

# Puget Sound PMI Chapter

## GOVERNANCE GUIDELINES

MARCH 3, 2014

VERSION: 1.0

### GUIDELINES APPROVAL

CURRENT OFFICER	NAME	SIGNATURE	DATE
<b>President</b>	Annette Suh		
<b>Past President</b>	Morgan Higham		
<b>VP Finance</b>	TBD		
<b>VP Operations</b>	Chiran Sarkar		
<b>VP Education</b>	Tammy Nerwin		
<b>VP Programs</b>	Ed Dalbey		
<b>VP Membership &amp; Community</b>	Lisa Cagle		
<b>VP Marketing</b>	Mario Busjra		
<b>VP Communication</b>	TBD		
<b>VP Technology</b>	TBD		
<b>VP Sponsorship</b>	TBD		

## Change Control History

<b>Date</b>	<b>Version</b>	<b>Release Approval</b>	<b>email</b>
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06/21/2010	Updated President Portion	Joe Brannon	
06/27/2010	Updated VP Operations section	David Ducolon	
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02/03/2014	<ul style="list-style-type: none"> <li>• Added draft 0.2 to the cover page. (Note: need update to Version 1.0 before publishing.</li> <li>• Formatted “Word” documents.</li> <li>• Incorporated inputs from VP of Education and Program, throughout documents.</li> <li>• Added “Even Intake form” to the Appendix section.</li> </ul>	Helen Fleming	helen.fleming@yahoo.com
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2/12/2014	<ul style="list-style-type: none"> <li>• Version draft 0.4</li> <li>• Incorporated inputs from President, and Finance</li> <li>• Changed document title to Governance Guidelines. And replaced all the text associated with them.</li> </ul>	Helen Fleming	helen.fleming@yahoo.com
2/13/14	<ul style="list-style-type: none"> <li>• Version 0.5</li> <li>• Cleaned up content for Board of Directors Section</li> <li>• Fixed some typos and grammar</li> </ul>	Annette Suh	president@pugetsoundpmi.org
2/28/14	<ul style="list-style-type: none"> <li>• Formatted the document.</li> <li>• Taking out notes from finance Area</li> <li>• Finalized Version 1.0</li> </ul>	Helen Fleming	helen.fleming@yahoo.com

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<b>Policy / Procedure</b>	
Subject: <b>Introduction</b>	Page: 1 of 1
Effective/Revised Date:	No: <b>Version 0.0.</b>
Sponsor: <b>President</b>	
Owner: <b>VP of Operations</b>	
Sponsor\Owner Approval and Date: <b>President and Date</b>	

## **INTRODUCTION**

### **Purpose:**

The purpose of the Governance Guidelines is to:

- Establish consistent, repeatable policies/practices/procedures for the activities involved in executing chapter activities.
- Ensure a clear and consistent definition of the policies that impact and govern the numerous operating processes required in the administration of the chapter activities.
- Improve the transition of responsibilities when new members take on chapter responsibilities.
- Not to conflict with the chapter or GOC Bylaws.

This handbook is intended to be a dynamic document. As new subjects are identified, they will be added. Current information will be continually reviewed as requirements change or where the quality or efficiency of the process(es) can be improved.

### **Audience:**

The audience of the Governance Guidelines is:

- **Primary** – Puget Sound PMI Board of Directors (BOD) & Committee Directors
- **Secondary** - All members of the Puget Sound PMI chapter.

### **Change Control:**

Responsibility for the creation and ongoing maintenance of the content of each section rests with the Owner, who is defined in the Policy and Procedure table of each section.

Requests for a new Subject or Section should be addressed to the VP Operations using the Change Request Form – Governance Guidelines and should include a description of the subject or section as well as a recommended Sponsor.

When a section or new subject is created or when changes are made to an existing subject, using the Policy/Procedure Page – Template, except for grammatical changes that do not affect the intent of the statement, the Sponsor will distribute it to the chapter BOD for review and comment and approval. After review comments have been incorporated, the Owner will provide an electronic copy to the VP Operations, with a request to include it in the Governance Guidelines. The VP Operations will incorporate the change, update the version number of the subject and of the Governance Guidelines, and notify the BOD that the formal change has been made.

The Governance Guidelines will be posted on the Chapter secured site with sign-on password.

Updates and reviews to occur in annual planning sessions and will be scheduled for publication annually, portfolio changes to occur as needed with change control with majority Board approval. Board has 5 business days to respond to change – after 5 days changes are approved by default.

**Section Sponsors (Owners):**

Section or Subject	Owner	Released
Introduction	VP Operations	NO
Affiliations	VP Membership & Community	NO
Awards – Chapter Awards	VP Programs	NO
Board of Directors	President	NO
Budgeting	VP Finance	NO
PDU Credit	VP Education	NO
Committees	President	NO
Complaints or Dispute	President, Past President & VP Operations	NO
Conflict of Interest	President	NO
Document Retention	VP Operations	NO
Elections	Past President	NO
Expense Reimbursement	VP Finance	NO
Facilities	VP Programs & VP Education	NO
Finances	VP Finance	NO
Governance	President	NO
Mail	VP Communications VP Membership	NO
Meetings	President	NO
Membership Database Information Policy	VP Membership & Community	NO
Membership Surveys	VP Membership & Community	NO
Communications	VP Communications	NO
Officers and Responsibilities	President	NO
Professional Development	VP Education	NO
Sponsorship	VP Sponsorship	NO
Taxes	VP Finance	NO
Transition	President	NO
Vendor Relations	VP Operations & VP Finance	NO



Charter Renewal	President	
Volunteers	VP Operations	NO
Website	VP Technology & VP Marketing	NO

Policy / Procedure	
Subject: <b>Affiliations</b>	Page: 1 of 1
Effective/Revised Date:	No: <b>V 0.0</b>
Sponsor: <b>VP Membership &amp; Community</b>	
Sponsor Approval and Date:	

**AFFILIATIONS**

The Puget Sound PMI Chapter is an independent, affiliated component of the Project Management Institute. Consistent with the terms of our Charter with PMI we may form authorized relationships with other organizations, corporations, associations, and similar entities, to establish a basis for mutual activities and exchanges of information related to the field and practice of project management. Such relationships shall comply with guidelines established by PMI. Prior to its acceptance and execution of a cooperative agreement or other formal relationship with a non-PMI entity, we must employ a fair process for full and open exchange and communication with PMI at the discretion of the Board. During such a process, the Component shall inform PMI of the terms and conditions of such agreement or relationship and shall provide PMI with a complete copy of all documents stating the terms and conditions of the relationship.

**No final agreement shall be executed until this process is completed, and we have received a formal, written communication from the PMI Executive Director.**

Policy / Procedure	
Subject: <b>Charter Renewal</b>	Page: 1 of 1
Effective/Revised Date:	No: <b>V 0.0</b>
Sponsor: <b>President</b>	
Sponsor Approval and Date:	

**CHARTER RENEWAL**

**Charter Renewal**

PMI requires that, on an annual basis, Puget Sound PMI Chapter prepare and submit a Charter Renewal. The Charter Renewal must be completed and submitted by March 31<sup>st</sup>.

The general process is as follows:

1. Chapter president receives an email notification in the fourth quarter of each calendar year for impending Charter Renewal requirement due March 31<sup>st</sup>.
2. The March BOD meeting will provide time for the BOD to jointly answer the Charter Renewal survey questions.
3. The President will complete the online Charter Renewal Form.
4. The President will forward the approved Charter Renewal form to the Webmaster for posting in the Chapter Website.

**Chapter Awards – Recognition by GOC**

PMI sponsors a Chapter awards process, recognizing achievement against specific metrics. They solicit applications for these awards once per year.

Typically the awards application must be completed and returned by April 30<sup>th</sup>. Awards are presented during the annual North American Leadership meeting.

The general process is as follows:

1. The Chapter BOD receives email notification of the annual Chapter Awards application process.
2. During the January Chapter BOD meeting, the BODs will determine if they want to submit an application for any of the applicable PMI awards.
3. Responsibility for completing the appropriate application will be assigned to the appropriate BOD member during the January BOD meeting
4. The applicable BOD member will submit the application to the President for review.
5. The President will forward the application to PMI according to their specified procedures.

**Chapter Awards Application:**

<http://www.pmi.org/en/About-Us/Our-Professional-Awards.aspx>

<b>Policy / Procedure</b>	
Subject: <b>Board of Directors</b>	Page: 1 of 1
Effective/Revised Date:	No: <b>V 0.0</b>
Sponsor: <b>President</b>	
Sponsor Approval and Date:	

**BOARD OF DIRECTORS**

The Puget Sound PMI Chapter shall be governed by a Board of Directors (the Board). The Board shall be responsible for carrying out the purposes and objectives of the non-profit corporation.

The Board shall consist of:

- Elected Chapter officers
- Appointed Chapter officers
- Executive Committee – President, VP Operations, VP Finance, and Past President

These are the board member positions, which are governed by this document.

- The VP Membership & Community will manage all member, non-profit and community relations.
- The VP Marketing will promote the Puget Sound PMI Chapter brand.
- The VP Programs will plan, schedule and manage all Chapter meetings.
- The VP Education will manage the Chapter's professional development and certification programs.
- The VP Communications will promote the Puget Sound PMI Chapter brand and be responsible for all communications to current and future membership.
- The VP Technology will manage and maintain all aspects of technology for the Chapter including the website and Chapter event registration systems.
- The VP Sponsorship will manage all relations regarding soliciting, vetting & securing corporate sponsorship.
- The VP Finance will oversee the management of funds for duly authorized purposes of the Puget Sound Chapter.

Terms are two years in duration.

Board member positions shall be elected in the following cycle:

- Even Numbered Years:
  - VP Finance
  - VP Education
  - VP Sponsorship
  - VP Communication
  - VP Technology
- Odd Numbered Years:
  - President
  - VP Operations
  - VP Programs
  - VP Marketing
  - VP Membership & Community

## Board Leadership Characteristics - Guidelines and Suggestions

### Character traits preferred (similar to the Exceptional Leadership Award criteria)

- Integrity, Strong Communication Skills, Open-minded, Assertive in their Opinions, Collaborators, Role Models to members and the community, holds a deep sense of responsibility to the community, Seeking professional growth, depth of experience, sets realistic expectations and results, strong belief in and a proponent of Project Management with a connection to the community, strong ethics and customer-focused.

### Responsibilities

- Find protégés and mentor them
  - Provide continuity from previous board position
- 

Along with the traits and responsibilities above, the specific roles can also include the following:

#### **President**

- Teambuilding, strong leader, wise – applies experience, inspirational, has a vision, strong listening skills, charismatic, embraces responsibility, encourages and empowers others to make decisions in the best interest of the chapter, organized, a strategic thinker

#### **Education**

- Networker and networked, good negotiator, appreciation for event planning, leader who is a team builder and delegator, readiness to run multiple groups, extroverted, initiative, strong leader, organized, facilitator.
- Familiarity with current PMBOK or willingness to learn it, commit to continuous learning, is a strong facilitator.

