

LaCrosse – Rochester Chapter Bylaws

Article I – Name, Principal Office; Other Offices.

Section 1. Name/Non-Profit Incorporation.

This organization shall be called the Project Management Institute, **LA CROSSE – ROCHESTER CHAPTER** (hereinafter “the **LA CROSSE – ROCHESTER 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 **WISCONSIN**. ALL Chapters formed within the United States must be incorporated as 501(c) (6) organization.

Section 2. The **LA CROSSE - ROCHESTER CHAPTER** shall meet all legal requirements in the jurisdiction(s) in which the **LA CROSSE - ROCHESTER CHAPTER** conducts business or is incorporated/registered.

Section 3. Principal Office; Other Offices.

The principal office of the **CHAPTER** shall be located in **LA CROSSE** in the **STATE** of **WISCONSIN**. The **LA CROSSE - ROCHESTER CHAPTER** may have other offices such as Branch offices as designated by the **LA CROSSE – ROCHESTER CHAPTER** Board of Directors.

Article II – Relationship to PMI.

Section 1. The **LA CROSSE - ROCHESTER 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 **LA CROSSE - ROCHESTER 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 **LA CROSSE – ROCHESTER CHAPTER’s** Charter with **PMI**.

Section 3. The terms of the Charter executed between the **LA CROSSE - ROCHESTER 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 **LA CROSSE - ROCHESTER CHAPTER** shall be governed by and adhere to the terms of the Charter.

Article III – Purpose and Limitations of the LA CROSSE - ROCHESTER CHAPTER.

Section 1. Purpose of the LA CROSSE - ROCHESTER CHAPTER.

A. General Purpose. THE **LA CROSSE - ROCHESTER 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 **LA CROSSE – ROCHESTER CHAPTER** and **PMI** and these Bylaws, the purposes of the **LA CROSSE - ROCHESTER 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) TO HELP PROMOTE THE MEMBERSHIP AND GOALS OF PMI®.

Section 2. Limitations of the LA CROSSE - ROCHESTER CHAPTER.

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

Section 1. General Membership Provisions.

- A. Membership in the **LA CROSSE - ROCHESTER CHAPTER** requires membership in PMI®. The **LA CROSSE - ROCHESTER 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 **LA CROSSE – ROCHESTER 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 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 **LA CROSSE - ROCHESTER CHAPTER**.
- D. Membership in the **LA CROSSE - ROCHESTER 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 **LA CROSSE - ROCHESTER CHAPTER**. A delinquent member may be reinstated by payment in full of all unpaid dues for PMI and the **LA CROSSE – ROCHESTER CHAPTER** to PMI within such one month delinquent period.
- F. Upon termination of membership in the **LA CROSSE - ROCHESTER CHAPTER**, the member shall forfeit any and all rights and privileges of membership.
- G. All members in good standing may vote and hold office. Good standing is defined as current in dues for both local and national, and not removed from the organization due to unprofessional behavior.

Section 2. Classes and Categories of Members.

The **LA CROSSE - ROCHESTER CHAPTER** shall not create its own membership categories. PMI Chapter membership categories shall be consistent with PMI membership categories.

Article V – LA CROSSE - ROCHESTER CHAPTER Board of Directors:

Section 1. The **LA CROSSE - ROCHESTER CHAPTER** shall be governed by a Board of Directors (Board). The Board shall be responsible for carrying out the purposes and objectives of the non-profit corporation (or equivalent).

Section 2. The Board shall consist of the officers of the **LA CROSSE - ROCHESTER CHAPTER** elected by the membership and shall be members in good standing of PMI and of the **LA CROSSE - ROCHESTER CHAPTER**. Terms of office for the Officers shall be **TWO YEARS**, limited to **FOUR** consecutive years in the same position, and no more than **eight** consecutive years on the Board in general. These positions are staggered so that **THREE POSITIONS** are elected each year.

Section 3. The **PRESIDENT** shall be the chief executive officer for the **LA CROSSE - ROCHESTER 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 **VP OF COMMUNICATIONS** shall keep the records of all business meetings of the **LA CROSSE - ROCHESTER CHAPTER** and meetings of the Board.

Section 5. The **VP OF FINANCE** shall oversee the management of funds for duly authorized purposes of the **LA CROSSE - ROCHESTER CHAPTER**.

