



# **POLICIES AND PROCEDURES**

**Project Management Institute  
Tallahassee, Florida Chapter**

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# Introduction

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PMI – Tallahassee, Florida Chapter, Inc. (PMITLH) is a local Chapter of the Project Management Institute. PMITLH exists to promote project management in this geographical area and to support the growing community of project management practitioners. PMITLH provides opportunities to learn more about project management from some of the top experts in the country. And, our meetings and events provide the perfect setting for developing valuable relationships with other project management professionals.

This manual is designed for use by all those interested in participating in the affairs of PMITLH. It is not meant to be a detailed specification on all aspects of the organization nor is it intended to include detailed tasks for each position. The officers, committee chairs, and committee members of PMITLH, both appointed and elected, should develop and maintain working documents which detail the recommended procedures to be followed in their areas of responsibility.

**Chapter 1** describes the requirements, benefits, duties, and responsibilities for membership in PMITLH.

**Chapter 2** describes the structure and responsibilities of the PMITLH Board of Directors.

**Chapter 3** describes the responsibilities and activities of the PMITLH Committees that promote the values of PMI and the PMI Tallahassee Chapter. The creation of committees are at the discretion of the Vice President in office. Activities and responsibilities are listed so that direction exists should the VP create a committee to assist in promoting the goals and objectives of the Chapter.

**Chapter 4** describes the work of PMITLH. This section describes the activities that PMITLH promotes to accomplish its objective.

**Chapter 5** describes the standard policies utilized by PMITLH.

**Chapter 6** describes the PMITLH election process.

**Chapter 7** describes the process required to modify this Policies and Procedures Manual.

# **1 Responsibilities and benefits of PMITLH membership**

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Membership in the PMITLH chapter of PMI is accomplished by registering for and submitting payment for inclusion in PMITLH via the registration functionality on the official PMI website (<http://www.PMI.org>). Once a person becomes a member of PMITLH, they secure certain responsibilities and benefits of membership in PMITLH which are in addition to the responsibilities and benefits of membership in PMI.

## **1.1 Responsibilities of PMITLH members**

To attain membership in PMITLH, a member must be both a current member of PMI and request membership in the PMITLH chapter and pay appropriate membership fees. Both PMI and PMITLH memberships must be renewed annually for the member to retain his/her membership in PMITLH.

All members must abide by the membership guidelines as defined by PMI and PMITLH. Membership guidelines state that as practitioners of project management, we are committed to doing what is right and honorable. We set high standards for ourselves and we aspire to meet these standards in all aspects of our lives—at work, at home, and in service to our profession. Project Managers should strive for continual improvement, growth, and increased proficiency. PMITLH expects that as Project Management Professionals, in the pursuit of their profession, affect the quality of life for all people in our society. Therefore, it is vital that Project Management Professionals conduct their work in an ethical manner to earn and maintain the confidence of team members, colleagues, employees, clients, and the public.

## **1.2 Benefits of PMITLH membership**

PMITLH provides a variety of benefits to its members.

- **Chapter meetings**

PMITLH offers chapter meetings the first Monday of the even-numbered months (February, April, June, August, October, and December). These meetings provide an opportunity for members to network with other project management practitioners and benefit from speakers who share their project management expertise and experiences. Members are offered a reduced registration fee for the chapter meetings which include a meal.

- **Opportunities for professional development**

PMITLH sponsors professional development sessions to allow members to obtain additional training in project management topics. Members are generally offered a reduced registration fee for these sessions which are open to the general public.

- **Volunteer opportunities**

PMITLH members have a variety of opportunities to volunteer as a means of improving their experience and assisting the chapter to accomplish their goals. These opportunities include committee membership, serving on the Board of Directors, and teaching units of chapter-offered training sessions.

- **Members-only portions of website**

Membership in PMITLH allows the member to access portions of the PMITLH website (<http://www.pmitlh.org>) that are reserved for members only.

