

Guidelines for the Conduct of PMI Chapter Leaders and Volunteers

The PMI Code of Ethics and Professional Conduct (the “Ethics Code”) states:

“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.” (Ethics Code, Sec. 1.1)

These Guidelines describe the expectations that we have of ourselves in our roles as Chapter Leaders and Volunteers. “Chapter Leader” means a person who has been appointed or elected to lead or supervise an activity on behalf of the chapter, including, for example, directors, officers and committee leaders. “Volunteer” means a person who participates in a chapter-sponsored activity.

These Guidelines are meant to enhance Chapter Leaders’ and Volunteers’ understanding of their obligations under the Ethics Code. These Guidelines are intended to give Chapter Leaders and Volunteers direction for complying with the Ethics Code. Chapter Leaders and Volunteers should also consult the Ethical Decision-Making Framework and other resources available through PMI. It is the purpose of these Guidelines to ensure that the best interests of the public, the project management community, PMI’s members, and each PMI chapter are served by all that we do. We believe that the credibility and reputation of PMI, and its communities, are shaped by the collective conduct of our Chapter Leaders and Volunteers. We also believe that these Guidelines will assist us in making wise decisions, particularly when faced with difficult situations where we may be asked to compromise our integrity or our values.

I. General

Chapter Leaders and Volunteers must:

- A. Conduct themselves professionally and be loyal to the interests of PMI, the Chapter and all relevant stakeholders.
- B. Remain objective and consider the interests of PMI, the Chapter, their stakeholders and the profession.
- C. Be respectful, cordial and mindful of other cultures, ethnicities and social norms.
- D. Conduct all official meetings in a manner consistent with applicable law, Bylaws, and rules of parliamentary procedure (Robert’s Rules of Order).
- E. Conduct the affairs of the Chapter in good faith, responsibly, respectfully, fairly, and honestly.
- F. Report unethical or illegal conduct to appropriate management and, if necessary, to those affected by the conduct and bring violations of the Ethics Code to the attention of the appropriate body for resolution.

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- G. Conduct themselves in a professional manner, even when it is not reciprocated.
- H. Be truthful in their communications and in their conduct.
- I. Make commitments and promises, implied or explicit, in good faith.
- J. Adhere to PMI's policies and procedures, the Ethics Code and any Chapter policies and procedures.
- K. Be respectful of others' views and opinions and express any disagreement with others' views and opinions in a professional manner.

Chapter Leaders and Volunteers must **not**:

- A. Discriminate against others based on, but not limited to, gender, race, age, religion, disability, nationality, or sexual orientation.
- B. Act in an abusive or unprofessional manner toward others.

II. Conflicts of Interest

Chapter Leaders and Volunteers should fulfill their responsibilities to PMI and should avoid conflicts of interest and the appearance of any conflicts of interest.

Chapter Leaders and Volunteers must:

- A. Proactively and fully disclose any real or potential conflicts of interest to the appropriate stakeholders.
- B. Demonstrate transparency in the decision-making process.

Chapter Leaders and Volunteers must **not**:

- A. Be involved in any discussion or selection of any prospective vendor or service provider, if the Chapter Leader or Volunteer owns or is affiliated with that respective entity.

* *From a governance perspective, the leader/volunteer should inform the President, Board Chair or their equivalent as soon as the leader/volunteer is aware of the conflict. The leader/volunteer should request to be removed from the applicable discussion and vote. A written record of details should be included in the meeting minutes in a transparent and comprehensive manner, taking into account considerations regarding confidentiality.*

- B. Commit themselves to multiple elected and/or appointed volunteer positions in PMI or any PMI community except in the event that applicable rules permit such service.

