



**Project**  
Management  
Institute®  
Central Iowa

**Policies and Procedures Manual**

**Current Revision October 31, 2022**

# PMI-CIC Policies and Procedures Manual

## Revision Log

<p>June, 2020 – October, 2022 Revision 1</p>	<ol style="list-style-type: none"><li>1. Update July 28, 2015 version to:<ol style="list-style-type: none"><li>a. Convert manual to same format as May, 2020 Board of Directors Position Descriptions document</li><li>b. Add the following policies &amp; procedures:<ol style="list-style-type: none"><li>i. Annual Report</li><li>ii. Annual Budget</li><li>iii. Bank Reconciliation</li><li>iv. Bill Payment</li><li>v. Board Director Appointments</li><li>vi. Board Officer Vacancies</li><li>vii. Conflict Resolution</li><li>viii. Debit Card</li><li>ix. Educational Activities</li><li>x. Event Refunds</li><li>xi. Fiduciary Duties</li><li>xii. Financial Audit</li><li>xiii. Financial Reporting</li><li>xiv. Inclement Weather</li><li>xv. Information Security</li><li>xvi. Insurance</li><li>xvii. Membership Dues</li><li>xviii. Parliamentary Procedures</li><li>xix. Record Retention</li><li>xx. Social Media</li><li>xxi. Sponsorship</li><li>xxii. Transitioning of Board Members</li><li>xxiii. Use of PMI Intellectual Property</li><li>xxiv. Use of PMI Membership Information</li><li>xxv. Website</li></ol></li><li>c. Remove the following policies &amp; procedures:<ol style="list-style-type: none"><li>i. Newsletter Publication (policy) and Publish Newsletter (procedure) – replaced by PMI-CIC website Blog</li></ol></li><li>d. Update the following policies &amp; procedures:<ol style="list-style-type: none"><li>i. Replaced Chapter Meeting Sponsorship policy with general Sponsorship policy</li><li>ii. Annual Planning policy replaces Strategic Alignment Planning and Reporting (SAPR) policy</li><li>iii. Complete Annual Planning Process procedure replaces Complete SAPR procedure</li><li>iv. Nominations and Election policy and Conduct Annual Nominations and Election of Board Officers &amp; Appointed Directors (procedure) were updated to align with current PMI policies, procedures, and tools</li></ol></li></ol></li></ol>
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# PMI-CIC Policies and Procedures Manual

## Introduction – About this Manual

### Definitions

Board of Directors (BoD) – governing body of the PMI-CIC (Project Management Institute-Central Iowa Chapter) that consists of elected officers and appointed Directors.

PMI – the Project Management Institute is a global, not-for-profit professional membership association for the project management profession. The term “PMI” used in this document refers to the overall Project Management Institute governing body.

PMI Global Headquarters (GHQ) – main or central PMI global headquarters and service center located in Newtown Square, Pennsylvania (outside of Philadelphia) USA.

PMI Chapter – a group of PMI members within a distinct and definable geographic area. PMI has 300+ chapters spread across over 200 countries and organized into 16 regions. The PMI-CIC is part of the North Central North America Region also known as Region 2 (R2).

PMI-CIC Bylaws – document required by PMI and Iowa law that shall embody general policy provisions relating to the management and operation of the PMI-CIC. See the “Resources” section for this document’s location.

PMI-CIC Charter with PMI – documented agreement between PMI (Global) and the PMI-CIC that formally recognizes and charters the PMI-CIC as an independent, affiliated organization and outlines the responsibilities of the PMI-CIC and PMI to one another. See the “Resources” section for this document’s location.

Policy – a business rule, requirement or principle that governs or guides the operation of the PMI-CIC.

Policy Manual for PMI Chapters – document published by PMI Global Headquarters (PMI-GHQ) that contains policies and resources that establish the rules, intentions, and directions for the governance of PMI chapters. See the “Resources” section for this document’s location.

Procedure – describes the processes, activities, steps and instructions through which the terms and requirements of a policy are implemented or enforced.

### Purpose

The PMI-CIC Policies and Procedures Manual describes the Project Management Institute (PMI) Central Iowa Chapter’s (PMI-CIC) policies for operation and the procedures to fulfill these policies.

The policies and procedures of the PMI-CIC shall be subject to and not in conflict with the current PMI’s Bylaws, all policies, procedures, rules or directives established or authorized by PMI, the PMI-CIC’s Charter Agreement with PMI and the PMI-CIC Bylaws.

### Organization

Policies and procedures are organized by the PMI-CIC Board functional areas, and include, but are not limited to:

- President:

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- o Annual/Strategic Planning
- o Annual Report
- o Biennial Report
- o Board Appointments & Vacancies
- o Fiduciary Duties
- o Financial Audit
- o Inclement Weather
- o Insurance
- o Membership Dues
- President-Elect:
  - o Parliamentary Procedures
  - o Transitioning of Board Members
- Immediate Past President:
  - o Charter Renewal
  - o Conflict Resolutions
  - o Nominations & Elections
- Communications & Marketing:
  - o Social Media
  - o Sponsorship
  - o Use of PMI Intellectual Property (includes branding and logo use)
- Finance & Treasury:
  - o Annual Budget
  - o Bank Reconciliation
  - o Bill Payment
  - o Debit Card
  - o Event Refunds
  - o Financial Reporting
  - o Investments
  - o Program and Project Budgets
  - o Reimbursement of Expenses
  - o Reserve Funds
- Membership & Volunteerism:
  - o Use of PMI Membership Information
- Operations:
  - o Information Security
  - o Record Retention
  - o Website
- Professional Development:
  - o Educational Activities

Each policy that is documented needs to have the following elements:

- Title
- Creation and revision information (Author and Date Prepared/Approval with Date Approved and revision description)
- Definition of terms used in the policy or associated procedures
- Brief statement defining or describing the policy or procedure
- Background/Rationale, where applicable or useful, to provide context and history as to the policy's importance and/or why it was created
- Purpose of the policy
- Scope & Exclusions (where or to whom the policy or procedure applies or affects)
- Timeframes, where applicable or useful
- Responsibilities by position, role, or individual

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- Budget Impacts (Operating or Program/Project budget items, estimated dollar amounts), where applicable or useful

The optional elements listed below can also be included within a policy:

- Measurements or Success/Effectiveness Criteria
- Forms, Records, Attachments, Templates
- References & Resources (e.g., website links)

A procedure is generally associated with a policy, and consequently, is documented with the policy it supports. Each procedure that is documented needs to have the following elements:

- Title
- Individual steps, activities or instructions that need to occur
- Timeframe or condition as to when the steps, activities or instructions need to occur
- Who is responsible for performing the steps, activities or instructions

Procedures can also include flowcharts, process diagrams, etc. that aid in understanding the documented procedure. Should a procedure need to be documented without an associated policy, the above policy elements, where applicable, should also be included.

## Responsibilities

Each policy and procedure is owned by the responsible Board officer. The Board officer will collaborate with the President-Elect to craft, review, revise and bring forward to the entire Board the policy and/or procedure for review and approval. Each Board officer is accountable to help ensure that policies and procedures are followed for their area of responsibility. The President-Elect or designate shall include approved policies and procedures in the PMI-CIC Policies and Procedures Manual. The President-Elect will ensure that all policies and procedures are reviewed annually to ensure relevance.

## Approval & Dissemination

Policies and procedures are required to be approved by a simple majority of the Board voting officers comprising a quorum, in the manner specified in Article V- Board of Directors, Section 15 of the PMI-CIC Bylaws, before they can take effect. Upon Board approval, the policy or procedure shall be included in the PMI-CIC Policies and Procedures Manual. The President-Elect or designate will contact the appropriate Board member to ensure the manual is posted on the Chapter website. Any accompanying documents for each policy or procedure listed under the "Resources" section should be posted to the specified location by the owner of the policy or procedure.

## Resources

*(Reminders: 1) pull from the link(s) below to get the latest materials; 2) you may need to copy and paste the link(s) in your browser to access the materials)*

- PMI Governance documents (e.g., Bylaws, Strategic Plan, Policies and Procedures, etc.):  
<https://www.pmi.org/about/leadership-governance/documents>
- PMI-CIC Bylaws & Chapter Charter:  
<https://pmi-centraliowa.org/documents>
- The following can be found at PMI's Chapter Collaboration Platform (<https://ccp.pmi.org>)  
Select "Documents" > "Resource Links":
  - o Under "Chapter Leader Orientation Pack" find:

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- Policy Manual for PMI Chapters

## President

### Policy: Annual Planning

<b>Initial Release</b> (Note the Annual Planning policy and procedure replaces SAPR - Strategic Alignment Planning and Reporting)	<b>Approved:</b> See Board meeting minutes
<b>Prepared By:</b> Norm Veen, Trustee	
<b>Date:</b> September 30, 2020	<b>Date:</b> November 10, 2022

### Definitions

Annual Planning – process conducted each year by the PMI-CIC Board of Directors (BoD) that must be completed as part of the charter renewal process. Annual planning:

- Includes a needs analysis of the membership and local marketplace, a review of the prior year results and the current state (via SWOC analysis), and identification of business challenges/opportunities to address
- Results in the identification and development of specific services, goals, and deliverables that are appropriate for the chapter, achievable, and in alignment with PMI's Strategic Plan

Annual Plan Template – worksheet within Annual Planning spreadsheet that captures the key objectives, as identified in the annual plan, and what actions will be specifically taken to deliver the core services. This worksheet must be completed and submitted to PMI annually.

Catalog of Core Services – services chapters deliver to provide value to their members. Required services are those the chapter must provide to their members. These services are chapter events, career development, member communication, and member benefits. Recommended services are those members have indicated via needs analysis add value for them, and chapters may be able to provide. Optional services are those that have been provided by some chapters successfully and members have valued. These are subjective services, not all chapters will be able to provide depending on their demographics.

Catalog of Core Services Worksheet – worksheet within Annual Planning spreadsheet that captures the “what and how” of the annual plan and includes a description of chapter services. This worksheet must be completed and submitted to PMI annually.

Chapter Reporting System (CRS) – PMI web-based resource that provides chapter leaders with access to current and prospective membership reports and multiple years’ survey results from the PMI Annual Chapter Member Satisfaction Survey.

Charter Renewal – annual process to be completed by each chapter to provide the required documentation, demonstrating that the chapter has satisfied the minimum standard performance established by PMI. This process is to be completed by March 31<sup>st</sup> of each year or as required by PMI.

Mission – statement that defines the core purpose of the PMI-CIC organization, that is, why it exists. Mission provides focus for those internal to the organization, primarily the PMI-CIC BoD, who develops the strategy and decides on initiatives, objectives, targets and measures to ensure they are consistent and aligned with the PMI-CIC’s purpose.

PMI’s Strategic Plan – a document prepared by PMI’s Global Board of Directors that states the PMI

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organization's vision and its plan to achieve it. The latest version of the PMI Strategic Plan is from 2017.

SMART – acronym used to guide chapters to ensure their goals/objectives are:

- Specific (simple, sensible, significant)
- Measurable (meaningful, motivating)
- Achievable (action-oriented, attainable, agreed)
- Relevant (reasonable, realistic, resourced, results-based)
- Time-bound (time-based, time-limited, time-/cost limited, timely, time-sensitive)

Strengths, Weaknesses, Opportunities, and Challenges (SWOC) Analysis – assessment done at the PMI-CIC's annual planning session. This assessment answers the following questions at a level that will allow the PMI-CIC BoD to understand the chapter's current state:

- Strengths – What do we do well and what advantages do we have?
- Weaknesses – In what areas do we need to improve?
- Opportunities – What opportunities are present that we should pursue?
- Challenges - What challenges do we need to address and are capable to overcome?

Value Proposition – benefits or value the PMI-CIC offers its stakeholders (see PMI-CIC Strategic Foundation document for what constitutes its stakeholders). Value proposition provides focus on the needs of the Central Iowa project management community at large in order that the PMI-CIC annual plan addresses these needs.

Vision – a word picture of what the PMI-CIC intends ultimately to become. Vision is more concrete, less abstract, than the mission statement. Vision provides context and meaning to help clarify which initiatives the PMI-CIC should undertake.

## Policy Statement

The PMI-CIC BoD will complete annual planning each year and report the results to PMI Global Headquarters (GHQ) in the manner specified.

## Background

In 2006, the PMI (Global) Board of Directors led an initiative to assist chapters in aligning their objectives to PMI's Strategic Plan. The goal was to ensure that all PMI chapters were working together towards advancing the interests of the PMI stakeholders within their areas of operation, both geographically and virtually. PMI also introduced a set of services, with target metrics, designed to help chapters deliver consistent value to their members.

The PMI-CIC established its "strategic foundation" in 2008, which consists of the following:

- Mission (why we exist)
- Core Values (what we believe in)
- Vision (what we want to become & what our emphasis will be)
- Stakeholders (who are we doing this for)
- Partners (who can help us)
- Value Proposition (what we offer)

## Purpose

Beginning in 2009, PMI began requiring that each PMI chapter perform annual planning and report its results to the PMI GHQ as part of the charter renewal process. The primary purpose of a chapter is to provide value to its members and stakeholders. The annual planning process facilitates value delivery by addressing the chapter's:

- Member needs

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- Business objectives that enable meeting the challenges of a volunteer-based business
- Delivery of services from the Catalog of Core Services

## Scope & Exclusions

This policy and the procedures described within apply to the PMI-CIC Board of Directors, primarily to the Board officers and the Director of Strategic Planning.

## Timeframes

PMI-CIC conducts annual planning activities in the months of December, January, February, and March when the PMI-CIC Board concludes one fiscal year and begins a new one. The completed annual planning documents must be submitted to the PMI-CIC Board of Directors for review before the March BoD Meeting so the final results can be reported as part of the charter renewal process completed by March 31<sup>st</sup>.

## Responsibilities

The Director of Strategic Planning and the President are responsible to drive the annual planning process. The other Board officers and appointed Directors also participate in annual planning and are responsible for providing actuals against targets for initiatives in their respective area for the preceding year and to provide input into the initiatives and targets for the current and succeeding years in order to complete the required annual planning worksheets. The BoD can, at its discretion, involve other members and non-members in annual planning.

## Budget Impacts

The annual planning session will have a \$100-\$250 impact to the PMI-CIC Operating Budget for food, drink and materials for those participating in the session.

## Procedure: Complete Annual Planning Process

<i><b>Timeframe</b></i>	<i><b>Activity</b></i>	<i><b>Responsibility</b></i>
<b>December</b>	<b>1. Prepare for Annual Planning Session:</b>	
	1.1. Review any changes from PMI GHQ concerning PMI's Strategic Plan, Catalog of Core Services Worksheet, Annual Plan Template, Chapter Leaders' Guide: Annual Planning Process for Chapters, and the PMI-CIC Strategic Foundation document. Incorporate any pertinent changes in PMI-CIC's annual planning materials and this procedure as appropriate.	Director Strategic Planning
	1.2. Schedule Annual Planning Session for PMI-CIC BoD for mid-January (normally a face-to-face 3-4-hour session on a Saturday morning, food/drink for this should be budgeted in Operating Budget)	Director Strategic Planning
	1.3. Update the PMI-CIC Annual Planning Detail and Tracking worksheet to record final results of the current year. If possible, solicit and record any lessons learned from the current PMI-CIC BoD. Examine the membership and survey data from PMI's Chapter Reporting System (CRS) and the Chapter Statistics report. These reports provide indicators on member retention, growth, and satisfaction. All of the above information will be	Director Strategic Planning



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<b>Timeframe</b>	<b>Activity</b>	<b>Responsibility</b>
	useful to help identify challenges/opportunities during the Annual Planning Session.	
	1.4. Create an Annual Planning Session agenda document that incorporates a needs analysis, identification of challenges/opportunities, and development of goals/objectives to address challenges/opportunities.	Director Strategic Planning
	1.5. Create Annual Planning spreadsheet for the new year and pre-fill Annual Plan Template "Background & Overview" and "Chapter Value" sections as appropriate. Pre-fill Catalog of Core Services Worksheet with prior year results.	Director Strategic Planning
<b>Early January before Annual Planning Session</b>	1.6. Distribute the PMI-CIC Annual Planning Session Agenda, Chapter Statistics and CRS reports, Annual Planning spreadsheet for the new year, and the PMI-CIC Strategic Foundation document to the PMI-CIC BoD. Schedule and conduct a PMI-CIC planning orientation session (via a conference call) for new and existing BoD members to cover the PMI-CIC Strategic Foundation, prior year results, and the Annual Planning spreadsheet prior to the Annual Planning Session.	Director Strategic Planning
<b>Mid-January</b>	<b>2. Conduct Annual Planning Session with PMI-CIC BoD:</b>	<b>Facilitated by Director Strategic Planning</b>
	2.1. Conduct needs analysis of membership and local marketplace based on feedback from BoD. Review information from CRS, Chapter Statistics, membership and sponsor surveys/feedback, social media trends, schools, etc. as part of this analysis.	BoD
	2.2. Conduct SWOC analysis to sufficient level so BoD understand the PMI-CIC's current state. Include any lessons learned from the prior year. Record results from needs and SWOC analysis in "Additional Comments" section of Catalog of Core Services Worksheet.	BoD
	2.3. Determine the target chapter audience and the stakeholders. Identify and prioritize business challenges/opportunities that the PMI-CIC needs to address. The final list should be 3-5 items.	BoD
	2.4. Identify top three (3) objectives and actions for the annual plan. Record results in Annual Plan Template with details recorded as appropriate in Annual Planning – Tracking tab.	BoD
	2.5. Complete "Planned Deliverables or Target Levels" section of Catalog of Core Services Worksheet.	BoD
	<b>3. Finalize, Approve and Report Results:</b>	
<b>Before March</b>	3.1. Update Annual Planning spreadsheet based on annual planning session and post it to the Google	Director Strategic Planning

# PMI-CIC Policies and Procedures Manual

<i>Timeframe</i>	<i>Activity</i>	<i>Responsibility</i>
<b>BoD Meeting</b>	drive Records Management area and distribute to BoD.	
<b>March BoD Meeting</b>	3.2. Vote to approve Annual Plan for the coming year.	President & Board Officers
<b>By March 31st</b>	3.3. Use the updated Catalog of Core Services Worksheet for prior year information to complete the Operational Performance section of the Charter Renewal.	Immediate Past President
<b>May – July</b>	<b>4. Receive and Review Feedback from PMI GHQ Chapter Satisfaction Survey</b>	
	4.1. Present survey results to PMI-CIC BoD when received from PMI-GHQ.	President
	4.2. Incorporate pertinent results into “Additional Comments” section of Catalog of Core Services Worksheet as appropriate.	Director Strategic Planning
<b>During the Year</b>	<b>5. Monitor and Record Results:</b>	
	5.1. Present periodic status on Annual Plan targets as warranted to PMI-CIC BoD.	Director Strategic Planning
	5.2. As accomplishments and events occur that pertain to the Annual Plan, record results in Annual Plan -Tracking tab of Annual Planning spreadsheet.	Director Strategic Planning

## Success Criteria

- Annual Planning Session held with BoD
- Annual Plan Template and Catalog of Core Services Worksheet completed and approved by Board officers
- Information from the completed Annual Plan Template and Catalog of Core Services Worksheet is reported to PMI GHQ via the Charter Renewal process

## Resources

*(Reminders: 1) pull from the link(s) below to get the latest materials; 2) you may need to copy and paste the link(s) in your browser to access the materials)*

- The following can be found at PMI’s Chapter Collaboration Platform (<https://ccp.pmi.org>)  
Select “Documents” > “Resource Links”:
- Under “Essential Links” find:
  - PMI Strategic Plan
  - Catalog of Core Services (Annual Planning spreadsheet)
  - CRS-Chapter Reporting System
  - Chapter Leader Guide for Annual Planning
- Under “Recruiting and Retaining Members” find:
  - Chapter Statistics
- The PMI-CIC Strategic Foundation document can be found the on the PMI-CIC website: <https://pmi-centraliowa.org/documents>.

