



Making project management indispensable for business results ®

Project Management Institute

Mid-Missouri Chapter, Inc.

P.O. Box 105137, Jefferson City, MO 65110-5137

Chapter Manual

Project Management Institute, Inc.

Mid-Missouri Chapter, Inc.

September 2007

Article I – Purpose and Limitations of the Manual

Article II – Mid-Missouri Chapter Board of Directors

Article III – Amendments

Article I – Purpose and Limitations of the Manual.

Section 1. Purpose of the Manual is to further define the responsibilities and basic duties of the PMI Mid-Missouri Chapter Board of Directors.

Section 2. Limitations of the Manual are stated to ensure that no language in the Manual may conflict with the language and purpose of the Chapter Bylaws. It is understood that language from the Bylaws is included in the Manual for consistency and may in no way be altered except for official changes to the Bylaws. To assist this end, the language of the Bylaws is placed in the Manual using italicized text.

Article II – Mid-Missouri Chapter Board of Directors.

Section 1. *The Mid-Missouri 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.*

Section 2. *The Board shall consist of the officers of the Mid-Missouri Chapter elected by the membership and shall be members in good standing of PMI and of the Mid-Missouri Chapter. Terms of office for the Officers shall be two (2) years and limited to two (2) consecutive terms, staggered so that approximately half are elected each year. Qualifications for nomination to an office shall be determined by the Board of Directors to fill the current and prevailing needs of the Chapter.*

Section 3. The President shall be the chief executive officer for the Mid-Missouri 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.

Responsibilities

1. The President has the overall responsibility for operation of the Chapter consistent with its established goals and objectives, and in alignment with the goals and objectives of PMI®.
2. Prepares reports on membership, finance, programs, etc. to be submitted to the PMI® Headquarters.
3. Prepares and submits Chapter Status semi-annual reports to the PMI® Headquarters.
4. Retains records of all correspondence and communication with the PMI®.

Basic Duties

1. Calls Board Meetings.
2. Presides over Chapter and Board Meetings.
3. Provides budget input, income and expense, for areas of responsibility to the VP Financial Affairs at the beginning of the term of the position.
4. Acts as liaison with the PMI®.
5. Reports to Officers on any specific items of importance developed through correspondence and communication with the PMI®.
6. Provides appropriate Board Officers with all appropriate information for the master files, programs, etc.
7. Appoints members to fill vacant Chapter Officer positions with approval of the Board.
8. Ensures that the Chapter remains in compliance with requirements specified in the PMI® Chapter Guidelines and Policies Handbook.
9. Maintains and delivers all permanent records to position's successor as required.

Section 4. The Vice President of Administration shall keep the records of all business meetings of the Mid-Missouri Chapter and meetings of the Board.

Responsibilities

1. Maintains records of all Chapter meetings.
2. Maintains Chapter history file.
3. Serves as owner of the Chapter Bylaws.
4. Records Board, Annual and Chapter Business Meeting minutes.
5. Serves as Chapter liaison with the PMI® for administrative purposes.

Basic Duties

1. Chairs the Administration Committee and selects its members.
2. Provides administrative support to the President in the overall operation of the Chapter.

3. Provides budget input, income and expense, for areas of responsibility to the VP Financial Affairs at the beginning of the term of the position.
4. Prepares and submits reports related to administrative activities.
5. Reports to the Board on any specific items of importance developed through correspondence and communication with the PMI[®].
6. Maintains and delivers all permanent records to position's successor as required.

Section 5. The Vice President of Financial Affairs *shall oversee the management of funds for duly authorized purposes of the Mid-Missouri Chapter.*

Responsibilities

1. Handles all Chapter funds, including proper deposit of receipts and disbursement of expenses.
2. Maintains Chapter checking account to assure most efficient use of Chapter funds.
3. Receives Chapter dues and meeting fees, and pays all bills in accordance with Board directives.
4. Solicits and receives income from outside sources as directed by the Board.
5. Keep apprised of IRS requirements for the chapter and submit appropriate forms.
6. Maintains surveillance of Chapter mailbox and forward contents to addressee.

