

**Bylaws**  
**Project Management Institute, New Jersey**  
**Chapter**

## **Chapter Bylaws**

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

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

This organization shall be called the Project Management Institute, New Jersey Chapter (hereinafter “PMINJ”). 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 NEW JERSEY as a 501(c)6 organization.

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

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

The principal office of PMINJ shall be located in the State of New Jersey in the United States.

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

Section 1. PMINJ 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 PMINJ 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 PMINJ’s Charter with PMI.

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

### **Article III – Purpose and Limitations of the PMI New Jersey Chapter.**

#### Section 1. Purpose of PMINJ.

PMINJ, as a not-for-profit professional organization, is dedicated to advancing the science and practice of the Project Management profession in a manner that is socially conscious, sustainable, equitable and in accordance with our Charter - for the benefit of its members and the community-at-large.

#### Specific Purposes

PMINJ, as per its membership agreement, shall:

- a. Foster professionalism and business excellence in the management of projects

- b. Facilitate and provide for the continued professional success of its membership and its partners in the field of Project Management - including but not limited to certification, education, outreach, volunteering and careers
- c. Advocate for the positive application of Project Management principles for the public good
- d. Encourage the free exchange of ideas, applications, and solutions as they relate to Project Management and its related disciplines and the advancing of the project management body of knowledge
- e. Facilitate a sense of community for its members, partners and volunteers through the lens of the Project Management profession

## Section 2. Limitations of PMINJ.

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

### Section 1. General Membership Provisions.

- A. Membership in PMINJ requires membership in PMI. PMINJ shall not accept as members any individuals who have not been accepted as PMI members.

Membership in this organization 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 PMINJ 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 PMINJ 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 PMINJ.
- D. Membership in PMINJ 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 and their names removed from the official membership list of PMINJ. A delinquent member may be reinstated by payment in full of all unpaid dues plus the applicable application fee for PMI and PMINJ to PMI.
- F. Upon termination of membership in PMINJ, the member shall forfeit any and all rights and privileges of membership.
- G. All PMINJ members in good standing are eligible to vote on all matters presented to Chapter membership. In addition, all PMINJ members meeting the qualifications are eligible to run for and hold a PMINJ elected position.

Section 2. Classes and Categories of Members.

PMINJ shall not create its own membership categories. PMI Chapter membership categories shall be consistent with PMI membership categories.

**Article V – PMI New Jersey Chapter Board of Directors<sup>1</sup>.**

Section 1. PMINJ 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 PMINJ elected by the membership and shall be members in good standing of PMI and of PMINJ.

Terms of office for the Officers shall be 2 YEARS, limited to 3 consecutive terms in the same position, and no more than 4 consecutive terms (eight (8) consecutive years) on the Board in general. These positions are staggered so that half of the positions are elected each year.

Section 3. The President shall be the president for PMINJ 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 Operations Vice Chair - Operations shall keep the records of all business meetings of PMINJ and meetings of the Board. The Operations Vice Chair is responsible for preparing, maintaining, recording, and circulating all records, correspondence, minutes of meetings and related affairs of the chapter. The Operations Vice Chair shall also have oversight of the maintenance and presentation of all financial records required for chapter operations. This position will be assisted by the Vice President – Finance.

<sup>1</sup> (Source: [Chapter Leader Guide: Chapter Volunteer Role Delineation Study](#))

Section 5. The Marketing Vice Chair is responsible for chapter based marketing and public relations to increase awareness of both the chapter and the PMI brand within the territory. The Marketing Vice Chair will develop and execute an integrated marketing, communications and public relations program to support the chapter's annual objectives.

Section 6. The Information Resources Vice Chair is responsible for all aspects of chapter technology including acquisition, support, development, maintenance, and planning. The Information Resources Vice Chair is also responsible to identify data analysis for enhancing the operations for current and future membership programs/services and support chapter communications.