#### **Finance**

- Demanding justification for VP requests, accounting knowledge, champion of the chapter coffers, knowledge of legal aspects of contracts, obligations, and tax laws, is assertive to internal board, methodical.

#### **Marketing**

- Is a strong team communicator, has a long and short-term vision, has strategy setting skills, has good business sense, is creative and artistic, is a good listener and translates requirements to visuals, is a good listener, has knowledge of media and its positive uses, is a team builder.
- Web knowledge, transfer business needs to a solution, implementer, organized, attention to detail, IT process aware.

#### **Communications**

- Is a strong team communicator, has a long and short-term vision, has strategy setting skills, has good business sense, is creative and artistic, is a good listener and translates requirements to visuals, is a good listener, has knowledge of media and its positive uses, is a team builder.
- Strong empathy and analytical skills and awareness of both organizational and membership needs.

#### **Technology**

- Savvy Digital Asset Manager, comfortable with Technology Tools and Technology Processing
- Technology and Web knowledge, transfer business needs to a solution, implementer, organized, attention to detail.

#### **Membership & Community**

- Communicator (brings people together), interprets member needs to value individuals, acts as a social chair, aware of trends, closely works with Marketing, is the member advocate, is service-oriented with members.
- Is a strong team communicator, has a long and short-term vision, has strategy setting skills, has good business sense, is creative and artistic, is a good listener and translates requirements to visuals, is a good listener, has knowledge of media and its positive uses, is a team builder.

- Community oriented (educational colleges and K-12), corporate relationship to communicate and educate the value of PM, work with Marketing, has business acumen, has sales skills.

#### **Programs**

- Enjoy collaborating with other volunteers to organize, plan, and deliver programs.
- Communicator (brings people together), interprets member needs to value individuals, acts as a social chair, is the member advocate, is service-oriented with members, is a good negotiator.
- Negotiate with service vendors to deliver the best value for the chapter programs.
- Enjoys speaking in the large groups (>100, and more).

#### **Operations**

- Good communicator. Works well with president and other board members, understands what volunteers need and also understands chapters' logistical needs.
- Can work with vendors. Is a good negotiator.
- Detail-oriented, able to follow through
- Can use and maintain Chapter systems – VRMS, SharePoint, others

### **Board Officers and Responsibilities**

The following provides a more detailed description of election Chapter Board officer responsibilities as outlined in the Chapter Bylaws.

In addition to the responsibilities detailed here, every Board member is responsible for maintenance of their assigned portion of this Operations Manual, and transition of their responsibilities to incoming Officers.

As an elected officer Puget Sound Chapter PMI Corporation, each Board member must be familiar with, and adhere to, Chapter governance documents. Failure to comply may result in loss of personal liability protection under our incorporation and liability insurance coverage.

#### **President**

The President shall be the chief executive officer for the Puget Sound Chapter and of the Board. The President shall perform such duties as are customary for presiding officers, including making all required appointments with the approval of the Board. Duties of the President include:

- Preside over all Chapter and Board meetings.
- Work with the Board to develop goals and plans for the year.
- Direct the activities of the Board of Directions, including annual orientation training.
- Oversee compliance and monitor status of Board roles & responsibilities and Board action items
- Appoint members to vacant Board positions
- Appoint committees and committee chairpersons
- Communicate information of importance to the PMI Global Operations Center (GOC) and the Chapter membership.
- Review all Chapter reports, newsletters, etc.
- Appoint advisors, directors, committee chairpersons, etc.
- Serve as primary liaison to PMI GOC & Region 1.
- Participates in regional and other PMI meetings
- Participate in Region 1 monthly phone calls
- Support a clean and timely turnover of the Chapter records to the position's successor.
- Maintain PMI Charter agreement document per PMI GOC procedures'
- Ensure continued coverage under Liability Insurance policy provisioned by PMI GOC.

- Introduce new members, first-time visitors and new certification recipients at each Chapter meeting
- Coordinate annual Strategic Planning Meeting conducted every June, July, or August
- Oversee preparation and execution of any special projects, seminars, or meetings as assigned by the President.
- Prepare and submit the annual Charter Renewal form & SAS Report.
- Coordinate Chapter awards applications and submit final forms to PMI GOC
- Execute special assignments as required.
- Support a clean and timely turnover of the Chapter record to the position's successor.
- Participate in regional and other PMI meetings
- Chair special committee to address and resolve conflict of interest incidences directly related to Chapter activities.
- Maintain Chapter Balance Scorecard including oversight of annual member survey and submission of results to PMI GOC
- Approves all expenditures over \$2,500

#### **VP Membership & Community**

- (a) Maintain a membership drive, including providing application forms and PMI information to potential members.
- (b) Provide new members and newly certified member names to President for inclusion in Monthly Meeting rolling PowerPoint and to Newsletter Editor for inclusion in Chapter newsletters.
- (c) Obtain names and addresses of first time guests at Chapter meetings.
- (d) Upon receipt of the updated membership directory, follow-up on the members who have failed to pay current dues.
- (e) Write a Chapter introduction letter upon receipt of names from PMI of individuals who have requested information from the international organization.
- (f) Develop and implement a Member Recruiting and Retention Plan.
- (g) Coordinate with President on annual Membership Assessment Survey required for Chapter's Balanced Scorecard due to PMI GOC each August.
- (h) Support a clean and timely turnover of Chapter records to the position's successor.
- (i) Prepare budget for membership activities
- (j) Process monthly program meeting registration information to prepare meeting check-in sheet
- (k) Collect & prepare appropriate nametags for the monthly program meetings: Board members, sponsors, speaker, PMP member attendees, non-PMP member attendee, non-member attendees
- (l) Receive and account for at-door registration money, and deliver to VP Finance
- (m) Participate in regional and other PMI meetings
- (n) Chair membership committees: membership retention & membership growth, etc.
- (o) Provides Membership Statistics update at each Board meeting
- (p) Ensure fair process is practiced, with prior Board approval, before entering into ANY 3<sup>rd</sup> party affiliation. ALL Affiliation must be approved through a formal written communication with the PMI Executive Director.
- (q) Develop chapter networking capabilities with local area companies, colleges, business, etc.

#### **VP Sponsorship**

- (r) Establish a sponsorship plan and recommend multiple sponsorship level
- (s) Maintain a sponsorship repository of past and future event sponsors

- (t) Identify and confirm two sponsors for each chapter meeting
- (u) Ensure fair process is practiced, with prior Board approval, before entering into ANY 3<sup>rd</sup> party affiliation. ALL Affiliation must be approved through a formal written communication with the PMI Executive Director.
- (v) Develop chapter networking capabilities with local area companies, colleges, business, etc.
- (w) Identify and confirm sponsors for special events, such as seminars and workshops.
- (x) Provide sponsor recognition at chapter meetings
- (y) Prepare certificates of appreciation for chapter sponsors
- (z) Provide sponsor logo and brief narrative for each chapter meeting to be posted on website and in rolling PowerPoint presenting during chapter meeting.
- (aa) Ensure availability of sponsors' tables at each Chapter meeting or special event.
- (bb) Ensure sponsors receive visibility in all the required venues.
- (cc) Establish a sponsorship plan and recommend multiple sponsorship level
- (dd) Maintain a sponsorship repository of past and future event sponsors\*add in-kind sponsorship\*
- (ee) Identify and confirm two sponsors for each chapter meeting
- (ff) Ensure fair process is practiced, with prior Board approval, before entering into ANY 3<sup>rd</sup> party affiliation. ALL Affiliation must be approved through a formal written communication with the PMI Executive Director.
- (gg) Develop chapter networking capabilities with local area companies, colleges, business, etc.
- (hh) Identify and confirm sponsors for special events, such as seminars and workshops.
- (ii) Provide sponsor recognition at chapter meetings
- (jj) Prepare certificates of appreciation for chapter sponsors
- (kk) Provide sponsor logo and brief narrative for each chapter meeting to be posted on website and in rolling PowerPoint presenting during chapter meeting.
- (ll) Ensure availability of sponsors' tables at each Chapter meeting or special event.
- (mm) Ensure sponsors receive visibility in all the required venues.

#### **VP Finance**

- (a) Prepare and maintain financial records of all Chapter moneys' received from dues, dinner meeting payments, etc., and pay all bills. Promptly deposit all funds received.
- (b) Maintain & report Chapter bank balance at each monthly Board meeting.
- (c) Maintain control and use of Chapter Visa card.
- (d) Coordinate required changeover of signature authority for Chapter bank account after Chapter elections.
- (e) Develop an annual operating budget for the fiscal year (July – June), for approval by the Board.
- (f) Prepare financial reports on the activities and financial status of the Chapter.
- (g) Manage all financial arrangements for meetings and special events, including the registration desk, collection of fees, and payment to meeting place.
- (h) Handle applicable expense reimbursements after receiving completed expense request forms.
- (i) Verify accuracy of third party billing against “agreed to contracts” prior to payment.
- (j) Responsible to prepare all tax and financial reports for the chapter as required by PMI, local, state and federal governments.
- (k) File IRS Form 990 by May 15 each year.
- (l) Coordinate independent financial audit with President and appointed auditor
- (m) File Nonprofit Corporation Information Update to the State of Washington
- (n) Provide form 1099 (Misc.) as required



- (o) Establish and monitor Chapter compliance with IRS tax code and “Tax Exempt Certificate” use.
- (p) File “Subsequent Appointment of Agent – Washington Corporation” to change Statutory Agent reflecting change in elected Board members. Ensure information on Statutory Agent is current.
- (q) Support a timely and clean turnover of Chapter records to the position's successor.
- (r) Participate in regional and other PMI meetings
- (s) Approves Board related Reimbursements

#### **VP Marketing**

- (a) Submit regular information of Chapter activities for publication in the PMI Today newspaper, and other publications as required.
- (b) Coordinate the development/issuance of a Chapter newsletter (quarterly).
- (c) Support a timely and clean turnover of Chapter records to the position's successor.
- (d) Participate in regional and other PMI meetings
- (e) Lead Social Media efforts

#### **VP Communications**

- (f) Notify chapter membership not less than seven (7) days prior to each chapter event.
- (g) Notify membership at least thirty (30) business days before the annual business meeting.
- (h) Email timely notices to the membership of all scheduled activities and general meetings (including their location, date, time, PDU information and subject matter) as well as, all other Chapter business that requires notification to the membership.
- (i) Submit regular information of Chapter activities for publication in the PMI Today newspaper, and other publications as required.
- (j) Coordinate the development/issuance of a Chapter newsletter (quarterly).
- (k) Maintain master distribution lists both for Chapter members and Marketing Outreach.
- (l) Support a timely and clean turnover of Chapter records to the position's successor.
- (m) Participate in regional and other PMI meetings

#### **VP Technology**

- (n) Maintain the chapter website & event registration
- (o) Support a timely and clean turnover of Chapter records to the position's successor.
- (p) Participate in regional and other PMI meetings
- (q) Coordinate needs of Chapter website with Chapter Board members
- (r) Maintain and update Chapter website at least on a monthly basis.
- (s) Maintain monthly Chapter meeting and Chapter events registration site

#### **VP Programs**

- (a) Recommend an annual calendar of events for board approval prior to the annual meeting. The calendar of events shall run from July 1<sup>st</sup> of current year through June 30<sup>th</sup> of following year.
- (b) Coordinate all physical arrangements for the meetings:
  - (1) Sating arrangements,
  - (2) Timing of events,
  - (3) Special equipment, projectors, microphones, flip charts, display tables, etc.
- (c) Provide for accommodations of speakers including dinners, gifts, special equipment, etc.
- (d) Develop a backup speaker program in the event of speaker/schedule conflicts.
- (e) Prepare the program meeting notice, including a brief bio of the speaker and the topic in time for it to be included in the newsletter which must be emailed no later than 14 days prior to each meeting.

