

# **The NC Piedmont Triad Chapter of the Project Management Institute**

## **Chapter Bylaws –2020**

### **Article I – Name, Principal Office; Other Offices.**

#### Section 1. Name/Non-Profit Incorporation.

This organization shall be called the “PMI NC Piedmont Triad Chapter” (hereinafter the “NCPT”). 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 the State of North Carolina. ALL Chapters formed within the United States must be incorporated as 501(c) (6) organization.

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

#### Section 3. Principal Office; Other Offices.

The primary location of the NCPT shall be located in Greensboro in the State of North Carolina of the United States of America. The NCPT may have other offices such as Branch offices as designated by the NCPT Board of Directors.

### **Article II – Relationship to PMI®.**

Section 1. The NCPT 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 NCPT 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 NCPT’s Charter with PMI®.

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

### **Article III – Purpose and Limitations of the NCPT.**

#### Section 1. Purpose of the NCPT.

A. General Purpose. THE NCPT 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 NCPT and PMI® and these Bylaws, the purposes of the NCPT 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.

## Section 2. Limitations of the NCPT.

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

B. The membership database and listings provided by PMI® to the NCPT may not be used for commercial purposes and may be used only for non-profit purposes directly related to the business of the NCPT, 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 NCPT 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 – NCPT Membership.**

### Section 1. General Membership Provisions.

A. Membership in the NCPT requires membership in PMI®. The NCPT shall not accept as members any individuals who have not been accepted as PMI® members.

B. 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.

C. Members shall be governed by and abide by the PMI® Bylaws and by the bylaws of the NCPT and all policies, procedures, rules and directives lawfully made thereunder, including but not limited to the PMI® Code of Conduct.

D. All members shall pay the required PMI® and NCPT 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 NCPT.

E. Membership in the NCPT shall terminate upon the member's resignation, failure to pay dues or expulsion from membership for just cause.

F. 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 NCPT. A delinquent member may be reinstated by payment in full of all unpaid dues for PMI® and the NCPT to PMI® within such one month delinquent period.

G. Upon termination of membership in the NCPT, the member shall forfeit any and all rights and privileges of membership.

H. Any NCPT member in good standing may vote and hold NCPT office.

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

## **Article V – NCPT Board of Directors:**

Section 1. The NCPT 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 NCPT elected by the membership and shall be members in good standing of PMI® and of the NCPT. Terms of office for the Officers shall be 2 years, limited to 2 consecutive terms in the same position, and no more than 3 consecutive terms on the Board in general. These positions are staggered so that approximately one half of the positions are elected each year. In the event where no individual is willing or able to fulfill a position on the Board, an expiring officer may serve one more (two year) term, subject to board approval.

a. Special terms of office for the President & President Elect board positions. The President Elect position is elected annually for a 2 year term. The first year of this term as the President Elect; the second year of this term as the President. Therefore, the President is not elected directly into the position; the President Elect assumes the President position during the second year of the term. The President Elect must have previous Board of Director experience to run for office.

Section 3. The President shall be the chief executive officer for the NCPT 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 will also perform other duties as outlined in the NCPT Operating Procedures.

Section 4. The President Elect shall serve as president elect for the NCPT. In situations where the President is unavailable, the President Elect shall assume the role, administering the President's duties. The President Elect will also perform other duties as outlined in the NCPT Operating Procedures.

Section 5. The Vice President (VP) of Administration shall keep the records of all business meetings of the NCPT and meetings of the Board. The VP of Administration will also perform other duties as outlined in the NCPT Operating Procedures.

Section 6. The Vice President (VP) of Finance shall oversee the management of funds for duly authorized purposes of the NCPT. The VP of Finance will also perform other duties as outlined in the NCPT Operating Procedures.

Section 7. Additional Board and Director Positions. In addition to the four (4) board positions described in sections 3-6, there will be five (5) additional board positions for a total of nine (9) voting board members. A description of all Board and Director positions, along with corresponding duties, are outlined in the NCPT Operating Procedures.

Section 8. The Board shall exercise all powers of the NCPT 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 NCPT business and funds.

Section 9. 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, email, or other legally acceptable means. Meetings shall be

conducted in accordance with parliamentary procedures determined by the Board. In situations where urgency dictates a board vote is needed before the next in-person board meeting, the President, President Elect, or VP of Administration may conduct a vote by email according to guidelines outlined in the NCPT Operating Procedures.

Section 10. The Board of Directors may declare an officer or director position to be vacant where an officer or director ceases to be a member in good standing of PMI® or of the NCPT by reason of non-payment of dues, or where the officer fails to attend three Board meetings in a calendar year. An officer or director may resign by submitting written notice to the President and the 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 11. An officer 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 12. If any officer or director 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. In the event the President Elect is unable or unwilling to complete the current term of office, the VP of Finance shall assume the duties and office of the President Elect for the remainder of the President-Elect's term of office or until a special election is called. The Board may call for a special election by the chapter's membership to fill the vacant position. If a member fills a vacant board position (by either appointment or vote) at a point when the remaining term is less than 2 years, this partial term will not count toward the consecutive term limits noted in Article V / Section 2.

Section 13. NCPT Operating Procedures. The NCPT will maintain NCPT Operating Procedures that will provide additional 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 NCPT Operating Procedures require board approval.

#### **Article VI – NCPT Nominations and Elections:**

Section 1. The nomination and election of Board of Director 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. In addition, the nomination and election process, as outlined in the NCPT Operating Procedures, shall be followed. All voting members in good standing of the NCPT 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. Board roles (President, President Elect, VP of Administration, and VP of Finance) that have direct access and management responsibility related to the chapter bank accounts will transition roles earlier (during the month of December after chapter elections).

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 – NCPT 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 NCPT officers and/or Directors can serve on the NCPT Committees unless it specifically is restricted by the Bylaws.

Section 2. All committee members and a chairperson for each committee shall be appointed by a NCPT board member and obtain the approval of the Board.

#### **Article VIII - NCPT Finance:**

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

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

Section 3. The NCPT 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 five percent (5%) 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 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 NCPT shall be a minimum of five percent (5%) of voting membership that are in good standing, present and in person. Quorum can also be established electronically when information is distributed electronically to all NCPT members in good standing per guidelines in the NCPT Operating Procedures.

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

Section 2. No officer, director, appointed committee member or authorized representative of the NCPT shall receive any compensation, or other tangible or financial benefit for service on the Board. However, the Board may authorize payment by the NCPT 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. NCPT may engage in contracts or transactions with members, elected officers or directors of the Board, appointed committee members or authorized representatives of NCPT and any corporation, partnership, association or other organization in which one or more of NCPT'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 NCPT and complies with the laws and regulations of the applicable jurisdiction in which NCPT 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 NCPT shall act in an independent manner consistent with their obligations to the NCPT 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 NCPT 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 NCPT, acting in good faith and in a manner reasonably believed to be in the best interests of the NCPT, 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 NCPT 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 NCPT, or is or was serving at the request of the NCPT 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 at least two-thirds (2/3) vote of the voting membership in good standing voting by electronic ballot; or by at least two-thirds (2/3) vote of membership present and voting at an annual meeting of the NCPT duly called and regularly held; or by at least two-thirds (2/3) vote of the voting membership in good standing voting by mail or digital 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 or digital format 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 NCPT's Charter with PMI®.

#### **Article XIII – Dissolution:**

Section 1. In the event that the NCPT 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 NCPT Charter and require the chapter to seek dissolution.

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

Section 3. In the event the NCPT is considering dissolving, the NCPT'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 NCPT 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.