# PMI-CIC Policies and Procedures Manual

## Policy: Annual Report

<b>Initial Release</b>	<b>Approved:</b> See Board meeting minutes
<b>Prepared By:</b> Norm Veen, Trustee	
<b>Date:</b> April 30, 2021	<b>Date:</b> November 10, 2022

### Definitions

Annual Meeting – yearly meeting of the PMI-CIC BoD and the membership to present the chapter’s results from its activities during the year.

Chapter File Repository – storage location used by the PMI-CIC BoD for electronic files. See “Resources” section of this policy for its current location.

Policy Manual for PMI Chapters – refer to the Introduction section of the PMI-CIC Policies and Procedures Manual for the definition and location of the ‘Policy Manual for PMI Chapters’ document.

Stakeholders – people and groups for whom the PMI-CIC serves. These are listed in the PMI-CIC Strategic Foundation document. See the “Resources” section of this policy for this document’s location.

### Policy Statement

The PMI-CIC BoD will create and publish an annual report that states the chapter’s results from its activities during the year.

### Purpose

The purpose of this policy is to demonstrate transparency of the PMI-CIC BoD’s activities during the year to the chapter’s stakeholders. This policy also supports the requirement given in the Policy Manual for PMI Chapters, which states: “The chapter must publish an annual report stating its programs, officers, and financial condition.”

### Scope & Exclusions

This policy applies to all Board officers and directors of the PMI-CIC.

### Timeframes

The creation of the annual report should coincide with the preparation for the PMI-CIC’s Annual Meeting, normally held in December. The completed annual report should be posted to the chapter’s website as soon as possible after the Annual Meeting. The annual report should be posted to the website area where other key chapter documents (e.g., Bylaws, Policies and Procedures, etc.) are also published. Once year-end financials and membership numbers are known, the annual report

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should be updated accordingly and reposted to the chapter's website. The annual report from the previous year should be replaced on the chapter's website with the current year's report and archived in the chapter's file repository.

## Responsibilities

The President is responsible overall to ensure the annual report is created and published on the chapter's website. Each Board officer, with the assistance from their respective directors, is responsible to create a summary of their area's activities and results. The Director of Website is responsible to post the current year's annual report on the chapter's website when directed by the President or other Board officers as appropriate.

## Budget Impacts

There should be no budget impacts to create and publish the annual report. If some expenses are incurred, the President's discretionary budget should be used to offset any needed expense.

## Content

The content of the annual report should include, but not limited to:

- Chart or listing of the names of all current Board officers and their respective directors
- Highlights of the activities and results from each functional area:
  - o Communications & Marketing
  - o Finance
  - o Membership & Volunteerism
  - o Operations
  - o Professional Development
  - o President including:
    - Appreciation to all volunteers and the membership
    - Emphasis for the coming year
    - Introduction of the coming year's BoD
  - o Other Board members as warranted

## Format

The format of the annual report is determined by the PMI-CIC BoD. For example, if a slide deck (e.g., PowerPoint) is used to present the chapter's activities and results at the Annual Meeting, the slide deck can be used as the annual report and posted to the chapter's website.

## Resources

*(Reminders: 1) pull from the link(s) below to get the latest materials; 2) you may need to copy and paste the link(s) in your browser to access the materials)*

- The PMI-CIC Strategic Foundation document can be found on the PMI-CIC website: <https://pmi-centraliowa.org/documents>.
- The Chapter File Repository is located at the link: [PMI Central Iowa Chapter - Google Drive](#)

# PMI-CIC Policies and Procedures Manual

## Policy: Biennial Report

<b>Initial Release</b>	<b>Approved:</b> See Board meeting minutes
<b>Prepared By:</b> Norm Veen, Trustee	
<b>Date:</b> June 3, 2013	<b>Date:</b> December 12, 2013

### Definitions

Articles of Incorporation – certificate of incorporation required by law and filed with the Iowa Secretary of State that denotes the name, purpose, non-profit status, initial Board of Directors, limitations, etc. for the Project Management Institute Central Iowa Chapter, Inc. The PMI-CIC was incorporated under the Iowa Non-Profit Corporation Act under Chapter 504A (Iowa Code, 1999).

Biennial Report – report filed on behalf of the PMI-CIC that is required by the Iowa Secretary of State per Iowa Code Chapter 504 for an Iowa non-profit corporation.

Corporation Members - individuals owning shares of the corporation and have certain powers arising out of those shares owned and are further defined in the corporation's bylaws. PMI's bylaws indicate that the corporation (i.e., the PMI-CIC) shall have no such members.

### Policy Statement

The PMI-CIC will provide the necessary information and work with the Chapter's attorney or agent to file the Biennial Report as required by the Iowa Secretary of State per Iowa Code Chapter 504 for an Iowa nonprofit corporation.

### Purpose

The purpose of this policy is to help ensure the PMI-CIC complies with the legal requirement for an Iowa nonprofit corporation to file the Biennial Report. Failure to submit the Biennial Report may result in the PMI-CIC being administratively dissolved by the Iowa Secretary of State.

### Scope & Exclusions

This policy applies to the PMI-CIC Board officers, primarily to the President.

### Timeframes

The Biennial Report is required to be filed by April 1<sup>st</sup> of each odd year (e.g., 2019, 2021, etc.) or as often as directed by the Iowa Legislature. The Chapter's attorney will send a letter to the PMI-CIC mailbox on or around February 1<sup>st</sup> of the filing year requesting the necessary information for the process of filing the Biennial Report.

### Responsibilities

VP of Finance & Treasury:

- Forward any correspondence received at the PMI-CIC mailbox pertaining to the Biennial Report to the President.

President:

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- Provide the necessary filing information to Chapter's attorney when requested. Information to be provided include, but not limited to:
  - o Name of the Corporation, its registered office and agent
  - o Names of current Board Officers (note that the Secretary equates to the President-Elect since this position takes the minutes at the Board and Annual Meetings)
  - o Address of the principal office of the Corporation (use PMI-CIC mailbox address)
  - o Does the Corporation have members? = No
  - o Does the Corporation hold an interest in agricultural land in Iowa? = No
  - o Signed by the current PMI-CIC President

Chapter Attorney or Agent:

Abendroth and Russell Law Firm, P.C.  
2560 73<sup>rd</sup> Street  
Urbandale, IA 50322-4700  
Phone: (515) 278-0623  
Fax: (515) 276-1563  
[www.ARPCLaw.com](http://www.ARPCLaw.com)

- Serves as the agent for the PMI-CIC to file the Biennial Report with the Iowa Secretary of State with the information provided by the current PMI-CIC President.

## **Budget Impacts**

Since the PMI-CIC is a non-profit corporation, there is no fee for filing the Biennial Report with the Iowa Secretary of State. The Chapter's attorney, in turn, does not charge the PMI-CIC for the process of filing this report.

## **Resources**

*(Reminders: 1) pull from the link(s) below to get the latest materials; 2) you may need to copy and paste the link(s) in your browser to access the materials)*

- The Articles of Incorporation (and its amendments) for the PMI-CIC can be found on the PMI-CIC website: <https://pmi-centraliowa.org/documents>.

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## Policy: Board Director Appointments

<b>Initial Release</b>	<b>Approved:</b> See Board meeting minutes
<b>Prepared By:</b> Norm Veen, Trustee	
<b>Date:</b> January 31, 2021	<b>Date:</b> November 10, 2022

### Definitions

Board Appointments – PMI-CIC Board authorization to establish, fill, and continue/discontinue non-elected, Director level positions responsible to the appropriate Board officer.

Director – non-elected Board position that may include, but is not limited to, Program Manager, Project Manager, Committee Leader and others specifically responsible for various operational functions of the PMI-CIC.

Nominating Committee - consists of a Nominating Committee Chair, normally the Immediate Past President, and two others who are not currently on the PMI-CIC BoD. All Nominating Committee members must be members in good standing of PMI and the PMI-CIC.

### Policy Statement

The PMI-CIC Board may authorize the establishment, fulfillment, and continuance of non-elected, Director level positions responsible to the appropriate Board officer.

### Purpose

The purpose of this policy is to provide Board member positions to execute the on-going operations of the PMI-CIC and to implement the policies and strategies developed by the Board.

### Scope & Exclusions

This policy only applies to the appointment of non-elected members to the PMI-CIC BoD.

### Timeframes

Board appointments traditionally begin after the election of new Board officers, normally during the months of September to November. The PMI-CIC Board, however, may appoint Directors any time during the year as necessary.

### Responsibilities

President:

- Appoint Nominating Committee in January per Article VII, Section 2 of the PMI-CIC Bylaws.
- Ensure all Nominating Committee members are aware of their responsibilities as it relates to Director appointments as defined in this policy.

Board Officers:

- Establish a description, and as necessary, a charter for each desired Director that establishes the authority, scope, roles, responsibilities, reporting relationships, duties and qualifications required for the position.
- Work with the Immediate Past President or Nominating Committee Chair to solicit and recruit nominees from the PMI-CIC membership to serve as appointed Directors on the PMI-CIC BoD.

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- Ensure that a "Due Diligence Review" for each Director nominee as specified in the "Terms & Conditions of Service" section of this policy is conducted.
- Vote on the slate of Director nominees for the appointment of Director positions.

Immediate Past President/Nominating Committee Chair and Nominating Committee:

- Work with Board officers to solicit and recruit a slate of nominees from the PMI-CIC membership to serve as appointed Directors on the PMI-CIC BoD.
- Conduct a "Due Diligence Review" for each Director nominee as specified in the "Terms & Conditions of Service" section of this policy.

## Terms & Conditions of Service

- The length of service of appointed Directors shall be as agreed between the appointed Director and the Board. As a general rule, however, the length of service for any Director position should not exceed one year, beginning January 1 through December 31. Directors may volunteer to serve another term in a Director position with Board approval.
- A "Due Diligence Review" should be conducted by the Immediate Past President or Nominating Committee Chair so each Director nominee understands:
  - Being a member in good standing with PMI and the PMI-CIC is required
  - The demands, duties and responsibilities of the position for which they seek to be appointed
  - To conduct themselves in a manner that promotes positive teamwork, collaboration and commitment to fulfill the obligations of the Board Director position
  - That campaigning for a Director position is expressly prohibited
  - To disclose any real or potential conflicts of interest to the PMI-CIC BoD involving PMI, the PMI-CIC or their leaders
  - That using Board positions for promotion of personal services, or the products and services of any other organization is expressly prohibited
- Appointed Directors shall not have official voting rights on the Board with exception of those issues put before the PMI-CIC membership.
- Board officers will vote from the slate of Director nominees, and with the majority approval of the Board, each desired Director position shall be appointed.
- The Board shall declare an appointed Director position to be vacant where the Director ceases to be a member in good standing with PMI or with the PMI-CIC by reason of non-payment of dues.
- An appointed Director may resign by submitting written notice to the appropriate Board officer. Unless another time is specified in the notice or determined by the Board, the resignation shall be effective upon receipt by the Board of the written notice.
- Appointed Directors may be removed by a simple majority vote of the voting Board officers for reason(s) deemed necessary by the Board (such reasons include, but are not limited to, the Director position's purpose has become obsolete due to new developments, non-performance of the respective person, inability to adequately resolve a conflict of interest or a personality clash that hampers the Board's ability to deliver expected results). The removal decision by the Board is final and cannot be appealed.



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## Policy: Board Officer Vacancies

<b>Initial Release</b>	<b>Approved:</b> See Board meeting minutes
<b>Prepared By:</b> Norm Veen, Trustee	
<b>Date:</b> January 31, 2021	<b>Date:</b> November 10, 2022

### Definitions

Board Voting Quorum – shall consist of no less than one-half of the voting officer positions (regardless of vacancy) of the PMI-CIC Board per Article V, Section 15 of the PMI-CIC Bylaws.

Nominating Committee - consists of a Nominating Committee Chair, normally the Immediate Past President, and two others who are not currently on the PMI-CIC BoD. All Nominating Committee members must be members in good standing of PMI and the PMI-CIC.

Officer Vacancy – officer position on the PMI-CIC Board that is vacated before the expiration of the officer's term.

### Policy Statement

The PMI-CIC can fill PMI-CIC Board officer vacancies for the remainder of their unexpired term under the circumstances specified in this policy.

### Purpose

This policy is designed so the PMI-CIC can fill Board officer vacancies for the remainder of their unexpired term under circumstances excluded by the PMI-CIC Bylaws.

### Scope & Exclusions

This policy applies only to filling PMI-CIC Board officer vacancies for the remainder of their unexpired term under circumstances excluded by the PMI-CIC Bylaws.

### Responsibilities

President:

- Appoint Nominating Committee in January per Article VII, Section 2 of the PMI-CIC Bylaws.
- Ensure all Nominating Committee members are aware of their responsibilities as it relates to filling officer vacancies as specified in this policy.

Board Officers:

- Work with the Immediate Past President or Nominating Committee Chair to solicit and recruit qualified nominees from the PMI-CIC membership to fill officer vacancies on the PMI-CIC Board as specified in this policy.
- Ensure that a "Due Diligence Review" for each officer nominee as specified in the "Nominations & Elections" policy is conducted.
- Vote on the slate of nominees to fill officer vacancies.

Immediate Past President/Nominating Committee Chair and Nominating Committee:

- Work with Board officers to solicit and recruit a slate of qualified nominees from the PMI-CIC membership to fill officer vacancies on the PMI-CIC Board as specified in this policy.

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- Conduct a "Due Diligence Review" for each officer nominee as specified in the "Nominations & Elections" policy.
- Conduct Special Election as specified in this policy when warranted.

## Officer Vacancy Policies

<i><b>Officer Vacancy</b></i>	<i><b>Board Voting Quorum Exists?</b></i>	<i><b>Policy</b></i>
President, but not President-Elect	N/A	<ul style="list-style-type: none"> <li>• President-Elect shall assume the duties as President per Article V, Section 19 of PMI-CIC Bylaws.</li> </ul>
Any - other than the President	Yes	<ul style="list-style-type: none"> <li>• Shall be appointed by the President from a slate containing nominees for the officer vacancies prepared by the Nominating Committee<sup>1</sup>, with the simple majority approval of voting officers for the remainder of the unexpired term.</li> <li>• If majority approval for an officer vacancy cannot be met, the office shall remain vacant for the remainder of the unexpired term or until majority approval is granted.</li> </ul>
Any - other than the President	No	<ul style="list-style-type: none"> <li>• Nominating Committee<sup>1</sup> shall conduct a Special Election<sup>2</sup> within 30 days to fill officer vacancies for the remainder of the unexpired term.</li> </ul>
Any - including President and President-Elect	Yes	<ul style="list-style-type: none"> <li>• Shall be appointed from a slate containing nominees prepared by the Nominating Committee<sup>1</sup>, by simple majority approval of voting officers for the remainder of the unexpired term.</li> <li>• If majority approval for officer vacancies of President <u>and</u> President-Elect cannot be met, the Nominating Committee<sup>1</sup> shall conduct a Special Election<sup>2</sup> within 30 days to fill all officer vacancies for the remainder of the unexpired term.</li> <li>• If majority approval for an officer vacancy other than the President cannot be met, the office shall remain vacant for the remainder of the unexpired term or until majority approval is granted.</li> </ul>
Any - including President and President-Elect	No	<ul style="list-style-type: none"> <li>• The Nominating Committee<sup>1</sup> shall conduct a Special Election<sup>2</sup> within 30 days to fill all officer vacancies for the remainder of the unexpired term.</li> <li>• If the Immediate Past President office is vacant and there are no remaining voting officers, the existing Nominating Committee<sup>1</sup> shall conduct the Special Election as defined above. If the Nominating Committee is unwilling or unable to conduct the Special Election, PMI Global Headquarters (PMI GHQ) must be contacted about the status of the Board. The PMI-CIC will then be subject to the PMI policies, procedures, rules, and directives in this circumstance.</li> </ul>

<sup>1</sup>Nominees for office must meet applicable qualifications per Article V of PMI-CIC Bylaws. The Nominating Committee shall prepare the slate of nominees within 10 days of an officer vacancy. If the Immediate Past President office is vacant, the President shall appoint a Nominating Committee Chair and additional PMI-CIC member(s) as necessary to fill the three-member Nominating Committee. If both the Immediate Past President and President officer positions are vacant, the remaining voting officer(s) shall appoint a Nominating

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Committee Chair and additional PMI-CIC member(s) as necessary to fill the three-member Nominating Committee.

<sup>2</sup>Special Elections shall adhere to the same process per PMI-CIC Bylaws and Policies and Procedures as a normally scheduled Board election. The timetable for the Special Election, however, may be expedited by the Nominating Committee or combined with the normally scheduled Board election as circumstances warrant.

## Policy: Fiduciary Duties

<b>Initial Release</b>	<b>Approved:</b> See Board meeting minutes
<b>Prepared By:</b> Norm Veen, Trustee	
<b>Date:</b> February 8, 2022	<b>Date:</b> November 10, 2022

## Definitions

Fiduciary – entity with the power and legal obligation to act on behalf of others in situations that require trust, honesty, and loyalty. All PMI-CIC Board members are fiduciaries who act in the best interests of the chapter’s members and stakeholders.

Fiduciary Duty – an acceptance of responsibility by the PMI-CIC BoD to act in the best interests of the chapter’s members and stakeholders.

PMI Code of Ethics and Professional Conduct – standard of conduct that articulates the ideals to which PMI and its members aspire and the behaviors that are mandatory in professional and volunteer roles.

Policy Manual for PMI Chapters – refer to the Introduction section of the PMI-CIC Policies and Procedures Manual for the definition and location of the ‘Policy Manual for PMI Chapters’ document.

## Policy Statement

The PMI-CIC BoD must adhere to fiduciary responsibilities to foster effective governance, set ethical leadership expectations, maintain accountability, and reduce liability exposure as specified in the Policy Manual for PMI Chapters.

## Purpose

Fiduciary duties exist to help ensure that the PMI-CIC BoD act in the interests of the chapter’s members and stakeholders, rather than serving their own interests.

## Scope & Exclusions

The following fiduciary duties should apply to all the PMI-CIC BoD activities, interactions, and decisions exercised on behalf of the chapter’s members and stakeholders:

- Duty of Care – exercise the same level of care over the PMI-CIC’s business as a reasonable person would over their personal business. The PMI-CIC Board members have a duty to be informed and to maintain confidentiality on matters that are brought to their attention.
- Duty of Loyalty – act in an independent manner, avoid conflicts of interest, and uphold the interests of the PMI-CIC’s members and stakeholders above personal interests.
- Duty of Obedience – the PMI-CIC BoD must speak as one voice and support its decisions and policies even when there is personal disagreement among board members.

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- Duty of Foresight – make future-informed decisions to ensure the good future of the PMI-CIC.
- Duty of Integrity – follow all governance documents and chapter policies in an ethical and honest manner, including the:
  - o *PMI Code of Ethics & Professional Conduct*: <https://www.PMI.org/CodeofEthics>
  - o PMI-CIC's Governance Documents: <https://pmi-centraliowa.org/documents> & <https://pmi-centraliowa.org/board-position>

## Responsibilities

***(Note: All PMI-CIC Board members must review the Fiduciary Duties Policies in the 'Policy Manual for PMI Chapters' and the 'PMI-CIC's Governance Documents' to ensure compliance!)***

All PMI-CIC Board members are responsible to review, understand, and hold each other accountable to adhere to PMI's policies on fiduciary duties.

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## Policy: Financial Audit

<b>Initial Release</b>	<b>Approved:</b> See Board meeting minutes
<b>Prepared By:</b> Norm Veen, Trustee	
<b>Date:</b> July 31, 2022	<b>Date:</b> November 10, 2022

### Definitions

Asset Inventory – identification and documentation of the PMI-CIC’s material assets. Assets include, but are not limited to, personal computers, purchased software, projectors, screens, and marketing/give-away items of value.