- (f) Coordinate acquisition of door prizes for chapter and special events (i.e. Christmas meeting)
- (g) Coordination with VP of Education for seminars and dinners guest's package.
- (h) Support a timely and clean turnover of Chapter records to the position's successor
- (i) Participate in regional and other PMI meetings.

#### **VP Operations**

- (a) Keep records of all meetings and prepare and issue minutes of such meetings within five (5) business days of the meeting to the Board of Directors.
- (b) Direct the preparation of Annual report to the Chapter members including coordinating submissions from other board members for distribution at the annual business meeting.
- (c) Maintain up-to-date records of the local chapter membership mailings. The administrator shall place the current PMI GOC on the local Chapter mailing list.
- (d) Support a clean and timely turnover of Chapter records to the position's successor.
- (e) Maintain written record of all resolutions and decisions
- (f) Maintain annual fee and process of all mail received in Chapter Mail Box
- (g) Coordinate acquisition of annual chapter membership & recognition awards
- (h) Assign chapter event number structure (C032 – is our chapter ID) for all chapter events greater than 2 PDUs. Maintain log, assign numbers as required.
- (i) Maintain records such that they are available for inspection for a period of not less than five years.
- (j) Develop and maintain archiving system – minutes, action items, decisions, votes, presentations on CD – Loretta has some archives, back up on CD & give to her annually
- (k) Prepare agenda for Board meetings in consultation with president
- (l) Maintains volunteer contact list and volunteer repository
- (m) Educates membership about volunteer opportunities
- (n) Recruits and/or coordinates pool of volunteers for supporting chapter activities
- (o) Develops processes and procedures related to volunteers
- (p) Administer PDU allocation for volunteer activities
- (q) Develop & maintain volunteer awards program
- (r) Document & maintain chapter officer email addresses
- (s) Support a timely and clean turnover of Chapter records to the position's successor
- (t) Participate in regional and other PMI meetings

#### **VP Education**

- (a) Develop and manage a coordinated, yearlong program to enhance the professional development for members of the Puget Sound Chapter
- (b) Ensure that all Professional Development activities support the needs and desires of the business and educational communities of the Puget Sound area
- (c) Establish lines of communication with those communities for program guidance
- (d) Partner on the registration process for Professional Development events
- (e) Develop and coordinate educational activities with VP of Programs
- (f) Plan and coordinate certification courses
- (g) Interface with PMI GOC on:
  - PMBOK revisions
  - Standards and accreditation
  - Certification study and test materials
- (h) Support a clean and timely turnover of Chapter records to the position's successor
- (i) Participate in regional and other PMI meetings

- (j) (a) Coordinate meeting site needs with local venues for, seminars, workshops
- (k) (b) Locate and coordinate site facilities for chapter events
- (l) (c) Coordinate with event leaders to determine facility set ups
- (m) (d) Coordinate with event leaders to determine event menus

Support a timely and clean turnover of Chapter records to the position's successor

Participate in regional and other PMI meetings

**Past President**

- (a) Provide oversight to nominating committee
- (b) Appoint Nominating Committee chair
- (c) Ensure that chapter election results are auditable
- (d) Support a timely and clean turnover of Chapter records to the position's successor.
- (e) Participate in regional and other PMI meetings

Policy / Procedure	
Subject: <b>Budgeting</b>	Page: 1 of 2
Effective/Revised Date:	No: <b>V 0.0</b>
Sponsor: <b>VP Finance</b>	
Sponsor's Approval and Date:	

**BUDGETING AND OTHER PLANNING**

**Strategic Plan**

The Board will establish goals for the Chapter, over a 3-5 year horizon, and the supporting strategies required attaining those goals. The Strategic Plan is developed by the Board and is updated annually at the summer Strategic Planning Meeting.

**Tactical Plan**

Each elected Board officer will establish objectives for their respective areas for the fiscal year, and document actions that will be taken to attain the objectives. Tactical Plans should be developed in June/July by the current officer, and submitted for approval to elected Board prior to the August Board meeting. At or before the August Board meeting, each of the Tactical Plans will be ratified or changes requested. Each plan must be approved by the Board.

**Budget**

Based on the Tactical Plan, each elected Board officer will develop a Budget request identifying funding that will be required to support attainment of the approved tactical objectives. All planned revenue and expense must be accounted for.

The individual budgets will be rolled up to create the chapter's financial plan, which will be maintained by the VP Finance. ***Financial reports showing Actual versus Plan and the Net Worth of the chapter will be available for review at the monthly Board meetings.***

Templates will be available.

Policy / Procedure	
Subject: <b>PDU Credit</b>	Page: 1 of 1
Effective/Revised Date:	No: <b>V 0.0</b>
Sponsor: <b>VP Education</b>	
Sponsor Approval and Date:	

**CERTIFICATION AND PDU POINTS**

**Chapter Meetings & Seminars**

- Puget Sound PMI Chapter is a PMI Registered Education Provider (R.E.P.). This means that PMPs can get PDUs for attending our seminars and chapter meeting presentations.
- For any seminar for which the Chapter plans to offer PDU credits, the VP Education will assign an event code and submit the required R.E.P. form to PMI-GOC at least 5 days prior to the event.
- As a PMI Registered Education Provider, we must adhere to the “R. E. P. Criteria and Policies” when we put on an event for which we offer PDU credits. These policies are available in full on the R. E. P. website at [www.pmi.org](http://www.pmi.org). They include, among other things, that we must offer a certificate or letter of attendance to each attendee and *must keep a list of attendees for one year.*

Policy / Procedure	
Subject: <b>Committees</b>	Page: 1 of 2
Effective/Revised Date:	No: <b>V0.0</b>
Sponsor: <b>President</b>	
Sponsor Approval and Date:	

## **COMMITTEES**

The President or a Board member may establish standing or temporary committees to advance the purposes of the organization. The Board will approve a charter for each committee, which defines its purpose, authority and outcomes. Committees are responsible to the Board.

Committee members will be appointed from the membership of Puget Sound Chapter and from individuals interested in the organization and focus of the committee.

### **Committee Meetings –**

- Committees shall meet as required to conduct their business.
  - The Chairperson shall call the meeting(s) as approved.
  - Timely notification of time and location shall be given to all committee members and the responsible Board Member.
  - Within two weeks after the close of a committee meeting, a report of the meeting’s activities shall be provided to the Board and placed on SharePoint.

Policy / Procedure	
Subject: <b>Complaints or Disputes</b>	Page: 1 of 1
Effective/Revised Date:	No: <b>V0.1</b>
Sponsor: <b>VP Operations</b>	
Sponsor Approval and Date:	

**COMPLAINT OR DISPUTE**

- All complaints or disputes directed at any function or activity of the Puget Sound PMI Chapter operation are to be submitted to the VP Operations in writing (Letter or Email).
- All complaint or dispute receipts will be acknowledged and logged in the chapters Complaint and Dispute Log within 5 working days from the date of receipt, by the VP Operations.
- The Complaint/Dispute Committee will be chaired by the President and will be comprised of the VP Operations and VP Membership and Communications.
- The VP Operations will notify the President and VP Membership of the complaint or dispute and then the team will assign the item to the appropriate Board Officer (owner) for resolution or the Committee will provide a resolution out right.
- The goal is to resolve all issues within 30 days.
- Upon resolution, the owner of the item will notify the President and VP Operations of the date and details of the resolution via email. In the event that the complaint or dispute requires arbitration, the Committee will act as the arbitration agent.
- The VP Operations will update the Complaint and Dispute Log with the closure information.
- The VP Operations will publish the log information to the Officers for review at the monthly Board meetings.

Policy / Procedure	
Subject: <b>Conflict of Interest</b>	Page: 1 of 1
Effective/Revised Date:	No: <b>V 0.0</b>
Sponsor: <b>VP Operations</b>	
Sponsor Approval and Date:	

### **CONFLICT OF INTEREST**

- All incoming elected and appointed Board Officers will be expected to sign the following documents which are available at <http://www.pmi.org/AboutUs/Pages/Governance.aspx> (scroll down website page to find the online forms):
  - PMI Code of Conduct Form
  - PMI Conflict of Interest Form
  - PMI Confidentiality Form
- Members of the Puget Sound PMI Chapter shall not be eligible to receive any pecuniary gain, benefit or profit, incidental or otherwise, from the activities, financial accounts and resources of the chapter with these exceptions:
  - Members who teach classes will receive a payment at a rate established and approved by the Board.
  - Members may, upon Board approval, be retained to provide administrative support services.
  - No officer, director, appointed committee member or authorized representative with the exception of contracted administrative support services of the chapter shall receive any compensation, or other tangible or financial benefit for service on the Board. However, the Board may authorize payment by the VP Finance of actual and reasonable expenses incurred by an officer, director, committee member or authorized representative regarding attendance at Board meetings and other approved activities.
  - No officer, director, appointed committee member or authorized representative with the exception of contracted administrative support services, of the chapter shall receive any compensation, or other tangible or financial benefit from any element or activity of, or related to, the chapter, except as reimbursement for actual, reasonable expenses directly associated with a chapter element or activity, when authorized by the Board of Directors.
  - All officers, directors, 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.
  - 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 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.

