



PMI Nashville, Tennessee Chapter Bylaws March 2020

Article I: Name, Principal Office; Other Offices

Section 1. Name/Non-Profit Incorporation.

This organization shall be called the Project Management Institute Nashville, TN Chapter, Incorporated (hereinafter the Nashville Chapter). This organization is a Chapter chartered by the Project Management Institute, Inc. (hereinafter PMI®) and separately incorporated as a non-profit corporation (or equivalent) organized under the laws of Tennessee. All components formed within the United States must be incorporated as 501(c) (6) organizations.

Section 2. Legal Requirements.

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

Section 3. Principal Office; Other Offices.

The principal office of the Chapter shall be located in the city of Nashville in the state of Tennessee. The primary area of operation of the Chapter includes, but is not limited to, Middle Tennessee, USA. The area is defined as the geographical area of Nashville, Tennessee, surrounding cities and counties contiguous to industrial areas supporting the Nashville economy. The Chapter may have other offices such as branch offices as designated by the Chapter Board of Directors.

Article II: Relationship to PMI

Section 1. The 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 Chapter may not conflict with the current PMI® Bylaws and all policies, procedures, rules, or directives established or authorized by PMI® as well as with the Chapter's Charter with PMI®.

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

Article III: Purpose and Limitations of the Chapter

Section 1. Purpose of the Chapter.

- A. General Purpose. The Chapter has been founded as a non-profit corporation (or equivalent) chartered by PMI®, and is dedicated to supporting PMI®'s defined purpose to advance the practice, science, and profession of project management in Middle Tennessee in a conscientious and proactive manner.
- B. Specific Purposes. Consistent with the terms of the Charter executed between the Chapter and PMI® and these Bylaws, the purposes of the Chapter shall include the following:
 - a) To provide a forum for professional project managers to promote the principles of PMI® through advancing the practice, science, and profession of project management;
 - b) To advance the mission and objectives of PMI® within the Middle Tennessee area;
 - c) To foster professionalism in the management of projects;
 - d) To contribute to the quality and scope of project management;

PMI Nashville, Tennessee Chapter Bylaws
March 2020

- e) To stimulate appropriate global application of project management for the benefit of the general public;
- f) To provide a recognized forum for the free exchange of ideas, applications, and solutions to project management issues among its members, and others interested and involved in project management;
- g) To identify and promote the fundamentals of project management and advance the body of knowledge for managing projects successfully;
- h) To collaborate with universities, other educational institutions, government, and corporate entities to encourage appropriate education and career development at all levels of project management activities;
- i) To provide educational programs that strengthens local project management skills and support the programs for the certification of Project Management Professionals (PMP®) and other PMI® certifications.
- j) To seek and foster cooperation and contacts with other organizations, both public and private, which relate to project management and to collaborate in matters of common interest and benefit; and
- k) To identify, develop, and maintain professional/ethical practices and ensure the accreditation standards and principles.

Section 2. Limitations of the Chapter.

- A. General Limitations. The purposes and activities of the Chapter shall be subject to limitations set forth in the Charter agreement and these Bylaws and shall be conducted consistently with the Chapter's Articles of Incorporation.
- B. The membership database and listings provided by PMI® to the Chapter may not be used for commercial purposes and may be used only for non-profit purposes directly related to the business of the 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, Vice Presidents, and Directors of the 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 county, state, and federal laws.

Article IV – Chapter Membership.

Section 1. General Membership Provisions.

- A. Membership in the Chapter requires membership in PMI®. The 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 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 Chapter membership dues to PMI®. 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 Chapter.
- D. Membership in the 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 Chapter. A delinquent member may be reinstated by payment in full of all unpaid dues for PMI® and the Chapter to PMI® within such one (1) month delinquent period.
- F. Upon termination of membership in the Chapter, the member shall forfeit any and all rights and privileges of membership.

PMI Nashville, Tennessee Chapter Bylaws
March 2020

- G. Members in Good Standing shall be defined as Chapter members who have paid both PMI® and Chapter dues and do not appear on the PMI® Member Non-Renewal List. In the event dues have been paid, but not posted, the member must provide a written verification from PMI® that dues have been received in order to be considered a Member in Good Standing. All members in Good Standing of PMI® and the Chapter can vote and hold office.