Audit – independent examination of the PMI-CIC’s financial statements, records, transactions, accounting practices, and internal controls.

Chapter File Repository – storage location used by the PMI-CIC BoD for electronic files. See “Resources” section of this policy for its current location.

### Policy Statement

A periodic financial audit and asset inventory should be conducted as requested by the PMI-CIC BoD. It is recommended that these activities be done during the last year of the term in office of the current VP of Finance & Treasury. The financials under review should be those of the previous calendar year. The results should be documented and presented to the PMI-CIC BoD before the end of the year in which the audit and asset inventory are conducted.

An internal audit and asset inventory should be led by the Director of Audit. If possible, two (2) currently active PMI-CIC members should also serve on the Audit Team. No one on the Audit Team can be associated with approving or managing chapter funds during the time period being audited. The Director of Audit and the PMI-CIC member(s) who serve on the Audit Team are appointed by the President and approved by a simple majority of the Board voting officers comprising a quorum in the manner specified in Article V – Board of Directors, Section 15 of the PMI-CIC Bylaws.

The Board may elect to have the audit completed by an external party. The external party should have the necessary qualifications to conduct an audit and asset inventory for a non-profit organization. The approval of the external audit party and any associated costs must be approved by the Board in the manner specified above.

### Purpose

The purpose of this policy is to help ensure all assets of the PMI-CIC are safe and secure and the interests of membership are being protected with due diligence on the part of all concerned. Benefits of this policy include:

- Increased transparency to the PMI-CIC membership that the PMI-CIC BoD takes financial management seriously and will effectively use and protect the chapter’s funds
- Regular accountability demonstrates financial management consistency as the PMI-CIC BoD changes over time
- Identification of opportunities to improve policies, procedures, and controls.

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## Scope & Exclusions

In general, the scope of what is under review for an audit and asset inventory is given under each of these terms found in the "Definitions" section of this policy. Specifically, the audit should encompass a review of:

- All documented financial policies and procedures
- Accuracy of financial statements and reporting, including budgeted revenue and expenses compared to actuals
- Monthly bank statements opposite revenue and expense transactions in the PMI-CIC's financial software
- Submittal and approval of expenses
- The use of individual credit card(s) and their dollar limits
- Online payment systems (e.g., Paypal)
- Major project/event budgets (e.g., Professional Development Day)
- Federal and state tax returns
- Cash box
- Asset inventory that includes: 1) description of each item, 2) quantity, 3) location, and 4) if possible, the dollar value of the asset (i.e., purchased price or replacement cost)
- Other items as requested by the PMI-CIC BoD or the Audit Team

## Responsibilities

President:

- Appoint Internal Director of Audit and other Audit Team members as specified in the "Policy Statement" section of this policy. If an external audit is to be conducted, find and obtain the services of a qualified person or organization to conduct the audit.
- Provide the requirements for what the PMI-CIC BoD wants included in the scope of the audit.
- Ensure the PMI-CIC BoD:
  - o Provides input on the scope of the audit
  - o Cooperates with the Audit Team
  - o Reviews the final audit report and incorporates any recommendations as appropriate
- Archive the final audit report in the Chapter File Repository.

VP of Finance & Treasury:

- Cooperate with the Audit Team by providing all financial statements, reports, records, transactions, and any other information required by the Audit Team.
- Review the final audit report and provide any commentary and/or rebuttal, if necessary

# PMI-CIC Policies and Procedures Manual

- Incorporate any recommendations as appropriate

Director of Audit/External Auditor and Audit Team:

- Elicit requirements from the PMI-CIC BoD as to what should be included in the scope of the audit.
- Conduct the audit:
  - o      As defined by its scope
  - o      By working with the VP of Finance & Treasury and other Board members as required to examine the areas in scope
  - o      By documenting the results and presenting them to the President and the PMI-CIC BoD. Address any questions and perform any follow up requested by the Board.

PMI-CIC BoD:

- Provide input into the requirements of what is to be included in the scope of the audit.
- Review the final audit report and incorporate any recommendations as appropriate.

## Resources

*(Reminders: 1) pull from the link(s) below to get the latest materials; 2) you may need to copy and paste the link(s) in your browser to access the materials)*

- The following can be found at PMI's Chapter Collaboration Platform (<https://ccp.pmi.org>)  
Select "Documents" > "Resource Links":
  - o Under "Managing Chapter Finances & Administration" find:
    - Guide to Financial Management of PMI Chapters
- Previous audit reports are located in the Chapter File Repository at the link:  
[https://drive.google.com/drive/folders/1HG3WTRBOyBcJqpMz\\_zCtApbEwww1b3Eu?usp=sharing](https://drive.google.com/drive/folders/1HG3WTRBOyBcJqpMz_zCtApbEwww1b3Eu?usp=sharing)

# PMI-CIC Policies and Procedures Manual

## Policy: Inclement Weather

<b>Initial Release</b>	<b>Approved:</b> See Board meeting minutes
<b>Prepared By:</b> Eric Orcutt, President & PMI-CIC Board	
<b>Date:</b> February 20, 2014	<b>Date:</b> November 10, 2022

### Definitions

Event Attendee – any member, volunteer, guest, or invited speaker who desires to attend a PMI-CIC hosted event or meeting.

Inclement Weather – weather conditions involving rain, snow, sleet, ice, and/or winds of sufficient severity to restrict or prevent normal transportation operations on highways and streets, and/or threaten the safety of the PMI-CIC event attendees.

### Policy Statement

If inclement weather is forecast for the day of any meeting or event hosted by the PMI-CIC, a cancellation decision will be made by the PMI-CIC Board Officers no later than four (4) hours prior to the start of the meeting or event. If the need is urgent to cancel the event before a collective Board decision can be made, the PMI-CIC President or Acting President can unilaterally decide to cancel the event.

The decision to cancel the meeting or event will then be immediately communicated to all impacted participants via email, the PMI-CIC website, and social media as appropriate. Unless the cancelled PMI-CIC event has a “no cancellation” provision, each paid registrant will be given a full refund.

### Purpose

The purpose of this policy is to help ensure that PMI-CIC event attendees are not endangered as a result from, or impending forecast of, inclement weather.

### Scope & Exclusions

This policy and the procedures described within apply to any meeting or event hosted by the PMI-CIC. This policy and its procedures can also be applied to other extraordinary conditions that may threaten attendees (e.g., flood, a dangerous facility situation, civil unrest, etc.).



# PMI-CIC Policies and Procedures Manual

## Procedure: Perform Event Cancellation Activities

<b>Timeframe</b>	<b>Activity</b>	<b>Responsibility</b>
<b>No Less than 4 Hours Prior to Start of Event</b>	<p><b>1. Email cancellation vote to Board email distribution group and verify applicable Directors are available to perform cancellation tasks or serve as backup if necessary.</b></p> <p><b><u>Note: If the need is urgent to cancel the event immediately, the PMI-CIC President can unilaterally decide to cancel the event.</u></b></p>	Board Officers
<b>Upon Approval to Cancel Event</b>	<b>2. Perform Event Cancellation Activities as Immediately as Possible:</b>	
	<b>2.1.</b> Email decision to cancel event to Board email distribution group	President or President-Elect. If these Officers are not available, any other Board Officer can perform this activity.
	<b>2.2.</b> Email event registration list to Director of Communications, VP of Communication & Marketing, and VP of Treasury & Finance.	Director Registration or VP Operations
	<b>2.3.</b> Send email blast to those on the event registration list notifying them of the cancellation.	Director Communications or VP Communications & Marketing
	<b>2.4.</b> Notify speaker and volunteers associated with the event of the cancellation.	Director Programs or VP Professional Development
	<b>2.5.</b> Post event cancellation notice on "Home" page of the PMI-CIC website.	Director Website or VP Operations
	<b>2.6.</b> Send event cancellation notice via the PMI-CIC social media as appropriate.	Director Social Media or VP Communications & Marketing
	<b>2.7.</b> Notify event venue of cancellation. If cancellation fee is incurred, attempt to negotiate a waiver, reduced fee, or a credit toward a future event. Email outcome of venue negotiation and any costs incurred to the Board email distribution group.	Director Logistics or VP Operations
	<b>2.8.</b> Process refund for paid registrants of the cancelled event.	VP Finance & Treasury
<b>End of Procedure</b>	<b>3. Event Cancellation Activities Complete</b>	

# PMI-CIC Policies and Procedures Manual

## Policy: Insurance

<b>Initial Release</b>	<b>Approved:</b> See Board meeting minutes
<b>Prepared By:</b> Norm Veen, Trustee	
<b>Date:</b> April 30, 2021	<b>Date:</b> November 10, 2022

## Definitions

PMI-CIC Charter with PMI – refer to the Introduction section of the PMI-CIC Policies and Procedures Manual for the definition and location of the 'PMI-CIC Charter with PMI' document.

Policy Manual for PMI Chapters – refer to the Introduction section of the PMI-CIC Policies and Procedures Manual for the definition and location of the 'Policy Manual for PMI Chapters' document.

## Policy Statement

The PMI-CIC must obtain the appropriate liability insurance and maintain coverage in accordance with PMI chapter insurance requirements as specified in the PMI-CIC Charter with PMI and the Policy Manual for PMI Chapters.

## Purpose

The purpose of carrying appropriate insurance coverage is to protect the chapter, its Board and its members from possible claims during chapter functions or in conducting chapter business.

## Scope & Exclusions

PMI's insurance provides the PMI-CIC coverage for:

- Commercial general liability (bodily/personal/advertising injury and property/fire damage)
- Professional liability (Board officers and directors)
- Media liability (chapter websites, media, and publishing activities)

PMI's insurance is not intended to subsidize the cost incurred from internal governance disputes (e.g., Chapter vs. Chapter/Board Member).

## Timeframes

PMI Global Headquarters (PMI-GHQ) secures and pays for the chapter's insurance each year and invoices the PMI-CIC for the premium (currently \$200) in July, with payment due by November 1<sup>st</sup>.

## Responsibilities

**(Note: All responsible parties must review the Insurance Coverage Policies in the 'Policy Manual for PMI Chapters' to ensure compliance!)**

The President is responsible to review, understand, and communicate PMI's insurance policies and procedures to the PMI-CIC BoD and to ensure their compliance. The VP of Finance & Treasury is responsible to ensure payment is received by the PMI-GHQ per the payment terms in the Policy Manual for PMI Chapters. The PMI-CIC BoD needs to ensure events hosted by the PMI-CIC (e.g., Professional Development Day) are covered under the general liability policy. An Events Checklist must be completed and submitted to the PMI-GHQ for approval at least thirty (30) days prior to the event so as to determine if the activity is covered. If additional coverage is required, the PMI-CIC will be notified and presented with the applicable options to ensure that the event is properly insured. Refer to the "Resources" section to obtain the Events Checklist and other supporting documentation.

## Budget Impacts

The annual premium currently has a \$200 expense impact to the PMI-CIC Operating Budget.

# PMI-CIC Policies and Procedures Manual

## Resources

*(Reminders: 1) pull from the link(s) below to get the latest materials; 2) you may need to copy and paste the link(s) in your browser to access the materials)*

- The following can be found at PMI's Chapter Collaboration Platform (<https://ccp.pmi.org>)  
Select "Documents" > "Resource Links":
  - o Under "Managing Chapter Finances & Administration" find:
    - Chapter Insurance

# PMI-CIC Policies and Procedures Manual

## Policy: Membership Dues

<b>Initial Release</b>	<b>Approved:</b> See Board meeting minutes
<b>Prepared By:</b> Norm Veen, Trustee	
<b>Date:</b> January 31, 2022	<b>Date:</b> November 10, 2022

### Definitions

Automated Clearing House (ACH) – financial network that oversees electronic money transfers between banking institutions. ACH transactions allow financial institutions to quickly send money from one account to another, eliminating paper checks and business fees incurred by processing credit card payments. PMI-CIC dues are electronically transferred from PMI to the PMI-CIC’s bank account via ACH.

Chapter Reporting System (CRS) – PMI web-based resource that provides chapter leaders with access to current and prospective membership reports and multiple years’ survey results from the PMI Annual Chapter Member Satisfaction Survey. The CRS Finance Tab reflects individual member transactions that occur during the month and transactions PMI makes to the PMI-CIC during the month. The forerunner to this resource was PMI’s Data Exchange Program (DEP).

Membership Dues – annual payment made by PMI-CIC members. These dues represent the cost of PMI-CIC membership, and are used to fund activities carried out by the PMI-CIC. This definition does **not** include the dues paid to be a member of PMI (Global). PMI membership is required before a person can become a member of the PMI-CIC.

PMI-CIC Bylaws – refer to the Introduction section of the PMI-CIC Policies and Procedures Manual for the definition and location of the ‘PMI-CIC Bylaws’ document.

PMI Chapter Administrator – PMI GHQ employee who serves as the PMI-CIC’s contact to provide ongoing guidance, maintenance and support of general chapter operations.

Policy Manual for PMI Chapters – refer to the Introduction section of the PMI-CIC Policies and Procedures Manual for the definition and location of the ‘Policy Manual for PMI Chapters’ document.

### Policy Statement

The PMI-CIC must abide by all policies established by PMI related to PMI-CIC membership dues as specified in the PMI-CIC Bylaws and the Policy Manual for PMI Chapters. The PMI-CIC BoD sets dues amounts for both regular and student members. Currently, regular member dues are \$30 U.S. dollars per year while student member dues are \$0 U.S. dollars per year.

### Background

Membership dues help offset the cost of PMI-CIC operations, services, and activities and maintain the financial solvency of the PMI-CIC. Reviewing and setting membership dues should be part of the PMI-CIC’s annual planning and budgeting process to ensure that the financial needs of the PMI-CIC in relationship to its value proposition are being met.

### Purpose

The purpose of the membership dues policy is to help ensure the appropriate, permitted, and legal guidelines are followed in the establishment, collection, and disbursement of membership dues by PMI and the PMI-CIC BoD.

# PMI-CIC Policies and Procedures Manual

## Scope & Exclusions

This policy applies to specifically to PMI-CIC membership dues and includes the following functions:

- Setting/Changing dues
- Collecting dues
- Disbursing/Reconciling dues received from PMI

Reference the Policy Manual for PMI Chapters and the following PMI-CIC Bylaws for the details about the above bulleted items:

- Article IV – PMI-CIC Membership, Sections 1C – 1F
- Article VIII – PMI CIC Finance, Section 2

## Timeframes

PMI-GHQ will remind the PMI-CIC in the third quarter of each calendar year to set dues annually in time for a January 1<sup>st</sup> start date. The PMI-CIC BoD must submit any dues changes to its PMI Chapter Administrator by September 1<sup>st</sup> to take effect the following fiscal year beginning January 1<sup>st</sup>. This early notification allows PMI-GHQ to generate membership renewal notices reflecting the revised dues amounts. Renewal invoices created in November for January membership expirations must reflect the new PMI-CIC dues amounts for the fiscal year that begins on January 1<sup>st</sup>. If there are no changes in dues approved by the PMI-CIC BoD, no further action is necessary.

The Chapter Reporting System (CRS) is updated as follows:

- Membership data: daily after 8:00 AM Central Time
- Financial data: within the first 5-9 days of each month

## Responsibilities

**(Note: All responsible parties must review the Membership Dues Policies in the 'Policy Manual for PMI Chapters' and the PMI-CIC Bylaws sections mentioned under 'Scope & Exclusions' to ensure compliance!)**

President:

- Review, understand, and communicate PMI's membership dues policies to the PMI-CIC BoD and ensure their compliance.
- Ensure PMI-CIC membership dues are reviewed during the annual planning and budgeting process to determine that the financial needs of the PMI-CIC in relationship to its value proposition are met.
- If dues changes are approved by the Board Officers, contact PMI-CIC's Administrator by September 1<sup>st</sup> for the changes to take effect the following fiscal year beginning January 1<sup>st</sup>.

Board Officers:

- Participate in the review of PMI-CIC membership dues and provide input to any proposed changes.
- Vote on any proposed changes to membership dues brought before the Board.

VP of Finance & Treasury:

- Provide the following information to the PMI-CIC's Administrator when required:
  - o Internal Revenue Service (IRS) Form W-9
  - o Application form to sign up for or change an Automated Clearing House (ACH)

# PMI-CIC Policies and Procedures Manual

- Reconcile dues payments made by PMI to the PMI-CIC's bank account by reviewing the Finance Tab located in the Chapter Reporting System (CRS).

## Resources

*(Reminders: 1) pull from the link(s) below to get the latest materials; 2) you may need to copy and paste the link(s) in your browser to access the materials)*

- The following can be found at PMI's Chapter Collaboration Platform (<https://ccp.pmi.org>)  
Select "Documents" > "Resource Links":
  - o Under "Essential Links" find:
    - CRS-Chapter Reporting System (click on "Help?" for tutorials)

# PMI-CIC Policies and Procedures Manual

## Immediate Past President

### Policy: Charter Renewal

<b>Initial Release</b>	<b>Approved:</b> See Board meeting minutes
<b>Prepared By:</b> Norm Veen, Trustee	
<b>Date:</b> July 15, 2013	<b>Date:</b> December 12, 2013

### Definitions

Charter Renewal – annual process to be completed by each chapter to provide the required documentation, demonstrating that the chapter has satisfied the minimum standard performance established by PMI. This process is to be completed by March 31<sup>st</sup> of each year or as required by PMI.

Component System (CS) – PMI web-based tool located on the PMI website that gives volunteer leaders access to important information about their chapter and a wide variety of information that is on record with PMI. The CS is used to complete the Charter Renewal application.

### Policy Statement

The PMI-CIC will complete the Charter Renewal application each year and submit it to PMI as instructed.

### Purpose

The purpose of this policy is to help ensure the PMI-CIC complies with its Charter Agreement with PMI, demonstrating that the PMI-CIC has satisfied the minimum standard Chapter performance criteria established by PMI.

### Scope & Exclusions

This policy applies to the PMI-CIC Board officers, primarily to the Immediate Past President.

### Timeframes

The Chapter Renewal application is required to be completed and submitted to PMI by March 31<sup>st</sup> of each year or as required by PMI.

### Responsibilities

Director of Strategic Planning:

- Provide the completed Annual Planning spreadsheet for the Charter Renewal application to the Immediate Past President before the March Board meeting.

VP of Finance & Treasury:

- Provide the necessary financial information for the Charter Renewal application to the Immediate Past President before the March Board meeting.

President:

- Forward all communications from the PMI GHQ concerning the Charter Renewal process to the Immediate Past President.
- Ensure Immediate Past President has access to CS tool.
- Review the completed application, ensure its accuracy, and ensure that it is submitted as required to the PMI GHQ.

# PMI-CIC Policies and Procedures Manual

Immediate Past President:

- Complete the Charter Renewal application based on the previous year's operations using the CS tool.
- Submit the completed Charter Renewal application, after the President's review, to PMI GHQ as instructed.

## Resources

*(Reminders: 1) pull from the link(s) below to get the latest materials; 2) you may need to copy and paste the link(s) in your browser to access the materials)*

- Refer to Frequency Asked Questions (FAQ) document published by PMI GHQ each year for the specifics on how to complete the Charter Renewal application. The President would normally receive this publication from PMI GHQ and should forward this document to the Immediate Past President.
- The following can be found at PMI's Chapter Collaboration Platform (<https://ccp.pmi.org>)  
Select "Documents" > "Resource Links":
  - o Under "Leading the Chapter" find:
    - Charter Renewal-FAQs
  - o Under "Essential Links" find:
    - CS-Component System



# PMI-CIC Policies and Procedures Manual

## Policy: Conflict Resolution

<b>Initial Release</b>	<b>Approved:</b> See Board meeting minutes
<b>Prepared By:</b> Norm Veen, Trustee	
<b>Date:</b> April 30, 2021	<b>Date:</b> November 10, 2022

### Definitions

Dispute – unresolved and unproductive conflict that significantly interferes or prevents the chapter from accomplishing its goals.