PMI Code of Ethics: [http://www.pmi.org/About-Us/Ethics/~media/PDF/Ethics/ap\\_pmicodeofethics.ashx](http://www.pmi.org/About-Us/Ethics/~media/PDF/Ethics/ap_pmicodeofethics.ashx)



<b>Policy / Procedure</b>	
Subject: <b>Document Retention</b>	Page: 1 of 2
Effective/Revised Date:	No: <b>V 0.1</b>
Policy Sponsor: <b>VP Operations</b>	
Sponsor Approval and Date:	

## **DOCUMENT RETENTION**

### **Policy Statement:**

The VP Operations, or an approved designate, will collect & store the following chapter documents in their electronic form on the Board website. Suitable off-site backup will be maintained, to minimize risk of loss. The location will be agreed upon by the board – currently the PSPMI Groups site.

For chapter documents not included in the following list (e.g. Financial Reports), the “owner(s)” of the documents will maintain an updated version and provide an electronic copy of those documents to the VP Operations.

- Charter
- Bylaws
- Strategic Plan
- Tactical Plans
- Budgets
- Board meeting minutes
- Governance Guidelines
- Listing of Board officers as of July 1 through June 30.
- Listing of Board changes made during the year
- Election materials (candidate statements, ballot and results)
- Listing of committees and Chapter volunteers
- Membership list as of December 31<sup>st</sup>
- Approved budget for the year
- Final financial summary for the year
- Copy of tax return
- Chapter newsletters
- Conference brochure and attendees
- Board meeting notes
- List of Chapter accomplishments for the year (part of awards application)
- Charter renewal agreement with PMI National (signed yearly)
- Completed Chapter renewal application
- Completed Chapter Awards application
- Monthly program announcements (speaker & topic)
- Dates and rosters of PMP (and other Chapter sponsored) training events
- All surveys of Chapter members (and results) done during the year
- Any other important & pertinent Chapter communications
- Affiliate Agreements

**Retention:**

One generation of all critical documents will be retained in the PSPMI Groups on the PSPMI website.

**Accessibility:**

Electronic copies of documents in the "Library" are available on request or through the chapter web site, to all active Puget Sound chapter members

Requests must be sent to the VP Operations via email. The goal is to respond to the request within 1 week.

**Document Destruction Schedule**

Current Chapter goal is that if any documents are hard copy, to maintain them for seven years at which time outdated documents will be shredded. Electronic documents will be archived and stored indefinitely.

Policy / Procedure	
Subject: <b>Elections</b>	Page: 1 of 2
Effective/Revised Date:	No: <b>V 0.0</b>
Sponsor: <b>Past President</b>	
Sponsor Approval and Date:	

## **ELECTIONS**

- A Nominating Committee chaired by Past President is created in April of each year.
- Outgoing officers are expected to assist in defining a succession plan for their position, and to actively solicit nominees for their replacement.
- The committee collects names of interested persons. Volunteers are solicited via the newsletter, website, chapter meetings, etc.
- All positions are placed on the ballot.
- There is no 'campaigning' using chapter resources (email list, web page, chapter meetings, etc.) by the candidates. Only the nominating committee is authorized to use chapter resources for communications related to the election.
- Elections occur during May, culminating with the June Annual Business meeting. Elections take place via the web.
- The new officers take responsibility beginning July 1 of the same year.

## **Election Milestones**

- 8 weeks (April)	Nomination form and election information with detailed instructions sent to the webmaster to be posted to the website.
- 8 weeks (April)	Text for broadcast email sent to VP Communication
- 8 weeks (April)	Broadcast email for nominations sent to entire membership
- 6 weeks (May)	Nominations closed
- 5 weeks (May)	Notification of Elections Opening emailed to membership
- 4weeks (May)	On-line ballot live
- 2 weeks (May)	On-line voting closed
Annual Business Meeting (June)	New Board introduced to Membership

## **Transition**

- Each outgoing officer is expected to complete a transition to their replacements before the end of their term.
- In July, the President holds an orientation meeting. This all day meeting is held at a TBD site and includes meals at chapter expense. Each officer receives a Chapter Handbook with critical information about PMI and the chapter. A photo is taken of each officer. The meeting agenda includes:
  - Presidents Welcome & Introduction
  - Lessons Learned
  - Notebook Review
  - GOC, Region 1, and Component Overview Next Steps

Policy / Procedure	
Subject: <b>Governance</b>	Page: 1 of 2
Effective/Revised Date:	No: <b>V 0.0</b>
Sponsor: <b>President</b>	
Sponsor Approval and Date:	

## **GOVERNANCE**

Chapter officers are responsible for understanding these governance documents and procedures. Each officer is expected to carry out his or her specified responsibilities. The President will oversee compliance and monitor status during Board meetings and via other communications.

### **Governing Documents:**

Operations of the Chapter are governed by the following documents:

- PMI Chapter Charter
- Chapter Bylaws
- Articles of Incorporation, and Charitable Trust Registration Form (CFR-1) filed with the State of Washington
- Tax-Exempt status application (Form 1023), IRS Code 501(c) 3, and Application for Employer Identification Number (Form SS-4) filed with the U.S. Internal Revenue Service
- Liability Insurance policy secured by PMI on behalf of chapter
- Annual operational (tactical) plan and budgets
- SAS Report submitted in August

The VP Operations will maintain current copies of these documents.

### **PMI Chapter Charter**

- The Chapter Charter is renewed annually and is due to PMI GOC by February 1. The Chapter President will complete the online renewal application and provide a copy of the approved charter on the Chapter BOD website. Access to PMI Component System:
  - [www.pmi.org](http://www.pmi.org)
  - Click on "Get Involved"
  - Click on "Components & Communities" on left hand side of page
  - Click on "Component System / DEP: on left hand side of page
  - Click on "Puget Sound Washington"
  - Click on "Charter Renewal"

### **PMI Component System**

- The Component System has information related to the Chapter on file at Global Operations Center in Pennsylvania. The following Chapter information is stored on this site:
  - Component Home
  - Chapter Location
  - Contact Information

- Business Records
  - Legal Records
  - Financial Records
  - Insurance Records
  - Tax Records
  - Dues Specification
- Officers Names, Titles, & Contact Information
- DEP
- Charter Renewal
- Support / FAQs

### **Chapter Bylaws**

- Changes to Chapter Bylaws can occur at any time
- Changes to Chapter Bylaws must
  - Be approved by Chapter BOD
  - Submitted to Global Operations Center for PMI approval and then once approved by GOC
  - Submitted to Chapter membership for voter approval
  - A copy of approved Bylaws must be on file at GOC

### **Articles of Incorporation**

- Name and address of the Resident Agent (Chapter President) is specified in the articles of incorporation. Must be updated each July to reflect changes in the Board.
- Change of address filed with Washington State
- File Nonprofit Corporation Information Update with State of Washington annually in October

### **Tax Exempt Status**

- Puget Sound PMI Chapter is a non-profit corporation in the State of Washington. Our Federal Tax ID is on file with the VP Finance.
- Ensure compliance with IRS tax code applicable to 501-c-3 “Tax Exempt” organizations
- Establish and follow procedures for use of “Tax Exempt Certificate”
- Submit Form 990N by May 15 each year. This form must be submitted to IRS regardless of annual Chapter income. This tax filing process is responsibility of VP Finance.
- Submit copy of completed 990N to at PMI GOC.

### **Liability Insurance**

- Liability insurance is an annual renewable insurance requirement for the Chapter. The VP Finance handles the annual renewal in August.
- Ensure everyone understands and abides by provisions of policy
- Notification of renewal is to be emailed to [president@pugetsoundpmi.org](mailto:president@pugetsoundpmi.org) and [finance@pugetsoundpmi.org](mailto:finance@pugetsoundpmi.org)

### **Annual Operational Plan and Budget**

- Annual Operation Plan and Budget will be addressed in the annual summer Strategic Planning Meeting.
- Annual Budget will be approved by BOD each year during August

**General governance procedures**

- All board members will adhere to our PMI Charter, Bylaws, Articles of Incorporation in all respects
- All will stay within purpose stated in Articles of Incorporation
- All, under direction of VP Finance, will formally document budgets and expenditures
- VP Operations will retain records for minimum of five years

Policy / Procedure	
Subject: <b>Expense Reimbursement</b>	Page: 1 of 1
Effective/Revised Date:	No: <b>V 0.0</b>
Sponsor: <b>VP Finance</b>	
Sponsor Approval and Date:	

**EXPENSE REIMBURSEMENT**

**Scope**

It is the Chapter’s policy to reimburse members for all reasonable and necessary expenses incurred in the course of doing Puget Sound Chapter business. This means conducting committee meetings, attending regional or national PMI leadership events, or other board pre - approved events or meetings. This document provides you with the details of the Chapter’s travel and entertainment reporting and reimbursement policy. The policy has been designed so that you may travel in a comfortable style that is consistent with prudent business practice. Additionally, our processes have been designed so that you will receive reimbursement for your expenses in a timely manner.

**Expense Reimbursement**

Our objective in issuing this policy is to provide for consistency in travel and entertainment in order to maintain equally high levels of consistency across the organization, and to conduct business in a cost effective manner. It also provides guidelines for people who incur, authorize and/or approve expenses and to provide clear instructions for reporting and substantiation of expenses incurred to insure uniformity and compliance with IRS regulations.

We have provided procedures and guidelines where possible. However, it is impractical to anticipate all situations. Therefore, good business judgment, common sense, and professionalism should prevail in the absence of a specific policy or guideline.

**Attachment:**

- Expense Reimbursement Policy (Appendix D)
- Expense Reimbursement Form (Appendix E)

Policy / Procedure	
Subject: <b>Finances</b>	Page: 1 of 2
Effective/Revised Date:	No: <b>V 0.0</b>
Sponsor: <b>VP Finance</b>	
Sponsor Approval and Date:	

## **FINANCES**

### **General**

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

Annual membership dues shall be set by the Board and communicated to PMI® in accordance with policies and procedures established by the PMI® Board of Directors.

The Board shall establish policies and procedures to govern the management of its finances and the President – Finance will submit required tax filings to appropriate government authorities.

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

Financial records shall be reviewed on an annual basis as directed by the President. The Review should be conducted at the close of each fiscal year by an outside entity. The Chapter shall set and arrange for collection of local dues per PMI® procedures.

The incoming Board members, in consultation with the outgoing officers, shall prepare a draft budget, with a supporting Tactical Plan, for the activities and programs they would like to pursue. The VP Finance shall consolidate the individual drafts into a Chapter budget and shall forward a copy of the issued Chapter budget to the Board no later than one (1) week prior to the joint Officer Transition meeting and outgoing officers. The draft Chapter budget, upon review, modification, and approval of the Board shall become the Chapter budget for the fiscal year. Upon budget approval the respective Chapter officers are commissioned to enact the approved activities and programs. (See Budgeting and Other Planning)

### **Financial Control**

Accounting for the finances of the Chapter shall conform in general to the recommended practices of the American Institute of Certified Public Accountants.