- **Earn PDUs**

PMITLH members qualify for 1.5 PDUs for each chapter meeting which they attend and may obtain additional PDUs for the professional development sessions provided by PMITLH. PDUs may also be available to members who volunteer for activities that benefit PMITLH and its members.

## **2 Structure of PMITLH – Board of Directors**

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### **2.1 Board of Directors**

The Board of Directors is the body of PMITLH members elected by the PMITLH membership who organize and operate the PMITLH chapter as defined in the PMITLH By-Laws. Individuals elected to the Board of Directors must be members in good standing with PMI and the Tallahassee Chapter of PMI and must have a PMP or higher credential awarded by PMI.

This section describes the organization and structure of PMITLH and the general responsibilities of each office and committee. Specific detailed activities and expectations for the positions are defined in the PMITLH Position Description and Responsibilities document.

#### **2.1.1 President**

The PMITLH President has the following responsibilities:

- Represent PMI Tallahassee Chapter, Inc. in all business and PMI matters
- Ensures that all state and federal documents are filed timely
- Ensures Chapter Board meetings and Chapter Membership meetings are scheduled

- Maintains and ensures the execution of Chapter By-Laws, Policies and Procedures
- Seeks Board consensus and approves Chapter expenditures
- Appoints special or ad hoc Committees and identifies chairpersons and members

### **2.1.2 First Vice President / Past President**

The PMITLH First Vice President (President Elect) / Past President performs the following tasks and/or has the following responsibilities:

- The First VP develops a Chapter Strategic Plan for their upcoming two-year term
- Directs business and industry collaboration by overseeing the development of Chapter sponsorships
- Administers Board Elections
- Leads the Chapter in the absence of the President

NOTE: Only one of these positions is active at any point in time. See PMITLH By-Laws (Article IV, Section 2) for description of terms of office for First Vice President and Past President.

### **2.1.3 VP Administration**

The PMITLH VP Administration performs the following tasks and/or has the following responsibilities:

- Manages regular monthly Board meeting agenda
- Records regular and special Board meeting minutes
- Maintains current Board contact information
- Maintains current Action Item Log
- Files nonprofit corporate information and pay mandatory fees
- Maintains master calendar of PMITLH and Board activities
- Oversees Chapter Meeting evaluation cards
- Plans annual Strategic Planning Meeting
- Prepares Election ballots

### **2.1.4 VP Communications**

The PMITLH VP Communications performs the following tasks and/or has the following responsibilities:

- Manages the Chapter website and ensures that meeting notices, special events, and relevant documents (e.g., Policies and Procedures, By-Laws) are posted
- Manages Board email distribution list
- Develops and executes a Chapter Communications Plan and Website Policy
- Broadcasts Chapter information
- Administers Chapter Event registration, including collection of participation fee
- Publishes Chapter newsletter

### **2.1.5 VP Finance**

The PMITLH VP Finance performs the following tasks and/or has the following responsibilities:

- Maintains all Chapter fiscal records
- Tracks the budget and financial books (Accounts Receivable, Accounts Payable, etc.)
- Manages Chapter bank account(s) (e.g., checking)
- Purchases supplies (e.g. tickets, stamps, etc.) as needed
- Updates the First Commerce Credit Union signature card as appropriate
- Manages receipts at Chapter dinner meetings and events
- Collects mail and distributes to Board members
- Prepares and distributes monthly and YTD financial statements as appropriate
- Reviews expense reports submitted and prepares reimbursement checks as necessary

### **2.1.6 VP Membership**

The PMITLH VP Membership performs the following tasks and/or has the following responsibilities:

- Contacts new PMITLH members with a welcome message/package
- Serves as liaison for membership in responding to requests for information
- Administers participant sign-in process for Chapter events

- Provides nametags for participants at Chapter events

### **2.1.7 VP Professional Development**

The PMITLH VP Professional Development performs the following tasks and/or has the following responsibilities:

- Researches and recommends appropriate educational programs and events
- Develops, maintains and executes a Chapter Professional Development Plan
- Develops and coordinates PMP Prep Bootcamp
- Supervises the Director of Professional Development Events