PMI Chapter Partner – PMI-GHQ employee who provides support for chapter operation planning and execution and chapter development.

PMI-CIC Charter with PMI – refer to the Introduction section of the PMI-CIC Policies and Procedures Manual for the definition and location of the 'PMI-CIC Charter with PMI' document.

PMI Conflict Resolution Program (the "Program") – multi-tiered (5-step) dispute resolution process, developed and administered by PMI Global Headquarters (PMI-GHQ), to resolve disputes between/among:

- PMI chapters
- Members within a PMI Chapter
- Individuals in their volunteer role within a PMI chapter

Refer to the "Resources" section of this policy to obtain the Program document.

Region Mentor – senior volunteer who provides advice, guidance, and leadership to PMI chapter leaders within a specific geographic region such as Region 2 (R2).

### Policy Statement

Per the section of the PMI-CIC Charter with PMI entitled "Agreement Dispute Resolution", the PMI-CIC agrees:

- To submit disputes for resolution through the PMI Conflict Resolution Program (the "Program") that they cannot resolve themselves.
- That the Program is the sole method for resolution unless PMI consents to resolution outside the Program or enforcement of such requirements is prohibited by law.

### Purpose

The purpose of this policy is to help the PMI-CIC reduce unproductive conflict and resolve conflicts quickly so the goals of the PMI-CIC can be accomplished as effectively and efficiently as possible.

### Scope & Exclusions

Disputes eligible for this policy include, but are not limited to, those arising from the nominations, elections, and removal of officers. Ineligible disputes include, but are not limited to, those arising from any disagreements involving governing, policy or procedure documents, and the interpretation of the aforementioned documents. These disagreements should be resolved at the chapter level with the PMI-CIC BoD having final authority. The Program is not intended to resolve any:

- Employment-related issues between the PMI-CIC and any of its employees (to the extent the PMI-CIC has any employees).
- Complaints regarding PMI and/or PMI staff. Any such complaints are governed by the PMI Grievance Policy. Refer to the "Resources" section of this policy to obtain the PMI Grievance

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Policy document.

## Responsibilities

**(Note: All responsible parties must review the 'PMI Conflict Resolution Program' to ensure compliance!)**

The President and Immediate Past President are responsible to review, understand, communicate, and invoke when needed the PMI Conflict Resolution Program. The Immediate Past President should facilitate the conflict resolution process on behalf of the parties involved in the dispute. If the Immediate Past President is unable, unwilling or a party within the dispute, another senior chapter volunteer could be called upon to facilitate the conflict resolution process. If the dispute cannot be resolved in this manner, the PMI Chapter Partner would then be engaged to work with the parties to resolve the dispute or recommend further mediation or arbitration conducted by a PMI volunteer trained in mediation and conflict resolution.

## PMI Conflict Resolution Program Step-By-Step Process

- Step 1: Efforts by the parties to resolve the dispute themselves
- Step 2: Facilitation by a senior chapter volunteer (e.g., Immediate Past President)
- Step 3: Facilitation by a trained staff member of the PMI Chapter Development Department (e.g., Chapter Partner) or Region Mentor
- Step 4: Mediation of the dispute by a PMI volunteer trained in mediation and conflict resolution
- Step 5: Binding arbitration of the dispute mediation by a PMI volunteer trained in mediation and conflict resolution

## Resources

*(Reminders: 1) pull from the link(s) below to get the latest materials; 2) you may need to copy and paste the link(s) in your browser to access the materials)*

- The following can be found at PMI's Chapter Collaboration Platform (<https://ccp.pmi.org>)  
Select "Documents" > "Resource Links":
  - o Under "Essential Links" find:
    - Conflict Resolution Program
- PMI Grievance Policy can be found under PMI Governance documents at:  
<https://www.pmi.org/about/leadership-governance/documents>

# PMI-CIC Policies and Procedures Manual

## Policy: Nominations and Elections

<p><b>Initial Release</b></p> <p><b>Prepared By:</b> Norm Veen, Trustee</p>	<p><b>Approved:</b> See Board meeting minutes</p>
<p><b>Date:</b> October 31, 2013</p>	<p><b>Date:</b> December 12, 2013</p>
<p><b>Revision 1:</b> Revised to align with current PMI policies, procedures, and tools</p> <p><b>Prepared By:</b> Norm Veen, Trustee</p>	<p><b>Approved:</b> See Board meeting minutes</p>
<p><b>Date:</b> March 31, 2021</p>	<p><b>Date:</b> November 10, 2022</p>

## Definitions

Call for Nominations – annual email communications sent to the PMI-CIC membership by the Nominating Committee Chair calling for nominations to serve as an officer on the PMI-CIC Board of Directors. The communication provides information on:

- Board positions eligible for election to serve the following year
- Timelines and directions for nomination and election activities

Chapter Reporting System (CRS) – PMI web-based resource that provides chapter leaders with access to current and prospective membership reports and multiple years’ survey results from the PMI Annual Chapter Member Satisfaction Survey. The CRS Finance Tab reflects individual member transactions that occur during the month and transactions PMI makes to the PMI-CIC during the month. The forerunner to this resource was PMI’s Data Exchange Program (DEP).

Component System (CS) – PMI web-based tool located on the PMI website that gives volunteer leaders access to important information about their chapter and a wide variety of information that is on record with PMI.

Director – non-elected Board position that may include, but is not limited to, Program Manager, Project Manager, Committee Leader and others specifically responsible for various operational functions of the PMI-CIC.

Nominating Committee - consists of a Nominating Committee Chair, normally the Immediate Past President, and two others who are not currently on the PMI-CIC BoD. All Nominating Committee members must be members in good standing of PMI and the PMI-CIC.

Officer Candidate Package – document that requests the following information from each Board officer nominee:

- Signed acknowledgement that the nominee has read and understood the listed governing documents
- Biographical and vision statements
- Digital photograph

PMI-CIC Bylaws – refer to the Introduction section of the PMI-CIC Policies and Procedures Manual for the definition and location of the ‘PMI-CIC Bylaws’ document.

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PMI-CIC Charter with PMI – refer to the Introduction section of the PMI-CIC Policies and Procedures Manual for the definition and location of the 'PMI-CIC Charter with PMI' document.

PMI Chapter Administrator – PMI GHQ employee who serves as the PMI-CIC's contact to provide ongoing guidance, maintenance and support of general chapter operations.

PMI Chapter Partner – PMI-GHQ employee who provides support for PMI-CIC operation planning and execution and chapter development.

PMI Code of Conduct – the Code of Ethics and Professional Conduct which articulates the ideals to which PMI and its members aspire and the behaviors that are mandatory in professional and volunteer roles.

## Policy Statement

The nomination and election of Board officers shall be conducted annually in accordance with the requirements contained in Article IV, Section 1, Article V, Sections 2 through 4, and Article VI of the PMI-CIC Bylaws. All voting members in good standing of the PMI-CIC 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.

## Background

The guiding Nominations and Elections policy is defined in the PMI-CIC Charter with PMI. Article VI – Nominations and Elections of the PMI-CIC Bylaws defines the PMI-CIC Nominations and Elections policy (Section 1), the PMI-CIC Nominating Committee membership (Section 4), and the Committee activities, rules and restrictions (Sections 3 & 5).

## Purpose

The PMI-CIC has defined, developed and implemented policies and procedures to manage the PMI-CIC Board officer nominations and elections in a known, highly ethical, and communicative manner to ensure the Chapter has enabled and met the requirements defined in the Charter between the PMI-CIC and PMI.

## Restrictions

Per the PMI Chapter Election Requirements section, defined in the PMI-CIC Charter with PMI, the following restrictions apply:

"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, fundraising 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. The Nominating Committee will clearly outline and communicate the conditions under which a member may run for office, eligibility criteria for elected positions, and procedures for nomination and election, in accordance with the Chapter's governing documents and PMI's Policy Manual for PMI Chapters. Current officers and potential candidates cannot serve on the Chapter Nominating Committee."

# PMI-CIC Policies and Procedures Manual

## Scope & Exclusions

The policies and procedures described within apply to the PMI-CIC Board of Directors, the Nominating Committee and are relevant to all the PMI-CIC members.

## Terms of Office

Terms of office for the Board officers (except for the offices of President and President-Elect) shall be two (2) years, beginning January 1 of the first year through December 31 of the second year, and limited to two (2) consecutive terms, staggered so that the Vice President of Membership & Volunteerism and the Vice President of Operations are elected on even years (2022, 2024, 2026, etc.), with the Vice President of Communications & Marketing, Vice President of Professional Development and the Vice President of Finance & Treasury being elected on the odd years (2021, 2023, 2025, etc.). The President-Elect is elected each year and carries a three-year commitment; Year 1 as President-Elect, Year 2 as President and Year 3 as Immediate Past President.

## Timeframes

The Nominating Committee performs activities throughout the calendar year. Consequently, the Nominating Committee should have a minimum of two appointments (in addition to the Nominating Committee Chair) to the Committee approved at the January PMI-CIC BoD meeting.

**Key dates** for the Nominating Committee include:

- January BoD Meeting – present two appointees for approval by the PMI-CIC Board of Directors to serve on the Nominating Committee for the current calendar year.
- Throughout the Year – solicit and recruit volunteers from the PMI-CIC membership to serve on the BoD and perform Nominating Committee Due Diligence Review on all potential nominees.
- June – develop, distribute and communicate the Call for Nominations to the PMI-CIC membership.
- July – prepare the Annual Elected BoD nominations slate. Ready the logistics for the voting process per one of the methods prescribed in Article VI, Section 3 of the PMI-CIC Bylaws.
- August – conduct the vote of the membership to elect the applicable Board officers from the Annual Elected BoD nominations slate.
- September – December – announce voting results to membership via blog, email, and Chapter events (e.g., Professional Development Day, Monthly Chapter Meetings, Annual Meeting).
- September – December – prepare the Annual Directors nominations slate and present at the December BoD meeting for approval (refer to Board Director Appointments policy for specifics).

## Responsibilities

Immediate Past President or Nominating Committee Chair:

- Work with the President to solicit and recruit nominees from the PMI-CIC membership to serve on the Nominating Committee.
- Chair the Nominating Committee, inform the Nominating Committee of their duties and responsibilities, and share the PMI-CIC Nominations and Elections policies and procedures with them.

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- Perform Nominating Committee Due Diligence Review on all potential nominees.
- Conduct the election process for the Annual Elected BoD nominations slate; and for proposed PMI-CIC Bylaws amendments, when necessary, according to Article XII – Amendments and the applicable requirements within the PMI-CIC Charter with PMI.
- Document and publish election results to the PMI-CIC membership.

**Nominating Committee:**

- Solicit and recruit volunteers from the PMI-CIC membership to serve on the BoD.
- Facilitate and provide oversight to ensure the PMI-CIC Nominations and Elections policies and procedures are followed.

**President:**

- Work with the Immediate Past President or Nominating Committee Chair to solicit and recruit nominees from the PMI-CIC membership to serve on the Nominating Committee.
- Appoint Nominating Committee members with simple majority approval of the voting officers of the Board at the January BoD meeting.

**Director of Volunteerism:**

- Direct members who are interested in serving on the PMI-CIC BoD to the Immediate Past President or Nominating Committee Chair for follow up.

## Budget Impacts

The annual Nominating Committee budget will have a \$100-\$150 impact to the PMI-CIC Operating Budget for food, drink and materials. It is preferred that the PMI-CIC and the Nominating Committee use the electronic voting service provided by PMI-GHQ for all chapters at no cost.

## Related Policies

<i>Title</i>	<i>Policy</i>
Chapter Leader Residence	<ul style="list-style-type: none"> <li>• Per the Policy Manual for PMI Chapters:  “Chapter leaders represent their communities and are expected to interact and engage with community members. Chapter leaders with voting rights must reside in the geographical area of the chapter’s operation for a minimum of continuous six months each year. The chapter board may apply this policy to non-voting volunteers at their discretion. Requests for exclusions to this policy can be made by the Chapter board of directors to your Chapter Partner.”</li> <li>• The PMI-CIC geographical area is defined in the PMI-CIC Charter with PMI by the following zip code ranges: <ul style="list-style-type: none"> <li>○ 500xx – 503xx</li> <li>○ 505xx – 505xx</li> <li>○ 508xx – 514xx</li> <li>○ 525xx – 525xx</li> </ul> </li> </ul>
Due Diligence Review of Nominees	<ul style="list-style-type: none"> <li>• The Due Diligence Review provides for the validation that all elected and appointed BoD positions are filled by eligible members in good standing. “Members in good standing” shall be defined as PMI-CIC members who have paid both PMI and PMI-CIC dues and abide by the</li> </ul>

## PMI-CIC Policies and Procedures Manual

<i>Title</i>	<i>Policy</i>
	<p>PMI Code of Conduct, PMI and PMI-CIC Bylaws, and all policies, procedures, rules and directives lawfully made thereunder (refer to Article IV – PMI-CIC Membership, Section 1-B &amp; 1-C of the PMI-CIC Bylaws).</p> <ul style="list-style-type: none"> <li>● Student members shall not have any voting rights and may not hold any elected office in the PMI-CIC (refer to Article IV – PMI-CIC Membership, Section 1-G of the PMI-CIC Bylaws).</li> <li>● The Nominating Committee Chair will use the Chapter Reporting System (CRS) provided by PMI to validate all nominees are PMI-CIC members. PMI's Component System (CS), under 'Officers' link, can be used to validate eligibility for the President and President-Elect positions that require prior Board service (refer to Article V – PMI-CIC Board of Directors, Section 4 of the PMI-CIC Bylaws).</li> <li>● As part of the Due Diligence Review, the Nominating Committee is responsible to help ensure that all nominees understand: <ul style="list-style-type: none"> <li>○ The information contained in the PMI and the PMI-CIC guiding documents related to Nominations and Elections.</li> <li>○ The demands, duties and responsibilities of the position for which they seek to be nominated. Nominees should be selected who conduct themselves in a manner that promotes positive teamwork, collaboration and commitment to fulfill the obligations of the respective office and assume a fiduciary responsibility towards their Board activities.</li> <li>○ That using Board positions for promotion of personal services, or the products and services of any other organization is expressly prohibited.</li> </ul> </li> </ul>
Nomination by Petition	<ul style="list-style-type: none"> <li>● Individuals seeking nomination by petition must declare their intention in writing to the Nominating Committee Chair per the directions given in the Call for Nominations.</li> <li>● Nominations by petition shall require signatures of ten percent (10%) of the eligible voting members as of the latest membership listing received by the PMI-CIC prior to the Call for Nominations.</li> <li>● The Nominating Committee Chair will use the Chapter Reporting System (CRS) provided by PMI to validate all nominee petitioners are PMI-CIC members.</li> </ul>
No Candidates for PMI-CIC Elected Position	<ul style="list-style-type: none"> <li>● In the event there are no candidates for a PMI-CIC elected position by the nominations close date, the Nominating Committee can extend the Call for Nominations for a brief time (usually 1-2 weeks) in order to complete the slate of nominees.</li> <li>● If the slate cannot be filled after the extension period, the membership vote should proceed for the remaining positions. Vacant Board positions can be filled as specified in the Board Officer Vacancies policy.</li> </ul>

## PMI-CIC Policies and Procedures Manual

<i>Title</i>	<i>Policy</i>
Write-In Voting	<ul style="list-style-type: none"> <li>Write-in voting is not allowed for the PMI-CIC elected positions since eligibility cannot be validated for write-in candidates prior to voting. The Due Diligence Review must be performed on all nominees for the PMI-CIC elected positions to ensure all eligibility requirements are met.</li> </ul>
Tie Election	<ul style="list-style-type: none"> <li>In the event of a tie vote for elected position(s), and should one or more of the tied candidates not concede the election such that only one candidate remains, the candidates' names and positions will be placed on a new ballot for another election held solely for the tied position(s).</li> <li>The revote election can be executed per one of the voting methods designated in Article VI, Section 3 of the PMI-CIC Bylaws. The revote election should be conducted as soon as possible after the initial election. The Nominating Committee Chair is responsible for communicating the election results to the membership and for organizing and implementing the revote election.</li> <li>If the tie cannot be resolved after the revote election is held, the current President, with the simple majority approval of the current voting officers constituting a quorum, shall appoint one of the tied candidates to the Board position.</li> </ul>
Bylaws Amendments	<ul style="list-style-type: none"> <li>The PMI-CIC Bylaws may be amended by a two-thirds (2/3) vote of the voting membership as specified in Article XII – Amendments of the PMI-CIC Bylaws. Proposed bylaws changes can be voted on with a separate election or within the annual election for officer positions. Notice of proposed changes shall be sent in writing, either by mail or electronically (i.e., email), to the membership at least thirty (30) days before a vote. The Call for Nominations can be used to communicate proposed bylaws changes to the PMI-CIC membership to meet the notice requirement.</li> <li>The Immediate Past President is responsible for the election process for proposed PMI-CIC Bylaws amendments. Proposed bylaws changes must be submitted to the PMI-CIC's Administrator for review by PMI-GHQ before being voted on by the PMI-CIC membership.</li> </ul>

### Procedure: Conduct Annual Nominations and Election of Board Officers & Appointed Directors

<i>Timeframe</i>	<i>Activity</i>	<i>Responsibility</i>
<b>Before January BoD Meeting</b>	<b>1. Recruit Nominees to Serve on the Nominating Committee for the Current Calendar Year:</b>	
	1.1. Inquire if the volunteers from the prior year's Nominating Committee would want to serve again for the current year.	Immediate Past President
	1.2. Solicit and recruit the needed volunteer PMI-CIC members to form the three-person committee (Nominating Committee Chair, which is usually the	President & Immediate Past President



## PMI-CIC Policies and Procedures Manual

<i>Timeframe</i>	<i>Activity</i>	<i>Responsibility</i>
	Immediate Past President, and two others. Past BoD members and other members familiar with the workings of the PMI-CIC are good candidates. Note that no current member of the Nominating Committee can be included in the slate of BoD nominees (refer to Article VI, Section 4 of the PMI-CIC Bylaws).	
<b>January BoD Meeting</b>	<b>2. Present Nominating Committee Appointees for Approval:</b>	
	2.1. Present Nominating Committee appointees to the PMI-CIC BoD and motion the Board for their approval.	President
	2.2. Vote to approve Nominating Committee appointees for the current year.	Board Officers
<b>February - March</b>	<b>3. Develop Strategies to Solicit and Recruit Volunteers on the BoD:</b>	
	3.1. Review the following documents regarding Nominations and Elections in preparation for the current year's activities: <ul style="list-style-type: none"> <li>3.1.1. PMI-CIC Charter with PMI (Sections 6, 9, 12 &amp; 14)</li> <li>3.1.2. PMI-CIC Bylaws (Articles IV, V, VI &amp; X11)</li> <li>3.1.3. PMI-CIC Policies and Procedures Manual (pertaining to Nominations &amp; Elections and Board Director Appointments)</li> <li>3.1.4. Prior year's election documentation (see Resources section for specific location)</li> </ul> 3.2. Work with the Director of Volunteerism to determine how best to solicit and recruit member volunteers to serve on the BoD. Strategies can include brief presentations at Chapter Meetings, emails, blogs, and collaboration with current and former Board members to get input as to potential nominees.	Nominating Committee
<b>March - December</b>	<b>4. Solicit and Recruit Volunteers to Serve on BoD:</b>	
	4.1. Contact the PMI-CIC members as to their willingness to serve as Board officers and appointed Directors for the next year or to back fill vacated Board positions in the current year as needed.	Nominating Committee
	4.2. Perform Due Diligence Review of all potential nominees as specified in the PMI-CIC Policies and Procedures Manual.	Nominating Committee Chair
<b>Early June</b>	<b>5. Prepare the Call for Nominations:</b>	
	5.1. Update the Call for Nominations timeline and communications to reflect the elected Board positions whose term will begin in the coming year.	Nominating Committee Chair & Director of Communications
	5.2. Update the Officer Candidate Package to reflect current year's election timeline.	Nominating Committee Chair
	5.3. Ensure the Nominating Committee's email address (e.g., <a href="mailto:nominationscommittee@pmi-centraliowa.org">nominationscommittee@pmi-centraliowa.org</a> )	Nominating Committee Chair &

