

**CONSTITUTION OF THE  
FORT WORTH CHAPTER  
OF THE  
PROJECT MANAGEMENT INSTITUTE**

September 27, 1999

**CONSTITUTION  
PROJECT MANAGEMENT INSTITUTE  
- FORT WORTH CHAPTER -**

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**ARTICLE I - NAME**

This organization shall be called the 'Fort Worth Chapter of the Project Management Institute' and its abbreviated title is “PMI-FTW,” or “Project Management Institute - Fort Worth Chapter.”

**ARTICLE II – PURPOSE**

1. General Purpose

The purpose of the Chapter is to advance the field of Project Management while furthering the objectives of the Project Management Institute.

2. Specific Objectives

The specific objectives of the Chapter are:

- a. To promote professionalism in Project Management.
- b. To provide a forum for the free exchange of Project Management ideas, solutions, and applications.
- c. To coordinate industrial and educational research related to project management.
- d. To develop and disseminate common project management terminology and techniques and to improve communications among project management professionals.
- e. To provide project management information and education to FTW professionals in industry, government and educational institutions.
- f. To promote project management and Project Management Institute among Fort Worth organizations.

**ARTICLE III - AUTHORITY**

1. Authority and rules governing formation and operation of the Fort Worth Chapter are vested in the Project Management Institute’s Bylaws as originally written or subsequently amended.

2. The Project Management Institute’s Bylaws shall take precedence over the Fort Worth Chapter Constitution, which shall, in turn, take precedence over the Chapter Bylaws.
3. The continuing of the Chapter Charter award is subject to cancellation or withdrawal by the Project Management Institute Board of Directors for cause.
4. Should the Chapter be dissolved for any reason, its assets shall, after payment of all just debts, be turned over without restrictions to the Project Management Institute.

#### **ARTICLE IV - CHAPTER MEMBERSHIP**

##### 1. Eligibility

Membership in the Chapter shall be open to any person interested in furthering the purpose of the Chapter and in good standing with the national PMI organization. An applicant shall become a member upon approval of his or her application by the Project Management Institute and payment of appropriate dues thereto. Membership in this organization is voluntary and shall be open to anyone without regard to race, creed, color, age, sex, marital status, national origin, religion, and physical or mental disability.

##### 2. Classification of Members

The Chapter shall have two classes of members, each with rights, privileges, and voting rights as hereinafter provided.

- a. Member - Any person meeting the general membership eligibility qualifications of the Project Management Institute and who is actively pursuing the application of project management techniques, is engaged in the teaching of the techniques, or is conducting research directed towards the improvement or development of techniques. Members shall have voting rights and may hold an office in the Chapter.
- b. Student Members - Individuals registered in an accredited education institution on a part-time or full-time basis are the only persons qualified for student membership. A student member shall not have voting rights and may not hold any office in the Chapter.

##### 3. Resignation

A member or student member may, at any time, submit his or her resignation in writing to the cause for a PMI or Chapter refund of Members dues.

4. Termination of Membership

Membership in the Chapter shall terminate upon resignation of a member; upon termination for failure to pay dues; or upon expulsion from membership.

5. Suspension and Expulsion

Except for failure to pay dues, no member shall be expelled without fair process. A member or student shall be suspended or expelled from membership for dishonesty, fraud or misrepresentation in connection with the affairs of the Chapter by an affirmative vote of two-thirds of the Chapter Board of Directors present and voting at a Board meeting following a hearing before the Board. In no other ways may a member or student member be suspended or expelled.

6. Delinquency

Members and student members in arrears on dues for one (1) month shall be delinquent and their names removed from the official membership list of the Chapter. A delinquent member may be reinstated by payment in full of all past dues for the current year.

“Members in Good Standing” shall be defined as Chapter Members who have paid both PMI and Chapter dues and appear on the PMI Chapter membership list. In the event dues have been paid but not posted, the member must provide a verbal verification (written preferred) from PMI that dues have been received in order to be considered a member in good standing.

