



## **PMI Lakeshore Ontario Chapter Bylaws v 5**

Prepared by: Bylaws Committee

Reviewed by the Board on Oct 26, 2015

Approved by the Board on: March 28, 2016

Approved by PMI on: March 29, 2016

Approved by the members on: April 4, 2016

## **Article I - Definitions:**

For the purposes of this by-law:

- A. "Board" means the Board of Directors of PMI Lakeshore Ontario Chapter.
- B. "Director" means a member of the PMI Lakeshore Ontario Chapter Board and is elected by the chapter members.
- C "Officer" means any executive management role within the Corporation one level below the President and including the President. Officers are approved by the Board.
- D "Special Resolution" means a resolution passed by the Directors and confirmed, with or without variation, by at least two-thirds (2/3) of the votes cast at a general or special meeting of the Members duly called for that purpose.
- E. "Just Cause" means breach of or non-compliance with the rules or by-laws of PMI Lakeshore Ontario Chapter.

## **Article II – Name, Principal Office; Other Offices.**

### Section 1. Name/Non-Profit Incorporation.

This organization shall be called the Project Management Institute, PMI Lakeshore, Ontario Chapter (hereinafter "the "PMI-Lakeshore" and/or "Chapter" and/or "the Lakeshore Chapter"). This organization is a PMI Lakeshore Chapter chartered by the Project Management Institute, Inc. (hereinafter "PMI®") and separately incorporated as a non-profit, tax exempt corporation (or equivalent) organized under the laws of ONTARIO, CANADA.

Section 2. The PMI Lakeshore Chapter shall meet all legal requirements in the jurisdiction(s) in which the PMI Lakeshore Chapter conducts business or is incorporated/registered.

### Section 3. Principal Office; Other Offices.

The principal office of the PMI Lakeshore Chapter shall be located in MISSISSAUGA, ONTARIO, CANADA. The PMI Lakeshore Chapter may have other offices such as Branch offices as designated by the PMI Lakeshore Chapter Board of Directors.

## **Article III – Relationship to PMI.**

Section 1. The PMI Lakeshore Chapter is responsible to the duly elected PMI® Board of Directors and is subject to all PMI® policies, procedures, rules and directives lawfully adopted.

Section 2. The bylaws of the PMI Lakeshore Chapter may not conflict with the current PMI's Bylaws and all policies, procedures, rules or directives established or authorized by PMI as well as with the PMI Lakeshore's Charter with PMI.

Section 3. The terms of the Charter executed between the PMI Lakeshore Chapter and PMI®, including all restrictions and prohibitions, shall take precedence over these Bylaws and other authority granted hereunder and in the event of a conflict between the terms of the Charter and the terms of these Bylaws, the PMI Lakeshore Chapter shall be governed by and adhere to the terms of the Charter.

## **Article IV – Purpose and Limitations of the PMI Lakeshore Chapter**

### Section 1. Purpose of the PMI Lakeshore Chapter

- A. General Purpose. THE PMI Lakeshore Chapter has been founded as a non-profit, tax exempt corporation (or equivalent) chartered by PMI®, and is dedicated to advancing the practice, science, and profession of project management in a conscious and proactive manner.
- B. Specific Purposes. Consistent with the terms of the Charter executed between the PMI Lakeshore Chapter and PMI and these Bylaws, the purposes of the PMI Lakeshore Chapter shall include the following:

- a) To foster professionalism in the management of projects.
- b) To contribute to the quality and scope of project management.
- c) To stimulate appropriate global application of project management for the benefit of general public.
- d) To provide a recognized forum for the free exchange of ideas, applications, and solutions to project management issues among its members, and other interested and involved in project management.
- e) To identify and promote the fundamentals of project management and advance the body of knowledge for managing projects successfully.

Section 2. Limitations of the PMI Lakeshore Chapter.