## PMI-CIC Policies and Procedures Manual

<b>Timeframe</b>	<b>Activity</b>	<b>Responsibility</b>
	is working and ready for the current year's election activities.	Director of Technology
	5.4. Inform the PMI-CIC's Administrator of the PMI-CIC election timeline and request current setup details for using PMI's online voting subscription service. If another service or method is used, that is consistent with Article VI, Section 3 of the PMI-CIC Bylaws, begin necessary preparations.	Nominating Committee Chair
	5.5. Proposed changes to the PMI-CIC Bylaws must be: 5.5.1. Approved by the PMI-CIC BoD. 5.5.2. Sent to the PMI-CIC's Administrator and approved by PMI-GHQ. 5.5.3. Included in the Call for Nominations communication (if approved as above).	Nominating Committee Chair
<b>Mid-June</b>	<b>6. Distribute the Call for Nominations</b>	
	6.1. Email the Call for Nominations to all current PMI-CIC members from the CRS. Please note that although student members are not eligible to vote, they still should receive the Call for Nominations.	Nominating Committee Chair & Director of Communications
	6.2. Mention Call for Nominations on the PMI-CIC Social Media	Director of Social Media
	6.3. <b>Note that if Bylaws changes are included in the Call for Nominations, the PMI-CIC membership requires thirty (30) days for review before voting, per Article XII, Section 1 of the PMI-CIC Bylaws.</b>	Nominating Committee Chair
<b>Mid-June to Late-July</b>	<b>7. Receive Nominations:</b>	
	7.1. Receive nominations, perform a Due Diligence Review on potential nominees, monitor the Nominating Committee's email mailbox, perform follow up, answer questions, etc.	Nominating Committee Chair
	7.2. Send reminder communications, as warranted, via email blasts to the PMI-CIC membership about the Call for Nominations.	Nominating Committee Chair & Director of Communications
	7.3. Send nominees for elected positions the Officer Candidate Package upon successful completion of Due Diligence Review.	Nominating Committee Chair
	7.4. For nominations by petition, use the CRS to validate that all nominee petitioners are PMI-CIC members in good standing.	Nominating Committee Chair
	7.5. Extend the Nominations Close deadline as warranted and email the PMI-CIC membership of the new deadline.	Nominating Committee Chair & Director of Communications
<b>Late July – Early August</b>	<b>8. Prepare Annual Election Nominations Slate:</b>	
	8.1. Upon receipt of Signed Officer Candidate Package from nominees, add nominee to election slate.	Nominating Committee Chair
	8.2. When slate of nominees for open positions has been assembled, inform the candidates who will be	Nominating Committee Chair

## PMI-CIC Policies and Procedures Manual

<b>Timeframe</b>	<b>Activity</b>	<b>Responsibility</b>
	<p>placed on the ballot and send the necessary ballot information to the PMI-CIC's Administrator. <b>Note that Bylaws election takes a minimum of fourteen (14) days to process by PMI-GHQ.</b></p> <p>If another service or method will be used for voting that is consistent with Article VI, Section 3 of the PMI-CIC Bylaws, prepare the ballot and make final preparations to conduct the membership vote.</p>	
<b>Mid-August – End of August</b>	<b>9. Conduct Vote on Slate of Open Board Positions:</b>	
	<p>9.1. Email is sent from voting subscription service provider to eligible PMI-CIC members to vote on the Board slate during the time period specified in the Call for Nominations (normally two (2) weeks). Eligible voting PMI-CIC members should include regular members as of the end of the month prior to when the vote is conducted. Student members should be excluded from the list of eligible voters. If the vote is conducted by postal mail, send ballot to all eligible PMI-CIC members and allow for normal postal lead times for receipt and return of the ballot by the voters. If the vote is conducted at the Annual or special meeting of the membership, ensure that only eligible PMI-CIC members receive a ballot.</p>	Nominating Committee Chair & Voting Service Provider (if used)
	<p>9.2. Receive election results from voting subscription service or tally election results if done by postal mail or at the Annual or special meeting of the PMI-CIC membership.</p>	Nominating Committee Chair & Voting Service Provider (if used)
<b>September - December</b>	<b>10. Communicate Election Results:</b>	
	<p>1.1. Notify the candidates of the election results as soon as possible after the results have been received or tallied.</p>	Nominating Committee Chair
	<p>1.1. Communicate election results via email blast/blog to the PMI-CIC membership.</p>	Nominating Committee Chair & Director of Communications
	<p>1.2. Present all new Board members at Chapter events (e.g., Professional Development Day, Chapter Meetings) and at the PMI-CIC Annual Meeting (normally held in December).</p>	President & Nominating Committee Chair
<b>September – November</b>	<b>2. Prepare Appointed Director Nominations Slate:</b>	
	<p>2.1. Complete slate of desired appointed Directors. Confer with newly elected Board officers for possible Nominees.</p>	Nominating Committee
	<p>2.2. Perform Due Diligence Review of all potential appointed nominees as specified in the PMI-CIC Policies and Procedures Manual.</p>	Nominating Committee Chair

# PMI-CIC Policies and Procedures Manual

<i><b>Timeframe</b></i>	<i><b>Activity</b></i>	<i><b>Responsibility</b></i>
<b>December BoD Meeting</b>	<b>3. Present Slate of Appointed Directors for Approval:</b>	
	3.1. Present slate of BoD Appointed Directors for the coming year to the PMI-CIC BoD and motion the Board for their approval.	Nominating Committee Chair & President
	3.2. Vote to approve slate of Appointed Directors for the coming year.	Board Officers

## Resources

*(Reminders: 1) pull from the link(s) below to get the latest materials; 2) you may need to copy and paste the link(s) in your browser to access the materials)*

- The following can be found at PMI’s Chapter Collaboration Platform (<https://ccp.pmi.org>)  
Select “Documents” > “Resource Links”:
  - Under “Essential Links” find:
    - CRS-Chapter Reporting System
    - CS-Component System
    - “Chapter Leader Guides” > “Marketing Portal” find Chapter Nominations and Elections
- PMI-CIC Board of Directors Key Governing Documents:
  - *PMI Code of Ethics & Professional Conduct (rules of conduct):*
  - <https://www.PMI.org/CodeofEthics>
  - The following documents can be found on the PMI-CIC website at:  
<https://pmi-centraliowa.org/documents>
    - PMI-CIC Chapter Charter (*legal agreement between PMI-CIC and PMI*)
    - PMI-CIC Bylaws (*the chapter’s governing constitution*)
    - PMI-CIC Policies & Procedures Manual (*how key duties & responsibilities are carried out*)
  - PMI-CIC Position Descriptions (*duties and responsibilities of each board member*):  
<https://pmi-centraliowa.org/board-position>
- Historical election documentation is on the chapter’s Google drive under “Execute Board” > “Elections” at:  
<https://drive.google.com/drive/folders/1wy0eZ4uXsr7VzThZ18GKRfrGq3AxLFUr?usp=sharing>

# PMI-CIC Policies and Procedures Manual

## President-Elect

### Policy: Parliamentary Procedures

<b>Initial Release</b>	<b>Approved:</b> See Board meeting minutes
<b>Prepared By:</b> Norm Veen, Trustee	
<b>Date:</b> December 31, 2020	<b>Date:</b> November 10, 2022

### Definitions

Parliamentary Procedures – body of rules governing meetings.

### Policy Statement

The PMI-CIC will conduct its Board of Directors and membership meetings in accordance with parliamentary procedures as specified in the most recently revised edition of *Roberts Rules of Order*. Such procedures shall govern the proceedings of meetings in any instance not provided for in the PMI-CIC's bylaws and adopted policies and procedures.

### Purpose

This policy is designed so meetings of the PMI-CIC:

- Protect each member's rights, while seeing that the majority rules
- Allow business to be conducted in a fair and orderly manner
- Apply rules only as strictly as needed
- Support the requirement of Article V – PMI-CIC Board of Directors, Section 15 and Article IX – Meetings of the Membership, Section 4 of the PMI-CIC bylaws to conduct meetings according to parliamentary procedures determined by the Board

### Scope & Exclusions

This policy applies to all meetings of the PMI-CIC's Board of Directors and membership.

### Responsibilities

The Chair of any PMI-CIC meeting shall use the parliamentary procedures defined within this policy. The duties of the President-Elect shall include oversight and whose interpretation shall be considered final of the parliamentary procedures used to conduct meetings of the PMI-CIC. All attendees (i.e. Board members, chapter members, and guests) of PMI-CIC meetings shall abide by the parliamentary procedures used to govern the proceedings.

### General Parliamentary Procedures Framework

1. Pre-Meeting Activities:

# PMI-CIC Policies and Procedures Manual

- Meeting Chair emails invitees a week before the meeting to request agenda items
  - Meeting Chair emails invitees a day before the meeting the assembled agenda
2. Meeting Activities:
    - Attendance is documented by minutes taker
    - Minutes from the last meeting are approved or amended as necessary
    - Functional area/committee reports are given as listed in the agenda
    - Decisions made in the meeting require a motion, a second to the motion, limited time for discussion, and a vote based on the quorum rules in the PMI-CIC bylaws
    - Items not listed in the agenda such as new business and old business from previous meetings can be brought forward as allowed by the meeting Chair
    - Meeting should close upon motion to adjourn, seconded, and approved by vote based on the quorum rules in the PMI-CIC bylaws
  3. Post-Meeting Activities:
    - Minutes taker distributes meeting minutes to invitees for review and incorporates feedback as appropriate
  4. *Roberts Rules of Order* should be referenced for any meeting protocols not covered above.

## Resources

Refer to <https://robertsrules.com/> for more information on *Roberts Rules of Order*.

# PMI-CIC Policies and Procedures Manual

## Policy: Transitioning of Board Members

<b>Initial Release</b>	<b>Approved:</b> See Board meeting minutes
<b>Prepared By:</b> Norm Veen, Trustee	
<b>Date:</b> December 31, 2020	<b>Date:</b> November 10, 2022

### Definitions

Transitioning – process conducted each year or as necessary to:

- Orient new Board officers and directors to their respective role
- Guide outgoing Board members in the successful hand-off of their responsibilities and duties to their successor

### Policy Statement

The PMI-CIC BoD will complete annual (or as necessary) transitioning of responsibilities and duties between incoming and outgoing Board members.

### Purpose

The purpose of this policy is to provide guidance for the Board transitioning process to help ensure continuity of Board leadership and service to PMI-CIC members.

### Scope & Exclusions

This policy and the guidelines described within apply to all members of the PMI-CIC Board of Directors.

### Timeframes

The PMI-CIC BoD should conduct transitioning activities as soon as new Board officers and directors have been elected or appointed to their respective role. These activities would normally begin after the election of new Board officers, normally during the months of September to November. If directors are appointed in the following year, their respective Board officer should conduct transition activities with each new director as quickly as possible.

### Responsibilities

Incoming and outgoing Board members are responsible to ensure transitioning activities take place. Incoming Board officers need to ensure that they and each director in their area understand their responsibilities and duties and possess the information, training, access, and other resources to successfully assume their new role. Outgoing and/or current Board members must provide the aforementioned items and any other specific resources (e.g., emails, documents, checklists, keys, permissions, physical assets, etc.) needed by new Board members. The President-Elect is responsible overall to ensure that Board transitioning activities take place and the needed resources are provided.

### Budget Impacts

Board officers should use their discretionary budget to offset any needed orientation/get-acquainted/transition expenses (e.g., lunch/coffee meetings). These expenses should not exceed \$200 per officer.

# PMI-CIC Policies and Procedures Manual

## Areas of Focus

<i>Information</i>
<p><b>1. Meetings:</b></p> <p>1.1. Chapter Board Meetings are held each month throughout the year during the second week of the month, usually on a Tuesday or Thursday evening between 6:00 PM and 8:00 PM Central Time (contact the President-Elect for exact meeting times and locations). Board officers are expected to attend every month. If you cannot make a meeting, please contact the President-Elect. Non-elected board members must attend board meetings at least once a quarter.</p> <p>1.2. Chapter Meetings are held monthly throughout the year except for the months of July and August and the month when Professional Development Day (PDD) is held. Chapter meetings are normally held the third Thursday of the month and may be an afternoon or evening meeting (refer to the PMI-CIC website (<a href="http://www.pmi-centraliowa.org">www.pmi-centraliowa.org</a>) for exact dates, times and locations). Board members are expected to attend the monthly chapter meeting and network with the membership.</p> <p>1.3. Chapter Strategic/Annual Planning Meeting is usually held either during the first or fourth quarter of each year or as often as directed by the Board. Normally, this meeting is held for 2-4 hours on a Saturday morning. Refer to the Policies and Procedures Manual on the PMI-CIC website for more specifics about this meeting.</p> <p>1.4. Other Meetings:</p> <p>1.4.1. Board Officer Meetings – Board officers may meet with their respective directors on a periodic basis to discuss matters pertaining to their area.</p> <p>1.4.2. Region 2 Meetings are held twice a year in the Spring and Fall at a chapter city within the region (Region 2 consists of 21 chapters across 6 states in North Central America and 2 Canadian Provinces). Contact the PMI-CIC President for more information.</p> <p>1.4.3. Region 2 Presidents' Call is held monthly for all Region 2 Chapter Presidents or their designates. Contact the PMI-CIC President for more information.</p> <p>1.4.4. Leadership Institute Meeting (LIM) is held annually in a North American city and is designed to engage, educate and inform global chapter leaders. Contact the PMI-CIC President for more information.</p> <p>1.4.5. Refer to PMI-CIC website Calendar for other events</p>
<p><b>2. Key Document Review (see Resources section below for document location):</b></p> <p>2.1. PMI's Strategic Plan</p> <p>2.2. PMI's Catalog of Core Services</p> <p>2.3. PMI's Policy Manual for PMI Chapters</p> <p>2.4. PMI-CIC Strategic Foundation</p> <p>2.5. PMI-CIC Annual Plan</p> <p>2.6. PMI-CIC Recent Board Meeting Minutes</p> <p>2.7. PMI-CIC Board of Directors Key Governing Documents:</p> <p>2.7.1. PMI Code of Ethics &amp; Professional Conduct (rules of conduct)</p> <p>2.7.2. Chapter Charter (legal agreement between PMI-CIC and PMI)</p>



# PMI-CIC Policies and Procedures Manual

## **Information**

- 2.7.3. PMI-CIC Bylaws (the chapter's governing constitution)
- 2.7.4. Position Descriptions (duties and responsibilities of each board member)
- 2.7.5. Policies & Procedure Manual (how key duties and responsibilities are carried out)

### **3. Tools:**

- 3.1. Contact the VP of Operations/Director of Technology & Director of Website to get the necessary access and training to use the following chapter platforms:
  - 3.1.1. Email [Director of Technology]
  - 3.1.2. Website: provide your contact phone number to post on the chapter website [Director of Website]
  - 3.1.3. File storage (e.g., Google Drive) [Director of Technology]
  - 3.1.4. Other tool(s) as needed
- 3.2. Contact the President for needed access to PMI's leadership platform(s)

### **4. General Checklist:**

- 4.1. It is the responsibility of each incoming Board member to meet with your predecessor on the items below (if you cannot meet with your predecessor, contact the President-Elect or President):
  - 4.1.1. Budgets for which you Board role is responsible
  - 4.1.2. Tasks, tips, techniques, contacts, specific checklists that need to be performed that may/may not be documented elsewhere
  - 4.1.3. Commitments that outgoing Board member made that incoming Board member is expected to keep
  - 4.1.4. Challenges or unfinished business for the new year
  - 4.1.5. Lessons learned/suggested improvements
  - 4.1.6. Transfer of physical assets (e.g., laptop, projector, banner, marketing materials, etc.)
  - 4.1.7. Hand off of documentation/files (paper and electronic), keys, forms, checks, etc.
  - 4.1.8. Any questions you have for your predecessor
- 4.2. Outgoing Board members ensure you:
  - 4.2.1. Meet with your successor on the items above (if you cannot meet with your successor, contact the President-Elect or President)
  - 4.2.2. Include successor on communications and meeting invites (use successor's non-chapter email address until new year begins)
  - 4.2.3. Delete all email from your chapter mailbox that is not pertinent to your successor's role (*Note: Do not destroy any documents if the chapter was ever under investigation by a federal agency or if there have been any law suits brought against the chapter in order to avoid obstruction of justice charges*).
  - 4.2.4. Provide your contact information, if possible, to your successor in case any questions or issues arise during the new year

## **Resources**

(Reminders: 1) pull from the link(s) below to get the latest materials; 2) you may need to copy and paste the link(s) in your browser to access the materials)

## PMI-CIC Policies and Procedures Manual

- The following can be found at PMI's Chapter Collaboration Platform (<https://ccp.pmi.org>)  
Select "Documents" > "Resource Links":
  - Under "Essential Links" find:
    - PMI Strategic Plan
    - Catalog of Core Services
    - PMI Code of Ethics & Professional Conduct
  
  - Under "Chapter Leader Orientation Pack" find:
    - Policy Manual for PMI Chapters
    - Chapter Leader Guide for Onboarding & Transitioning
- The following can be found on the PMI-CIC website at <https://pmi-centraliowa.org/documents>:
  - Strategic Foundation
  - Chapter Charter
  - Bylaws
  - Board Meeting Minutes
  - Policies and Procedures Manual
- Position Descriptions can be found on the PMI-CIC website at <https://pmi-centraliowa.org/board-position>
- Contact the Director of Strategic Planning or the President for the most recent version of the PMI-CIC Annual Plan

# PMI-CIC Policies and Procedures Manual

## Vice President of Communications & Marketing

### Policy: Social Media

<b>Initial Release</b>	<b>Approved:</b> See Board meeting minutes
<b>Prepared By:</b> Norm Veen, Trustee	
<b>Date:</b> May 31, 2021	<b>Date:</b> November 10, 2022

### Definitions

PMI Core Values – enduring and guiding principles upon which PMI and its stakeholders act. Refer to the “Resource” section of this policy for more information on PMI’s core values.

Policy Manual for PMI Chapters – refer to the Introduction section of the PMI-CIC Policies and Procedures Manual for the definition and location of the ‘Policy Manual for PMI Chapters’ document.

Social Media – forms of electronic communication through which users create online communities to share information, ideas, messages, and other content.

### Policy Statement

The PMI-CIC’s social media presence, posts, and content must align with PMI’s core values. The PMI-CIC BoD must follow PMI’s social media guidelines to manage the chapter’s social media presence.

### Purpose

The purpose of this policy is to help ensure the appropriate, permitted, and ethical use of the PMI-CIC’s social media presence.

### Scope & Exclusions

This policy applies to the use of all social media platforms used by the PMI-CIC.

### Responsibilities

***(Note: All responsible parties must review the Social Media Policies in the ‘Policy Manual for PMI Chapters’ to ensure compliance!)***

The President and the Vice President of Communications & Marketing are responsible to review, understand, and communicate PMI’s social media policies and procedures to the PMI-CIC BoD and to ensure their compliance.

