

## Project Management Institute La Crosse – Rochester Chapter Policies

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**Purpose:** This document describes the Policies and Procedures for the LA CROSSE - ROCHESTER PMI CHAPTER.

**Relationship to Bylaws:** These Policies and Procedures are intended to supplement the chapter Bylaws. In the event a topic is covered in both the Bylaws and this document the intent in the Bylaws will always take precedent.

**Creation of Policies and Procedures:** Policies and Procedures come from the board meetings. They are documented as a proposed policy or procedure in the board minutes. When the minutes are reviewed and approved at the subsequent meeting the language and intent of the proposed policy or procedure is also reviewed and approved.

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### Board Meetings

1. Board Meeting Attendance:
  - a) Board members are expected to attend all board meetings.
  - b) A board-attendance problem occurs if any of the following conditions exist in regard to a board member's attendance to board meetings:
    - The member has two un-notified absences in a row
      - Un-notified: The member failed to notify the meeting facilitator (typically the Chapter President), a minimum of 2 hours in advance of meeting start time.
    - The member has three notified absences in a row.
    - The member misses one third of the total number of board meetings in a twelve-month period.
  - c) Rectifying a board-attendance problem
    - The Board President will contact the member to discuss the problem
    - At the next board meeting, the Board President must provide a recommendation for action. It is at the Board President's discretion whether the member's response is shared at the meeting.
    - In that meeting, the board will decide what actions to take regarding the board member's future membership on the board. If the board decides to terminate the board member's membership, termination will be conducted according to the chapter bylaws.
  - d) Board Meeting Rescheduling
    - The Vice President will assume responsibility of the board meeting if the President learns that he/she cannot attend on the scheduled date or time. Board meetings should not be rescheduled within 5 days of their planned date and time.
    - If a meeting must be rescheduled within 5 days, the board meeting attendance policy will not be enforced.

### Chapter Meetings

2. Meeting Invitation: The link in the invitation for the monthly membership meeting will go to the Calendar of Events page so that all upcoming events are displayed to the user.
3. Meeting Pricing, Discounts, and Payments:
  - a) The standard price for the chapter meetings will be:
    - Lunch or Dinner: \$25 / \$20 / \$15 for Non-Members / Members / Students.
    - Breakfast: \$20 / \$15 / \$10 for Non-Members / Members / Students.
    - Presentation Only: \$15 / \$10 for Non-Members / Members & Students
      - "Presentation Only" Meeting Attendance: Members and visitors may attend the monthly meeting for the program upon request for a fee.

- Workshops and full day event fees may vary
- b) Student Discount: Student discounts will be given to full time students who have a student ID.
- c) Pay at the door is not an available option while registration is open. However, payment at the door will be available for walk-ins and will be accepted based on availability. PMI La Crosse – Rochester Chapter cannot guarantee the availability of meals for walk-ins.
- d) Pay in Advance Policy: Due to the costs associated with catering and hosting events and workshops and to allow for quicker registration at the door, attendees must make payment in advance while registering for the event. The cancellation policy still applies.
- e) Free Meeting pass to Board Members: To recognize board members, in any year if person attends 7 meetings (breakfast, lunch or dinner), they will receive 1 free pass to attend a meeting at any location within the chapter's geographic area.
- f) Cancellation Policy: Due to the costs associated with catering and hosting events and workshops, the chapter expects individuals who have registered, but can no longer attend, to find a suitable substitute.
  - If you are not able to attend and do not find a substitute, your credit card will not be refunded.
  - If your cancellation e-mail is received by [rsvp@lacrossepmi.org](mailto:rsvp@lacrossepmi.org) a minimum of two full business days in advance of the event or workshop, your credit card will be refunded.
- g) Payment cannot be transferred to another event or workshop.
- h) Weather Policy: If severe weather is occurring the day of the meeting, and there are traffic advisories out, those who have RSVP'd but feel it is unsafe to travel may cancel with no charge. If this becomes a problem, the board reserves the right to deny this in the future to any individuals who overuse this policy or to change the policy in the future.
- i) Board members are encouraged to attend the events and expected to participate as much as possible at the location most convenient to the member.

#### **Speakers Fees and Expenses:**

4. The chapter will reimburse speakers for reasonable travel, meal and lodging costs. The VP of Events shall submit expenses for approval by the board prior to confirming the engagement.
5. Speaker Honorarium:
  - a) The chapter will pay a speaker honorarium only if the speaker has not requested a speaking fee.
  - b) Travel expenses are not considered a speaking fee.
  - c) A \$100 honorarium will be paid per presentation (i.e., the speaker presents in both Rochester and La Crosse, they will receive \$100 per location).
6. Mileage Reimbursement: Board members representing the chapter at functions requiring more than reasonable personal travel will be reimbursed for their mileage at the current government rate at the time of the travel. Mileage to attend board or chapter meetings within the chapter geography will not be reimbursed by the chapter. <http://www.gsa.gov/mileage>

#### **Miscellaneous Topics**

7. Alcohol at Chapter Meetings: PMI Insurance does not cover a chapter for serving alcohol at an event however; the chapter can contract with a vendor who is licensed to serve alcohol since the vendor will have their own insurance to do so.
8. Board support of Specific Interest Groups (SIG's): The board encourages members to be active in SIG's and will accommodate SIG exchange within the chapter. However the board will not plan and organize SIG activities.
9. Advertising of Job Openings on the Chapter Website: (This policy is under consideration)Revision version 9 1 of 3  
Date: 3/7/2007
10. Sponsorship and Advertisement: The chapter will allow sponsors to advertise their business or events on our website subject to the review of the board. Events, articles and advertisements must be aligned with the chapter's mission.