7. Forfeiture

Upon termination of membership in the Chapter, any and all rights and privileges of membership, and any interest in the property or other assets of the Chapter, shall be forfeited by the member.

8. Use of Membership List

The list of members may be used only for the advertising or solicitation in connection with the authorized business of the Chapter or PMI. This list may not be used for commercial purposes excluded by the PMI Bylaws.

**ARTICLE V – CHAPTER BOARD OF DIRECTORS**

1. The governing body of the Fort Worth Chapter shall be the Chapter Board of Directors consisting of the elected officers as are specified in the Chapter Bylaws and the most recent past president, who acts as chairman of the Chapter Board of Directors.
2. The sole responsibility for management of the Chapter rests with the Chapter Board of Directors.

## **ARTICLE VI – FINANCIAL**

1. The fiscal year shall extend from January 1 to December 31 of the same year.
2. The Chapter shall set local dues as provided in the Chapter Bylaws and provide any changes to the Chapter dues amount to the Institute by the designated due date.
3. Members in arrears will be contacted by the Chapter.
4. The proposed budget shall be created annually and recommended by the Vice President - Comptroller to the Board of Directors for approval. The annual budget for the succeeding year shall be submitted in draft form not later than the Board of Directors meeting scheduled immediately prior to the annual business meeting of the Chapter. The budget shall be approved at a joint meeting of incoming and outgoing officers. Both the incoming and outgoing officers are to receive the budget two (2) weeks prior to said meeting. All officers are to review the budget and submit changes. The new officers will vote to approve the budget.
5. Accounting for the finances of the Chapter shall conform in general to the recommended practices of the American Institute of Certified Public Accountants. The Vice President - Comptroller shall submit periodic statements of account to the Board of Directors

## **ARTICLE VII – OFFICERS**

1. There will be at least four (4) elected officers, which shall include a President and a minimum of three (3) Vice Presidents.
2. The officers of the Chapter shall have duties and authorities as conferred by the Bylaws or resolutions of the Chapter Board of Directors.

## **ARTICLE VIII - CONSTITUTIONAL AMENDMENTS**

1. Amendments to this Constitution may be made only with approval of The Project Management Institute. The Fort Worth Chapter may petition the Institute's Board to consider amendments, which the Chapter believes to be desirable.
2. This constitution may be amended for the Institute's petition by an affirmative vote of at least 51% of the members present at a business meeting with a 30 day written notice of said amendment.

**ARTICLE IX - LIMITATIONS**

1. No member of the Chapter shall receive any pecuniary gain or profit, incidental or otherwise, from his/her activities.
2. No elected member of the Chapter Board of Directors shall enter into any contracts with the Chapter during his/her term of office.

**BYLAWS OF THE  
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**September 27, 1999**

**BYLAWS  
PROJECT MANAGEMENT INSTITUTE  
- FORT WORTH CHAPTER -**

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**ARTICLE I - NAME**

Project Management Institute - Fort Worth Chapter, henceforth referred to as PMI-FTW.

**ARTICLE II – CHARTER**

Issued by the Project Management Institute. Henceforth referred to as the Institute.

**ARTICLE III - DUES AND FEES**

1. Annual fees for members and student members shall be as set by the Chapter Board of Directors, Membership privileges for new members shall commence on the day of acceptance by the PMI and payment of PMI and Chapter dues for the current year.
2. Non-Fort Worth Chapter members may be assessed a surcharge per business meeting. The surcharge can be waived for guests of PMI-FTW Members.