The outgoing VP Finance shall close the books at the end of their tenure and prepare the annual financial report by January 31. The incoming President shall direct a review of the previous year's books. The review shall be presented for Board approval by the incoming VP Finance on or before the July Board meeting.

Expenditures shall be handled by the VP Finance except as otherwise provided herein. In all cases, expenditures shall be made in accordance with the budget. The expenditures must not exceed the approved Chapter budget by more than ten percent (10%), except with Board approval.

The President and VP Finance and the President – Administration shall have signature authority. The two primary signatures shall be the VP Finance, and the President with the VP Operations in the absence of either party. Dual signatures are only needed on the Expense Reimbursement Form for expenditure greater than \$5,000.

Policy / Procedure	
Subject: <b>Meetings</b>	Page: 1 of 2
Effective/Revised Date:	No: <b>V 0.0</b>
Sponsor: <b>President</b>	
Sponsor Approval and Date:	

## **MEETINGS**

### **Chapter**

An annual meeting of the membership shall be held at a date and location to be determined by the Board. The agenda for this meeting will include:

- Update on the Chapter's Financial Status
- Status on the Board's objectives for the year just past
- Any other pertinent chapter business.
- The Chapter strives to meet monthly, excluding the summer months of July and August. These meetings are coordinated with the VP Programs, with the main agenda item being the program topic.

### **Board**

- The Board will meet once every month at a mutually agreed time or at the written request of three members of the Board directed to either the President and / or VP Operations.
- When voting on any motions, it is deemed to pass when a majority of the total Executive Committee votes in the affirmative (i.e. 5 of the 9 current Executive Committee members)

### **Other**

- Information concerning standing or temporary Committees can be found in the Committee Section of the Governance Guidelines.
- Chapter Officers may be required to represent the Puget Sound Chapter at other meetings. These are outlined in the Officers and Responsibilities Section of the Governance Guidelines.

Policy / Procedure	
Subject: <b>Membership Database Information Policy</b>	Page: 1 of 2
Effective/Revised Date:	No: V 0.0
Sponsor: <b>VP Membership and Community + VP Communication + VP Technology</b>	
Sponsor Approval and Date:	

## **MEMBERSHIP DATABASE INFORMATION POLICY**

### **Scope**

The following provides the policies and operating procedures for the handling of chapter mailing lists and management of the information therein.

### **Background**

Each month, PMI makes updated membership and prospect information available to Component (Chapter) leaders in two formats:

1. Through the Data Exchange Program (DEP), authorized Component leaders can download a Microsoft Access file containing data on Component members and prospective Component members, including email and postal mailing addresses and phone numbers.
1. The Chapter Membership List
2. The Area List, which contains the names of area PMI members who are not members of the Puget Sound Chapter
3. The Prospect List, which contains the names of people who recently inquired about PMI.

The VP Membership is the process owner for all mailing lists. The VP Membership may delegate mailing responsibilities to a consenting volunteer, and when doing so will inform all board members of the contact point.

This information is needed for Component leaders to communicate with existing and prospective members. It also helps chapter officers understand certain demographic attributes of the membership,

### **Operating Procedures**

Direct all mailing requests to the VP Membership or his/her designated delegate, along with specific instructions.

### **Email**

All issues, information regarding the mailing lists or mailing list management should directed to the VP Membership.

<b>Policy / Procedure</b>	
Subject: <b>Professional Development</b>	Page: 1 of 2
Effective/Revised Date:	No: <b>V1.1</b>
Sponsor: <b>VP Education</b>	
Sponsor Approval and Date:	

## **PROFESSIONAL DEVELOPMENT**

### **Purpose**

The purpose of Education is to provide an environment rich with Professional Development opportunities for the members of Puget Sound Chapter. The Professional Development Committee's agenda will support member's pursuit of PMP certification and education programs to enrich members knowledge and education.

### **Organization**

- The VP Education oversees Professional Development and Certifications. The VP may choose to appoints Directors who support these areas of responsibility
  - Director of Professional Development: This Director secures speakers and locations for the Professional Development programs the Chapter provides and develops contractual relationships.
  - Director of Instruction: This Director is responsible for hiring new instructors, developing a process whereby an applicant may be certified as a qualified instructor for our courses, and continuously monitoring the progress of our instructors and the quality of their instruction.
  - Director of Certification: Responsible for overseeing the certification programs and ensuring we always teach our certification classes using the best instructors and course material possible.
- Each Director may employ as many volunteers as necessary in the completion of their tasks.

### **Meetings**

- The Committee as a whole: The Committee meets as often as necessary.
- Director-level subcommittees: Each Director may have a subcommittee working under them and it is the Director's responsibility to convene its subcommittee as often as may be necessary.

### **The PMP Exam Review Course**

- The PMP Exam Review may be held two (2) or more times per calendar year at locations around the Puget Sound area.
- Students are charged tuition, this tuition is sufficient to pay all expenses of the class, and any tuition money in excess of that is returned to the General Fund of the Chapter.

### **Other Professional Development Programs**

- The Professional Development Committee will host events to support additional education and knowledge for chapter members as well as provide PDUs to maintain PMP certification.

<b>Policy / Procedure</b>	
Subject: <b>Programs</b>	Page: 1 of 2
Effective/Revised Date:	No: <b>V0.0</b>
Sponsor: <b>VP Programs</b>	
Sponsor Approval and Date:	

**PROGRAMS**

**Purpose**

**Organization**

**MEETINGS**

- Identify and procure speakers for chapter meetings
- Work with VP of Education in identifying and procuring seminar speakers
- Support any speaker needs and/or special equipment requirements
- Select and procure speaker gifts
- Coordinate door prizes for chapter meetings and of the chapter special events
- Provide speaker bio, presentation synopsis, speaker photo to VP Marketing/Communications for placement in monthly flyers and for posting on chapter website. Also provide speaker information to Board Officer responsible for monthly Chapter Rolling PowerPoint presentation

Policy / Procedure	
Subject: <b>Sponsorship</b>	Page: 1 of 1
Effective/Revised Date:	No: <b>V 0.0</b>
Sponsor: <b>VP Membership and Community</b>	
Sponsor Approval and Date:	

**SPONSORSHIP**

**Purpose**

The Puget Sound PMI chapter seeks sponsors to help fund chapter meetings, support professional development and educational opportunities for the local project management community, promote awareness of project management products or services provided by local vendors and **affiliates to** encourage employers of project management to support their participation in PMI, certification programs, and the Puget Sound Chapter.

**Definitions**

- Vendors – Individuals or organizations seeking to offer PSPMI members a product or service in return for monetary consideration
- Affiliates – Individuals or organizations seeking affiliation with PSPMI to provide our and their members a reciprocal benefit
- Partners – All community organizations supporting PSPMI’s membership, outreach, and business goals are considered as partners

**Organizations (responsibilities)**

- Establish sponsorship plan and make recommendations to the Board
- The Membership & Community Committee, in coordination with the Marketing & Communications Committee, will be responsible for developing the chapter’s sponsorship product set and setting pricing to be captured as a PSPMI procedural document.
- Advertisements services will be coordinated by VP Membership & Community with the advice of the VP Education and/or VP Marketing & Communication appropriate to the product or service. VP Membership & Community will negotiate pricing and terms with vendors or affiliates for the advertising of and pricing of their product or service.
- Advertisement services (i.e., emails, calendar postings, web banners, etc.) on behalf of a vendor or affiliate seeking to offer our members information about a product or service will be reviewed by VP Membership & Community for appropriateness with regard to PSPMI members’ expectations of the chapter staff and its Board of Directors to recommend vendors and/or affiliates offerings of value and quality.
- Maintain repository of past and future sponsors
- Procure 2 sponsors for monthly chapters.
- More sponsors may be procured for special chapter meetings, seminars, workshops & special events.

Policy / Procedure	
Subject: <b>Membership Surveys</b>	Page: 1 of 1
Effective/Revised Date:	No: <b>V 0.0</b>
Sponsor: <b>VP Membership and Community</b>	
Sponsor Approval and Date:	

## SURVEYS

### **Scope:**

Membership Needs Surveys is to improve the quality of service to members. The process does not end until changes are implemented that address the needs of the members.

The steps are:

- Send survey
- Receive data
- Reduce data
- Publish results
- Analyze data
- Decide what action to take
- Publish plan
- Implement action
- Monitor results (ask survey questions)

### **When:**

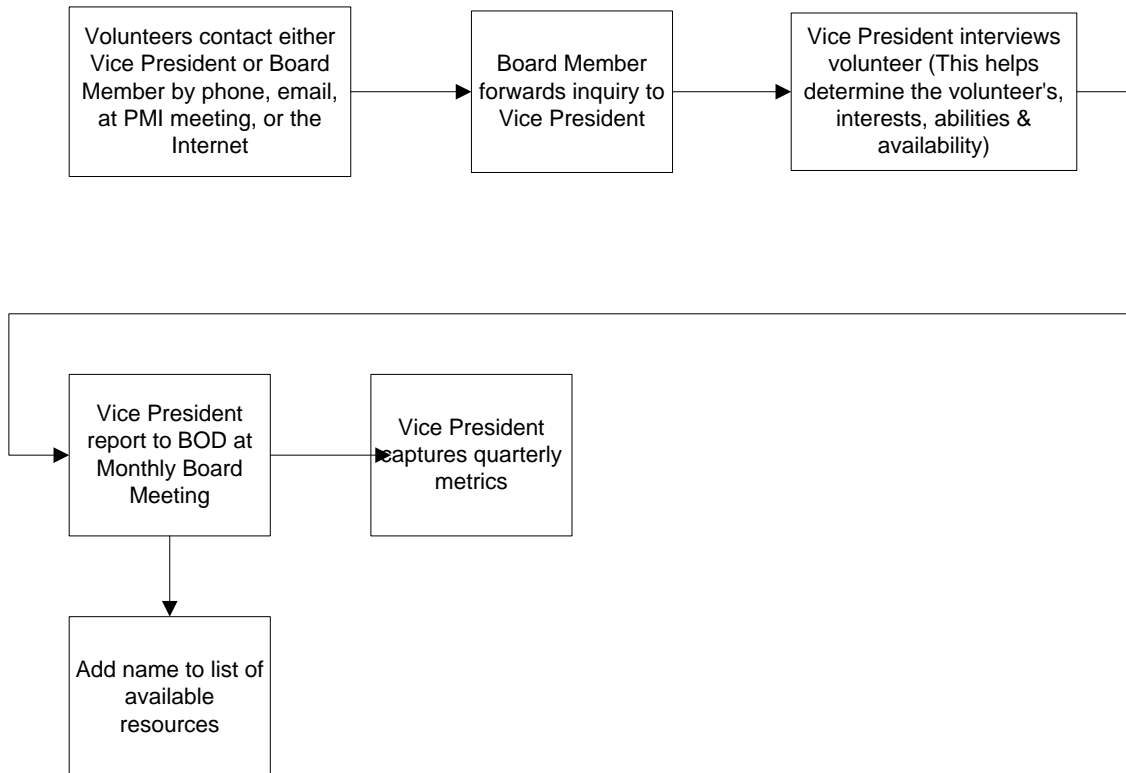
Annually in the April/May time frame

### **Process:**

Apr 1	Membership drafts annual Survey
Apr 15	Annual survey questions approved by Board -
May 1	Annual survey posted on web; VP ADMIN sends broadcast e-mail
June 1	Annual survey done; removed from web
June 30	Results summarized
July 1	Tactical Plan to address issues developed
July 15	Actions assigned for implementation

Policy / Procedure	
Subject: <b>Volunteer Assignment Process</b>	Page: 1 of 1
Effective/Revised Date:	No: <b>V 1.0</b>
Sponsor: <b>VP Operations</b>	
Sponsor Approval and Date:	

**DIRECTOR OF VOLUNTEER:**



Volunteer Assignment Process Templates are located in Appendix N.