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

Article V: Chapter Board of Directors

Section 1. The 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 and Vice Presidents of the Chapter and shall be members in Good Standing of PMI® and of the Chapter. The Executive Officers are defined as the President, Executive Vice-President (President-Elect), Vice President Finance, and Vice President Administration. The immediate Past President shall also serve on the Board as a fifth officer (Past President). Five additional members of the Board are defined as Vice President Member Services, Vice President Professional Development, Vice President Programs, Vice President Operations, and Vice President Marketing.

All Board members shall serve a two (2) year term and are limited to no more than two consecutive, two-year terms in the same office. Non-consecutive terms are considered new terms. The maximum number of terms, both consecutive and non-consecutive, shall be limited to ten (10) terms.

The Policy for the Election Process will provide for continuity of the Board leadership so that no more than one half of the Board is elected each calendar year. The Policy includes both the election process and requirements of the nominee for each of the elected positions. The election process allows for open nominations from the general Chapter membership. This Policy is included in the Chapter Policies and Operating Procedures and will be displayed on the Chapter's website.

The Board shall appoint Directors to assist the Officers and VPs in the performance of their responsibilities. The Board will define and adjust the Director positions and their responsibilities during the annual Board transition process and as needed throughout the year. All Directors shall be members in Good Standing of PMI® and of the Chapter. The VP Member Services shall determine if the individual is qualified and perform the initial interview. The hiring VP shall be responsible for the final selection and shall inform the board of the new director.

Section 3. The President shall be the chief executive Officer for the 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 vote on all committees except the Nominating Committee.

Section 4. The VP Administration shall keep the records of all business meetings of the Chapter and meetings of the Board.

Section 5. The VP Finance shall oversee the management of funds for duly authorized purposes of the Chapter.

Section 6. The Executive VP shall assist the President and will assume their duties in the absence of the President. He/she will be considered the successor to the President, subject to the election process and approval of the Board.

Section 7. The most recent Past President will also serve in a support and advisory capacity, and will continue as a voting member of the Board.

Section 8. The general duties and responsibilities for all Board members are defined and maintained in the Chapter

PMI Nashville, Tennessee Chapter Bylaws March 2020

policies and operating procedures.

Section 9. The Board shall exercise all powers of the 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 Chapter business and funds.

Section 10. The Board shall meet at the call of the President or at the written request of three members of the Board. A quorum shall consist of no less than one-half (1/2) 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, via teleconference or via e-mail. At its discretion, the Board may conduct its business by teleconference or other legally acceptable means. Meetings shall be conducted in accordance with parliamentary procedures determined by the Board.

Section 11. The Board shall declare an Officer or VP position to be vacant where an Officer or VP ceases to be a member in Good Standing of PMI® or of the Chapter by reason of non-payment of dues, or where the Officer or VP fails to attend three (3) Board meetings within one (1) calendar year. An Officer or VP may resign by submitting written notice to the President. 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 12: An Officer or VP 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, VP, 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 Executive VP shall assume the duties and office of the presiding Officer for the remainder of the term.

Section 14: A Director or other volunteer may be removed from his/her role for just cause or lack of participation by recommendation of the VP overseeing that area of responsibility and subsequent approval of Executive VP or President.

Section 15: The Board shall hold one (1) Annual Meeting for the Chapter Membership. Board (Business) Meetings shall be regularly scheduled by the Board to perform their assigned duties and responsibilities; the frequency of Board Meetings is defined in the Chapter Policies and Operating Procedures. The Board shall determine all times and locations for meetings. The planning function of the Board shall provide focus on the identified mission and objectives of the Chapter.

Article VI: Chapter Board Member Nominations and Elections

Section 1. The nomination and election of Board Members shall be conducted annually in accordance with the terms of office specified in Article IV, Section 1, and Article V, Section 2. All voting members in Good Standing of the 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 term or until their successors have been elected and qualified.

Section 3. A Election Committee shall prepare a ballot containing nominees for each Board position up for election and shall determine the eligibility of each nominee to stand for election.