**ARTICLE IV- MEETINGS**

1. Chapter Board of Directors meetings shall be held not less than four (4) times per year on a date and at a place designated by the Chapter Board of Directors. A quorum for Chapter Board of Director meetings shall be 51% of the Chapter Board of Directors membership. No meeting will be held that would conflict with the Institute's Annual Seminar/Symposium.
2. Special meetings of the Chapter membership may be called and conducted by individual members or groups of members at any time or place as long as the following conditions are met:
  - a. Approval of the meeting is obtained from the President.
  - b. Written notification, including purpose, time, place, agenda, and names of principal participants, is forwarded to the Vice President - Communications for distribution and recording purposes prior to the meeting date.
  - c. Any written material to be used or distributed in connection with the meeting and/or carrying the name of the Chapter is to be submitted to the Vice President - Communications prior to its distribution or use.

- d. Within one week of the close of a Special Meeting of the Chapter, the sponsoring member or group, will provide a written report to the Vice President - Communications outlining the activities or the meeting.
  - e. At special meetings, only announced business may be conducted. A quorum for voting at special meetings shall be 40% of the Chapter membership.
3. Chapter meetings shall be conducted by the President on a quarterly basis at a minimum, including the annual meeting. Chapter meetings may consist of a special educational presentation and/or Chapter business

#### **ARTICLE V – OFFICERS**

1. Officers shall be elected in November for a one (1) year term to be served from January 1 to December 31 of the following year. Officers will be installed at the December Chapter meeting.
2. All officers shall be local (PMI-FTW) and PMI members in good standing.
3. Elected Officers of the Chapter will consist of President, Vice President - Marketing, Vice President - Comptroller, Vice President - Education, Vice President - Communications, Vice President - Membership, Vice President - Programs, Vice President - Public Relations.
4. Vice President - Marketing shall become the interim President if the President's office becomes vacant until such time as the appointed President can be confirmed by a majority vote of the Chapter Board of Directors.
5. Other vacant offices shall be appointed by the President with the approval of the Chapter Board of Directors.
6. Any elected Chapter Officer may be recalled by approval of 60% of the Chapter Board Members. The cause for a recall vote may include, but not be limited to, the absence of a Chapter Board member at three consecutive Chapter Board of Directors meetings. The recall vote must be held at the next scheduled Chapter Board of Directors meeting.
7. The office of President is open only to a chapter member who has served as a chapter officer, unless all previous officers are unavailable.
8. The nominating committee will consist of the Chairman of the Board and two other Members appointed by the President and approved by the Chapter Board of Directors at a Chapter Board Meeting.
9. Special chapter officer positions can be created by approval of the Chapter Board of Directors for projects, committees or special chapter activities. These special chapter officers shall be designated Chapter Project Managers, and shall be appointed by an elected chapter

officer responsible for the specific project(s).

10. A Chapter Officer may be removed from his/her office for dishonesty, fraud, or misrepresentation in connection with the affairs of the Chapter by a two-thirds vote of the members present at an official membership meeting.
11. An Officer may resign from his/her position by submitting written notice to the Chapter Board of Directors and shall be effective upon receipt. A members resignation does not give just cause for a PMI or Chapter refund of membership dues.

## **ARTICLE VI - TERMS OF OFFICE, RESPONSIBILITIES, AND DUTIES**

1. The terms of office, responsibilities, and minimum required duties of the elected Chapter Officers shall be for one (1) year.

2. Chairman of the Board

The most recent past President of the Chapter is Chairman of the Chapter Board of Directors.

Special duties are:

- a. Attend all Chapter Board of Directors Meetings.
- b. Act as a member of the nominating Committee.
- c. Act as liaison for any and all special events as requested by the Chapter Board of Directors.
- d. Act as Chairman of the Executive Advisory Board and be its liaison to the Chapter Board of Directors.
- e. Chairman shall have full voting rights on the Chapter Board of Directors.
- f. Promote corporate contributions and corporate relations for chapter.
- g. Provide chapter interface with general public when needed.
- h. Assist chapter president with interfaces with PMI.

3. President

The President shall be the Chief Operating Officer of the Chapter and shall direct the activities of the other Board members in accordance with the purposes of the Chapter and its

Constitution and Bylaws.