* *If a leader/volunteer wishes to commit to any additional volunteer role within PMI or a PMI chapter, it is recommended that they inform the Chapter Development Department to ensure that there is no conflict or perception of conflict.*

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- C. Use their positions to obtain employment for themselves, family member(s), friend(s) or associate(s). This would include not using one's chapter position on personal business cards or otherwise using one's chapter position to promote one's individual business.
- * *Should an individual desire such an employment offer, he or she should resign from the position of Chapter Leader or Volunteer.*
- * *While it is acceptable to list one's role as a Chapter Leader or Volunteer on curriculum vitae, resumes, and as part of one's work history, such listing must be accurate and should in no way suggest endorsement by PMI or one of its chapters or affiliates.*
- D. Engage in any business or other activities that would directly or indirectly adversely affect PMI or its affiliated communities in a material way.
- E. Hire, fire, reward, punish, award or deny contracts based on personal considerations, including but not limited to, favoritism, nepotism, or bribery.

III. Proper Exercise of Authority and Communications

Chapter Leaders and Volunteers must:

- A. Exercise proper authority and good judgment in their dealings with Chapter staff and the general public and will respond to the needs of the Chapter's members in a timely, responsible, respectful and professional manner.
- B. Use proper procedures for vetting applicable decisions and actions by the board, an applicable committee, and/or the membership.

Chapter Leaders and Volunteers must **not**:

- A. Attempt to exceed the authority of their elected or appointed position within the Chapter including, for example, making unilateral decisions or taking unilateral actions that should have first been approved by a board, committee, membership, or other body.
- B. Attempt to substitute one's own decision for that of the Chapter Board as a whole.
- C. Exercise the power of their expertise or position to influence the decisions or actions of others in order to benefit personally.
- D. Withhold communications received from the Global Operations Center or any other entity that are intended for the Chapter officers or Chapter members.

IV. Privacy and Confidentiality

Chapter Leaders and Volunteers must:

- A. Keep confidential all applicable confidential information concerning PMI and its chapters. Chapter Leaders and Volunteers should become familiar with Chapter Leaders and Volunteers may solicit input from Chapter members on matters being considered and may informally share the actions taken and the issues considered in reaching its decisions.
- * *For purposes of this section, "Confidential Information" means all information, in oral, print or electronic form, and regardless of language, that relates to the work of PMI and/or its communities. Confidential Information, may include, but is not limited to, organizational processes; membership; finances; personnel matters; communications with a chapter's legal counsel or professional consultants; pending litigation; matters involving enforcement of the governing documents or policies of PMI or the chapter; and pending negotiations for all transactions. In any instance when a Chapter Leader and Volunteer might be uncertain about the confidentiality requirements, and in order to minimize the possibility of inadvertent disclosure, they should consult with the Chapter President or his/her equivalent before making any disclosure to any third party that might arguably release Confidential Information.*

Chapter Leaders and Volunteers must **not**:

- A. Disclose any matters addressed in executive session to any person not entitled to participate.
- B. Disclose to anyone outside of PMI any confidential or proprietary information obtained as a result of Board service.
- C. In disclosing anything about a Board's deliberations, discuss or disclose the votes of the Board or of individual Board members (including his/her own) unless the Board has made these votes public.
- D. Disclose Board actions or deliberations if the Board has determined to defer announcement of that action or to control the dissemination of that information.
- E. Disclose any written communications from legal counsel that have been denoted as a confidential document.

V. Financial Management

Chapter Leaders and Volunteers should administer and adhere to appropriate checks and balances as may be required by law, by PMI, or by generally accepted accounting and other

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standards, to include multiple levels of approval for all transactions, when handling chapter funds.

Chapter Leaders and Volunteers must:

- A. Demonstrate transparency in their decision-making process and in the handling of all chapter funds and property.
- B. Provide equal access to information to those who are authorized to have that information.

Chapter Leaders and Volunteers must **not**:

- A. Engage in or condone behavior that is designed to deceive others, including but not limited to, making misleading or false statements, stating half-truths, providing information out of context or withholding information that, if known, would render such statements as misleading or incomplete.
- B. Engage in dishonest behavior with the intention of personal gain or at the expense of another.