- A. General Limitations. The purposes and activities of the PMI Lakeshore Chapter shall be subject to limitations set forth in the charter agreement, these Bylaws, and conducted consistently with PMI Lakeshore Chapter Articles of Incorporation.
- B. The membership database and listings provided by PMI to the PMI Lakeshore Chapter may not be used for commercial purposes and may be used only for non-profit purposes directly related to the business of the PMI Lakeshore Chapter, consistent with PMI policies and all applicable laws and regulations, including but not limited to those law and regulations pertaining to privacy and use of personal information.
- C. The officers and directors of the PMI Lakeshore Chapter shall be solely accountable for the planning and operations of the Chapter, and shall perform their duties in accordance with the Chapter's governing documents; its Charter Agreement; PMI's Bylaws, policies, practices, procedures, and rules; and applicable law.
- D. PMI-Lakeshore is subject to all applicable Ontario and Canadian laws, regulations, including but not limited to laws, regulations and policies for privacy and the use of personal information.

**Article V – PMI Lakeshore Chapter Membership.**

Section 1. General Membership Provisions.

- A. Membership in the PMI Lakeshore Chapter requires membership in PMI®. The PMI Lakeshore Chapter shall not accept as members any individuals who have not been accepted as PMI® members.

Membership in this organization is voluntary and shall be open to any eligible person interested in furthering the purposes of the organization. Membership shall be open to all eligible persons without regard to race, creed, color, age, sex, marital status, national origin, religion, or physical or mental disability.

- B. Members shall be governed by and abide by the PMI Bylaws and by the bylaws of the PMI Lakeshore Chapter and all policies, procedures, rules and directives lawfully made thereunder, including but not limited to the PMI Code of Conduct.
- C. All members shall pay the required PMI and PMI Lakeshore Chapter membership dues to PMI and in the event that a member resigns or their membership is revoked for just cause, membership dues shall not be refunded by PMI or the PMI Lakeshore Chapter.
- D. Membership in the PMI Lakeshore Chapter shall terminate upon the member's resignation, failure to pay dues or expulsion from membership for just cause.
- E. Members who fail to pay the required dues shall be considered delinquent as determined by PMI Global Bylaws and policies.

- F. Upon termination of membership in the PMI Lakeshore Chapter the member shall forfeit any and all rights and privileges of membership.

Section 2. Classes and Categories of Members.

- A. The PMI Lakeshore Chapter shall not create its own membership categories. PMI Lakeshore Chapter membership categories shall be consistent with PMI membership categories.
- B. PMI-Lakeshore student-members cannot hold any elected office in the Chapter.

**Article VI – PMI LAKESHORE CHAPTER Board of Directors:**

Section 1. The PMI Lakeshore Chapter shall be governed by a Board of Directors (Board). The Board shall be responsible for carrying out the purposes and objectives of the non-profit corporation (or equivalent) and shall consist of a minimum number of 5 (five) directors and a maximum number of 10 (ten) directors. The specific number of directors within the above-mentioned range in office at any given time shall be determined by Special Resolution.

Section 2. The Board shall consist of the directors of the PMI Lakeshore Chapter elected by the membership and shall be members in good standing of PMI and of the PMI Lakeshore Chapter. Terms of office for the directors are two years and directors shall be limited to the equivalent of three (3) consecutive terms to a maximum of 6 (six) consecutive years. These positions are staggered so that half are elected each year. To accommodate this, one or more directors with the lowest vote count may be required to serve a term of only one year.

Notwithstanding the foregoing, at the end of his term of office, the director who has served the Chapter in the office of President shall be entitled to remain a director for a further one (1) year term.

In the event that a person serves as a director of the Corporation for six (6) or more consecutive years, such person shall be eligible to be re-elected to the board of directors after an absence from the board of directors of one (1) year.

Section 3. The Immediate Past President is the Board Chair. The Board Chair is responsible for the management, the development and the effectiveness performance of the Board of Directors and provides leadership to the Board for all aspects of the Board's work. He/she acts in an advisory capacity to the President and to other officers in all matters concerning the interests and management of the chapter. The Immediate Past President is an officer role.

Section 4. The President shall be the chief executive officer for the PMI Lakeshore Chapter and shall perform such duties as are customary for presiding officers, including making all required appointments with the approval of the Board. The President shall also serve as a member ex-officio with the right to participate and vote on all committees except the Nominating Committee. The President is an officer role and shall be appointed by the Board.

Section 5. The Secretary shall keep the records of all business meetings of the PMI Lakeshore Chapter and meetings of the Board. The Secretary is an officer role and shall be appointed by the Board.

Section 6. The Treasurer shall oversee the management of funds for duly authorized purposes of the PMI Lakeshore Chapter. The Treasurer is an officer role and shall be appointed by the Board.