Special duties are:

- a. To preside over all Chapter, Special, and business meetings;
- b. To call and preside over all Chapter Board of Directors meetings;
- c. To call all Special meetings;
- d. Appoint members to the nominating committee by October 1 of each year;
- e. To appoint vacant Board member's positions, subject to the Chapter Board of Director's approval;
- f. To communicate information of importance to both the Institute and the Chapter membership;
- g. To serve as liaison to the Institute and to retain in Chapter files related correspondence;
- h. To submit quarterly recaps of meetings and activities PMI Publications;
- i. To prepare and submit, in conjunction with the cognizant Vice Presidents, required periodic reports to the Institute;
- j. To solicit nominations for the awards program;
- k. To notify Chapter membership thirty (30) days before annual elections;
- l. Notify PMI of newly elected officers to ensure timely updates of the PMI publications;
- m. Notify PMI of any change of the President's contact information for updating of ACP listings;
- n. Notify PMI of any change in local Chapter fees by the designated due date;
- n. Ensure authorizing signatures are provided to any banking institution holding Chapter funds;

- p. Ensure the Chapter Constitution and/or Bylaws are upheld and enforced;
  - q. Ensure PMI policies and procedures are upheld as outlined in the "PMI Chapter Guidelines and Policies Manual";
  - r. Properly utilize the PMI Copyright and registration of PMI Trademarks;
  - r. Forward a copy of all Chapter communications (minutes, announcements, newsletters, surveys, etc.) to PMI;
  - s. Complete the PMI Chapter Charter Annual Survey by the designated due date and forward to PMI;
  - u. Provide overall leadership and direction to the Chapter;
  - v. Ensure the Chapter has reviewed and reported required tax schedules to the appropriate governments. Copies should be sent to PMI;
  - w. Ensure the Chapter is represented at the bi-annual Leadership meetings and caucus meetings;
  - x. Return completed forms in a timely manner;
  - y. Receive all correspondence from PMI. Notify PMI of any deviations in membership figures;
  - z. Distribute information, material and/or fees received from PMI to appropriate Chapter Officers in a timely manner.
  - aa. To turn over all records to a successor.
4. Vice President- Marketing

The Vice President - Marketing shall be responsible for chapter marketing programs, activities and materials.

Special duties are:

- a. To assume the office of the President, if vacant;
- b. To chair the Chapter Board of Directors meeting in the absence of the President;
- c. To prepare a Chapter Marketing Plan annually and submit that plan to the Chapter President and the Chapter Board of Directors.

- d. To provide marketing support to other chapter officers as needed to adequately advertise and promote chapter activities.
- e. To report status of all marketing activities to the Chapter Board of Directors on a regular basis;
- f. To advise the Vice President - Comptroller of all financial commitments associated with marketing prior to actual expenditure, if possible;
- g. To prepare and submit reports specified by the President:
- h. To turn over all records to a successor.

5. Vice President – Education

The Vice President - Education is responsible for chapter educational programs, activities and materials.

Special duties are:

- a. To chair the Chapter meeting in the absence of the President;
- b. To prepare a chapter education plan annually and submit that plan to the Chapter President and Chapter Board of Directors;
- c. To report status of chapter education activities to the Chapter Board of Directors on a regular basis;
- d. To prepare and submit reports specified by the President;
- e. To advise the Vice President - Comptroller of all financial commitments associated with education activities prior to actual expenditure, if possible;
- f. To turn over all records to a successor;
- g. Establish and maintain a Chapter Library of project management reading material and professional publications;
- h. Assist members with completing their PMP application.

6. Vice President - Comptroller

The Vice President - Comptroller is responsible for presenting and maintaining all financial records required for Chapter operations. His position includes responsibility for funds collected and disbursed by the Chapter.

