



## **Project Management Institute, Buffalo, NY Chapter Bylaws**

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

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

This organization shall be called the Project Management Institute, Buffalo Chapter, Inc. (hereinafter called the “Buffalo Chapter”). This organization is chapter chartered by the Project Management Institute, Incorporated (hereinafter called “PMI®”) and separately incorporated as a non-profit, tax-exempt corporation organized under the laws of New York State. All Chapters formed within the United States must be incorporated as 501(c) (6) organization.

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

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

The principal office of the Buffalo Chapter shall be located in Buffalo, NY within the County of Erie and the surrounding counties of New York. The Buffalo Chapter may have other offices such as Branch offices as designated by the Buffalo Chapter Board of Directors.

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

Section 1. The Buffalo 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 Buffalo 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 Buffalo Chapter’s Charter with PMI.

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

## **Article III – Purpose and Limitations of the Buffalo Chapter.**

### Section 1. Purpose of the Buffalo Chapter.

- A. General Purpose. The Buffalo 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 Greater Western New York Region in a conscious and proactive manner.
- B. Specific Purposes. Consistent with the terms of the Charter executed between the Buffalo Chapter and PMI and these Bylaws, the purposes of the Buffalo Chapter shall include the following objectives, serving our chapter membership, are to:

- a) Promote the awareness, practice and profession of Project Management and PMI®.
- b) Support the training and professional development of Project Management professionals to improve overall skill level and effectiveness.
- c) Advocate acceptance of Project Management as a profession and discipline.
- d) Partner with other professional organizations dedicated to the advancement of Project Management practices, objectives and ideals.
- e) Encourage and foster the adoption of Project Management practices by corporations, government and other entities.
- f) Create networking opportunities for Project Management practitioners

## Section 2. Limitations of the Buffalo Chapter.

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

### Section 1. General Membership Provisions.

- A. Membership in the Buffalo Chapter requires membership in PMI®. The Buffalo 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 Buffalo 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 Buffalo 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 Buffalo Chapter.
- D. Membership in the Buffalo 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 Buffalo Chapter. A delinquent member may be reinstated by payment in full of all unpaid dues for PMI and the Buffalo Chapter to PMI within such one month delinquent period.
- F. Upon termination of membership in the Buffalo Chapter, the member shall forfeit any and all rights and privileges of membership.
- G. All members can vote and hold office.

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

**Article V – Buffalo Chapter Board of Directors:**

Section 1. The Buffalo 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 Buffalo Chapter elected by the membership and shall be members in good standing of PMI and of the Buffalo Chapter. Terms of office for the Officers shall be two (2) year term, 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 are staggered so half are elected each year.

Section 3. Elections held in even numbered years will be for the following Board Officer positions:

1. President
2. Vice President, Technology & Business Services
3. Vice President, Professional Development
4. Vice President, Certification Training
5. Vice President, Marketing & Communications
6. Trustee (1)

Elections held in odd numbered years will be for the remaining Board positions:

7. Vice President, Finance
8. Vice President, Membership
9. Vice President, Outreach
10. Trustee (1)
11. President-elect (if/when necessary)

Section 4. The President shall be the chief executive officer for the Buffalo 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 participate and vote on all committees except the Nominating Committee.

Section 5. The VP, Technology & Business Services shall keep the records of all business meetings of the Buffalo Chapter and meetings of the Board. The VP, Technology & Business Services shall develop, implement and oversee all technology solutions, a Record Management program, Website & Email Administration and Board governance. The Technology & Business Services Officer is also responsible for performing the non-financial audit function and to ensure the chapter adheres to changes to PMI GHQ policies and procedures.

Section 6. The VP, Finance shall oversee the management of funds for duly authorized purposes of the Buffalo Chapter. The VP, Finance shall arrange for an annual external audit of the Buffalo Chapter Finances with Board approval and report results to the Board.

Section 7. The Past President shall provide continuity to the Board, and is available to assist the President as needed. The Past President can take on other Board activities with the agreement of the Board.

Section 8. The President-Elect will work closely with the President to learn the responsibilities of the position, and have time to understand the operations of the Board, the chapter and PMI in general.

Section 9. The Vice President, Marketing & Communication is responsible for overseeing, developing and managing chapter marketing, communication, sponsorship

and sales functions designed to promote the chapter to internal and external stakeholders.

Section 10. The Vice President, Membership is responsible for managing the Buffalo Chapter membership. This includes programs for membership advocacy, membership recognition, volunteerism, and membership services to insure membership value and retention.

Section 11. The Vice President, Outreach is responsible for the promotion and growth of the Chapter to increase visibility of the chapter and its objectives, as well as provide for growth opportunities. This includes promotion of our events and solicitation of local corporation support.

Section 12. The Vice President, Professional Development is responsible for planning and coordinating all professional development activities for the Buffalo Chapter. The Professional Development Officer is also responsible for planning and coordinating any conferences held by the Buffalo Chapter, and development, coordination, and execution of the presentation of programs relating to project management for each regularly scheduled Chapter meeting. The content of these programs is to be consistent and in accordance with the Chapter objectives.

Section 13. The Vice President, Certification Training is responsible for planning and coordinating all certification training activities for the Buffalo Chapter. The content of these trainings is to be consistent and in accordance with the Chapter objectives.

Section 14. A Trustee is a former member of the Board. S/he will promote the development of the Chapter and provide continuity of policies and procedures through the application of historical knowledge and best practices. The chapter will have two (2) trustees, they may vote in board matters.

Section 15. The Board shall exercise all powers of the Buffalo 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 Buffalo Chapter business and funds.

Section 16. 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, email, facsimile or other legally acceptable means. Meetings shall be conducted in accordance with parliamentary procedures

determined by the Board.

Section 17. 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 Buffalo 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 VP, Technology & Business Services. 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 18: 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 19: 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. The Board may call for a special election by the chapter's membership to fill the vacant position.

#### **Article VI – Buffalo Chapter Nominations and Elections:**

Section 1. The nomination and election of officers and directors shall be conducted annually in accordance with the terms of office specified in Article IV, Section 1 and Article V, Section 2 and this Article VI. All voting members in good standing of the Buffalo 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 (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 – Buffalo 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 Buffalo Chapter officers and/or Directors can serve on the Buffalo 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 President with the approval of the Board

#### **Article VIII - Buffalo Chapter Finance:**

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

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

Section 3. The Buffalo 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 Buffalo Chapter shall be those members in good standing, present.

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

Section 2. No officer, director, appointed committee member or authorized representative of the Buffalo Chapter shall receive any compensation, or other tangible or financial benefit for service on the Board. However, the Board may authorize payment by the Buffalo 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. Buffalo Chapter may engage in contracts or transactions with members, elected officers or directors of the Board, appointed committee members or authorized representatives of Buffalo Chapter and any corporation, partnership, association or other organization in which one or more of Buffalo 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 Buffalo Chapter and complies with the

laws and regulations of the applicable jurisdiction in which the Buffalo 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 Buffalo Chapter shall act in an independent manner consistent with their obligations to the Buffalo 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 Buffalo 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 Buffalo Chapter, acting in good faith and in a manner reasonably believed to be in the best interests of the Buffalo 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 Buffalo 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 Buffalo Chapter, or is or was serving at the request of the Buffalo 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, present at an annual meeting of the Buffalo 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 Buffalo Chapter's Charter with PMI.

**Article XIII – Dissolution:**

Section 1. In the event that the Buffalo 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 Buffalo Chapter and require the chapter to seek dissolution.

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

Section 3. In the event the Buffalo Chapter is considering dissolving, the Buffalo Chapter'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 Buffalo 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.