For Volunteer inquiries use the *PM-Volunteer Information* form.

For Chapter volunteer needs, fill out the *Request Volunteers* form.



## Web Button

- **Primary Button**

Primary buttons are powerful marketing tools that let you advertise your company or organization. They can be purchased based upon current availability. A maximum of five buttons is available on the Primary button page with hyperlinks enabling visitors to move directly to your web site. Primary buttons are available on the Puget Sound chapter.org homepage.

- **Secondary Button**

Secondary button pages are also offered for purchase based upon current availability. A maximum of five buttons per Secondary button page is offered to advertisers enabling viewers to link directly to each button advertiser's web site. Secondary buttons are available on the Programs and Education pages (these secondary pages are subject to change based on analysis of web traffic).

- **Web Button Advertising Specifications**

Puget Sound Chapter's button advertisements are 125 pixels x 125 pixels in size, essentially small banners that are hot-linked directly to your website. These button ads can be purchased on a monthly, quarterly, semi-annual or annual basis. All advertisements will be posted and/or updated on the first of every month. All requests must be submitted no later than two weeks prior to the desired posting date. The Puget Sound Chapter website limits button advertisements to a maximum of five (5) buttons per page at this time.

- **Images:** GIF or JPEG accepted, maximum image size 125 x 125 pixels; resolution 72 dpi, maximum file size, 10K.
- **Image Maps:** Not accepted.
- **Animated Buttons:** GIF only; must be accompanied by a non-animated GIF to be considered; **loop must stop after 4 seconds.**
- **Naming convention:** 8 letters maximum for sponsor, example: sponsor.gif.
- **Alternate text for images:** 10 words maximum.
- **Ad copy:** Not accepted.

## Web Link

Hyperlinks may also be purchased and posted on the Commercial Sponsors page. Placement of your link advertisement is on a first-come-first-served basis. Advertisers will be listed at the top of the page based on the order in which they were received. Along with your URL for the hyperlink, you may include a line of text no more than 250 characters describing what you are all about.

## E-Mail Trailer

Trailer advertisements follow the content which is sent by e-mail to the membership once per month. In addition to your URL for your hyperlink, you may include a line of text no more than 250 characters describing what you are all about. No images or files attachments will be included. Advertisers will be listed in the mailing based on the order in which they are received.

## Subscription Durations & Pricing:

Cost: (3 Month - 5% discount, 6 month - 7.5% discount, 12 month -10% discounts)

	<b>COST TABLE</b>			
<b>Subscription</b>	1 Month	3 Month	6 Month	12 Month
Primary Button	\$200	\$570	\$1,110	\$2,160
Secondary Button	\$150	\$425	\$ 830	\$1,620
Link Only	\$ 50	\$140	\$ 275	\$ 540
E-mail Trailer	\$ 25	\$ 70	\$ 135	\$ 270

### Ordering Process

- Complete and sign the Advertising Request Form (page 3) and enclose it with your payment.
- Do not forget to check what type of advertising option you are selecting in addition to the subscription duration. Web postings will occur on the first of every month.
- All orders must be received no later than two weeks prior to the desired posting date. If an order is received late, it will be held until the following month.
- E-mail files to the Puget Sound Chapter VP Marketing/Communication, [communications@pmiPugetSound.org](mailto:communications@pmiPugetSound.org).
- Make checks payable to the Puget Sound PMI Chapter and mail to:

**Puget Sound PMI Chapter  
P.O. Box 11625  
Seattle, Washington 98138**

### Attachment:

- Web Advertising Order Request Form (Appendix K)

**APPENDICES**

**Appendix A – Articles of Incorporation - Puget Sound Chapter of PMI**

**Appendix B – Bylaws of the Puget Sound PMI Chapter**

**Overview**

Each month, PMI Component leaders receive updated membership and prospect information from the Institute’s database via the Data Exchange Program (DEP). This information includes:

- For Component membership management purposes:
  - A listing of all current members of the Component;
  - All financial transactions related to the Component’s membership that has been created during the current month;
  - A listing of Component members who have not renewed their PMI and/or Component memberships with the last month;
  - A change listing which reports membership database changes that have occurred in the previous month; and
  - A change list summary that provides a numerical summary of all changes that have occurred in the previous month.
- For Component recruitment and promotion purposes:
  - A listing of PMI members who are eligible to belong to the Component (e.g., in the Chapter’s geographic area, work in a SIG’s industry area, or focus on a College’s knowledge area) but have not yet joined; and,
  - A listing of prospective members who are eligible to belong to the Component once they have joined PMI (e.g., in the Chapter’s geographic area, work in a SIG’s industry area, or focus on a College’s knowledge area).
- This information is vital for Component leaders to communicate with and track their existing members while also reaching out to potential members. Using this information also has important implications for members and prospective members who may want to know about Component activities but who do not want their contact information widely distributed.
- These policies have been established to clarify questions regarding the use of the Membership and Prospect Database information by Components. The Membership and Prospect Database includes information provided through the Data Exchange Program (DEP), as well as through other means (e.g., electronic communications, hard copy, etc.).

**Member Notice and Consent Regarding Use of Application Information**

- Every member who joins PMI is required to submit a completed application form with payment of all applicable dues and fees. The information collected on that form is designed to assist PMI and Components in serving their members and members are notified of this on the application form.
- Members also may specifically communicate to PMI on the application form whether they wish to be excluded from mailing list rentals and PMI directories.
- Information about members’ exclusion decisions is also provided to Components so that they also honor members’ requests to be excluded from designated items.

**Monthly Membership and Prospect Database Listings for Components**

- PMI charters Components to further the purposes of the Institute. Component membership is open to, and limited to, any eligible PMI member who meets the qualifications for such Component membership and who pays applicable Component dues.
- Membership in any Component is voluntary, and members may join as many Components as they wish.
- In order to join a Component, an individual must be a member of PMI.

### **Membership Dues**

- Components may establish membership dues at their discretion and under policies and procedures established by PMI.
- All Component membership dues are billed and collected by PMI Headquarters and then distributed to the appropriate Component in a timely manner.

### **Monthly DEP Reports**

- PMI Headquarters provides monthly Membership and Prospect Database listings to help Components:
  - Track and communicate with their members;
  - Account for membership dues disbursed from PMI to the Components; and,
  - Recruit and retain members for the Component.

### **Use of DEP Database**

- Examples of appropriate uses of the Membership and Prospect Database include, but are not limited to:
  - Component meeting announcements;
  - Component new member welcome letters;
  - Component membership renewal “thank you” letters;
  - Component newsletters and other membership communications; and,
  - Component election ballots.

### **Use of Membership Directories**

- Components should take into consideration that members may not want the contact information they provide to be listed or posted in electronic format without the members’ prior consent. Examples of uses that may be appropriate after members have received reasonable notice of the planned activity and have the opportunity to have their contact information excluded include, but are not limited to:
  - Component membership directories in hardcopy format; and,
  - Member contact information on Component web sites.
- Whenever Components publish membership directories – whether in hardcopy format or online versions – a disclaimer similar to the following should be incorporated:

*Warning! This list is for official Puget Sound PMI Chapter use, as well as individual communication of a networking nature by PMI members and potential members. Use of this information for any other purpose, including, but not limited to, reproducing and storing in a retrieval system by any means, electronic or mechanical photocopying or using the names, addresses, e-mail addresses, and phone numbers for any private, commercial or political mailing is strictly prohibited.*

- Components should also make sure that their publications are copyright protected consistent with the laws of the country in which the Component is incorporated/registered.

### **Inappropriate Use of DEP**

- Examples of uses that are not appropriate include, but are not limited to:
  - The sale or release of Membership and Prospect Database listings and/or information to any third party (except in accordance with Sections IV and V of this policy); and,

- The use of mailing lists by Component officers, board members, appointed committee members or other authorized representatives to promote services, products or other offerings in which those individuals have a personal, financial or other interest.
- Components are expected to take reasonable and appropriate measures to ensure that members who requested to be excluded from mailings, directories and other communications are not included in those activities.
- Components with questions regarding the appropriate use of Membership and Prospect Database listings and information should contact the PMI Headquarters Component Affairs Department in advance of the proposed activity for technical assistance.

#### **Privacy Issues**

- PMI Components should investigate whether the jurisdiction in which they are incorporated/registered have specific privacy protections that may relate to the use and publication of membership and prospect information. For example, some countries may require that organizations disclose to individuals specifically how their information will be used and offer the individuals the option of having their names removed from a listing or having their information used only for specific purposes.
- Since there is the potential for significant variations in such requirements, Component leaders should investigate the regulations within their specific jurisdictions.

#### **List Exchanges Among Components**

- PMI Components may exchange Membership and Prospect Database listings with other PMI Components to promote Component-sponsored activities consistent with Section II of this policy.
- Any lists exchanged among Components should exclude those members who have asked that their contact information not be shared.

#### **List Exchanges With Other Organizations**

PMI Components may exchange membership listings only with other organizations with whom the Components have established collaborative relationships provided the following conditions are met:

- Prior to its acceptance and execution of a cooperative agreement or other formal relationship with a non-PMI entity, the Component shall employ a fair process for full and open exchange and communication with PMI Headquarters. During such a process, the Component shall inform PMI Headquarters of the terms and conditions of such agreement or relationship and shall provide PMI Headquarters with a complete copy of all documents, which state the terms and conditions of the relationship. No final agreement shall be executed until this process is completed, and the Component has received a formal, written communication from the PMI Executive Director regarding the agreement.
- The agreement between the Component and the non-PMI entity clearly states the terms and conditions related to the use of PMI-related membership listings.
- Component leaders should receive communications or other materials that are to be sent by their collaborative partners to PMI members and prospective members prior to the dissemination of such communications or materials.
- Any information provided should exclude those PMI members who have asked that their contact information not be shared.