- A. The President, with the approval of the Board, shall appoint members of the Election Committee who shall be members in Good Standing, no later than July 15th of each year.

PMI Nashville, Tennessee Chapter Bylaws March 2020

- B. The Election Committee shall be comprised of the immediate Past President as Chairperson and at least two other members of the Chapter, in Good Standing, appointed by the current President. If the position of Past President is vacant or declined, another member in Good Standing may be appointed by the President and must be approved by the Board.
- C. The Election Committee shall prepare a ballot containing nominees for each Board position and shall determine the eligibility of each nominee to stand for election. The Election Committee shall set criteria for the selection of nominees that includes the following:
 - a) Willingness to devote time and effort as an Officer or Vice President of the Chapter;
 - b) Sufficient length of membership with PMI® Global and a local Chapter for at least 12 months prior to the date of nomination;
 - c) Skillset suitability for the position;
 - d) Experience as a project manager (PMI certification preferred); and
 - e) Personal attributes –strong communication skills, teamwork skills, and specific performance skills related to the nominated role.
- D. Members who wish to be a Candidate for a Board position are required to submit a candidate application to the Election Committee by the deadline as defined in the Election policy which is part of the Chapter Policies and Operating Procedures.
- E. The Election Committee shall complete the candidate validation process and finalize the ballot by the dates defined in the Chapter Policies and Operating Procedures. The Election Committee shall also be accountable for overseeing the administration of the election process and reporting on the results to the existing Board and membership.
- F. Elections shall be conducted, and votes accepted by electronic/online ballot to all voting members in Good Standing. Ballots shall be counted by the Election Committee.
- G. The candidate who receives a simple majority of votes cast for each office shall be elected.

Section 4. No member of the Election Committee shall be included in the ballot 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’s Election Committee, or other applicable body designated by the Chapter, will be the sole distributor(s) of all election materials for the Chapter’s elected positions.

Article VII: Chapter Committees

Section 1. The Board may authorize the establishment of standing or temporary committees (e.g., past presidents or corporate executives) to provide general advice and guidance 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 Chapter Board members can serve on the Chapter Committees, unless it specifically is restricted by the Bylaws. The committees shall have no legislative or managerial authority. The tenure of the committees shall be limited to the same as that of the Board that appoints the committee unless otherwise noted in 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: Chapter Finance

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

Section 2. The Chapter’s annual membership dues shall be set by the Chapter’s Board and communicated to PMI® in

PMI Nashville, Tennessee Chapter Bylaws March 2020

accordance with policies and procedures established by PMI®. Membership privileges for new members shall commence on the day of acceptance by PMI® Headquarters and payment of PMI® and Chapter dues for the current year.

Section 3. The Chapter Board shall establish policies and procedures to govern the management of its finances and shall submit required tax filings to appropriate government authorities. Accounting for the finances of the Chapter shall conform to the acceptable accounting practices. The VP Finance shall make monthly statements available to the Board at their request.

Section 4. All dues billings, dues collections and dues disbursements shall be performed by PMI®.

Section 5. The proposed one (1) year budget shall be created annually and recommended by the VP Finance to the Board for approval. The annual budget for the succeeding year shall be submitted in draft form no later than the October Board meeting. The budget shall be approved by the Board at the November Board Meeting.

Section 6. The VP Finance shall handle all expenditures, except as otherwise documented herein. Individual Board members have the authority to expend small amounts of money in the execution of their specific job responsibilities. In all cases, expenditures shall be made in accordance with the approved budget. The expenditures must not exceed the approved Chapter budgets by more than ten (10) percent, except with the approval of the Board of Directors.

Section 7. All Chapter financial transactions requiring a reimbursement shall follow the procedures as outlined in the Chapter Policies and Operating Procedures.

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. The Board shall conduct Chapter Meetings on a regular basis. The purpose of the Chapter Meetings will be to emphasize programs that further the objectives of the Chapter and PMI® and will be the responsibility of the VP Programs and the President.