Section 7. The President Elect shall be the Chief Operating Officer (COO) and shall report to the President. The COO shall perform such duties as are customary for a Chief Operating Officer. The COO is an officer role and shall be appointed by the Board.

Section 8. The Board shall exercise all powers of the PMI Lakeshore Chapter, except as specifically prohibited by these bylaws, the PMI Bylaws and policies, its charter with PMI, and the laws of the jurisdiction in which the organization is incorporated/registered. The Board shall be authorized to adopt and publish such policies, procedures and rules as may be necessary and consistent with these bylaws and PMI Bylaws and policies, and to exercise authority over all PMI Lakeshore Chapter business and funds.

Section 9. The Board shall meet at the call of the President, or at the written request of three (3) members of the Board, one of which has to be an officer of the Board. A quorum shall consist of a simple majority of the membership of the Board at any given time. Each member shall be entitled to one (1) vote and may take part and vote in person only. At its discretion, the Board may conduct its business by teleconference, facsimile or other legally acceptable means. Meetings shall be conducted in accordance with parliamentary procedures determined by the Board.

Section 10. The Board of Directors may declare an officer or Director at Large position to be vacant where an officer or Director at Large ceases to be a member in good standing of PMI or of the PMI Lakeshore Chapter by reason of non-payment of dues, or where the officer or Director at Large fails to attend two (2) consecutive Board meetings or a total of four (4) Board meetings. An officer or Director at Large may resign from the Board by submitting written notice to the President or the Secretary. If an officer resigns and they are also a director, then they also resign from the Director position. Unless another time is specified in the notice or determined by the Board, the resignation shall be effective upon receipt by the Board Chair of the written notice.

Section 11: An officer or Director at Large may be removed from office for just cause in connection with the affairs of the organization by a two-thirds (2/3) vote of the members present and in person at an official meeting of the membership, or by a two-thirds (2/3) vote of the Board.

Section 12: If any officer or Director at Large position becomes vacant, the Board may appoint a successor by majority vote to fill the office for the unexpired portion of the term for the vacant position or until the next election whichever comes first. The appointed successor has the same rights as the Director who vacated the office. In the event the President is unable or unwilling to complete the current term of office, the President –Elect shall assume the duties and office of the presiding officer for the remainder of the term. The Board may call for a special election by the chapter's membership to fill the vacant position.

#### Section 13. Board Meetings

- A. The Board shall meet according to Section 9 of this bylaws.
- B. The Board may fix the place and time of regular Board meetings and send a copy of the resolution fixing the place and time of such meetings to each Director, and no other notice shall be required for any such meetings.
- C. Notice of the time and place for the holding of a meeting of the Board shall be given to every Director of the Corporation not less than 10 (ten) days before the date that the meeting is to be held. Notice of a meeting is not necessary if all of the Directors are present, and none objects to the holding of the meeting, or if those absent have waived notice or have otherwise signified their consent to the holding of such meeting. If a quorum of Directors is present, each newly elected or appointed Board may, without notice, hold its first meeting immediately following the Annual General Meeting of the Corporation.
- D. The Board Chair shall preside at Board meetings. In the absence of the Chair, the Directors present shall choose one of their number to act as the Chair.
- E. Each Director has one vote. Questions arising at any Board meeting shall be decided by a majority of votes. On case of equality, the Chair shall not have a second or casting vote.

## **Article VII – PMI Lakeshore Chapter Nominations and Elections:**

Section 1. The nomination and election of officers and directors shall be conducted annually in accordance with the requirements contained in these Bylaws, including Article V, Section 1 and Article VI, Section 2 and this Article VII. All voting members in good standing of the PMI Lakeshore Chapter shall have the right to vote in the election. Discrimination in election and nomination procedures on the basis of race, color, creed, gender, age, marital status, national origin, religion, physical or mental disability, or unlawful purpose is prohibited.

Section 2. Candidates who are elected shall take office on the first day of April following their election, and shall hold office for the duration of their terms or until their successors have been elected.

