives established or authorized by PMI[®], the chapter's Charter Agreement with PMI[®] as well as the PMI[®] NCPT chapter Bylaws.

Note – These Operating Procedures are noted in the PMI[®] NCPT chapter Bylaws in Article V, Section 13.

2. Chapter Membership

2.1. Termination Just Cause

PMI® NCPT chapter Bylaws Article IV, Section 1, Item “D” mentions termination for “just cause”. Just cause may include, but not be limited to, a member’s statements or actions that conflict with the goals and objectives of the Chapter, a member’s disruption of Chapter activities, violation of the PMI® Code of Conduct and/or other such actions.

2.2. Member in Good Standing

PMI® NCPT chapter Bylaws Article IV, Section 1, Item “G” mentions a member in “good standing”. Members in good standing must have paid both PMI® and PMI® NCPT Chapter dues, and appear in the PMI® NCPT Chapter membership list.

3. Chapter Board of Directors

3.1. General Information

No PMI® NCPT Chapter member shall hold two (2) or more voting Board positions.

Board of Director members are expected to:

- Prepare an annual plan and budget for the activities under their purview.
- Form committees and direct special projects as needed to fulfill the goals and objectives in the annual plan.
- Act as chapter liaison and communicate with PMI®GOC, PMI® Region, other sister Chapters or Components, and any other local professional resources for any programming within his/her purview.

For a period of one (1) year following the term of office, prior Board of Directors shall make themselves available as a resource to the officer newly elected to the respective office.

Board of Director voting via email (noted in Chapter Bylaws, Article V, section 9) shall allow one (1) week for board members to vote. In the event that a board member does not respond and vote via email during this period, their vote will be counted as “Absent” and will not count toward quorum.

3.2. Voting Board Positions

3.2.1. President

PMI® NCPT chapter Bylaws Article V, Section 3, describes the duties of the President. Additional duties may be noted here in a future version.

3.2.2. President Elect

PMI® NCPT chapter Bylaws Article V, Section 4, describes the duties of the President Elect. This officer shall also be responsible for implementing initiatives to increase awareness and promote interest in Project Management among leaders of NC Triad companies and organization through expansion of mutually beneficial relationships outside traditional PMI® communities.

3.2.3. Vice President (VP) of Administration

PMI® NCPT chapter Bylaws Article V, Section 5, describes the duties of the VP of Administration. This officer shall also be responsible to create, maintain, and enforce both policies and governance within the PMI® NCPT chapter.

3.2.4. Vice President (VP) of Finance

PMI® NCPT chapter Bylaws Article V, Section 6, describes the duties of the VP of Finance. This officer shall also:

- Meet with the board to define the annual operating budget for the planning of Chapter activities.
- Gain approval from the board of the annual operating budget with guidelines, restrictions, and corrective action when the budget is not adhered to.
- Prepare all financial reports to the Chapter and to PMI®.

3.2.5. Vice President (VP) of Education & Professional Development

This officer shall be responsible for the development and coordination of educational seminars on project management topics, courses to prepare members for the PMI® certification examinations, courses for PMI® Professional Development and other continuing educational seminars. This officer is also responsible for providing information to members about PMI® certification / re-certification, and for reporting to PMI® Headquarters on Professional Development Units (PDUs) sponsored by the PMI® NCPT chapter.

3.2.6. Vice President (VP) of Programs

This officer shall develop and coordinate programs for regularly scheduled chapter meetings. This officer shall also be responsible for facility coordination and ensuring the VP of Information Technology receives updated website content and other meeting communications that need to occur related to these meetings.

3.2.7. Vice President (VP) of Information Technology

This officer shall oversee the PMI® NCPT chapter e-mail service and website; and serve as owner for all Chapter technology platforms. This officer is responsible for the implementation of external facing communications, user interaction and issues with the Chapter website, collaborative features and email service. All electronic information dissemination regarding the chapter (i.e. announcements, advertisements, etc.) shall be the responsibility of this function.

3.2.8. Vice President (VP) of Marketing & Communication

This officer shall publicize the PMI® NCPT chapter to the Chapter members and the general public, collect content for the Chapter website, generate awareness of the PMI® NCPT chapter in the greater Triad area, and provide liaison to the news media. This officer shall also be responsible for advertising information and ensuring the VP of Information Technology receives updated website content (i.e. schedule of events) and other meeting communications that need to occur related to this function (i.e. membership notice of meetings). Marketing responsibilities include the solicitation and management of the Corporate Sponsorship program.

