

**BYLAWS OF THE  
PROJECT MANAGEMENT INSTITUTE, PMI MAINE CHAPTER, INC.**

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## **Project Management Institute, PMI Maine Chapter, Inc.**

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

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

This organization shall be called the Project Management Institute, PMI Maine Chapter, Inc. (hereinafter “the PMI MAINE CHAPTER). 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 Maine. ALL Chapters formed within the United States must be incorporated as 501(c) (6) organization.

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

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

The principal office of the PMI MAINE CHAPTER shall be located in Portland in the state of Maine of the United States. The PMI MAINE CHAPTER may have other offices such as Branch offices as designated by the PMI MAINE CHAPTER Board of Directors.

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

Section 1. The PMI Maine 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 Maine 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 MAINE CHAPTER’s Charter with PMI.

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

### **Article III - Purpose and Limitations of the PMI Maine Chapter.**

#### Section 1. Purpose of the PMI Maine Chapter.

- A. General Purpose. THE PMI Maine 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 Maine Chapter and PMI and these Bylaws, the purposes of the PMI Maine 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. Promote the discipline of project management throughout the state of Maine.
- g. Provide a community forum for education, networking and collaboration.
- h. Serve as liaison between private and public sector project management stakeholders

Section 2. Limitations of the PMI Maine Chapter.

- A. General Limitations. The purposes and activities of the PMI Maine Chapter shall be subject to limitations set forth in the charter agreement, these Bylaws, and conducted consistently with PMI Maine Chapter Articles of Incorporation.
- B. The membership database and listings, provided by PMI to the PMI Maine 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 Maine 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 Maine 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 Maine Chapter Membership.**

Section 1. General Membership Provisions.

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

- F. Upon termination of membership in the PMI Maine Chapter, the member shall forfeit any and all rights and privileges of membership.
- G. All PMI Maine Chapter members are eligible to hold office within the PMI Maine Chapter Board.

Section 2. Classes and Categories of Members.

- A. The PMI Maine Chapter shall not create its own membership categories. PMI Maine Chapter membership categories shall be consistent with PMI membership categories.

**Article V - PMI Maine Chapter Board of Directors:**

Section 1. The PMI Maine Chapter shall be governed by a Board; the Board shall be responsible for carrying out the purposes and objectives of the non-profit corporation (or equivalent). The Board shall be comprised of three (3) to nine (9), at large, voting Board members. Six (6) of these voting PMI Maine Chapter Board Directors shall be appointed and serve as Officers of the Chapter consistent with the requirements of Article V, Sections 3 through 7 below.

Section 2. The Board shall consist of the Directors at Large of the PMI Maine Chapter elected by the membership and shall be members in good standing of PMI® and of the PMI Maine Chapter. Terms of office for the Board shall be two (2) years, limited to two (2) consecutive terms in the same position, and no more than four (4) consecutive terms on the Board in general, with the exceptions noted in sections 3, 4, and 5. These positions are staggered so that approximately one-half of the Board are elected each year. The term of office of the President, President Elect, and Immediate Past President shall each be one (1) year. The President Elect shall serve one (1) year, in their second year serve as President for one (1) year, and in their third year of service as an officer move into the Immediate Past President role for one (1) year.

Section 3. The President shall be the chief executive officer for the PMI Maine 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 4. The President-Elect shall be the chief operating officer for the PMI Maine Chapter and of the Board and is responsible for the day-to-day operations of the PMI Maine Chapter. The President-Elect shall also serve as a member ex-officio with the right to participate and vote on all committees except the Nominating Committee. The President-Elect shall preside at Board and Chapter meetings in the President's absence.

Section 5. The Secretary shall keep the records of all business meetings of the PMI Maine Chapter and meetings of the Board. The Secretary shall serve a two (2) year term. The duties and authority of the Corporate Secretary shall include, but not be limited to:

- A. Be accountable for the accuracy of Board documents, such as true minutes of all such meetings and the books of the Chapter; all notices given in accordance with these bylaws.
- B. Record, distribute and maintain minutes of the Chapter business and special meetings.

Section 6. The Treasurer shall oversee the management of funds for duly authorized purposes of the PMI Maine Chapter. The Treasurer shall serve a two (2) year term. The duties and authority of the Treasurer shall include, but not be limited to:

- A. Account for the preparation and accuracy of Board financial documents, such as the books of the

- Chapter; financial reports, annual budget, and fiscal and financial investment policies of the Chapter.
- B. Maintain, update and ensure adherence to the PMI Maine Chapter financial policies as approved by the Board.

Section 7. Director at Large (up to 6 positions), the duties and authority of the Directors at Large shall include, but not be limited to:

- A. Providing strategic guidance on the activities of one (or more) portfolio areas.
- B. Providing monthly updates on strategy execution to the rest of the Board.
- C. Acting as “sponsors” for projects aligned to their portfolio area.
- D. Once they have at least one year’s experience on the Board, act as a “mentor” to emerging leaders in their portfolio area - grooming them for potential nomination to a future election.
- E. Annually, collaborate on preparation and submission of a budget for their portfolio area.

Section 8. The Board shall exercise all powers of the PMI Maine 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 Maine Chapter 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 Board member shall be entitled to one (1) vote and may take part and vote either in person or via conference/video call only. If by conference Call, the Board members & Officers must be in agreement that the person talking is indeed who they say they are. 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 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 PMI Maine Chapter by reason of non-payment of dues, or where the Officer or Director fails to attend two (2) consecutive Board meetings. An Officer or Director may resign by submitting written notice to the President or the Secretary unless another time is specified in the notice or is determined by the Board, the resignation shall be effective upon receipt by the Board of the written notice.

Section 11: An officer or Director 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: An officer or Director 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 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 removed or is unable or unwilling to complete the current term of office, the President-Elect will automatically become the president 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 Maine Chapter Nominations and Elections:**

Section 1. The nomination and election 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 PMI Maine 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 - PMI Maine 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 PMI Maine Chapter officers and/or Directors can serve on the PMI MAINE 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 PMI Maine Chapter President with the approval of the Board.

## **Article VIII - PMI Maine Chapter Finance:**

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

Section 2. PMI Maine Chapter annual membership dues shall be set by the PMI MAINE CHAPTER'S BOARD and communicated to PMI in accordance with policies and procedures established by PMI.

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

Section 2. No officer, director, appointed committee member or authorized representative of the PMI Maine 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 Maine 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 Maine Chapter may engage in contracts or transactions with members, elected officers or directors of the Board, appointed committee members or authorized representatives of PMI Maine Chapter and any corporation, partnership, association or other organization in which one or more of PMI Maine 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 Maine Chapter and complies with the laws and regulations of the applicable jurisdiction in which PMI Maine 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 Maine Chapter shall act in an independent manner consistent with their obligations to the PMI Maine 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 Maine 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 - Indentification :**

Section 1. In the event that any person who is or was an officer, director, committee member, or authorized representative of the PMI Maine Chapter, acting in good faith and in a manner reasonably believed to be in the best interests of the PMI Maine 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 Maine 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 Maine Chapter, or is or was serving at the request of the PMI Maine 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 - Amendements :**

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 Maine 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 PMI Maine Chapter's Charter with PMI.

**Article XIII - Dissolution:**

Section 1. In the event that the PMI Maine 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 PMI Maine Chapter Charter and require the chapter to seek dissolution.

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

Section 3. In the event the PMI Maine Chapter is considering dissolving, the PMI Maine 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 Maine 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.