### **2.1.8 VP Programs**

The PMITLH VP Programs performs the following tasks and/or has the following responsibilities:

- Books Speakers for bimonthly meetings and coordinates speaker's needs for equipment, venue, etc.
- Selects Chapter Meeting Venue and Executes Contract following Board review and approval. (The contract is signed by the President or their designee.)
- Coordinates preparation for meeting by ensuring room setup is in the correct configuration and menus are confirmed
- Obtains a list of event attendees and ensures that appropriate measures are taken to accommodate attendees' needs

## **2.2 Non-Board Member Volunteer Positions**

### **2.2.1 Director of Professional Development Events**

The Director of Professional Development Events is an appointed position (not elected by the chapter membership). A PMP or other PMI credential is not required for this position. This position performs the following tasks and/or has the following responsibilities:

- Serves as the Liaison with prospective speakers or educational organizations
- Performs additional assignments as requested by the VP for Professional Development
- The Director of Special Events works closely with the VP for Professional Development to research and develop professional development events for the membership and other interested parties. These events are comprised of participants with PMI credentials seeking to earn Professional Development Units

(PDUs) and others interested in obtaining additional information/training in project management tenets.

### **2.2.2 Director of Sponsorship Development.**

The Director of Sponsorship Development is an appointed position (not elected by chapter membership). This is a stand-alone position that answers to the Board. The purpose of Sponsorship Development is to enhance awareness of the chapter within the professional community and to foster relationships which enable the chapter to meet its goals of enhancing project management professionalism through chapter activities, gatherings and other educational programs designed to strengthen the knowledge, awareness and understanding of project management principles, tools and techniques. This purpose is accomplished by establishing relationships that create a positive representation of the local chapter with professional organizations, state agencies, consulting companies and private firms operating in the Tallahassee area. The Director of Sponsorship Development performs the following tasks and/or has the following responsibilities:

- Seeks sponsorships from organizations in the community that support the Project Management Profession
- Attends workshops/conferences/events approved by the Board to promote PMITLH chapter
- The Director is responsible for the promotion of PMITLH and for seeking organizations interested in being sponsors for PMITLH

Sponsorship categories/benefits and additional information is available by referring to the PMITLH Sponsorship Document.

## **3 Committees**

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PMITLH sustains several committees intended to perform activities in support of PMITLH goals and objectives, and to assist the associated Board of Directors liaison in performing their associated responsibilities. The Board of Directors can create or dissolve committees at its discretion.

Each Committee is comprised of the appropriate PMITLH Board of Directors Officer as the chairperson and chapter members appointed by the President or his/her designee in accordance with Article VII – Section 2 of the By-Laws.

Members may be appointed to committees at any time as deemed appropriate by the President or his/her designee.

Committees will meet at least four (4) times annually or more frequently as circumstances require and as requested by the chairperson. Meeting length, meeting times, and meeting sites will be established by the chairperson and announced as part of the committee meeting agenda.

### **3.1 Communications Committee**

- **Purpose of the Communications Committee**

The purpose of the Communications Committee is to facilitate the on-going maintenance and improvements to the Chapter newsletter, web site, social media and e-mail communications to keep membership and others interested in project management informed of Chapter and other project management activities.

- **Composition of the Communications Committee**

The Communications Committee shall be comprised of the Vice President of Communications as the chairperson and PMITLH chapter members appointed by the President or his/her designee. Committee membership will include individuals that can manage the PMITLH website, PMITLH Facebook site, and PMITLH LinkedIn site.

### **3.2 Finance Committee**

- **Purpose of the Finance Committee**

The purpose of the Finance Committee shall be to assist the VP of Finance in performing assigned duties.

- **Composition of the Finance Committee**

The Finance Committee shall be comprised of the VP Finance as the chairperson and PMITLH chapter members appointed by the President or his/her designee.