Special duties are:

- a. To be in charge of all Chapter monies and to pay all bills in accordance with the Chapter Board's directive;
- b. To arrange for the establishment of a chapter bank account which requires the signature of either the Chapter President or the Vice President Comptroller on all checks.
- c. To prepare the annual budget for the Chapter Board of Directors approval, with the support of all project managers and committees who have a requirement for funds or are a source of income for the coming year;
- d. To assume responsibility for the checkbook of the Chapter and for maintaining such checking or banking accounts as approved by the Chapter Board of Directors;
- e. To assist with collection of Chapter fees at Chapter meetings.
- f. To prepare monthly financial statements for presentation to the Chapter Board of Directors and general membership;
- g. To assist the Chapter President with preparation of the annual and semi-annual financial reports required for submission to the Institute;
- h. To turn over all permanent records and statements of finance to a successor and receive receipt therefore.
- i. If applicable, apply for IRS Employee Identification Number (EIN) and submit all required IRS tax related filings on a local , state, and Federal level.

7. Vice President- Membership

The Vice President - Membership shall have direct responsibility for general membership issues. He/she shall meet with project managers and committee chairpersons on a regular basis and shall be responsible for directing chapter membership activities.

Special duties are:

- a. To prepare an annual plan for organizing, coordinating and promoting PMI membership in the Fort Worth area, and submit that plan to the President and the Chapter Board of Directors;
- b. To actively promote new PMI memberships, and renewals of membership among existing members, in the Fort Worth area;
- c. To chair the membership committees and to appoint committee members;

- d. To establish and maintain a current Chapter membership list and database.
  - e. To compile a current file of The Institute's members in the greater Fort Worth area and to solicit their application with the PMI-FTW Chapter.
  - f. To facilitate the processing and submission of application forms and payment to the Institute;
  - g. To present membership status and trends to the Chapter Board of Directors;
  - h. To prepare and submit reports specified by the President;
  - i. To turn over all records to a successor;
  - j. Develop and implement a member needs assessment survey;
  - k. Develop and implement a retention program to follow up with each member who does not renew their membership.
8. Vice President - Programs

The Vice President - Programs is responsible for planning, scheduling, arranging, and supervising monthly PMI meetings and any special events approved by the Chapter Board of Directors.

Special duties are:

- a. To prepare an annual Plan for Chapter Programs and submit that plan to the Chapter President and the Chapter Board of Directors;
- b. To assemble an annual events calendar of each year;
- c. To establish committees, if necessary, and to direct activities to cover:
  - o Speakers
  - o Chapter voice mailbox
  - o Vendor Demo's
  - o Audio-visual Equipment
  - o Meeting Rooms and meals
  - o Photographer
- d. To prepare a report following each chapter meeting which summarizes financial and attendance results of the meeting, and submit that report to the Chapter President;
- e. To prepare and submit reports specified by the President;

- f. To advise the Vice President - Comptroller of all financial commitments prior to actual expenditure, if possible;
- g. To turn over all records to a successor.
- h. Prepare program and meeting notices for publication and distribution by the Vice President - Communications.

9. Vice President - Communications

The Vice President - Communications shall be responsible for the chapter monthly newsletter and any other chapter publications.

Special duties are:

- a. To prepare an annual Chapter Communications Plan, and submit that plan to the Chapter President and Chapter Board of Directors;
- b. Appoint and direct the activities of project managers and committee staff for:
  - o Collecting newsworthy information
  - o Newsletter formatting
  - o Edit newsletter
  - o Publish newsletter
  - o Distribute newsletter
  - o Newsletter advertising
  - o Preparation and distribution of other chapter publications
- c. To prepare and submit reports specified by the president.
- d. To advise the Vice President - Comptroller of all financial commitments prior to actual expenditures.
- e. To turn over all records to a successor.
- f. Distribute a three (3) month plan showing monthly events;
- g. Notify membership not less than fourteen (14) days before all special meetings called by the President;
- h. Notify membership not less than thirty (30) days before all general meetings;
- i. Maintain a file of all Chapter correspondence (meeting minutes, mailings, etc.)
- j. Direct preparation of Chapter Annual Renewal Survey for submission to the Institute for review. Distribute Chapter Annual Report to the Chapter membership.