## Chapter Membership

### 11. Membership Fees

- a) Student Membership Discount: Student discounts of \$10 per year will be given to full time students who have a student ID. Current membership fee for PMI La Crosse Rochester is \$25, students will be charged \$15 only when they sign up to be member of the chapter at PMI.org

### 12. Membership Communications

- a) Member Mailing Lists: It is the policy of the chapter to not distribute member mailing lists (regular mail or email listings) to non-board members. Furthermore, it is the policy of the chapter to not allow members to use the chapter mailing list for unofficial business.
- b) For email communications board members are encouraged to use the “bcc” feature so the mailing list is not inadvertently sent to non-board members.

## Board Member Positions

### 13. Board Member Scenarios: As the Bylaws were changed to allow candidates to run for specific board roles, this Policy addresses several scenarios that could occur:

- a) When an existing officer desires to changing roles:
  - With the exception of Vice President and President, all board positions are elected by the full chapter membership.
  - If an existing officer would like to change roles during the annual election or at midterm for a departed officer, they must concede their existing role prior to the call for nominations, and put in their nomination for the new role along with other candidates.
  - The election committee will then add a call for nomination for the newly opened role for the duration of the remainder of that term.
  - The existing officer must realize prior to this commitment, that the results of these elections could render them no longer on the board in either capacity.
- b) If the President decides he/she would like to continue in that role:
  - A special board election will be administered by the nominating committee between the current President and the current Vice President.
  - If the current President is re-elected by the board for another term, the current Vice President will be given the opportunity continue as Vice President and President-elect for the next term, run for another board position during annual election, or step down.
  - This must all be completed prior to the annual call for nominations for the board.
  - A timeline for the decision by a President to run for a 2nd term is presented below:

Jan	Feb	Mar	April	May
	President Commits to 2 <sup>nd</sup> 2 year term	Vote for President or VP (as applicable)	Board vote for new VP	General Election
		Run by Nominating Committee	Run by President	Run by Nominating Committee

## AMENDMENT HISTORY

Document Version #	Date of Change	Modified By	Section, Page(s) and Text Revised
1	11/5/03	Tom Ley	Initial draft
2	3/5/04	Tom Ley	Added Policy 3 regarding Weather related cancellation Added Policy 4 regarding Program Only attendance
3	5/9/04	Tom Ley	Added Policy 6 regarding Job Posting on the website
5	8/14/04	Jay Johnson	<ul style="list-style-type: none"> <li>Added Policy 7 regarding Speaker Fees and Expenses Added Procedure 2 meeting price increase</li> <li>Updated Treasurer Name and Address</li> </ul>
8	2/14/05	Jay Johnson	Added Policy 8 regarding the Nominating Committee
6	10/13/04	Jay Johnson	Removed Policy 8 regarding the Nominating Committee. (Note the inconsistency of the revision numbers, however the document revision dates and corresponding board meeting minutes confirm the actions.)
9	1/12/07	Pam Starcher	<ul style="list-style-type: none"> <li>Added revision history table and updated with history of modifications to-date.</li> <li>Modified Policy 2 to remove the name and address of the treasurer and refer to the website. This eliminates the need to modify as the position changes.</li> <li>Modified Policy 4 to allow "Program Only" attendance at monthly meetings.</li> <li>Modified Policy 7 regarding speaker fees. The chapter will consider paying speaker fees.</li> <li>Added Policy 9 regarding speaker no-show risk mitigation.</li> <li>Added Procedure 3 regarding monthly meeting invitation email link.</li> <li>Modified Procedure 4 to include price of meeting only attendance.</li> </ul>
10	4/26/10	Wayne Gorski	Added Policies 9, 10, 11, 12, and 13.
11	1/6/11	Brian Hinton	Minor grammatical corrections. Updated Board Member VP titles where applicable. Updated current fee schedule in Procedure #2. Added Policy 14 for handling scenarios as a result of board candidates running for specific offices.
12	3/1/11	Wayne Gorski	Added Policy 14. Updated student pricing to \$20 in Procedure 2.
13	9/17/13	Ajay Singh	Added Policy 15. Pay in advance policy, updated cancellation policy. Updated chapter name.
14	2/11/14	Ajay Singh	Updated Procedure #2 to include price for breakfast which was missed before in 2009/10.
15	2/11/14	Ajay Singh	Added Procedure 4 & 5: Student membership fee discount & free meeting pass to board members.
16	9/15/14	Steve Haack	Updated meeting prices
17	3/7/2017	Jackie Wright	<ul style="list-style-type: none"> <li>Reformatted order, adding categories, deleted "procedures" as content is policy statements.</li> </ul>

			<ul style="list-style-type: none"><li>• Honorarium: Increased from \$50 to \$100, per presentation. Previously stated if speaker presented at both La Crosse and Rochester, they would receive \$75. Board approved updating to \$100 per event. (2/6/2017 Board Meeting)</li><li>• Add expectation for Board members to attend events as much as possible (closest location)</li></ul>
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