- Information regarding prospects who are not members of the Chapter nor of PMI must be excluded from such exchanges. Prospect information is provided solely for Component recruitment efforts.
- As part of their efforts to encourage employers to support their employees' involvement in PMI and its Components, Components may share appropriate membership information with those employers. Such information should be sufficient to help the employer identify its participating employees but should also respect the confidential nature of the members' contact information. Thus, Components should provide only the member's name, city, state/province and country when such information is shared with employers.

#### **Sale of Lists to Third Parties**

- Components are strictly prohibited from selling PMI-related Membership and Prospect Database listings, as well as any information, products or services derived from the Membership and Prospect Database listings, to any third party.

#### **Mailing List Rentals for Members Outside of the Component's Designated Area**

- Components may rent the PMI mailing list for PMI members who are outside of the Component's designated geographic, industry, interest or knowledge area and whose names are not included in the Membership and Prospect Database listing provided to the Component by PMI.
- Such mailing list rentals may only be used for specific purposes, such as promoting Component educational events. Requests for mailing list rentals should be directed to the PMI Publishing Division at [assisteditor@pmi.org](mailto:assisteditor@pmi.org).

#### **Ownership of Information**

- Any information pertaining to membership, including but not limited to, databases, lists, mailing labels and reports, which is provided by PMI to the Component may be used only in connection with the authorized, lawful business of the Component, consistent with the terms of the Component's charter with PMI.
- Such information is considered as confidential and shall not be shared with or distributed to individuals or business entities outside of PMI, except with the prior, written permission of the PMI Executive Director.

#### **Confidential Information**

- Components shall maintain the confidentiality of any or all of PMI's confidential, sensitive or proprietary information or data (collectively, "confidential information"). Such confidential information remains the property of PMI and is furnished to the Component in confidence and solely in connection with the Component's affiliated relationship with PMI.
- Upon termination of its affiliation with PMI for any reason, the Component will immediately deliver to PMI all written or electronically stored documentation, including copies, of or concerning confidential information, shall make no further use of such confidential information and shall make reasonable efforts to ensure that no further use is made by the Component or its representatives of such confidential information.
- The Component's confidentiality obligations shall survive the expiration or termination of its affiliation with PMI.



## **Appendix D – Business Expense Reimbursement Policy & Procedure**

### **INTRODUCTION**

It is Puget Sound Chapter's policy to reimburse members for all reasonable and necessary expenses incurred in the course of doing Puget Sound Chapter business. This means conducting committee meetings, attending regional or national PMI leadership events, or other board pre-approved events or meetings. This document provides you with the details of the Puget Sound Chapter's expense reporting and reimbursement policy. The policy has been designed so that you may travel in a comfortable style that is consistent with prudent business practice. Additionally, our processes have been designed so that you will receive reimbursement for your expenses in a timely manner.

Our objective in issuing this policy is to provide for consistency in expense reporting in order to maintain equally high levels of consistency across the organization, and to conduct business in a cost effective manner. It also provides guidelines for people who incur, authorize and/or approve expenses and to provide clear instructions for reporting and substantiation of expenses incurred to insure uniformity and compliance with IRS regulations.

We have provided procedures and guidelines where possible. However, it is impractical to anticipate all situations. Therefore, good business judgment, common sense, and professionalism should prevail in the absence of a specific policy or guideline.

### **RESPONSIBILITY**

#### **Compliance**

- The procedures herein are designed to ensure necessary compliance with the appropriate taxing authorities, and chapter policies.
- Expenditures made by members who are not consistent with this policy may result in non-reimbursement.
- This policy cannot address every circumstance. Questions or comments regarding this policy should be referred to the VP Finance. Revisions and improvements to the policy will be distributed periodically.

#### **Approvals**

- Each President is responsible for maintaining expenses within authorized budgeted amounts.
- A member is not authorized to approve his/her own travel and entertainment expenses. The VP of the area where the expense is incurred or the VP Finance must approve all such expenses.
- The VP approving expense reports share responsibility with the member for the report's accuracy and for making sure that the expenses reimbursed do not exceed policy guidelines.

#### **Exceptions**

- The VP Finance or the President must approve all exceptions to the following policy in advance.

**GENERAL POLICY GUIDELINES**

Expense reports are to be submitted no later than two (2) weeks after the expenses are incurred or after the return from a trip (if greater than two weeks).

Expenses greater than \$25 will require an attached original or scanned copy of sales receipt or a credit card payment receipt. All receipts should be attached to the expense report. No expense greater than \$25 will be reimbursed without a receipt.

To qualify for reimbursement, all expenditures must:

- Be authorized.
- Be reasonable, necessary, and business related.
- Be properly substantiated (receipts).
- Be detailed with business purpose.
- Include place (name/city/state).

If your Expense Report is not properly completed, the Expense Report will be returned to you for correction/completeness.

## AIR TRAVEL

- SELECTION:
  - In determining lowest airfares, this means that, if you request specific departure or arrival times, the agent will search for the following: departure or arrival times to the destination city within 90 minutes of the requested time (the “window”), where the savings to Puget Sound Chapter is greater than \$100. If found, these flight options will be offered, and should be accepted. These alternative flight options may pertain to “non-refundable” fares, connections, carriers, and airports (where deemed reasonable). These fares should be reserved even if travel plans could change (see “non-refundable” discussion below).
- RESERVATIONS:
  - Reservations should be made **at least 7 days in advance**, when possible, to insure that the lowest available fare be obtained, even if it is a “non-refundable” fare.
  - “Non-refundable” fares should be used whenever available as “non-refundable” tickets are normally reusable if a trip is canceled or if plans change. In most cases, “non-refundable” tickets are exchangeable for a nominal service fee and significant savings will still be achieved compared with “refundable” full fare tickets.
- AIR TRAVEL CLASS:
  - Coach Class will be booked for all air travel.
  - Exception: Air travel exceeding six (6) continuous hours may be booked in business class, if available.
  - First class air travel will not be reimbursed.
  - You will not be reimbursed for upgraded tickets.
- AIR TRAVEL INSURANCE
  - Air Travel Insurance is not reimbursable.
- AIRPORT TRANSPORTATION
  - All reservations are to be made through the locally designated car or shuttle service
- CODING PROCEDURES
  - The passenger copy of the original ticket is to be attached to the expense report.
  - The exact amount of the ticket is to be noted on the expense report. If there is no expense other than the cost of an airline ticket, an expense report still is to be completed.

## CAR RENTALS

- SELECTION
  - Puget Sound Chapter will reimburse you for the cost of the rate of an intermediate size car (plus gas and taxes).
  - If possible, re-fuel the car before it is returned to the rental facility, as re-fueling rates are very high. Include your gas receipt with your expense report.
- INSURANCE
  - Additional insurance options are to be accepted or declined at the renter's choice. Puget Sound Chapter will not reimburse the member for the additional insurance
- OTHER
  - Puget Sound Chapter will reimburse you for related costs incurred while using your rental car on Puget Sound Chapter business, such as tolls and parking fees (receipts required).
- NON-REIMBURSABLE COSTS
  - Traffic and/or parking fines of any kind.

- Upgraded level of car.
- Additional insurance costs.

### **PERSONAL AUTOMOBILE (Puget Sound Chapter Business)**

- MILEAGE
  - Relates to the personal use of automobile for traveling on Puget Sound Chapter business.
  - Puget Sound Chapter will reimburse mileage allowance equal to the IRS approved maximum mile reimbursement rate. This rate represents an allowance for the vehicles' operating costs, which include maintenance & repairs, gasoline (including taxes), oil, and insurance. <http://www.irs.gov/2014-Standard-Mileage-Rates-for-Business,-Medical-and-Moving-Announced>
  - If you elect to use your personal vehicle rather than flying, reimbursable mileage may not exceed the equivalent coach airfare plus local car rental costs.
  - Puget Sound Chapter will reimburse you for related costs incurred while using your car on Puget Sound Chapter business, such as tolls and parking fees.
- NON-REIMBURSABLE COSTS
  - Oil, car washes, maintenance items, traffic and parking fines of any kind will not be reimbursed.

### **HOTELS**

- NO-SHOW RESERVATIONS
  - All hotel reservations are guaranteed for late arrival. Hotel guarantees will not be reimbursed.
  - All hotel arrangements, which will not be used, are to be canceled. If you do not cancel, and are charged, Puget Sound Chapter will not reimburse you.
- GROUP TRAVEL
  - Members traveling for the same purpose, should stay at the same hotel to facilitate local transportation arrangements.
- RECEIPTS
  - Original receipts are required for all hotel bills, and are to be itemized by day in chronological sequence.
- EXCEPTIONS
  - All exceptions to the above policy are to be approved in advance by the VP of the Area, or the VP of Finance. Written documentation is to be provided to support any deviation from policy.

### **PERSONAL MEALS**

- SELECTIONS
  - You may select the restaurant of your choice.
- PRICE RANGE AND REIMBURSEMENT
  - The maximum amount Puget Sound Chapter will reimburse for out-of-town travel meals is based on the average costs of "above average" restaurants located in commercial centers.
  - The US Federal GSA Per Diem Guidelines will be allowed for daily food per diem rates
  - <http://www.gsa.gov/portal/category/100120>
  - Costs that exceed the MAXIMUM per diem are not reimbursable by Puget Sound Chapter.

- RECEIPTS
  - For all expenses of \$25 or more, a paid bill, original or scanned copy of an invoice must be obtained to support the expense. The receipt must show the date, location and amount. Credit card receipts (originals or scanned copies) are acceptable for restaurants.
- UNACCEPTABLE RECEIPTS
  - Examples of unacceptable receipts would include: restaurant “chits”/stubs or receipts received with a credit card statement.
- PAYING FOR OTHER MEMBERS
  - In the instances when more than one member is present, one Board member can incur and report the expense. The name(s) of other members for whom these expenses are being reported must be disclosed.