### Resources

*(Reminders: 1) pull from the link(s) below to get the latest materials; 2) you may need to copy and paste the link(s) in your browser to access the materials)*

- PMI Core Values: <https://www.pmi.org/about/learn-about-pmi/values>
- The following can be found at PMI’s Chapter Collaboration Platform (<https://ccp.pmi.org>)  
Select “Documents” > “Resource Links”:
  - Under “Promoting the Chapter Links” find:

# PMI-CIC Policies and Procedures Manual

- Social Media Tool Kit
- Chapter Brand Guidelines

## Policy: Sponsorship

<b>Initial Release</b>	<b>Approved:</b> See Board meeting minutes
<b>Prepared By:</b> Norm Veen, Trustee	
<b>Date:</b> May 31, 2022	<b>Date:</b> November 10, 2022

## Definitions

Advertising – any message or other programming material which is broadcast or otherwise transmitted, published, displayed or distributed and which promotes or markets any trade or business or any service, facility or product. Advertising includes messages containing qualitative or comparative language, price information or other indications of savings or value associated with a product or service, an endorsement or an inducement to purchase, sell or use the sponsor’s company, service, facility or product. The United States Internal Revenue Service (IRS) considers advertising income as an unrelated business income and is thereby considered taxable. See “Resources” section of this policy for more IRS information on sponsorship and advertising income.

Chapter File Repository – storage location used by the PMI-CIC BoD for electronic files. See “Resources” section of this policy for its current location.

Conflict of Interest – a situation in which a person of trust is in a position to derive personal benefit from actions or decisions made in their official capacity. In the context of this policy, persons in a position of trust include all the PMI-CIC BoD or authorized representatives of the PMI-CIC. Refer to ‘Article X – Inurement and Conflict of Interest’ of the PMI-CIC Bylaws for more information.

In-Kind Payment – a product or service that is given as payment by a sponsor in lieu of cash (also known as Payment-in-Kind).

PMI-CIC Bylaws – refer to the Introduction section of the PMI-CIC Policies and Procedures Manual for the definition and location of the ‘PMI-CIC Bylaws’ document.

PMI Code of Ethics and Professional Conduct – standard of conduct that articulates the ideals to which PMI and its members aspire and the behaviors that are mandatory in professional and volunteer roles. See “Resources” section of this policy for its current location.

Sponsor – individual, corporate entity, educational institution, or vendor that donates monetary funds and/or in-kind payments (i.e. sponsorship) for events initiated by the PMI-CIC in return for recognition, visibility, and public acknowledgement of the sponsor’s support.

Sponsorship Package – specific benefits offered by the PMI-CIC to a sponsor in exchange for monetary funds or in-kind payments.

# PMI-CIC Policies and Procedures Manual

## Policy Statement

<i>Policy Component</i>	<i>Description</i>
<b>Eligible Parties</b>	<ul style="list-style-type: none"> <li>● Sponsorships for the PMI-CIC events are open to any individual, corporate entity, educational institution, or vendor who is interested in furthering the practice of project management.</li> <li>● All potential sponsors will be reviewed for alignment with the PMI-CIC’s bylaws, policies, values, and practices by the VP of Communications &amp; Marketing prior to acceptance of donations.</li> </ul>
<b>Benefits of Sponsorship</b>	<ul style="list-style-type: none"> <li>● Opportunity to demonstrate a commitment to the practice and profession of project management by providing support for, and involvement in, the PMI-CIC</li> <li>● Gain visibility and brand awareness by showcasing sponsor’s organization, products, and services to the PMI-CIC community.</li> </ul>
<b>Sponsorship Request</b>	<ul style="list-style-type: none"> <li>● Sponsors should submit their request no later than twenty (20) calendar days before the desired PMI-CIC event date to the VP of Communications &amp; Marketing.</li> <li>● The VP of Communication &amp; Marketing will confer with the sponsor to determine the details of the Sponsorship Package.</li> <li>● Sponsor requests will be reviewed for acceptance in the order received.</li> </ul>
<b>Approval &amp; Payment</b>	<ul style="list-style-type: none"> <li>● Upon satisfactory review of the sponsor request, the VP of Communications &amp; Marketing will inform the PMI-CIC BoD to elicit the necessary disclosures.</li> <li>● All sections of Article X – Inurement and Conflict of Interest of the PMI-CIC bylaws must be complied with for the PMI-CIC BoD to approve a sponsor’s request. If any of the sections of Article X cannot be complied with or followed, the sponsor’s request must be denied to prevent a conflict of interest.</li> <li>● If there is no conflict of interest, the sponsor will be sent the PMI-CIC Sponsorship Agreement to sign and return with payment as specified in the Sponsorship Package.</li> <li>● The PMI-CIC President will sign the returned agreement with signed copies sent to the sponsor and VP of Communications &amp; Marketing, who will archive the agreement in the Chapter File Repository. If the President has an interest in the approved sponsor’s request, any other Board Officer may sign the PMI-CIC Sponsorship Agreement in lieu of the President.</li> </ul>

# PMI-CIC Policies and Procedures Manual

<b><i>Policy Component</i></b>	<b><i>Description</i></b>
<b>Disclosures</b>	<ul style="list-style-type: none"> <li>• When a sponsor is recommended either directly or indirectly to the PMI-CIC BoD, all current Board members shall disclose past, present, and future relationships with the sponsor or its representative.</li> <li>• In the interest of full disclosure, the PMI-CIC Sponsorship policy and information about specific sponsorships shall be made available upon request.</li> </ul>
<b>Restrictions</b>	<p><b><u>The PMI-CIC shall not:</u></b></p> <ul style="list-style-type: none"> <li>• Endorse products or services of any other organization (except PMI or PMI Chapters)</li> <li>• Co-brand products, services, or events of any other organization (except PMI or PMI Chapters)</li> <li>• Enter into an agreement with a sponsor or organization that neither promotes the project management profession nor abides by the <i>PMI Code of Ethics and Professional Conduct</i></li> <li>• Provide access to the PMI membership directory as a sponsor benefit</li> <li>• Agree to mass distribution to the PMI-CIC members as a sponsor benefit</li> <li>• <u>Include email advertising as a sponsor benefit</u></li> </ul>
<b>Tax Implications</b>	<p>Tax regulations permit the PMI-CIC to receive sponsorship income tax-free if what is given the sponsor in return for payment is an acknowledgement of thanks or recognition. <b><u>The PMI-CIC, however, shall not:</u></b></p> <ul style="list-style-type: none"> <li>• Make qualitative judgments on the sponsor’s organization, products or services</li> <li>• Use comparative language or language that implies some level of quality in the acknowledgment or recognition</li> <li>• Ask event attendees or the public to buy the sponsor’s products or services (even a statement such as “please patronize our sponsors” could turn the sponsorship into advertising or an endorsement, thereby jeopardizing the tax-free nature of the sponsorship payment). “Patronize” in this context means to purchase from, do business with, or be a customer or consumer of the sponsors’ products or services. Asking event attendees, however, to “stop by and visit sponsor and exhibitor booths” is permissible as long as no implication of “patronizing” is presented.</li> </ul>

# PMI-CIC Policies and Procedures Manual

## Purpose

The purpose of this policy is to provide guidance to the PMI-CIC BoD when acquiring and recognizing sponsors for PMI-CIC events. The objectives of this policy are to:

- Establish a uniform process for acquiring and recognizing sponsors
- Ensure adherence to applicable tax regulations
- Promote the profession and practice of project management
- Prevent conflict of interest.

## Scope & Exclusions

This policy applies to the sponsorship of all PMI-CIC events, but it does not represent policies that govern advertising.

## Budget Impacts

The PMI-CIC will receive the agreed upon cash or in-kind payment for each PMI-CIC event sponsorship. Any additional costs incurred by the sponsor or the PMI-CIC as a direct result of the sponsorship shall be paid by the sponsor.

In-kind payments, for example, can include sponsoring bags or other items needed for the PMI-CIC event (e.g., Professional Development Day). Care should be taken, however, that the PMI-CIC does not end up with unusable or unneeded items as a result of in-kind sponsorships.

## Responsibilities

VP of Communications & Marketing:

- Serve as the PMI-CIC Board administrator for PMI-CIC event sponsorships. These duties include:
  - o Review sponsor requests for suitability per this policy and negotiate sponsorship package
  - o Elicit disclosures and approval from the PMI-CIC BoD related to sponsor requests
  - o Prepare sponsorship agreements, obtain necessary signatures, distribute signed copies, and archive in the Chapter File Repository
  - o Collect sponsorship payments and route to:
    - VP of Finance & Treasury for deposit of cash payment
    - PMI-CIC Event Leader for in-kind payment as appropriate.

PMI-CIC BoD:

- Disclose past, present, and future relationships with sponsors or their representatives.

President or Other Board Officer:

- Review and sign on behalf of the PMI-CIC the sponsorship agreement, thereby obligating the PMI-CIC to the terms therein.

# PMI-CIC Policies and Procedures Manual

## Resources

*(Reminders: 1) pull from the link(s) below to get the latest materials; 2) you may need to copy and paste the link(s) in your browser to access the materials)*

- The Chapter File Repository is located at the link: [PMI Central Iowa Chapter - Google Drive](#)
- PMI-CIC Sponsorship Policy document for distribution to potential sponsors and the PMI-CIC membership is located in the Chapter File Repository at the link: [https://drive.google.com/drive/folders/1z2hNabr2HYJZ\\_vwJypqy\\_cJ5YdEPT8yZ?usp=sharing](https://drive.google.com/drive/folders/1z2hNabr2HYJZ_vwJypqy_cJ5YdEPT8yZ?usp=sharing)
- PMI-CIC Sponsorship Agreement template is located in the Chapter File Repository at the link: [https://drive.google.com/drive/folders/1z2hNabr2HYJZ\\_vwJypqy\\_cJ5YdEPT8yZ?usp=sharing](https://drive.google.com/drive/folders/1z2hNabr2HYJZ_vwJypqy_cJ5YdEPT8yZ?usp=sharing)
- *PMI Code of Ethics & Professional Conduct* is located at the link: <https://www.PMI.org/CodeofEthics>
- United States Internal Revenue Service (IRS) information on sponsorship and advertising income at the link: <https://www.irs.gov/charities-non-profits/advertising-or-qualified-sponsorship-payments>



# PMI-CIC Policies and Procedures Manual

## Policy: Use of PMI Intellectual Property

<b>Initial Release</b>	<b>Approved:</b> See Board meeting minutes
<b>Prepared By:</b> Norm Veen, Trustee	
<b>Date:</b> May 31, 2021	<b>Date:</b> November 10, 2022

### Definitions

PMI Chapter Administrator – PMI GHQ employee who serves as the chapter’s contact to provide ongoing guidance, maintenance and support of general chapter operations.

PMI-CIC Charter with PMI – refer to the Introduction section of the PMI-CIC Policies and Procedures Manual for the definition and location of the ‘PMI-CIC Charter with PMI’ document.

PMI Intellectual Property - refers to, all text, graphics, images, trademarks, logos, button icons, programs, software and other data, content, information and materials, tangible and intangible, and all intellectual property rights in and to the same which are owned by PMI or licensed to PMI by third parties. This includes but is not limited to PMI Content and PMI Trademarks.

Policy Manual for PMI Chapters – refer to the Introduction section of the PMI-CIC Policies and Procedures Manual for the definition and location of the ‘Policy Manual for PMI Chapters’ document.

### Policy Statement

The PMI-CIC must conform to PMI’s policies and procedures regarding the use of PMI intellectual property as specified in the PMI-CIC Charter with PMI and the Policy Manual for PMI Chapters.

### Purpose

The purpose of this policy is to help ensure the appropriate, permitted, and legal use of PMI intellectual property by the PMI-CIC BoD.

### Scope & Exclusions

This policy applies to use of all items listed above under the definition of “PMI Intellectual Property” by the PMI-CIC BoD.

### Responsibilities

**(Note: All responsible parties must review the Intellectual Property Policies in the ‘Policy Manual for PMI Chapters’ to ensure compliance!)**

The President and the Vice President of Communications & Marketing are responsible to review, understand, and communicate PMI’s intellectual property policies and procedures to the PMI-CIC BoD and to ensure their compliance.

If the PMI-CIC BoD desires to change the chapter logo, the VP of Communications & Marketing should contact the PMI Chapter Administrator to begin the process of making chapter logo revisions. Refer to the “Resources” section of this policy for the location of PMI’s brand governance and guidelines document.

# PMI-CIC Policies and Procedures Manual

## Resources

*(Reminders: 1) pull from the link(s) below to get the latest materials; 2) you may need to copy and paste the link(s) in your browser to access the materials)*

- The following can be found at PMI's Chapter Collaboration Platform (<https://ccp.pmi.org>)  
Select "Documents" > "Resource Links":
  - o Under "Promoting the Chapter Links" find:
    - Chapter Brand Guidelines

# PMI-CIC Policies and Procedures Manual

## Vice President of Finance & Treasury

### Policy: Annual Budget

<b>Initial Release</b>	<b>Approved:</b> See Board meeting minutes
<b>Prepared By:</b> Norm Veen, Trustee	
<b>Date:</b> July 31, 2022	<b>Date:</b> November 10, 2022

### Definitions

Annual Budget - represents in dollars and cents the anticipated revenues and expenses that the PMI-CIC expects to incur during the fiscal year (January 1 through December 31).

### Policy Statement

In conjunction with the Annual Planning process, the PMI-CIC is required to complete an annual budget. The annual budget should be drafted and approved by the PMI-CIC BoD no later than the February monthly Board meeting. Board approval for the annual budget requires a simple majority of the Board voting officers comprising a quorum in the manner specified in Article V – Board of Directors, Section 15 of the PMI-CIC Bylaws.

The annual budget shall include:

- All ongoing or operational expenses (administrative support, website costs, monthly chapter meeting expenses, etc.) and revenues (membership fees, monthly chapter meeting revenues, etc.)
- Anticipated revenue and expenses for the PMI-CIC's portfolio of programs, projects, and special events (e.g., Professional Development Day, Collaborate to Succeed, Educational Workshops, etc.). These events are not part of the chapter's ongoing or operational activities. The Program & Project Budgets policy should be followed for these initiatives, and the annual budget updated with the approved budget figures.

Once the annual budget is approved, it should not be changed during the year. The annual budget is a key financial control. Any material variances to it should be reviewed by the PMI-BoD to ensure the variance is legitimate. If the Board deems the variance legitimate, the new annual budget should be approved by the Board voting officers in the same manners as specified above.

If a new program, project, or special initiative is desired to be undertaken during the fiscal year that was not previously budgeted, the Program & Project Budgets policy should be followed.

### Purpose

The purpose of this policy is to:

- Help ensure the PMI-CIC is responsible with its financial resources
- Measure financial performance of the PMI-CIC during the year by reporting monthly variances from the annual budget

# PMI-CIC Policies and Procedures Manual

- Support the requirement of Article VIII – Finance, Section 3 of the PMI-CIC Bylaws for the Board to establish policies and procedures to govern the management of PMI-CIC finances.

## Scope & Exclusions

All anticipated PMI-CIC revenues and expenses should be accounted for in the annual budget.

## Responsibilities

VP of Finance & Treasury and Director of Budgets:

- Establish chart of accounts in the PMI-CIC's financial software for all items in the annual budget.
- Track all revenues and expenses against the budget.
- Report to the PMI-CIC BoD each month during the fiscal year the budgeted revenue and expenses compared to the actual amounts.

Board Officers:

- Provide input, review, and vote on the annual budget in a timely manner.
- The Board officers, especially the VP of Finance & Treasury, have a fiduciary responsibility to the PMI-CIC membership to spend their money in an appropriate and prudent manner. If appropriate, the VP of Finance & Treasury can:
  - o    Challenge how specific budget money was spent.
  - o    Choose to bring specific budget spending or reimbursement requests to the attention of the PMI-CIC BoD for discussion, and, if necessary, request a vote if a resolution cannot be found with the person(s) who are requesting expenditure or reimbursement of funds.

## Success Criteria

- The PMI-CIC BoD follow the annual budgeting policy properly.
- Money is spent prudently and within approved budget.
- The financial objectives of the PMI-CIC are successfully met.

## Resources

*(Reminders: 1) pull from the link(s) below to get the latest materials; 2) you may need to copy and paste the link(s) in your browser to access the materials)*

- The following can be found at PMI's Chapter Collaboration Platform (<https://ccp.pmi.org>)  
Select "Documents" > "Resource Links":
  - Under "Managing Chapter Finances & Administration" find:
    - Guide to Financial Management of PMI Chapters

# PMI-CIC Policies and Procedures Manual

## Policy: Bank Reconciliation

<b>Initial Release</b>	<b>Approved:</b> See Board meeting minutes
<b>Prepared By:</b> Norm Veen, Trustee	
<b>Date:</b> August 31, 2022	<b>Date:</b> November 10, 2022

### Definitions

Bank Account Reconciliation – process of confirming that:

- The bank statement for a given month is accurate
- Transactions are reflected properly in the PMI-CIC’s financial software
- The book balance for a given month in the PMI-CIC’s financial software is accurate
- Any differences between the bank and book balances are identified, investigated, explained, and balances adjusted as appropriate.

Bank Balance – bank statement account balance as of the end of a given month.

Book Balance – account balance as of the end of a given month reflected in the PMI-CIC’s financial software.

### Policy Statement

All incoming and outgoing funds to the PMI-CIC’s bank accounts will be recorded in the PMI-CIC’s financial software. Each PMI-CIC bank account for the previous month will be reconciled on a monthly basis before the next PMI-BoD meeting, usually held during the second week of each month.

This policy assumes that bank statements are available within 1-2 business days after the end of the calendar month so reconciliation can be accomplished reasonably before the next board meeting. If this is not the case, reconciliation needs to take place before the board meeting two months after the month being reconciled.

### Purpose

Bank account reconciliation is a key control of the chapter’s monetary assets and should be done in a regular and timely manner. Reconciling the bank and book balances are necessary to help ensure:

- All receipts and disbursements are recorded in the PMI-CIC’s financial software, and that they are clearing the bank in a reasonable time
- Complete and accurate monthly financial statements
- Reconciling differences are appropriate and can be explained.

### Scope & Exclusions

This policy applies to all financial accounts (i.e., checking, savings, investment, and credit card) held by the PMI-CIC.

### Responsibilities

VP of Finance & Treasury:

- Perform monthly reconciliation for each bank account held by the PMI-CIC.

PMI-CIC BoD:

- Ensure that documentation for financial transactions (e.g., receipts, invoices, expense forms, checks, etc.) that impact the PMI-CIC’s bank accounts are submitted in a timely manner to the VP of Finance & Treasury for processing.

### Resources

*(Reminders: 1) pull from the link(s) below to get the latest materials; 2) you may need to copy and paste the link(s) in your browser to access the materials)*

# PMI-CIC Policies and Procedures Manual

- The current PMI-CIC bank institution is Bank of the West located at 8300 Douglas Avenue in Urbandale, Iowa 50322 (515) 270-8054: [Bank at Urbandale, IA](#) | [Bank of the West](#)

## Policy: Bill Payment

<b>Initial Release</b>	<b>Approved:</b> See Board meeting minutes
<b>Prepared By:</b> Norm Veen, Trustee	
<b>Date:</b> September 30, 2022	<b>Date:</b> November 10, 2022

## Definitions

Bill – an amount of money owed by the PMI-CIC for goods supplied, services rendered, or expenses incurred that is documented in an invoice, contract, PMI-CIC approved budget, or expense statement.

Payment – bill that is paid from the PMI-CIC checking account to the payee via check or other fund transfer deemed appropriate by the VP of Finance & Treasury and the banking institution used for the PMI-CIC checking account.

## Policy Statement

All bills owed by the PMI-CIC shall:

- Have the proper documentation (i.e., invoice, contract, PMI-CIC approved budget, or expense statement) and approval before being paid (note that the VP of Finance & Treasury will hold up payment until the proper documentation and/or approval are provided)
- Be paid by their due date so as to not incur finance charges because of late payment.