Basic Duties

1. Arranges for up-to-date signature cards on all Chapter bank accounts. Authorized signatures to be: President or Vice-President Financial Affairs.
2. Provides budget input, income and expense, for areas of responsibility at the beginning of his/her term of the position.
3. Plans a budget with input from Chapter Officers. Budget planning to be completed prior to the start of each fiscal year, which begins in January.
4. Prepares financial status reports covering income and expenses as required by the President or Board or at least quarterly.
5. Submit IRS forms as required by designated deadlines.
6. Prepares an annual report on financial activities of the Chapter to the membership, and forwards the report to the PMI[®] Headquarters, as required, for Internal Revenue Service programs.
7. Prepares a financial report at the end of his/her term for audit.
8. Maintains and delivers all permanent records to position's successor as required.

Section 6. The First Vice President *shall assist the President as required and prepare to preside in the absence of the President. Shall direct and coordinate public relations and marketing functions.*

Responsibilities

1. Assists the President as required to assure the continuing operation of the Chapter.
2. Maintains marketing and public relations functions for the Chapter.

3. Directs and coordinates the following functions: Business and Industry Coordination, and interacts with the Vice President of Communications to accomplish Public Relations requirements.
4. Acquires presenter gift(s) and door prizes.
5. Prepares Chapter publicity with local daily and technical press and the PMI®'s "Project Management Journal" and "PM Network."
6. Establishes and maintains close liaison with all active committees, and reporting of committee activities to the President.

Basic Duties

1. Presides in the absence of the President.
2. Promotes cooperative relationships with other project management groups or institutions and organizations where such relationships will serve to further the interests and specific purposes of the Chapter.
3. Provides budget input, income and expense, for area of responsibility to the VP Financial Affairs at the beginning of his/her term of the position.
4. Chairs and, with approval of the Board, selects members to the Long-Range Planning Committee.
5. Maintains and delivers all permanent records to position's successor as required.

Section 7. The Past President shall act as an advisor and carry forward the traditions of the Chapter, and provide continuity for the office of President.

Responsibilities

Carries forward the traditions of the Chapter and provides continuity for the office of President.

Basic Duties

1. Serves on the Board for the year following his/her term as President.
2. Provides budget input, income and expense, for area of responsibility to the VP Financial Affairs at the beginning of his/her term of the position.
3. Chairs the Nominating Committee.
4. Serves on the Advisory Committee.

Section 8. The Vice President of Membership shall direct and coordinate the following functions: Membership, Business and Industry Coordination, and interacts with the Vice President of Communications to accomplish Public Relations requirements.

Responsibilities

1. Directs and coordinates membership functions.
2. Notifies Chapter membership of each Chapter Meeting when registration is open.
3. Establishes and maintains a Membership Committee that is expressly organized to increase, maintain, and support the Chapter Membership.
4. Develops recruiting materials that include information about the PMI® and the Chapter goals and objectives.

5. Maintains a current list of PMI® members in the Greater Jefferson City Area and solicits their affiliation with the Chapter.
6. Maintains an up-to-date record of current Chapter members.
7. Establishes a program of follow up on prior members who have failed to renew membership for the current year.
8. Prepares reports related to membership activities at times and occasions specified by the President.
9. Maintains and delivers all permanent records to position's successor as required.

Basic Duties

1. Chairs Membership Committee and selects its members.
2. Provides budget input, income and expense, for areas of responsibility to the VP Financial Affairs at the beginning of his/her term of the position.
3. Forwards membership applications to the PMI® for processing.
4. Advises President and Board of new members.
5. Provides up-to-date mailing list of current Chapter members to VP Communications for use in distributing notification of Chapter activities.
6. Forwards election results and Board Officer changes to PMI®.
7. Forwards DEP notification list to PMI®.
8. Maintains and delivers all permanent records to position's successor as required.