#### 10. Vice President – Public Relations

The Vice President –Public Relations shall be responsible for the chapter Web site and voice mailboxes.

Special duties are:

- a. Prepare an annual Chapter Public Relations Plan, and submit that plan to the Chapter President and the Chapter Board of Directors;
- b. Appoint and direct the activities of project managers and committee staff for :
  - o Maintaining a Chapter Website
  - o Public Relations
- c. Prepare and submit reports specified by the president.
- d. Advise the Vice President - Comptroller of all financial commitments prior to actual expenditures.
- e. Turn over all records to a successor.
- f. Operate and maintain the Chapter Website, with activities such as:
  - o Updating the list of future meetings on the Website and include biographical information provided by the VP Programs by the 1st of the month
  - o Publishing latest newsletters on Website upon receipt of HTML version from Vice President - Communications
  - o Updating changes to the listing of Officers and membership statistics
- g. Monitor the Chapter's e-mail and forward messages to appropriate Board members

#### 11. Project Manager/Committee Chairperson

Any chapter Project Manager/Committee Chairperson is responsible for successful planning, implementation and close out of the assigned chapter project,

Special duties are:

- a. To develop project plan, including a budget, schedule, statement of work, organization chart and other aspects of the assigned project;

- b. To recruit staff and make arrangements with other Chapter officers to handle publications, public relations, mailing, etc.;
- c. To report progress to the cognizant Vice President;
- d. To prepare and submit reports specified by the cognizant Vice President;
- e. To chair the project committee and to appoint (or confirm appointment) members to fulfill the project objectives;
- f. To prepare and submit a final reconciliation report to the cognizant Vice-President with lessons learned and future recommendations at the end of term or completion of project.
- g. To interface with the cognizant Vice President and the Vice President – Comptroller on all financial matters of the assigned project.
- h. To turn over all records to a successor.

## **ARTICLE VII - EXECUTIVE ADVISORY BOARD**

The Executive Advisory Board (EAB) is a select group of local area corporate executives (presidents, vice presidents, directors or general managers) who are interested in promoting PMI within their industry and corporation. The Chairman of the Chapter Board of Directors is automatically a member of this Board and will chair all meetings. Invitations to sit on this Board require 51% approval by the Chapter Board of Directors. Retirement from the Board can occur by request of the corporate executive or by a 75% vote of the Board of Directors. No limit on the number of members has been determined. The executives are asked to attend two EAB meetings a year.

The Chairman of the Board of Directors will coordinate all correspondence and make all arrangements regarding activities of this Board. The Advisory Board members are encouraged to be members of PMI. The Advisory Board members do not have any voting rights in the business matters of the chapter. The Advisory Board members may send a designee, on occasion, to represent them.

Special duties are:

1. To endorse corporate project managers and staff to join PMI and to participate in local chapter activities;
2. To provide advice and feedback on chapter goals and activities;
3. To support attendance at PMI activities, including the Institute's annual Seminar/Symposium;
4. To review and comment on chapter programs and educational activities;

5. To provide advice on chapter's marketing strategies;
6. To support local chapter's operational requirements, when possible, with corporate non-dollar services, such as use of copiers, print shop, advertisement art work, office space, etc.

#### **ARTICLE VIII – AMENDMENTS**

Provisions of these Bylaws may be amended by 3/4 of the Chapter Board of Directors or PMI and must be ratified by 51% of the membership present at the next scheduled Chapter meeting.

The Chapter membership may petition the Board of Directors to consider amendments approved by a minimum of a 50% vote of the Chapter members in attendance at the annual business meeting or a special meeting at which there is a quorum.

All Bylaw amendments must be filed with PMI.