Section 3. 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. Special Meetings may be called and conducted by members or groups of members at any time or place as long as the following conditions are met:

- A. Written notification, including purpose, time, place, agenda, and the names of principal participants are forwarded to the VP Operations for distribution and to the VP Administration for recording purposes.
- B. Any written material to be used or distributed in connection with meetings, and/or carrying the name of the Chapter, is to be submitted to the VP Administration prior to its distribution or use.
- C. Within one week following the close of a Special Meeting, the sponsoring member or group will provide a written report to the Chapter VP Administration outlining the activities of the meeting. This written report will be forwarded to the President for review.

Section 4. Quorum at all annual and special meetings of the Chapter shall be five percent (5%) of the voting membership in Good Standing on the date of the meeting.

Section 5. All meetings shall be conducted according to parliamentary procedures determined by the Board.

Article X: Branches of the Chapter

The PMI Nashville Chapter has not formed any Branches at this present time. Should the need arise, the Board will address it accordingly following the process and procedures outlined by PMI®

PMI Nashville, Tennessee Chapter Bylaws
March 2020

Article XI: Inurement and Conflict of Interest

Section 1. No member of the Chapter shall receive any pecuniary gain, benefit or profit, incidental or otherwise, from the activities, financial accounts and resources of the Chapter, except as otherwise provided in these Bylaws.

Section 2. No Board member, appointed committee member, or authorized representative of the Chapter shall receive any compensation, tangible item, or financial benefit for service on the Board. However, the Board may authorize payment by the Chapter of actual and reasonable expenses incurred by a Board member, committee member, or authorized representative regarding attendance at Board meetings and other approved activities (based on budget and board approval). The cost of attendance to membership meetings, events, conferences, travel and meals are excluded from this policy.

Section 3. The Chapter may engage in contracts or transactions with members, elected Board members, appointed committee members, or authorized representatives of the Chapter and any corporation, partnership, association or other organization in which one or more of the Chapter's Board members, appointed committee members, or authorized representatives are: Board members, 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 Chapter and complies with the laws and regulations of the applicable jurisdiction in which the Chapter is incorporated or registered at the time the contract or transaction is authorized, approved, or ratified by the Board.

Section 4. All Board members and appointed committee members and authorized representatives of the Chapter shall act in an independent manner consistent with their obligations to the Chapter and applicable law, regardless of any other affiliations, memberships, or positions.

Section 5. All Board members, appointed committee members and authorized representatives shall disclose any interest or affiliation they may have with any entity or individual with which the 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 XII: Indemnification

Section 1. In the event that any person who is or was an Officer, Vice President, Director, committee member, or authorized representative of the Chapter, acting in good faith and in a manner reasonably believed to be in the best interests of the Chapter, has been made a 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 Chapter may purchase and maintain liability insurance on behalf of any person who is or was an Officer, Vice President, Director, employee, trustee, agent, or authorized representative of the Chapter, or is or was serving at the request of the Chapter as an Officer, Vice President, Director, employee, trustee, agent, or representative of another corporation, domestic or foreign, non-profit or for-profit, partnership, joint venture, trust, or other enterprise.

PMI Nashville, Tennessee Chapter Bylaws
March 2020

Article XIII: Amendments

Section 1. These Bylaws may be amended by two-thirds (2/3) of the votes cast by the voting membership in Good Standing present in person at an annual meeting of the Chapter duly called and regularly held; or by two-thirds (2/3) of the votes cast by the voting membership in Good Standing voting by electronic/online 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 by electronic/online method 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 Chapter's Charter with PMI®.

Section 4. The results of voting on all amendment proposals shall be communicated to the Chapter membership, as well as to PMI®.

Article XIV: Dissolution

Section 1. In the event that the Chapter or its governing Officers failed to act according to this Bylaws and Chapter's or all PMI® policies, procedures, and rules outlined in the Charter agreement, PMI® has a right to dissolve the Chapter.

Section 2. In the event the Chapter failed to deliver value to its members as outlined in Chapter's business plan and without mitigated circumstance, the Chapter acknowledges that PMI® has a right to dissolve the Chapter, as per the terms of the Charter.

Section 3. In the event the Chapter is considering dissolution of the Chapter, the Board must notify PMI® in writing and follow the component dissolution procedure as defined in the PMI® policy guidelines.

Section 4. Should the 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.

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.