Section 7. The Programs Vice Chair is responsible for establishing and maintaining periodic required and optional programs to enhance project management knowledge and skills, meet annual Catalog of Core Services requirements and support delivery of other approved programs. The Programs Vice Chair is also responsible for supporting and maintaining professional development days, workshops, and other Chapter events that request or require a speaker. This VC is also responsible for the mentoring program that links serious and accomplished Project Managers with those who would like a mentoring relationship so they can become a more accomplished PM.

Section 8. The Membership Vice Chair is responsible for addressing the needs of chapter membership, including membership recruitment, retention, and associated value delivery. This Vice Chair is also responsible for recognizing accomplishments related to Project Management (Project Professional of the Year, Project of the Year, and Program Excellence of the Year) and other professional and personal achievements. They are responsible to recognize the needs of volunteers, including recruitment, retention, recognition, and leadership development training.

Section 9. The Past President provides advice and leadership to the Board of Directors regarding past practices and other matters to assist the Board in governing PMINJ. The Past President may vote on board matters.

Section 10. The Board shall exercise all powers of PMINJ, 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 PMINJ business and funds.

Section 11. The Board shall meet at the call of the President, or at the written request of four (4) members of the Board. A quorum shall consist of no less than one-half of the membership of the elected Board at any given time. Each member shall be entitled to one (1) vote and may take part and vote in person only. At its discretion, the Board may

conduct its business by teleconference, facsimile or other legally acceptable means. Meetings shall be conducted in accordance with parliamentary procedures determined by the Board.

Section 12. The Board of Directors may declare an officer position to be vacant where an officer ceases to be a member in good standing of PMI or of PMINJ by reason of non-payment of dues, or where the officer fails to attend two (2) consecutive Board meetings. An officer may resign by submitting written notice to the Vice Chair - Operations. Unless another time is specified in the notice or determined by the Board, the resignation shall be effective upon receipt by the VC - Operations of the written notice.

Section 13. An officer may be removed from office for just cause in connection with the affairs of the organization by a two-thirds (2/3) vote of the members present and in person at an official meeting of the membership, or by a two-thirds (2/3) vote of the Board.

Section 14. If any officer 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 Vice Chair – Operations 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 New Jersey 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 members in good standing of PMINJ 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 September 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, including the Single Point of Contact, shall be eligible for inclusion in the slate of nominees prepared by the Committee.

Furthermore, to uphold the principle of fairness and prevent any conflicts of interest, no current member of the Nominating Committee may resign from their position on the committee with the intention to run for a Board Candidate position.

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 New Jersey 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. PMINJ officers can serve on PMINJ 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 New Jersey Chapter Finance.**

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

Section 2. Annual membership dues will be agreed upon between PMI and PMINJ's Board of Directors and communicated in accordance with policies and procedures established by PMI.

Section 3. The PMINJ 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 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 PMINJ 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 PMINJ shall receive any pecuniary gain, benefit or profit, incidental or otherwise, from the activities, financial accounts and resources of PMINJ, except as otherwise provided in these bylaws.

Section 2. No officer, director, appointed committee member or authorized representative of PMINJ shall receive any compensation, or other tangible or financial benefit for service on the Board. However, the Board may authorize payment by PMINJ 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. All officers, directors, appointed committee members and authorized representatives of PMINJ shall act in an independent manner consistent with their obligations to PMINJ and applicable law, regardless of any other affiliations, memberships, or positions.

Section 4. 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 PMINJ 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 PMINJ, acting in good faith and in a manner reasonably believed to be in the best interests of PMINJ, 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, PMINJ 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 PMINJ, or is or was serving at the request of PMINJ 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; or by two-thirds (2/3) vote of membership present and voting at an annual meeting of PMINJ 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 PMINJ's Charter with PMI.

### **Article XIII – Dissolution.**

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

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

Section 3. In the event PMINJ is considering dissolving, PMINJ's members of the Board of Directors must notify PMI in writing and follow the Chapter dissolution procedure as defined in PMI's policy.

Section 4. Should PMINJ 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.