### **3.3 Membership Committee**

- **Purpose of the Membership Committee**

The purpose of the Membership Committee is to assist members and other interested parties with questions regarding the Project Management Institute and the Tallahassee Chapter of PMI. The committee will also assist with the recruitment of members for the chapter and promotion of the standards of PMI. The VP for Membership and the committee research and monitor the demographics of the membership and seek ways to be responsive to member needs.

- **Composition of the Membership Committee**

The Membership Committee shall be comprised of the Vice President of Membership as the chairperson and other volunteers as needed to

accomplish tasks associated with the researching and monitoring membership demographics and membership needs.

### **3.4 Professional Development Committee**

- **Purpose of the Professional Development Committee**

The purpose of the Professional Development Committee is to facilitate opportunities for enhancing project management skills and expertise for members of the chapter and for interested individuals in the Tallahassee area.

This purpose will be accomplished by methods including but not limited to providing and disbursing information related to education, certification, professional growth, ethics, language, skills, techniques, career development, quality performance, and mentoring.

- **Composition of the Professional Development Committee**

The Professional Development Committee shall be comprised of the Vice President of Professional Development as the chairperson, chapter members appointed by the President or his/her designee and the Director of Professional Development Events.

## **4 Activities of PMITLH**

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PMITLH provides regular and periodic meetings and events.

### **4.1 Board Meetings**

The PMITLH Board of Directors holds monthly meetings to review issues and plan for future chapter meetings and other events. These meetings are open to all PMITLH chapter members. The schedule and location of each board meeting is available by contacting any Board member.

### **4.2 Chapter Meetings**

PMITLH holds bi-monthly (i.e., every second month) chapter meetings on the first Monday of even numbered months (i.e., February, April, June, August, October, and December). These meetings are generally comprised of the following activities:

- Social time, networking, and dinner
- PMITLH Business items
- Guest speaker

The date/time, location, and cost of each chapter meeting is published on the website. Attendees can register for and pay online for these chapter

meetings. Attendees may also register and pay by credit card, check or cash by contacting the designated board member for the event.

#### **4.3 PMP Certification Training**

PMITLH provides PMP Certification training to assist members in preparation for taking the PMP Certification exam. Dates, times, locations, and cost of these training sessions are published on the PMITLH website and announced at chapter meetings.

#### **4.4 PMP Advanced Training**

Periodically, PMITLH provides PMP training to assist members in expanding their PMP expertise. Dates, times, locations, and cost of these training sessions are published on the PMITLH website and announced at chapter meetings.

#### **4.5 PMITLH ToastMasters International (TMI) Club**

PMITLH sponsors and supports the PMITLH ToastMasters International Club, chartered in July 2013. The club follows the guidelines and leadership of TMI, an international organization that helps members develop public speaking and leadership skills with a particular emphasis on project management topics.

Members of the PMITLH ToastMasters International Club receive PDU credits for attending meetings. Meeting schedules are published on the PMITLH website and are announced via e-mail to the PMITLH membership.

## **5 Standard Operating Policies and Procedures**

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The following policies and procedures exist to define the conduct and behavior for PMITLH members and volunteers.

### **5.1 PMITLH name and abbreviation**

According to the Articles of Incorporation for PMITLH, the official name of the organization is PMI – Tallahassee, Florida Chapter, Inc. PMITLH has been adopted by the Board of Directors as the official abbreviation for the chapter.

### **5.2 Board of Directors restrictions**

Officers of PMITLH (i.e., members of the Board of Directors) are not eligible for any raffles, door prizes, or other giveaways provided by PMITLH at chapter meetings or other official PMITLH gatherings.

## **6 Election procedures**

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PMITLH holds elections for selected officers on the Board of Directors at the annual meeting each year as defined in Article IV, Section 1 and Article VI of the PMITLH By-Laws.

### **6.1 Election of the Board of Directors**

Members of the Board of Directors are elected by the PMITLH membership in accordance with the By-Laws of PMITLH. In accordance with the By-Laws of PMITLH, the Board of Directors has designated the October Meeting as the meeting at which all elections take place.