Traditionally, bills are paid by the VP of Finance & Treasury around the 15<sup>th</sup> and the end of each month. This twice-monthly process provides regular and prompt payment of most bills without undue inconvenience placed upon the VP of Finance & Treasury. If this payment schedule is not acceptable in certain situations, the impacted parties should work with the VP of Finance & Treasury to arrange an alternate payment schedule.

## Purpose

The proper payment of bills helps to ensure:

- A good financial reputation for the PMI-CIC
- Complete and accurate monthly financial statements
- Support of the requirement of Article VIII – Finance, Section 3 of the PMI-CIC Bylaws for the Board to establish policies and procedures to govern the management of PMI-CIC finances.

## Scope & Exclusions

This policy applies to all bills owed by the PMI-CIC.

## Responsibilities

VP of Finance & Treasury:

- Review bill documentation and ensure each bill is approved for payment as appropriate.
- Pay bill from the PMI-CIC checking account by check or other fund transfer as appropriate.

President:

- Perform bill payment responsibilities in the absence of the VP of Finance & Treasury if necessary.
- Approve expenses as specified in "Reimbursement of Expenses" policy as appropriate.

PMI-CIC BoD:

# PMI-CIC Policies and Procedures Manual

- Ensure that the proper documentation and approval is given to the VP of Finance & Treasury for timely bill payment processing.

## Policy: Debit Card

<b>Initial Release</b>  <b>Prepared By:</b> Lynn Aubrey, Immediate Past President Norm Veen, Trustee	<b>Approved:</b> See Board meeting minutes
<b>Date:</b> October 31, 2022	<b>Date:</b> November 10, 2022

### Definitions

Automated Teller Machine (ATM) – machine that dispenses cash and performs other banking services when an account holder inserts a bank card.

Cash Advance – an alternative method to obtain cash using a debit card. The debit card can be used at most banks in the United States to obtain cash if an ATM is not available or the daily ATM withdrawal limit has been reached. The money for the cash advance must be in the debit cardholder's bank account at the time of obtaining the cash advance and is immediately transferred from that account to the bank providing the cash advance. There may be additional fees or charges required by the bank providing the cash advance.

Credit Card – card issued by a financial institution that allows those authorized to use it to borrow funds with which to pay for goods and services with merchants that accept credit cards for payment. The credit card imposes the condition that the cardholder pay back the borrowed funds, plus any applicable interest and any additional agreed-upon charges, either in full by the payment due date or over time.

Debit Card – also known as a check card or bank card is a payment card that can be used in place of cash to make purchases. Unlike a credit card, the money for the purchase must be in the cardholder's bank account at the time of a purchase and is immediately transferred directly from that account to the merchant's account to pay for the purchase.

Personal Identification Number (PIN) – a number allocated to an individual to validate electronic transactions.

Point Of Sale (POS) Purchase – purchase where authorized PMI-CIC board members execute the payment for goods or services and where sales taxes may become payable. A POS transaction may occur in person or online, with receipts generated either in print or electronically. POS systems are increasingly interactive and allow the placement of orders and reservations and payment of bills electronically.

### Policy Statement

<i>Policy Component</i>	<i>Description</i>
<b>Intended Use</b>	<ul style="list-style-type: none"> <li>• <u>  </u> The PMI-CIC debit card is to be used by authorized PMI-CIC board members who need to make POS purchases (1-3+ times per month) to cover meeting, event, networking, and travel expenses while conducting the formal affairs of the Chapter.</li> </ul>
<b>Rationale</b>	<ul style="list-style-type: none"> <li>• <u>  </u> Use of the PMI-CIC debit card as described above:                             <ul style="list-style-type: none"> <li>o <u>  </u> Removes the impact of Chapter expenses on the personal cash flow of board members</li> </ul> </li> </ul>

## PMI-CIC Policies and Procedures Manual

<b>Policy Component</b>	<b>Description</b>
	<ul style="list-style-type: none"> <li>o Makes expense payment and reconciliation more efficient since these POS transactions are processed by the PMI-CIC's banking institution.</li> </ul>
<b>Eligible Cardholders</b>	<ul style="list-style-type: none"> <li>• Are limited to those PMI-CIC board members that must conduct the formal affairs of the Chapter as described under the "Intended Use" component of this policy</li> <li>• *Must be approved by the PMI-CIC President to possess a PMI-CIC debit card. The President's cardholder request must be approved by the VP of Finance &amp; Treasury.</li> <li>• Must have their names added to the PMI-CIC bank account and removed when they leave the PMI-CIC BoD or no longer have a business need to use a PMI-CIC debit card.</li> </ul>
<b>Cardholder Responsibilities</b>	<ul style="list-style-type: none"> <li>• <u>    </u> Cooperate with the PMI-CIC President and the VP of Finance &amp; Treasury to have cardholder's name added to the PMI-CIC bank account.</li> <li>• <u>    </u> Read, understand, and abide by this policy. This is to acknowledge that the debit card belongs to the Chapter, and that the PMI-CIC BoD can process and investigate transactions as it sees fit.</li> <li>• <u>    </u> Read, understand, and abide by the terms and conditions established by the PMI-CIC's banking institution for debit cardholders.</li> <li>• <u>    </u> Keep the PMI-CIC debit card as secure as possible. Do not leave it unattended or give it to unauthorized people.</li> <li>• <u>    </u> Use the PMI-CIC debit card for approved expenses. Refer to the "Intended Use" and "Restrictions" components of this policy for details.</li> <li>• Submit expenditure receipts and documentation as required by the VP of Finance &amp; Treasury to the PMI-CIC President for approval. The President's expenditure receipts and documentation should be submitted to the President-Elect for approval.</li> <li>• <u>    </u> Relinquish the debit card to the PMI-CIC President when leaving the board or no longer have a business need to use the Chapter's debit card.</li> <li>• <u>    </u> Report lost, stolen, or comprised PMI-CIC debit cards to the PMI-CIC's banking institution and to the PMI-CIC President and VP of Finance &amp; Treasury as soon as possible. Follow the debit card agreement terms for these circumstances. It is recommended to keep a copy of these terms in a convenient, safe, but separate location from the PMI-CIC debit card.</li> </ul>
<b>Limits</b>	<ul style="list-style-type: none"> <li>• Currently, each PMI-CIC debit card is limited to:               <ul style="list-style-type: none"> <li>o \$500.00 ATM Withdrawal</li> <li>o \$500.00 Cash Advance</li> <li>o \$3,000.00 POS Purchase (PIN and signature required)</li> <li>o 30 Daily Transactions</li> </ul> </li> </ul>



# PMI-CIC Policies and Procedures Manual

<i>Policy Component</i>	<i>Description</i>
<b>Restrictions</b>	<p><b><u>Cardholders shall not:</u></b></p> <ul style="list-style-type: none"> <li>● Use the PMI-CIC debit card for ATM withdrawals or cash advances unless absolutely necessary</li> <li>● Use the PMI-CIC debit card for the following non-reimbursable expenses:               <ul style="list-style-type: none"> <li>○ Alcoholic beverages, except when the BoD has approved their purchase in advance. All such approvals must be noted in the BoD's meeting minutes</li> <li>○ First class and spouse travel</li> <li>○ Upgrades to air travel, car rentals or hotel rooms</li> <li>○ Purchase of clothing, luggage, toiletries and other miscellaneous personal items</li> <li>○ Supplemental travel or car rental insurance</li> <li>○ Fines, penalties or legal fees</li> <li>○ Personal entertainment or recreational expenses</li> </ul> </li> <li>● Email, text, or store on a computer sensitive cardholder data (e.g., account number)</li> <li>● Use the PMI-CIC debit card information on an unsecured website to purchase goods and services.</li> </ul>
<b>Policy Violations</b>	<ul style="list-style-type: none"> <li>● Deliberate violations of this policy shall result in:           <ul style="list-style-type: none"> <li>○ Cancellation of the offending debit card</li> <li>○ Review of the situation to determine if repayment, removal from the PMI-CIC BoD, review by the PMI (Global) Ethics Review Committee (ERC), or legal action needs to be taken.</li> </ul> </li> </ul>

## **Purpose**

The PMI-CIC has always been dependent upon the contribution of the time and talent from its members and other volunteers without compensation. It is, however, the responsibility of the Chapter to provide convenient but safe mechanisms to purchase goods and services while conducting the formal affairs of the Chapter. It is the intent of the PMI-CIC BoD to provide the convenience of a Chapter debit card while exercising fiscal constraint with its financial resources and to support the requirement of Article VIII – Finance, Section 3 of the PMI-CIC Bylaws for the Board to establish policies and procedures to govern the management of PMI-CIC finances.

## **Scope & Exclusions**

This policy applies to the use of PMI-CIC debit cards only. This policy does not apply to the use of credit cards. Currently, the PMI-CIC does not use or possess credit cards.

## **Budget Impacts**

PMI-CIC debit card expenditures should already be accounted for in an approved budget. Given that there might be exceptions to this rule and the ease of making debit card purchases, the President should approve all debit card expenditures under \$500.00 and approve all expenditures of \$500.00 or more in conjunction with the VP of Finance & Treasury. Since debit card expenses are immediately transferred from the PMI-CIC's checking account, sufficient funds in the account should always be available for this purpose.

# PMI-CIC Policies and Procedures Manual

## Responsibilities

VP of Finance & Treasury:

- Ensure the policies and procedures relating to the use of the PMI-CIC debit card have been communicated and followed.
- Determine if specific debit card request(s) and expenditure(s) should be brought to the attention of the BoD for discussion, and if necessary, a vote, if resolution cannot not be obtained with the person(s) requesting or using a Chapter debit card.
- \*Review and authorize (or deny) President's request to possess a Chapter debit card and approve all debit card expenditures of \$500.00 or more in conjunction with the President (or with the President-Elect for the President's expenditures only).
- Ensure sufficient funds are available in the PMI-CIC's checking account to cover all debit card expenditures so as not to incur any finance charges.

President:

- \*Review and authorize (or deny) all requests (except the President's) to obtain a PMI-CIC debit card. The President's request shall be authorized by the VP of Finance & Treasury.
- Ensure all cardholders read, understand, and abide by the PMI-CIC's debit card policy.
- Approve individually all debit card expenditures less than \$500.00 and expenditures of \$500.00 or more in conjunction with the VP of Finance & Treasury. Submit approval, expenditure receipts, and required documentation to the VP of Finance & Treasury for review and processing. All debit card expenditures made by the President shall be approved by the President-Elect.
- Submit President's debit card expenditure receipts and documentation to the President-Elect for approval.

President-Elect:

- Approve all debit card expenditures for the President and submit approval, expenditure receipts, and required documentation to the VP of Finance & Treasury for review and processing.

Debit Cardholder:

- Refer to the "Cardholder Responsibilities" component of this policy.

Board Officers:

- Provide input and vote on motions pertaining to PMI-CIC debit card requests and expenditures if necessary.

**\*The PMI Chapter Leaders' Guide for Financial Management of PMI Chapters lists as a control: "background checks for people with financial responsibilities and access to accounts/credit cards." This should be done at the discretion of the PMI-CIC BoD to determine if this control is warranted.**

## Resources

*(Reminders: 1) pull from the link(s) below to get the latest materials; 2) you may need to copy and paste the link(s) in your browser to access the materials)*

- The following can be found at PMI's Chapter Collaboration Platform (<https://ccp.pmi.org>)  
Select "Documents" > "Resource Links":
  - Under "Managing Chapter Finances & Administration" find:
    - Guide to Financial Management of PMI Chapters

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- PMI (Global) Ethics Review Committee (ERC) link: [Ethics Review Committee \(ERC\) | PMI](#)
- The current PMI-CIC bank institution is Bank of the West located at 8300 Douglas Avenue in Urbandale, Iowa 50322 (515) 270-8054: [Bank at Urbandale, IA](#) | [Bank of the West](#)

## Policy: Event Refunds

<b>Initial Release</b>	<b>Approved:</b> See Board meeting minutes
<b>Prepared By:</b> Dave Hudson, VP of Finance & Treasury and Norm Veen, Trustee	
<b>Date:</b> July 22, 2013	<b>Date:</b> December 12, 2013

## Definitions

Event – PMI-CIC organized activity by which people register their intention to attend (i.e. registrants) using the process specified by the Chapter.

## Policy Statement

### General Refund Terms and Conditions

- Unless otherwise specified, full refunds will be granted to cancellations received in writing up to registration closure for an event so long as the registration was completed through the PMI-CIC registration site or other process specified by the Chapter. A request for refund can be made in writing to [vpfinance@pmiofcentraliowa.org](mailto:vpfinance@pmiofcentraliowa.org) and [dirregistration@pmiofcentraliowa.org](mailto:dirregistration@pmiofcentraliowa.org) prior to event registration closure.
- Refunds will not be given if the cancellation request is received after registration for the event is closed. The reason for this is that the Chapter will have already locked in the number of meals with the venue and/or other expenses based on the number of registrants at the time of event registration closure.
- The refund will be processed by the VP of Finance & Treasury. The refund will be made directly to the credit card used for the initial registration and will take a few days to appear on the registrant's statement.
- The Director of Registration will communicate with the person(s) coordinating logistics for the event to ensure that any meals and/or other expenses are not incurred by the Chapter as a result of cancellations.
- Questions regarding the PMI-CIC refund policy should be directed to the VP of Finance & Treasury at [vpfinance@pmiofcentraliowa.org](mailto:vpfinance@pmiofcentraliowa.org).

### Transfer Policy

All individual registrations are fully transferable without fee. A copy of the original registration acknowledgement should be presented by the transferee at the registration desk when attending the event.

### Cancellation of the Event

The PMI-CIC may cancel the event for reasons including, but not limited to, insufficient enrollment, inclement weather, venue or speaker problems, etc. If the PMI-CIC cancels the event, each registrant will be rendered an automatic and full refund.

# PMI-CIC Policies and Procedures Manual

## Purpose

This policy is invoked to address the following situations: 1) a registrant cancels their registration for an event, 2) a registrant transfers their registration to another person, and 3) the event is cancelled by the PMI-CIC.

## Scope & Exclusions

This policy applies to all registrants for any event registered through the PMI-CIC.

## Responsibilities

VP of Finance & Treasury:

- Process approved refunds.
- Address any questions concerning the refund policy.

Director of Registration or VP of Operations:

- Contact the person(s) coordinating logistics for the event to ensure that any meals and/or other expenses are not incurred by the Chapter as a result of cancellations.

# PMI-CIC Policies and Procedures Manual

## Policy: Financial Reporting

<b>Initial Release</b>	<b>Approved:</b> See Board meeting minutes
<b>Prepared By:</b> Norm Veen, Trustee	
<b>Date:</b> August 31, 2022	<b>Date:</b> November 10, 2022

### Definitions

Annual Budget – represents in dollars and cents the anticipated revenues and expenses that the PMI-CIC expects to incur during the fiscal year (January 1 through December 31).

Component System (CS) – PMI web-based tool located on the PMI website that gives volunteer leaders access to important information about their chapter and a wide variety of information that is on record with PMI. The CS is used to complete the Charter Renewal application.

Internal Revenue Service (IRS) – founded in 1862, the IRS is a United States (U.S.) federal agency responsible for the collection of taxes and enforcement of tax laws.

Reconciled Month – month for which the bank reconciliation process has been completed. Refer to the "Bank Reconciliation" policy in this manual for more information.

### Policy Statement

The Vice President of Finance & Treasury shall generate and present regular financial reporting to the PMI-CIC BoD and external entities. This reporting includes, but is not limited to, the following:

- Monthly (reports as of latest reconciled month) to show how the PMI-CIC is meeting its financial revenue and spending goals:
  - Budget to Actual Report – shows revenue and spending transactions compared to the annual budget by month
  - Profit and Loss (Income) Statement – shows the year-to-date profitability (revenue compared to spending) of the PMI-CIC
  - Balance Sheet – statement of financial position that shows the financial assets and liabilities of the PMI-CIC.
- Annually (reports as of the end of the fiscal year, i.e., December 31<sup>st</sup>). These reports should be reviewed by the President and/or the PMI-BoD before they are finalized:
  - Financial reporting for the annual membership meeting that shows profit and loss for the year, major items of revenue and spending, and a balance sheet of the financial assets and liabilities of the PMI-CIC. If the annual meeting occurs in the same year that is being reported (e.g., early December), the financials should be reported as of the latest reconciled month of the year.
  - Required financial reporting for the Charter Renewal process (due by March 31<sup>st</sup> for the previous calendar year). This reporting includes annual gross receipts, expenses,

# PMI-CIC Policies and Procedures Manual

and dollars held in reserve for the PMI-CIC. Refer to the Charter Renewal policy in this manual for more information.

- o Tax Filing is the annual income tax return filed with the IRS. IRS Form 990 or 990EZ is required to be filed by May 15<sup>th</sup> for the previous calendar year. See the "Resources" section of this policy for the link of the U.S. IRS website that gives the specifics about this reporting. Also refer to the Iowa Department of Revenue website in the "Resources" section of this policy to determine if a separate Iowa tax filing is required. Previous years' tax filings can be found in PMI's Component System (CS). See the "Resources" section of this policy for the location of this system.
- Ad-hoc Financial Reporting. One-time or specially requested financial reports should be approved by the President and/or the PMI-CIC BoD before they are generated.

## Purpose

The purpose of this policy is to:

- Help ensure the PMI-CIC is responsible with its financial resources
- Measure financial performance of the PMI-CIC during the year via the monthly financial reports
- Support the requirement of Article VIII – Finance, Section 3 of the PMI-CIC Bylaws for the Board to establish policies and procedures to govern the management of PMI-CIC finances.

## Scope & Exclusions

This policy applies to all reporting of the PMI-CIC's finances.

## Responsibilities

VP of Finance & Treasury:

- Generate and publish all financial reports as required by the PMI-CIC BoD and external entities.
- Provide any narrative and address any questions as appropriate about the finances of the PMI-CIC at the monthly board and annual membership meetings.

Board Officers:

- Provide input, review, and approve as appropriate the PMI-CIC's financial reporting.

## Resources

*(Reminders: 1) pull from the link(s) below to get the latest materials; 2) you may need to copy and paste the link(s) in your browser to access the materials)*

- United States (U.S.) Internal Revenue Service (IRS) Website Link:  
<https://www.irs.gov/charities-non-profits/charitable-organizations/forms-990-990-ez-and-990-n-509a3-supporting-organizations>
- Iowa Department of Revenue Website Link:  
<https://tax.iowa.gov/iowa-tax-issues-nonprofit-entities>
- The following can be found at PMI's Chapter Collaboration Platform (<https://ccp.pmi.org>)  
Select "Documents" > "Resource Links":
  - o Under "Essential Links" find:

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- CS-Component System
- Under “Managing Chapter Finances & Administration” find:
  - Guide to Financial Management of PMI Chapters

## Policy: Investments

<b>Initial Release</b>	<b>Approved:</b> See Board meeting minutes
<b>Prepared By:</b> Norm Veen, President-Elect	
<b>Date:</b> April 3, 2010	<b>Date:</b> December 12, 2013

## Definitions

AA Bond Rating - measure of the quality and safety of a bond, based on the issuer's financial condition. More specifically, an evaluation from a rating service indicating the likelihood that a debt issuer will be able to meet scheduled interest and principal repayments. Typically, AAA is highest (best), and D is lowest (worst).

## Policy Statement

PMI-CIC may not invest or hold Chapter funds in insecure or risky instruments, including uninsured checking and saving accounts, bonds of less than AA rating, or in non-interest-bearing accounts, except where necessary to facilitate financial transactions on behalf of the PMI-CIC.