Section 6. The **VICE PRESIDENT** shall fulfill the responsibilities of the President, should the President be unable to attend a meeting, fulfill a responsibility, or complete their term. The officer voted, by the board, to serve as Vice President must have served on a PMI chapter board in the last 5 years. The Vice President is the intended successor for the President and shall assume the position of President.

Section 7. **THE VP OF MEMBERSHIP** shall oversee the member recruiting and maintain the membership lists.

Section 8. **THE VP OF EVENTS – LA CROSSE** shall coordinate the speakers for meetings as well as the facility and catering for events held in the La Crosse, WI area. The coordination of speakers will be done in conjunction with the VP Events – Rochester.

Section 9. **THE VP OF EVENTS – ROCHESTER** shall coordinate the speakers for meetings as well as the facility and catering for events held in the Rochester, MN area. The coordination of speakers will be done in conjunction with the VP Events – La Crosse.

Section 10. **THE VP OF MARKETING** shall maintain the chapter website and is responsible for ongoing communications to the membership (e.g. membership surveys).

Section 11. **THE IMMEDIATE PAST PRESIDENT** shall assist the current president as assigned. This board position is non-elected and is non-voting.

Section 12. The Board shall exercise all powers of the **LA CROSSE - ROCHESTER 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 **LA CROSSE - ROCHESTER CHAPTER** business and funds.

Section 13. The Board shall meet at the call of the **PRESIDENT**, or at the written request of three (3) members of the Board. A quorum shall consist of no less than one-half of the membership of the Board at any given time. Each member shall be entitled to one (1) vote and may take part and vote in person only. At its discretion, the Board may conduct its business by teleconference, facsimile or other legally acceptable means. Meetings shall be conducted in accordance with parliamentary procedures determined by the Board.

Section 14. The Board of Directors may declare an officer or Director at Large position to be vacant where an officer or Director at Large ceases to be a member in good standing of PMI or of the **LA CROSSE –**

ROCHESTER CHAPTER by reason of non-payment of dues, or where the officer or Director at Large fails to attend two (2) consecutive Board meetings. An officer or Director at Large may resign by submitting written notice to the **PRESIDENT**. 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 15: 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 16: 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 **VICE PRESIDENT** 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 – LA CROSSE - ROCHESTER 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 **LA CROSSE - ROCHESTER 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 **JUNE** 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 – LA CROSSE - ROCHESTER 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 **LA CROSSE - ROCHESTER CHAPTER** officers and/or Directors can serve on the **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 - LA CROSSE - ROCHESTER CHAPTER Finance:

Section 1. The fiscal year of the **LA CROSSE - ROCHESTER CHAPTER** shall be from 1 January to 31

December.

Section 2. LA CROSSE - ROCHESTER CHAPTER annual membership dues shall be set by the **CHAPTER's** Board and communicated to PMI in accordance with policies and procedures established by PMI.

Section 3. The **LA CROSSE - ROCHESTER CHAPTER** Board shall establish policies and procedures to govern the management of its finances and shall submit required tax filings to appropriate government authorities.

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

Article IX – Meetings of the Membership:

Section 1. An annual meeting of the membership shall be held at a date and location to be determined by the Board. Notice of all annual meetings shall be sent by the Board to all members at least 30 days in advance of the meeting. Action at such meetings shall be limited to those agenda items contained in the notice of the meeting.

Section 2. Special meetings of the membership may be called by the **PRESIDENT**, by a majority of the Board, or by petition of ten percent (10%) of the voting membership directed to the **PRESIDENT**. Notice of all special meetings shall be sent by the Board to membership a reasonable amount of time in advance of the meeting so as to allow membership the opportunity to participate in such special meetings. The notice should indicate the time and place of the meeting and include the proposed agenda. Action at such meetings shall be limited to those agenda items contained in the notice of the meeting.

Section 3. Quorum at all annual and special meetings of the **LA CROSSE - ROCHESTER 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 **LA CROSSE - ROCHESTER CHAPTER** shall receive any pecuniary gain, benefit or profit, incidental or otherwise, from the activities, financial accounts and resources of the **LA CROSSE - ROCHESTER CHAPTER**, except as otherwise provided in these bylaws.