#### **OTHER TRAVEL EXPENSES**

- AIR PHONES
  - Air phones may only be used in extenuating circumstances. In any other instances they are not reimbursable.
- CABS/LOCAL TRANSPORTATION
  - You are encouraged to use the most economical form of transportation.
- CAR / CELLULAR PHONES
  - The purchase of a car or cellular phone is not reimbursable.
  - The cost of phone calls made for Puget Sound Chapter business purposes are reimbursable where normal telephone service is not otherwise accessible. All calls are to be itemized and include a Puget Sound Chapter business purpose.
- GIFTS/FLOWERS
  - When appropriate, under special circumstances, gifts/flowers will be reimbursed, but must be approved in advance and are limited to \$75.
- GRATUITIES/TIPS
  - Tip on a reasonable basis in accordance with local customs. 20% maximum is recommended for meals.
- HOTEL/ HEALTH CLUBS
  - Not reimbursable.
- LAUNDRY AND VALET
  - Is Reimbursable if someone is out of town for more than (5) five days, and if it is a reasonable amount.
- PERSONAL ITEMS
  - Clothing, toilet articles, hair care, etc. are not reimbursable.
- SPOUSE TRAVEL
  - Normally, not reimbursable by Puget Sound Chapter. The Chapter President **must** approve exceptions in advance.
- TELEPHONE CHARGES
  - Telephone charge cards if at all possible should be used in lieu of direct dialing from your hotel room in order to avoid excessive hotel rates for phone calls.
- THEFT, LOSS OR DAMAGE
  - Not reimbursable, your personal insurance should cover these items.

**Governance Guidelines  
CHANGE REQUEST FORM**

Policy / Procedure	
Subject:	
Submitted by:	
Date Submitted:	
Recommended Sponsor:	

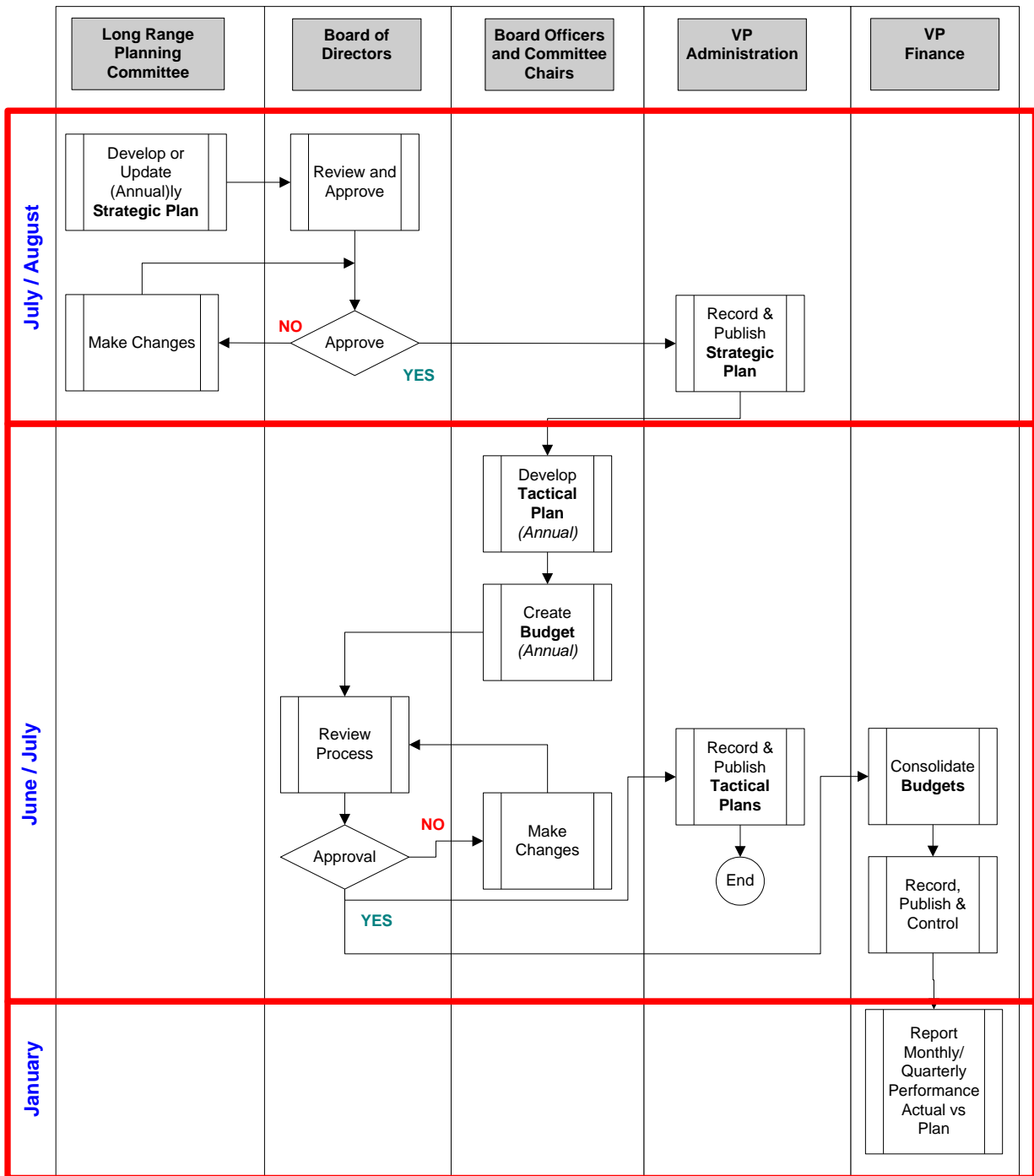
**What:**

**Why:**

**Outline:**

Appendix F – Planning and Budgeting Process Flow

**Planning (Strategic and Tactical) and Budgeting Process Flow**



## Appendix G – Event Intake Form



Gen\_event\_pspmi  
2014.docx



## Appendix H – Complaint and Dispute Log

Number	1
Submitted by:	
Date received:	
Description:	
Date acknowledged:	
Owner assigned:	
Date resolved:	
Resolution:	
Closed:	<input type="checkbox"/>



"Complaint and  
Dispute Log.doc"

**Appendix I – Web Advertising Order Request Form**

**ADVERTISING ORDER REQUEST FORM**

**Web Advertising Selections**

(Check appropriate boxes and write in months desired for ad, i.e. Sept., Oct. Nov.)

<input type="checkbox"/>	Primary Button	<input type="checkbox"/>	One Month
<input type="checkbox"/>	Secondary Button	<input type="checkbox"/>	Three Months
<input type="checkbox"/>	Web Link	<input type="checkbox"/>	Six Months
<input type="checkbox"/>	E-Mail Trailer	<input type="checkbox"/>	Twelve Months

**Other**

<input type="checkbox"/>	Baseline Newsletter (Quarterly – specify Fall, Winter, Spring or Summer Issue)
<input type="checkbox"/>	Dinner Meeting Sponsor (Monthly – specify month desired)

**Amount Due:** \$ \_\_\_\_\_

## Advertising Release Waiver

References in the Project Management Institute Puget Sound Chapter newsletter, announcement, or other publication (or Web site, E-mail trailer) to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise, does not necessarily constitute or imply endorsement, recommendation, or favoring by the Puget Sound PMI Chapter.

We, the undersigned, as company representatives agree to this statement.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Authorizing Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name/Title

# Governance Guidelines

# Governance Guidelines

# Governance Guidelines

## Appendix L – Volunteer Assignment Process Templates

### Appendix L(a) – PM-Volunteer Information Form

*VOLUNTEER INFORMATION: (Fields in bold are required)*

To  yes or no boxes, double-click on the box, then click 'checked'

<b><sup>1</sup> Volunteer Name:</b>	<b><sup>2</sup> Daytime phone:</b>
<b><sup>3</sup> Date submitted:</b>	<b><sup>4</sup> Evening phone:</b>
<b><sup>5</sup> Employer:</b>	<b><sup>6</sup> Email address:</b>
<b><sup>7</sup> Date/duration available:</b>	<b><sup>8</sup> Available hours per week:</b>
<b><sup>9</sup> PMP certified:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b><sup>10</sup> Willing to teach PMP prep class:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b><sup>11</sup> If yes, specify PMBoK area(s):</b>

<b><sup>12</sup> Interested in a <i>specific</i> committee or role:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No, I'm willing to support any committee
<b><sup>13</sup> If yes, please specify :</b>  Desired Committee(s) (programs, education, community outreach, etc.):  Desired role:  Other activities (corporate outreach, golf, etc.):
<b><sup>14</sup> Willing to be committee chair:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b><sup>15</sup> Please indicate your knowledge / proficiency level:</b>  <b>Skills</b> (PM, communications, html, publishing, PM tools, instruction, etc.): <b>Industry Knowledge</b> (IT, Manufacturing, Automotive, etc.): <b>PM Experience</b> (Project leader, PMO, scheduler, etc.): <b>Other Certifications:</b> <b>PMBoK Area Knowledge</b> (Risk, Cost, etc.): <b>Other:</b>

## Governance Guidelines

**ACTUAL VOLUNTEER ACTIVITIES: (for Puget Sound PMI Chapter Board of Directors Use Only)**

**For multiple volunteer activities, attach additional sheets as necessary**

<sup>21</sup> <b>Contacted by :</b>	<sup>22</sup> <b>Date contacted:</b>
<sup>23</sup> <b>Still Available:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<sup>24</sup> <b>Assigned to ___ Committee</b>	<sup>25</sup> <b>Role:</b> <b>Chairperson :</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<sup>26</sup> <b>Actual start of volunteer involvement:</b>	<sup>27</sup> <b>Actual end date of volunteer involvement:</b>
<sup>28</sup> <b>Qualify for PDU's:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  <b>Number of PDU's:</b>	<sup>29</sup> <b>Comments:</b>

# Governance Guidelines

**Appendix L(b) – Request Volunteers Form**

REQUEST INFORMATION: (Fields in bold are required)

To  yes or no boxes, double-click on the box, and then click 'checked'

<b><sup>1</sup> Requestor Name:</b>	<b><sup>2</sup> Requestor's Phone:</b>
<b><sup>3</sup> Committee Chair Name:</b>	<b><sup>4</sup> Committee Chair Phone:</b>
<b><sup>5</sup> Date request submitted:</b>	
<b><sup>6</sup> Committee Name:</b>	
<b><sup>7</sup> Brief description of Committee Purpose:</b>	
<b><sup>8</sup> Description of Activities to be Performed by Volunteers:</b>	
<b><sup>9</sup> Date volunteers needed:</b>	<b><sup>10</sup> Timeframe/duration (start &amp; end dates):</b>
<b><sup>11</sup> PMP required:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> preferred	<b><sup>12</sup> Commitment (Expected hours per week):</b>
<b><sup>13</sup> Are specific skills required:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b><sup>14</sup> Estimated effort hours (total per person):</b>
<b><sup>15</sup> If Yes, specify Candidate Requirements &amp; Proficiency level:</b>	
Skills:	
Industry Knowledge (IT, Manufacturing, Automotive, etc.):	
Experience:	
Certifications:	
PMBOK:	
Other:	



# Governance Guidelines

<sup>16</sup> STAFFING ESTIMATES:

<b>Role</b>	<b># Required</b>
Chairperson	
Instructors	
Other (specify role)	
Other (specify role)	
Other (specify role)	
Other (specify role)	

ADDITIONAL CONTENT:

Social Media Campaign  
Webinar Process