

PMI Dayton/Miami Valley, OH Chapter Bylaws

Summary of Revisions/Amendment

These bylaws were constructed and formatted to conform to the PMI® Bylaws Template. Contents were drawn with no substantive change from previously adopted PMI Dayton/Miami Valley, OH Chapter Bylaws. These bylaws comply with requirements of the PMI®, The State of Ohio Revised Code Section 1702 for Non-Profit Corporations, and regulations for IRS Tax-exempt Organizations under IRS Code 501 (c).

In the construction of these bylaws, unless the context otherwise requires, words in the singular number or in the plural number shall include the singular number, and the words of the masculine gender shall include the feminine and the neuter and when the sense so indicates, words of the neuter gender may refer to any gender.

The Elected Board of the PMI Dayton/Miami Valley, OH Chapter adopted these bylaws.

PMI® members are encouraged to submit questions and comments in writing regarding these PMI Dayton/Miami Valley, OH Chapter by-laws to the Chapter Vice President Administration or any other elected Board Member.

Original Bylaws Adopted: 1998

Revision 1: May 2002

Revision 2: May 2008

Revision 3: November 2015

Member Approved: 11 November 2015

Revision 4: February 2018

Member Approved: 8 September 2018

Revision 5: September 2022

Bylaws of the PMI Dayton/Miami Valley, OH Chapter

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Article I - Name, Principal Office; Other Offices:

Section 1. This organization shall be called the Project Management Institute, Dayton/Miami Valley, OH Chapter (hereinafter “the PMI Dayton/Miami Valley Chapter”). This organization is a chapter chartered by the Project Management Institute, Incorporated (hereinafter “PMI®”). The PMI Dayton/Miami Valley Chapter is separately incorporated as a non-profit tax-exempt corporation organized under Ohio Revised Code Chapter 1702 and the laws of the State of Ohio. All Chapters formed within the United States must be incorporated as 501(c) (6) organization.

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

Section 3. Principal Office; Other Offices.

The principal office of the chapter shall be located in Montgomery County in the State of Ohio. The chapter may have other offices such as Branch offices as designated by the PMI Dayton/Miami Valley Chapter Board of Directors.

Article II - Relationship to PMI

Section 1. The PMI Dayton/Miami Valley 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 PMI Dayton/Miami Valley Chapter shall not conflict with the current PMI’s Bylaws, policies, procedures, rules or directives duly approved or authorized by PMI as well as with the PMI Dayton/Miami Valley Chapter’s Charter with PMI.

Section 3. The terms of the Charter executed between the PMI Dayton/Miami Valley 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 PMI Dayton/Miami Valley Chapter shall be governed by and adhere to the terms of the Charter.

Article III - Purpose and Limitations of the PMI Dayton/Miami Valley, OH Chapter

Section 1. Purpose of the PMI Dayton/Miami Valley Chapter

A. General Purpose. THE PMI Dayton/Miami Valley 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 PMI Dayton/Miami Valley Chapter and PMI and these Bylaws, the purposes of the PMI Dayton/Miami Valley Chapter shall include the following:

- a) Provide a unifying influence for the advancement of the field of project management, by fostering educational opportunities toward the growth of project management professionalism and competency.

- b) Promote project management principles and techniques with local businesses, universities, government agencies and other professional associations.
- c) Create and promote a professional development program to enhance project management professionalism.
- d) Advance the mission and objectives of the Project Management Institute within the Dayton/Miami Valley community.
- e) Create and deliver an educational program to strengthen local project management skills and supports PMI's Certification Program.
- f) Develop a growing and committed membership of local project managers and project management personnel through a recruiting and retention plan.
- g) To foster professionalism in the management of projects.
- h) To contribute to the quality and scope of project management.
- i) To stimulate appropriate global application of project management for the benefit of general public.
- j) 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.
- k) To identify and promote the fundamentals of project management and advance the body of knowledge for managing projects successfully.

Section 2. Limitations of the PMI Dayton/Miami Valley Chapter

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

B. The membership database and listings provided by PMI to the PMI Dayton/Miami Valley Chapter may not be used for commercial purposes and may be used only for non-profit purposes directly related to the business of the PMI Dayton/Miami Valley 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 PMI Dayton/Miami Valley 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, rules, and applicable law.

Article IV - PMI Dayton/Miami Valley, OH Chapter Membership.

Section 1. General Membership Provisions.

- A. Membership in the PMI Dayton/Miami Valley Chapter requires membership in PMI®. The PMI Dayton/Miami Valley 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 age, color, creed, gender, marital status, national origin, physical or mental disability, race, religion, or sexual orientation.

- B. Members shall be governed by and abide by the PMI Bylaws and by the Bylaws of the PMI Dayton/Miami Valley 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 Dayton/Miami Valley 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 PMI Dayton/Miami Valley Chapter.
- D. Membership in the PMI Dayton/Miami Valley 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 PMI Dayton/Miami Valley Chapter. A delinquent member may be reinstated by payment in full of all unpaid dues for PMI and the PMI Dayton/Miami Valley Chapter to PMI within such one month delinquent period.
- F. Upon termination of membership in the PMI Dayton/Miami Valley Chapter, the member shall forfeit any and all rights and privileges of membership.
- G. All members in good standing shall have voting rights, and shall be eligible to hold elected or appointed office. “Members in good standing” shall be defined as Chapter members who have satisfied requirements of all sections of Article IV - Membership.