Section 3. A Nominating Committee shall prepare a slate containing nominees for each Board position and shall determine the eligibility and willingness of each nominee to stand for election. Candidates for Board positions may also be nominated by petition process established by the Nominating Committee or the Board. Elections shall be conducted (a) during the annual meeting of the membership; or (b) by mail ballot to all voting members in good standing; or (c) by electronic vote in compliance with the legal jurisdiction. The candidate who receives a majority of votes cast for each office shall be elected. Ballots shall be counted by the Nominating Committee or by tellers designated by the Board.

Section 4. No current member of the Nominating Committee shall be included in the slate of nominees prepared by the Committee.

Section 5: In accordance with PMI policies, practices, procedures, rules and directives, no funds or resources of PMI or the Chapter may be used to support the election of any candidate or group of candidates for PMI, Chapter or public office. No other type of organized electioneering, communications, fund-raising or other organized activity on behalf of a candidate shall be permitted. The Chapter Nominating Committee, or other applicable body designated by the Chapter, will be the sole distributor(s) of all election materials for Chapter elected positions.

## **Article VIII – PMI LAKESHORE CHAPTER Committees:**

Section 1. The Board may authorize the establishment of standing or temporary committees to advance the purposes of the organization. The Board shall establish a charter for each committee, which defines its purpose, authority and outcomes. Committees are responsible to the Board. Committee members shall be appointed from the membership of the organization. The PMI Lakeshore Chapter officers and/or Directors can serve on the PMI LAKESHORE CHAPTER Committees, unless it specifically is restricted by the Bylaws.

Section 2. All committee members and a chairperson for each committee shall be appointed by the President with the approval of the Board.

## **Article IX – PMI LAKESHORE CHAPTER Finance:**

Section 1. The fiscal year of the PMI LAKESHORE CHAPTER shall be from 1 January to 31 December.

Section 2. PMI LAKESHORE CHAPTER annual membership dues shall be set by the PMI LAKESHORE CHAPTER'S Board and communicated to PMI in accordance with policies and procedures established by PMI.

Section 3. The PMI LAKESHORE CHAPTER Board shall establish policies and procedures to govern the management of its finances and shall submit required tax filings to appropriate government authorities.

Section 4. All dues billings, dues collections and dues disbursements shall be performed by PMI.

#### **Article X – Meetings of the Membership:**

Section 1. An annual meeting of the membership shall be held at a date and location to be determined by the Board. Notice of all annual meetings shall be sent by the Board to all members at least 30 days in advance of the meeting. Action at such meetings shall be limited to those agenda items contained in the notice of the meeting.

Section 2. Special meetings of the membership may be called by the President; by a majority of the Board; or by petition of ten percent (10%) of the voting membership directed to the President. Notice of all special meetings shall be sent by the Board to membership a reasonable amount of time in advance of the meeting so as to allow membership the opportunity to participate in such special meetings. The notice should indicate the time and place of the meeting and include the proposed agenda. Action at such meetings shall be limited to those agenda items contained in the notice of the meeting.

Section 3. Quorum at all annual and special meetings of the PMI Lakeshore Chapter shall be those members in good standing, present and in person, but not fewer than 50 voting members.

Section 4. All meetings shall be conducted according to parliamentary procedures determined by the Board.

#### **Article XI - Inurement and Conflict of Interest:**

Section 1. No member of the PMI Lakeshore Chapter shall receive any pecuniary gain, benefit or profit, incidental or otherwise, from the activities, financial accounts and resources of the PMI Lakeshore Chapter, except as otherwise provided in these bylaws.

Section 2. No officer, director, appointed committee member or authorized representative of PMI Lakeshore Chapter shall receive any compensation, or other tangible or financial benefit for service on the Board. However, the Board may authorize payment by the PMI Lakeshore Chapter of actual and reasonable expenses incurred by an officer, director, committee member or authorized representative regarding attendance at Board meetings and other approved activities.

Section 3. PMI Lakeshore Chapter may engage in contracts or transactions with members, elected officers or directors of the Board, appointed committee members or authorized representatives of PMI Lakeshore Chapter and any corporation, partnership, association or other organization in which one or more of PMI Lakeshore Chapter's directors, officers, appointed committee members or authorized representatives are: directors or officers, have a financial interest in, or are employed by the other organization, provided the following conditions are met:

- A. the facts regarding the relationship or interest as they relate to the contract or transaction are disclosed to the board of directors prior to commencement of any such contract or transaction;
- B. the board in good faith authorizes the contract or transaction by a majority vote of the directors who do not have an interest in the transaction or contract;
- C. the contract or transaction is fair to PMI Lakeshore Chapter and complies with the laws and regulations of the applicable jurisdiction in which PMI Lakeshore Chapter is incorporated or registered at the time the contract or transaction is authorized, approved or ratified by the board of directors.