Section 2. No officer, director, appointed committee member or authorized representative of the **LA CROSSE - ROCHESTER CHAPTER** shall receive any compensation, or other tangible or financial benefit for service on the Board. However, the Board may authorize payment by the **LA CROSSE - ROCHESTER 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. **LA CROSSE - ROCHESTER CHAPTER** may engage in contracts or transactions with members, elected officers or directors of the Board, appointed committee members or authorized representatives of **LA CROSSE - ROCHESTER CHAPTER** and any corporation, partnership, association or other organization in which one or more of **LA CROSSE - ROCHESTER 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 **LA CROSSE - ROCHESTER CHAPTER** and complies with the laws and regulations of the applicable jurisdiction in which **LA CROSSE - ROCHESTER 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 **LA CROSSE - ROCHESTER CHAPTER** shall act in an independent manner consistent with their obligations to the **LA CROSSE - ROCHESTER 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 **LA CROSSE - ROCHESTER 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 **LA CROSSE - ROCHESTER CHAPTER**, acting in good faith and in a manner reasonably believed to be in the best interests of the **LA CROSSE - ROCHESTER 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 **LA CROSSE - ROCHESTER 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 **LA CROSSE - ROCHESTER CHAPTER**, or is or was serving at the request of the **LA CROSSE - ROCHESTER CHAPTER** as a director, officer, employee, trustee, agent or representative of another corporation, domestic or foreign, non-profit or for-profit, partnership, joint venture, trust or other enterprise.

Article XII- Amendments:

Section 1. These bylaws may be amended by a two-thirds (2/3) vote of the voting membership in good standing voting by electronic ballot, present at an annual meeting of the **LA CROSSE - ROCHESTER 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 **LA CROSSE - ROCHESTER CHAPTER**'s charter with PMI.

Article XIII – Dissolution:

Section 1. In the event that the **LA CROSSE - ROCHESTER 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 **LA CROSSE - ROCHESTER CHAPTER** Charter and require the chapter to seek dissolution.

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

Section 3. In the event the **LA CROSSE - ROCHESTER CHAPTER** is considering dissolving, the **LA CROSSE - ROCHESTER 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 **LA CROSSE - ROCHESTER 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.

Date	Bylaws Action/Change
12/9/2015	<ul style="list-style-type: none"> Approved by the PMI LaCrosse-Rochester Chapter Members via electronic ballot
10/27/2015	<ul style="list-style-type: none"> Approved by PMI Global Operations Center Staff; ready for member ratification vote.
9/16/2015	<ul style="list-style-type: none"> ADD ADDITIONAL CHANGES
09/01/15	<ul style="list-style-type: none"> Replaced the word “Component” with La Crosse – Rochester Chapter throughout the bylaws. Prefaced the word “Chapter” with “La Crosse – Rochester” throughout the bylaws. Article V, Section 2: changed ‘open for election’ to ‘are elected each year’ Article V, Section 16: Added “ The Board may call for a special election by the chapter’s membership to fill the vacant position” Article VI, Sections 1 and 3: Updated/added verbiage to reflect the current PMI bylaws template. Article IX: <ul style="list-style-type: none"> Updated/added verbiage to reflect the current PMI bylaws template Section 2 – 6 were modified/combined to be 4 Sections Section 3 (previously #5): Revised quorum to 5% (from 10%, per PMI) Deleted Article X, and updated remaining numbering (XI to end of bylaws) Article XII: Updated to reflect the current PMI bylaws template
09/10/2012	Name change PMI La Crosse – Rochester Chapter
01/10/11	Reformatted and simplified bylaws to BylawsTemplate2010.doc provided by John Huggett of PMI. Major change was to merge old Articles IV and V into new Article V.
01/05/11	Article IV. Changed Director to VP for previous Director positions. Changed Secretary to VP Communications. Removed Communications from the VP Marketing. Modified the election process to allow membership to run for specific board positions.
02/17/09	Article IV. Added Director of Events – Rochester and changed Director of Events to Director of Events – La Crosse. Also clarified how board positions are decided as well as the consecutive terms allowed in a position or on the board. Article XIII. Added Sections 1, 2 and 3 as required by PMI®.
03/04/05	Article IV. Added the automatic succession path from Vice President to President and extended the term of an officer to three years if they get on this succession path in their second year. Approved by majority Membership vote on April 15, 2005.
08/13/03	Amended Article XII, Section 1 per the request of PMI HQ. Bylaw changes now may be voted on by the membership. Changes temporarily noted in red. All board members voted to approve this change.
07/11/03	+ Added Director of Communications and Marketing board position. + Added Immediate Past President board position. + Changed the term start date from the first day of August to the first day of June