### **6.2 Nominating Committee**

The President will appoint a Nominating Committee prior to any election which will prepare a slate containing nominees for each Board position. The Committee will determine the eligibility and willingness of each nominee to stand for election. The slate of candidates will be published to the membership prior to the October (annual) meeting.

Qualifications for election are specified in the By-Laws (Article VII, Section 3). The Nominating Committee will verify the qualifications of each candidate according to the By-Laws of PMITLH. All decisions of the Nominating Committee are final.

Each candidate will be permitted to submit a written candidate statement of not more than 600 words which will be published within a reasonable time, without editing, on the PMITLH website until the beginning of the Annual Meeting (October Chapter Meeting) at which the election will be held. A candidate form reviewed and approved by the Board is prepared for the membership's information. This form reflects the name of the candidate(s) for the appropriate Board position. The form also reflects when the candidate joined PMI, joined PMITLH, participation in PMI committees and an unedited statement from the candidate on why he/she is seeking this position.

Candidates will be provided an opportunity to give a short introduction of themselves to the membership in attendance at the October meeting. Candidates are not permitted to distribute campaign buttons or any other form of campaign material.

### **6.3 Voting**

Voting for candidates for office is restricted to PMITLH members as defined in the By-Laws, (Article III). Each member present at the annual meeting is eligible to cast one (1) ballot. No votes by proxy or in absentia will be allowed.

Voting will be by paper ballot, cast during the annual (October) meeting. The results of the election are to be announced during the same meeting.

#### **6.4 Tabulation of ballots**

Tabulation of ballots will be conducted by the Nominating Committee and such individuals designated by the President to assist in the tabulation process immediately following the close of balloting. The candidate for an office receiving a simple plurality vote will be declared the winner. Should additional balloting be required, balloting will be held during the same annual meeting (October chapter meeting) at which elections are held.

Additional balloting will be held if two or more candidates for a single office receive the same number of votes.

In such a case another vote will be taken. The winner is the one who receives a simple plurality vote. If there is a second tie vote, the selection of one of the two candidates will be delegated to the Board of Directors who will meet as soon as possible for the purpose of breaking the tie.

#### **6.5 Election Results**

The results of all balloting will be announced at the October Meeting at which elections were held and will be published on the PMITLH website.

## **7 Guidelines for Modifying Policies and Procedures**

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This section defines the process required to modify the Policies and Procedures Manual and how new Policies and Procedures are developed, enacted, and communicated to the membership.

### **7.1 Assign Policies and Procedures Revision Committee**

When changes to the Policies and Procedures Manual are deemed necessary, the President will create a revision committee. This committee will be comprised of Officers and/or PMITLH chapter members. The purpose of the committee is to review the chapter policies and procedures and prepare the additions, modifications, and/or deletions to the current Policies and Procedures Manual for further review.

### **7.2 Board review of proposed revisions**

The chair of the Policies and Procedures review committee will present the proposed changes to the Board of Directors who will review the proposed modifications and suggest any possible revisions.

### **7.3 Board approval of proposed revisions**

The chair of the Policies and Procedures review committee will request to have the approval of the revised Policies and Procedures Manual added to the agenda of a regular Board of Directors meeting. The Board of Directors will vote to approve/reject the revised Policies and Procedures Manual.

### **7.4 Action after approval/rejection**

If the Board of Directors approves the revised Policies and Procedures Manual, the VP Communications will arrange to publish it on the PMITLH website and an announcement of the new Policies and Procedures Manual will be made at the next chapter meeting. The date the amendments are approved will be added to the cover page of the Policies and Procedures Manual so that a complete history of revision dates is presented.

If the Board of Directors rejects the revised Policies and Procedures Manual, the Policies and Procedures review committee will work to revise the content based on the guidance provided by the Board of Directors. The newly revised Policies and Procedures Manual will then be returned to the Board of Directors for their review and approval.