Section 4. All officers, directors, appointed committee members and authorized representatives of the PMI Lakeshore Chapter shall act in an independent manner consistent with their obligations to the PMI Lakeshore Chapter and applicable law, regardless of any other affiliations, memberships, or positions.



Section 5. 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 PMI Lakeshore 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.

#### **Article XII - Indemnification:**

Section 1. In the event that any person who is or was an officer, director, committee member, or authorized representative of the PMI Lakeshore Chapter, acting in good faith and in a manner reasonably believed to be in the best interests of the PMI Lakeshore Chapter, has been made party, or is threatened to be made a party, to any civil, criminal, administrative, or investigative action or proceeding (other than an action or proceeding by or in the right of the corporation), such representative may be indemnified against reasonable expenses and liabilities, including attorney fees, actually and reasonably incurred, judgments, fines and amounts paid in settlement in connection with such action or proceeding to the fullest extent permitted by the jurisdiction in which the organization is incorporated. Where the representative has been successful in defending the action, indemnification is mandatory.

Section 2. Unless ordered by a court, discretionary indemnification of any representative shall be approved and granted only when consistent with the requirements of applicable law, and upon a determination that indemnification of the representative is proper in the circumstances because the representative has met the applicable standard of conduct required by law and in these bylaws.

Section 3. To the extent permitted by applicable law, the PMI Lakeshore Chapter may purchase and maintain liability insurance on behalf of any person who is or was a director, officer, employee, trustee, agent or authorized representative of the PMI Lakeshore Chapter, or is or was serving at the request of the PMI Lakeshore Chapter as a director, officer, employee, trustee, agent or representative of another corporation, domestic or foreign, non-profit or for-profit, partnership, joint venture, trust or other enterprise.

#### **Article XII- Amendments:**

Section 1. These bylaws may be amended by a two-thirds (2/3) vote of the voting membership in good standing voting by electronic ballot; or by two-thirds (2/3) vote of membership present and voting at an annual meeting of the PMI Lakeshore Chapter duly called and regularly held; or by a two-thirds (2/3) vote of the voting membership in good standing voting by mail ballot returned within thirty (30) days of the date by which members can reasonably be presumed to have received the ballot. Notice of proposed changes shall be sent in writing to the membership at least thirty (30) days before such meeting or vote.

Section 2. Amendments may be proposed by the Board on its own initiative, or upon petition by ten percent (10%) of the voting members in good standing addressed to the Board. All such proposed amendments shall be presented by the Board with or without recommendation.

Section 3. All amendments must be consistent with PMI's Bylaws and the policies, procedures, rules and directives established by the PMI Board of Directors, as well as with the PMI Lakeshore Chapter's Charter with PMI.

#### **Article XIII – Dissolution:**

Section 1. In the event that the PMI Lakeshore Chapter or its governing officers failed to act according to these bylaws, its policies or all PMI® policies, procedures, and rules outlined in the charter agreement, PMI® has a right to revoke the PMI Lakeshore Chapter Charter and require the chapter to seek dissolution.

Section 2. In the event the PMI Lakeshore Chapter failed to deliver value to its members as outlined in



PMI Lakeshore Chapter's business plan and without mitigated circumstance, the Chapter acknowledges that PMI® has a right to revoke the PMI Lakeshore Chapter Charter and require the chapter to seek dissolution.

Section 3. In the event the PMI Lakeshore Chapter is considering dissolving, PMI Lakeshore Chapter's members of the Board of Director must notify PMI® in writing and follow the Chapter dissolution procedure as defined in PMI's policy.

Section 4. Should the PMI Lakeshore Chapter dissolve for any reason, its assets shall be dispersed to an organization designated by the voting membership after the payment of just, reasonable and supported debts, consistent with applicable legal requirements.

Section 5. Unless superseded by law, dissolution of the Chapter entity must be approved by a majority of the members voting on the motion to dissolve.