3.2.9. Vice President (VP) of Membership

This officer shall encourage PMI® NCPT chapter membership, including renewals and new members; welcome new members; establish and maintain a volunteer database and update the Board with membership statistics and data.

4. Additional Non-Voting Chapter Positions

4.1. General Information

These additional chapter positions can be created, changed, or removed with board approval. All of the positions described in this section will report into one of the voting Board of Director members as noted in this section.

These positions are filled by appointment. Appointees must be nominated to the board and approved by the Board of Directors. The term of these positions will coincide with the term of the corresponding Board of Director position that the position reports into. An individual can serve in one of these positions for 2 consecutive board terms (up to 4 years) unless noted otherwise; in the event where no individual is willing or able to fulfill this position, an appointee may serve one more (two year) term, subject to board approval.

The removal of a particular appointee before the conclusion of their term would be subject to board approval.

4.2. Other Positions

4.2.1. Immediate Past President

This position will report directly to the President and serve as a consultant. The previous year's President will automatically be assigned to this role. The term of this particular position is only one (1) year. In the event where the previous year's President can not fill this role, the previous Immediate Past President (i.e. President from two years prior) may continue in the role for another year with board approval.

This position shall be responsible for coordinating and submitting the Chapter Charter Annual Renewal Report. The Immediate Past President is also responsible for the proper registration of new incoming board members with PMI Global.

4.2.2. Director of Elections

This position will report directly to the VP of Administration. This role is defined for the purpose of coordinating the annual election. Determination of the director position will take place no later than June 30th of each calendar year. This position is responsible for coordination of all activities for the election. Responsibilities include but not limited to Identifying positions for election, solicitation and review of candidates, perform the election, validate the results of the election, and all communication associated with the election process as outlined in Article VI of the bylaws.

4.2.3. Secretary

This position will report directly to the VP of Administration. This position will keep adequate records of all proceedings, actions and meetings of the Chapter and the Board of Directors. The Secretary shall have access to the original Constitution and the Bylaws and of amendments thereto. The Secretary shall be responsible for tracking the results of all Chapter and Board votes and elections.

4.2.4. Director of Technology

This position will report directly to the VP of Information Technology. Additional duties may be noted here in a future version.

4.2.5. Director of Marketing

This position will report directly to the VP of Marketing and Communication. Additional duties may be noted here in a future version.

4.2.6. Director of Programs

This position will report directly to the VP of Programs. Additional duties may be noted here in a future version.

4.2.7. Director of Special Events

This position will report directly to the President Elect. This role will be responsible for coordinating the annual Professional Development Day (PDD). Additional duties may be noted here in a future version.

4.2.8. Director of Education

This position will report directly to the VP of Education and Professional Development. Additional duties may be noted here in a future version.

4.2.9. Director of Membership

This position will report directly to the VP of Membership. Additional duties may be noted here in a future version.

5. Additional Procedures

5.1. Nominations and Elections

As noted in the chapter bylaws (Article VI, Section 1) elections will be conducted annually. Additional policies and procedures related to these elections may be noted here in a future version.

5.2. General Procedures

Additional policies and procedures of a general nature may be noted here in a future version.

5.3. Role Specific Procedures

It is expected that Board of Director and non-voting chapter positions described in sections “3” and “4” of this document will have detailed procedures outlined here in a future version.

6. Revision History

6.1. Revision Table

Ver.	Date	Revised by	Change Description
1.0	10/1/2017	Mike Davis	Initial Version approved 8.7.2017 (effective 10.1.2017) and streamlined to match new bylaws and capture pertinent items from previous bylaws.
1.1	10/1/2017	Connie Tolppi	Updated descriptions for VP of Programs and VP of Marketing & Communication.

6.1. Ideas for Future Revisions

Additional ideas for this document can be noted here.

Ideas:

- Leverage “PMI Chapter Leaders’ Guide: Volunteer Role Delineation Study Results – Second Edition” for additional content related to further clarification of Board of Director and other roles.
- President Elect role to coordinate annual strategic planning meeting (Q3) with current and all past presidents. This will also help support continuity.
- Detailed processes surrounding unsolicited “contact us” communication. Clarification in regard to how these incoming communication requests are triaged and assigned. Clarify associated service levels (i.e. reviewed every day; acknowledge within 2 days; respond within 1 month).
- Additional clarity/detail in regard to what decisions can be unilaterally made by a Board of Director (i.e. spend within budget) and other chapter positions vs. what decisions should require Board of Director approval/vote.