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

Article V - PMI Dayton/Miami Valley, OH Chapter Board of Directors:

Section 1. The PMI Dayton/Miami Valley Chapter shall be governed by a Board of Directors (“Board”, “BoD”). The Board shall be responsible for carrying out the purposes and objectives of the non-profit corporation (or equivalent). The PMI Dayton/Miami Valley Chapter shall have seven (7) elected officers to serve in the following positions:

- (1) President Elect succeeds to President
- (2) Vice President - Finance
- (3) Vice President - Communications
- (4) Vice President - Programs
- (5) Vice President - Administration
- (6) Vice President - Professional Development
- (7) Vice President - Outreach

Section 2. The Board shall consist of the officers of the PMI Dayton/Miami Valley Chapter elected by the membership and shall be members in good standing of PMI and of the PMI Dayton/Miami Valley Chapter.

Terms of office of the President is a four (4) year commitment – first year as President Elect, accede to the position of President for the second and third year, and to Past President for the fourth year. No portion of that commitment may be repeated midterm by an incumbent. The President Elect will be elected every other year. President Elect, President are subject to the same Term Limits as defined for the Board in General.

Terms of office for all Vice Presidents will be two (2) years, limited to two (2) consecutive terms in the same role, limited to four (4) consecutive terms (eight (8) consecutive years) of service on the Board in general. If there is no individual willing or able to fulfill an open position on the Board due to this limit, that expiring officer may be re-elected for an additional year by a majority vote of the PMI Dayton / Miami Valley, OH Chapter board. All VP positions are staggered so that half are elected each year.

Section 3. The President shall be the chief executive officer for the PMI Dayton/Miami Valley 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 serve as a member ex-officio with the right to vote on all committees except the Nominating Committee.

Section 4. The Vice President - Administration shall keep the records of all business meetings of the PMI Dayton/Miami Valley Chapter and of the Board.

Section 5. The Vice President - Finance shall oversee the management of funds for duly authorized purposes of the Dayton/Miami Valley Chapter. Manage all Chapter financial arrangements, records, and required state, local, and federal tax reports. Prepare Chapter financial reports as requested. Develop an annual operating budget based on information submitted by other programs VPs for the fiscal year for Board approval.

Section 6. The Vice President – Communications shall publish and notify membership of all scheduled activities and meetings (including their location, date, time and subject matter) as well as all other Chapter business that requires notification to the membership. Develop and coordinate publicity programs both internally and externally to local community.

Section 7. The Vice President – Programs shall recommend an annual calendar of events for board approval, and stage the approved events.

Section 8. The Vice President – Professional Development shall develop and execute a coordinated, yearlong program to enhance the professional development of the PMI Dayton/Miami Valley Chapter membership and the practice of project management in the Dayton/Miami Valley area.

Section 9. The Vice President – Outreach shall responsible for coordination and oversight of all activities related to academia, businesses, and communities to promote and provide project management support to scholastic, businesses, and non-profit organizations

Section 10. The President Elect (Vice President): The President Elect will serve with the current President and has the responsibility and obligation to focus on strategic objectives, to learn the position and successfully transition into the Presidential role.

Section 11. The Board shall exercise all powers of the PMI Dayton/Miami Valley 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 PMI Dayton/Miami Valley Chapter business and funds.

Section 12. 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 voting membership of the Board at any given time. Each member shall be entitled to one (1) vote. The vote may take place in person, or by other means with agreement of all board members. 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. Voting Members will include seven (7) elected board VPs.

Section 13. 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 PMI Dayton/Miami Valley Chapter by reason of non-payment of dues, or where the officer or Director at Large fails to attend two (2) consecutive Board meetings with unexcused absence. An officer or Director at Large may resign by submitting written notice to the President or 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 14: 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 15: 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 - PMI Dayton/Miami Valley, OH 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 PMI Dayton/Miami Valley Chapter shall have the right to vote in the election. Discrimination in nomination and election procedures on the basis of age, color, creed, gender, marital status, national origin, physical or mental disability, race, religion, sexual orientation, or for any 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 - PMI Dayton/Miami Valley, OH Chapter Committees:

Section 1. The Board may authorize the establishment of standing or temporary committees to advance the purposes of the organization. The Board (or its delegate) shall establish a charter for each committee, which defines its purpose, authority, outcomes, and reporting requirements. Committees are responsible to the Board. Committee shall be appointed from the membership of the organization.

The PMI Dayton/Miami Valley Chapter officers and/or Directors can serve on be on the PMI Dayton/Miami Valley 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 - PMI Dayton/Miami Valley, OH Chapter Finance:

Section 1. The fiscal year of the PMI Dayton/Miami Valley Chapter shall be from 1 January to 31 December.

Section 2. PMI Dayton/Miami Valley Chapter annual membership dues shall be set by the PMI Dayton/Miami Valley Chapter Board and communicated to PMI in accordance with policies and procedures established by PMI.

Section 3. The PMI Dayton/Miami Valley 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 Chapter President; by a majority of the Board; or by petition of ten percent (10%) of the voting membership directed to the Chapter 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 Dayton/Miami Valley, OH Chapter shall be those members 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 PMI Dayton/Miami Valley Chapter shall receive any pecuniary gain, benefit or profit, incidental or otherwise, from the activities, financial accounts and resources of the PMI Dayton/Miami Valley Chapter except as otherwise provided in these bylaws.

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

Article XIII - Dissolution:

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

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

Section 3. In the event the PMI Dayton/Miami Valley Chapter is considering to dissolve the CHAPTER. The PMI Dayton/Miami Valley 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 PMI Dayton/Miami Valley Chapter dissolve for any reason, its assets shall be dispersed to a charitable 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.