Section 9. The Vice President of Professional Development *shall implement the Chapter's professional development events and workshops, including Project Management Professional (PMP) certification, preparation and maintenance.*

Responsibilities

1. Implements the Chapter's professional development events and workshops, including Project Management Professional (PMP) certification, preparation and maintenance.
2. Determines detailed facility requirements and arranges availability for Development Event activities.
3. Contacts principals and contributors involved with each event at least two (2) days before that event to verify availability and determine additional needs.
4. Establishes liaison with local universities, colleges, and schools regarding the establishment of PMI® Student Chapters.
5. Selects candidates and recommends award of scholarships for members of PMI® Student Chapter(s).
6. Serves as owner of the Chapter Library holdings and, in coordination with the other Chapter Officers, obtains new materials for the Library.

Basic Duties

1. Chairs Professional Development Committee and selects its members.
2. Coordinates activities with VP of Programs.
3. Recommends annual calendar of events for Professional Development to the Board for approval.
4. Hosts the Professional Development event presenter(s).

5. Provides budget input, income and expense, for areas of responsibility to the VP Financial Affairs at the beginning of his/her term of the position.
6. Reports to the Board on progress of the professional development programs.
7. Prepares and submits reports related to professional development as specified by the President.
8. Maintains and delivers all permanent records to position's successor as required.

Section 10. The Vice President of Programs shall plan, arrange, and supervise the performance of Chapter Meeting programs.

Responsibilities

1. Plans, arranges, and supervises the performance of Chapter Meeting programs.
2. Plans, schedules, coordinates, and implements each Chapter Meeting and corresponding presenters.
3. Determines detailed facility requirements and arranges availability for Chapter Meetings.
4. Contacts principals and contributors involved with each event at least two (2) days before that event to verify attendance and availability.
5. Maintains a file on presentations made at Chapter Meetings.
6. Sets up Annual Business Meeting in compliance with Article IX of these Bylaws.

Basic Duties

1. Chairs Program Committee and selects its members.
2. Coordinates activities with VP of Professional Development.
3. Recommends annual calendar of events for Chapter Meetings to the Board for approval.
4. Hosts the program presentation leader(s).
5. Provides budget input, income and expense, for areas of responsibility to the VP Financial Affairs at the beginning of his/her term of the position.
6. Prepares and submits reports related to Chapter Meeting activities at times and occasions specified by the President.
7. Maintains and delivers all permanent records to position's successor as required.

Section 11. The Vice President of Communication shall direct and coordinate internal and external communication functions.

Responsibilities

1. Directs and coordinates internal and external communication functions.
2. Publishes and distributes Chapter newsletter.
3. Oversees and maintains the Chapter website.
4. Prepares the Chapter Officer ballot in collaboration with the Nominating Committee.
5. Prepares and distributes ballots to current Chapter members prior to the Annual Chapter Meeting.
6. Prepares, distributes, and collects absentee ballots.

7. Publishes Chapter election information.
8. Serves as a member of the Nominating Committee.
9. Coordinates balloting and voting processes.
10. Compiles votes and delivers election results to the President for announcement at the Annual Chapter Meeting.

Basic Duties

1. Provides budget input, income and expense, for areas of responsibility to the VP Financial Affairs at the beginning of his/her term of the position.
2. Prepares and submits reports related to Communication activities at times and occasions specified by the President.
3. Establishes and maintains liaison with other professional associations, organizations, and societies.
4. Maintains and delivers all permanent records to position's successor as required.

Article III - Amendments.

Section 1. This manual may be amended by a two-thirds (2/3) vote of the Board of Directors of the Mid-Missouri Chapter present at a meeting of the Board of Directors duly called and held; or by a two-thirds (2/3) vote of the Board of Directors voting by email or mail ballot returned within fifteen (15) days of the date by which Directors can reasonably be presumed to have received the ballot. Notice of proposed changes shall be sent in writing to the Directors at least fifteen (15) 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 Mid-Missouri Chapter's Charter with PMI.