## Purpose

The purpose of this policy is to help ensure the PMI-CIC is responsible with its financial resources, to provide Board officers investment guidance for PMI-CIC funds, and to support the requirement of Article VIII – Finance, Section 3 of the PMI-CIC Bylaws for the Board to establish policies and procedures to govern the management of PMI-CIC finances.

## Scope & Exclusions

This policy applies to the management of all the PMI-CIC funds.

## Responsibilities

VP of Finance & Treasury:

- Manage the PMI-CIC funds and investments per approved policies.
- Provide Board officers financial statements to review on monthly basis.

President & Other Board Officers:

- Review financial statements on a monthly basis to validate that funds and investments are managed per approved policies.

## Success Criteria

- PMI-CIC funds are in interest-bearing, insured checking and savings accounts, except where necessary to facilitate financial transactions on behalf of the PMI-CIC.
- If some PMI-CIC funds are invested in bonds, they must have a rating of AA or higher.

## Resources

- Laughlin, Frederic L. and Andringa, Robert C., Good Governance for Nonprofits: Developing Principles and Policies for an Effective Board, AMACOM Books, 2007, ISBN: 9780814474525.

# PMI-CIC Policies and Procedures Manual

## Policy: Program & Project Budgets

<b>Initial Release</b>	<b>Approved:</b> See Board meeting minutes
<b>Prepared By:</b> Dave Hudson, VP Finance & Treasury and Russ Cooner, Director of Budgets	
<b>Date:</b> March 15, 2010	<b>Date:</b> December 12, 2013

### Definitions

Chapter File Repository – storage location used by the PMI-CIC BoD for electronic files. See “Resources” section of this policy for its current location.

Contingency - a provision in the program or project budget to mitigate risk, usually expressed as a percentage (e.g., 10%, 15%, or 20%) and/or dollar amount of the total budgeted expenses.

Program or Project Budget - represents in dollars and cents the revenues, if any, and costs or expenses to complete the program or project initiative.

### Policy Statement

Program and Project Managers for the PMI-CIC initiatives must have a budget approved by the PMI-CIC Board officers before funds can be disbursed on behalf of the program or project. Changes to an approved program or project budget must also be approved by the PMI-CIC Board officers.

Board approval for program and project budgets requires a simple majority of the Board voting officers comprising a quorum in the manner specified in Article V – Board of Directors, Section 15 of the PMI-CIC Bylaws.

### Purpose

The purpose of this policy is to:

- Help ensure the PMI-CIC is responsible with its financial resources
- Provide Program and Project Managers budgetary guidance for the PMI-CIC initiatives
- Support the requirement of Article VIII – Finance, Section 3 of the PMI-CIC Bylaws for the Board to establish policies and procedures to govern the management of the PMI-CIC finances.

### Scope & Exclusions

This policy and the procedures described within apply to all initiatives that take the form of programs and projects that the PMI-CIC has decided to undertake.

### Responsibilities

Program or Project Manager:

- Deliver a proposed budget to the PMI-CIC BoD within 30 days after being named to head the initiative or, if appropriate, request “seed” money to carry the team until the budget can be prepared and approved (seed money needs to be included in the total budget).
- Use the budget policies, procedures and artifacts provided by the VP of Finance & Treasury and the Director of Budgets.



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Once the Board officers have approved the budget, the Program or Project Manager is responsible for:

- Spending responsibly and be cognizant that the Program or Project Team is spending the membership's money.
- Tracking all revenues and expenses against the budget.
- Reporting to the PMI-CIC BoD each month during the life of the program/project the budgeted revenue and expenses compared to the actual amounts. Submit a final comparison report to the PMI-CIC BoD and archive it in the Chapter File Repository at the end of the program/project.

VP of Finance & Treasury and Director of Budgets:

- Educate Program and Project Managers and their teams on the established PMI-CIC financial policies, procedures, budget artifacts, and status reports and help to ensure their use.
- Establish chart of accounts in the PMI-CIC's financial software for the approved program/project budget.
- Record approved budgeted and actual amounts for the program/project in the PMI-CIC's financial software.

Board Officers:

- Review and vote on proposed budgets in a timely manner.
- The Board officers, especially the VP of Finance & Treasury, have a fiduciary responsibility to the PMI-CIC membership to spend their money in an appropriate and prudent manner. If appropriate, the VP of Finance & Treasury can:
  - o Challenge how specific budget money was spent.
  - o Chose to bring specific budget spending or reimbursement requests to the attention of the Board officers for discussion, and, if necessary, request a vote if a resolution cannot be found with the person(s) who are requesting expenditure or reimbursement of funds.

## Success Criteria

- Program/Project Teams follow budget request, approval and reporting procedures properly.
- Money is spent prudently and within approved budget.
- Program/Project objectives are successfully met.

## Resources

*(Reminders: 1) pull from the link(s) below to get the latest materials; 2) you may need to copy and paste the link(s) in your browser to access the materials)*

- The Chapter File Repository is located at the link: [PMI Central Iowa Chapter - Google Drive](#)

# PMI-CIC Policies and Procedures Manual

## Policy: Reimbursement of Expenses

<b>Initial Release</b>	<b>Approved:</b> See Board meeting minutes
<b>Prepared By:</b> Dave Hudson, VP Finance & Treasury	
<b>Date:</b> June 7, 2013	<b>Date:</b> December 12, 2013

### Policy Statement

The PMI-CIC is to reimburse individuals for approved, reasonable, proper and necessary expenses incurred in conjunction with approved initiatives of the Chapter.

### Purpose

The PMI-CIC has always been dependent upon the contribution of the time and talent from its members and other volunteers without compensation. It is, however, the responsibility of the Chapter to provide reimbursement for out-of-pocket expenses incurred while conducting the formal affairs of the Chapter. It is the intent of the PMI-CIC BoD to compensate the volunteers of the Chapter fairly for their out-of-pocket expenses while exercising fiscal constraint with its financial resources and to support the requirement of Article VIII – Finance, Section 3 of the PMI-CIC Bylaws for the Board to establish policies and procedures to govern the management of PMI-CIC finances.

### Scope & Exclusions

This policy applies to cover volunteer out-of-pocket expenses while engaged in authorized work for the Chapter, subject to the related policies and procedures described within this document. The financial liability of the PMI-CIC to any volunteer who incurs out-of-pocket expenses while performing work for the Chapter is limited to the funds authorized by the appropriate Board officer and for which have been properly budgeted.

### Related Policies

<i>Title</i>	<i>Policy</i>
<b>Non-Reimbursable Expenses</b>	<p>The following are non-reimbursable expenses unless the PMI-CIC BoD approves an exception to these guidelines. Such exceptions should, whenever feasible, be made in advance of incurring any pertinent expense.</p> <ul style="list-style-type: none"> <li>• Alcoholic beverages, except when the BoD has approved their purchase in advance. All such approvals must be noted in the BoD's meeting minutes</li> <li>• First class and spouse travel</li> <li>• Upgrades to air travel, car rentals or hotel rooms</li> <li>• Purchase of clothing, luggage, toiletries and other miscellaneous personal items</li> <li>• Supplemental travel or car rental insurance</li> <li>• Fines, penalties or legal fees</li> <li>• Personal entertainment or recreational expenses</li> </ul>
<b>Cash Advances</b>	<p>Funds are normally reimbursed upon delivery of a paid receipt from a vendor or service provider. It is not the normal policy of the PMI-CIC to make cash advances. The VP of Finance &amp; Treasury may make an exception to this policy in the event of exceptional situations, or if time is of the essence.</p>

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<i>Title</i>	<i>Policy</i>
<b>Travel Expenses</b>	<p>The policy of the PMI-CIC is to reimburse individuals for approved, reasonable, proper and necessary travel expenses incurred in conjunction with approved initiatives of the Chapter. It is the Chapter's policy that all travel be conducted in the least expensive manner as possible. Receipts are required for all transportation expenses of \$10.00 or greater. The PMI-CIC will reimburse for:</p> <ul style="list-style-type: none"> <li>● <b><u>Mileage Reimbursement</u></b> in a privately owned vehicle (POV) at the current Internal Revenue Service (IRS) approved rate.</li> <li>● <b><u>Parking and Tolls</u></b> associated with long distance trips.</li> <li>● <b><u>Air Travel:</u></b> <ul style="list-style-type: none"> <li>○ <u>For</u> airfares to approved destinations. Travelers should use the lowest airfares possible and will be reimbursed for special promotional tourism or economy fares as long as these fares do not exceed the lowest available coach fares.</li> <li>○ <u>Airfare</u> for first class and spouse travel is not reimbursable.</li> <li>○ <u>In</u> cases where cancellation fees/penalties are incurred as result of a change of plans, the fees will be reimbursed if there is a valid business reason for the change of plans. Acceptable business reasons include the organization canceling or altering the trip or delays in flight connections. The explanation should be attached as documentation with the PMI-CIC Expense Report Worksheet. In instances where these fees/penalties are incurred without adequate explanation, the cost of the fees/penalties will not be reimbursed.</li> </ul> </li> <li>● <b><u>Lodging</u></b> accommodations that meet business and personal needs and offer good value should be selected whenever possible. Travelers should use standard single room accommodations at medium range hotels whenever possible. Additional room upgrade costs (e.g., suite, executive floor, room with a view, etc.) are not reimbursable. Receipts for all lodging must be attached to the PMI-CIC Expense Report Worksheet and itemized by expense category (hotel, meals, telephone, parking, etc.). Travelers will be reimbursed for actual lodging costs.</li> <li>● <b><u>Hotel Surcharges</u></b> such as internet charges to access e-mail, conduct Chapter business, and other job-related duties while traveling are reimbursable up to \$10.00 per day. Personal phone calls to the traveler's home are not reimbursable, only Chapter related calls are reimbursable. Hotel long distance phone service only should be used as a last resort since these surcharges can be as much as 100% of the actual cost of the call.</li> <li>● <b><u>Meal Reimbursement</u></b> includes breakfast, lunch and dinner (includes tips). Excluded are alcoholic beverages, entertainment expenses and other types of personal expenses not relating to these specific meals. Reimbursement is not to exceed \$50.00 per day or the per diem limit set by the PMI-CIC BoD.</li> <li>● <b><u>Automobile Rental</u></b> should be used only when the cost advantages are clearly justified (i.e., the cost of the rental car would be less than</li> </ul>

# PMI-CIC Policies and Procedures Manual

<i>Title</i>	<i>Policy</i>
	<p>using taxis, etc.). Travelers are expected to use one of the lower cost car rental firms. All rental car receipts received by the traveler must be submitted with the PMI-CIC Expense Report Worksheet.</p> <ul style="list-style-type: none"> <li>● <b>Ground Transportation</b> when necessary (e.g., when complimentary shuttle service is not available). Taxicabs should be used where possible since they are generally the lowest cost and preferred method of ground transportation.</li> </ul>

## Responsibilities

VP of Finance & Treasury:

- Ensure the policies and procedures relating to reimbursement of out-of-pocket expenses have been followed. May choose to bring specific spending or reimbursement requests to the attention of the BoD for discussion, and if necessary, a vote, if resolution cannot be obtained with the person(s) requesting reimbursement.
- Approve out-of-pocket expenditures up to \$500.00 and expenditures of \$500.00 or more in conjunction with the President (this only applies for expenditures that are not part of an approved budget). Write and distribute checks for out-of-pocket expenses twice each month, near the middle and last of days of the month.

President:

- Approve out-of-pocket expenditures of \$500.00 or more in conjunction with the VP of Finance & Treasury (this only applies for expenditures that are not already part of an approved budget).

President-Elect:

- Approve out-of-pocket expenditures of \$500.00 or more for the President (this only applies for expenditures that are not already part of an approved budget).

Other Board Officers:

- Ensure Directors within area of responsibility submit out-of-pocket expenses that are approved and properly budgeted.
- If necessary, approve by a simple majority of the Board voting officers (excluding the President) comprising a quorum (in the manner specified in Article V- Board of Directors, Section 15 of the PMI-CIC Bylaws), out-of-pocket expenditures of \$500.00 or more for the President (this only applies for expenditures that are not already part of an approved budget).

Requestor to be Reimbursed:

- Ensure reimbursable expenses have been properly budgeted and/or approved by the appropriate Board officer. If a request item is questionable, discuss proposed expenditure with the VP of Finance & Treasury before committing funds.
- Complete PMI-CIC Expense Report Worksheet to request out-of-pocket expenses and attach detailed receipts and submit these to the VP of Finance & Treasury for reimbursement. Email, with the PMI-CIC Expense Report Worksheet and scanned receipts as attachments, is the preferred method for submitting items for reimbursement.

## Procedure: Expense Reporting & Reimbursement

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<i>Timeframe</i>	<i>Activity</i>	<i>Responsibility</i>
<b>Within 30 days of incurred expenses</b>	<b>1. Ensure all expenses to be submitted for reimbursement are substantiated with original receipts:</b>	Requestor to be reimbursed
	1.1. In the event that it is impractical to obtain a required receipt or if such receipt has been inadvertently destroyed, the requestor should furnish a written statement to that effect, as well as an explanation of the expenditure involved	
	<b>2. Complete PMI-CIC Expense Report Worksheet:</b>	Requestor to be reimbursed
	2.1. Show name, mailing address and email address of the person who will receive the check	
	2.2. Give purpose of expenditures (e.g., Attended PMI Region 2 Meeting)	
	2.3. If prior authorization is required, list who authorized expenses	
	2.4. Itemize expenses by date in the categories shown on the Expense Report	
	2.5. Make a copy of Expense Report and receipts for requestor's records	
	2.6. Sign and date Expense Report and attach original receipts and other required documentation to Expense Report	
	<b>3. Submit PMI-CIC Expense Report Worksheet and Receipts to VP of Finance &amp; Treasury:</b>	Requestor to be reimbursed
	3.1. Email, with the PMI-CIC Expense Report Worksheet and scanned receipts as attachments, is the preferred method for submitting items for reimbursement.	
	3.2. If mailing Expense Report, send to "PMI-CIC, P.O. Box 71396, Des Moines, IA 50325	
<b>Within 2 weeks of receipt of Expense Report</b>	<b>4. Review Expense Report:</b>	
	4.1. Perform due diligence to ensure Expense Report and attached receipts are in order, total correctly and that the expenses have the proper authorization, as appropriate. If reimbursement request is in good order, proceed to step or activity #5.	VP Finance & Treasury
	4.2. If there are questions, errors or challenges to the expenses, the VP of Finance & Treasury will contact the requestor for clarification and/or correction. Upon clarification and/or correction, if reimbursement request is now in good order, proceed to step or activity #5.	VP Finance & Treasury and Requestor to be reimbursed
	4.3. If VP of Finance & Treasury and requestor cannot come to resolution on reimbursement, the VP of Finance & Treasury must bring reimbursement request to the attention of the Board for discussion, and, if necessary, vote on the resolution of the reimbursement request. If reimbursement request is approved, proceed to step or	VP Finance & Treasury and Board Officers

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<b>Timeframe</b>	<b>Activity</b>	<b>Responsibility</b>
	activity # 5. If request is not approved, proceed to step or activity #7)	
<b>Upon completion of review of Expense Report</b>	<b>5. Approve Reimbursement Request:</b>	
	5.1. Approve and sign Expense Report if under \$500.00 (this approval only applies for expenditures that are not already part of an approved budget)	VP Finance & Treasury
	5.2. If Expense Report is \$500.00 or over, ensure that the President's approval has been obtained in writing (via either hardcopy or e-mail) and attach to Expense Report (this approval only applies for expenditures that are not already part of an approved budget)	VP Finance & Treasury and President
	5.3. If Expense Report is \$500.00 or over and reimburses the President, ensure that either the President-Elect's approval has been obtained in writing (via either hardcopy or e-mail) or a simple majority vote of the Board officers, excluding the President, has been obtained (this approval only applies for expenditures that are not already part of an approved budget)	VP Finance & Treasury, President-Elect or Board Officers
<b>Upon Request Approval</b>	<b>6. Issue check for Reimbursable Expenses to Requestor:</b>	
<b>Checks are normally cut twice a month (middle and end of the month)</b>	6.1. Issue check from Chapter checking account and record expenses in appropriate Chart of Accounts	VP Finance & Treasury
	6.2. Mail or distribute check to requestor	VP Finance & Treasury
	6.3. File Expense Report & receipts per PMI record retention policy	VP Finance & Treasury
<b>End of Procedure</b>	<b>7. Expense Reporting &amp; Reimbursement Procedure Complete</b>	

### Resources

- Contact the VP Finance & Treasury for the PMI-CIC Expense Report Worksheet (or other desired expense form) referenced in this procedure.

# PMI-CIC Policies and Procedures Manual

## Policy: Reserve Funds

<b>Initial Release</b>	<b>Approved:</b> See Board meeting minutes
<b>Prepared By:</b> John Durman, VP of Finance & Treasury	
<b>Date:</b> August, 2014	<b>Date:</b> September 11, 2014

### Definitions

Chapter Expenses – represents in dollars and cents all expenses incurred by the PMI-CIC in a fiscal year (i.e., on-going operating expenses, project and program expenses, and expenses from any other initiatives conducted by the PMI-CIC).

Reserve Funds – represents in dollars and cents PMI-CIC funds designated for use in emergencies to sustain financial operations in the unanticipated event of significant unbudgeted increases in Chapter expenses and/or losses in Chapter revenues.

### Policy Statement

The PMI-CIC shall ensure that funds in the amount equal to a minimum of 85% of the annual PMI-CIC expenses, based on an average calculation of the actual Chapter expenses from the prior three years, are held in reserve. Reserve funds should be moved into the PMI-CIC insured savings account. Reserve funds can only be spent once a business case to do so is presented to the PMI-CIC BoD and approved by a simple majority of the voting officers of the Board.

### Purpose

The purpose of this policy is to set aside PMI-CIC funds for use in emergencies to sustain financial operations in the unanticipated event of significant unbudgeted increases in Chapter expenses and/or losses in Chapter revenues, and to support the requirement of Article VIII – Finance, Section 3 of the PMI-CIC Bylaws for the Board to establish policies and procedures to govern the management of PMI-CIC finances.

### Scope & Exclusions

This policy applies to the management of all PMI-CIC expenses.

### Timeframes

Reserve funds should be reviewed annually each January to ensure the designated amount is held in reserve as defined by this policy. This review should be part of the annual budgeting process conducted by the PMI-CIC BoD.

### Responsibilities

VP of Finance & Treasury:

- Manage the PMI-CIC reserve fund per approved PMI-CIC policies.
- Provide Board officers with the average calculation of the actual Chapter expenses from the prior three years to review on an annual basis.
- Make recommendations to the Board officers as to amount that should be held in reserve as part of the annual budgeting process.

President & Other Board Officers:

## PMI-CIC Policies and Procedures Manual

- Review amount to be held in reserve each year as part of the annual budgeting process and validate that the PMI-CIC reserve funds are managed per approved PMI-CIC policies.

### Resources

*(Reminders: 1) pull from the link(s) below to get the latest materials; 2) you may need to copy and paste the link(s) in your browser to access the materials)*

- The following can be found at PMI's Chapter Collaboration Platform (<https://ccp.pmi.org>)  
Select "Documents" > "Resource Links":
  - o Under "Managing Chapter Finances & Administration" find:
    - Guide to Financial Management of PMI Chapters



# PMI-CIC Policies and Procedures Manual

## Vice President of Membership & Volunteerism

### Policy: Use of PMI Membership Information

<b>Initial Release</b>	<b>Approved:</b> See Board meeting minutes
<b>Prepared By:</b> Norm Veen, Trustee	
<b>Date:</b> April 30, 2021	<b>Date:</b> November 10, 2022

### Definitions

Chapter Reporting System (CRS) – PMI web-based resource that provides chapter leaders with access to current and prospective membership reports and multiple years’ survey results from the PMI Annual Chapter Member Satisfaction Survey. The CRS Finance Tab reflects individual member transactions that occur during the month and transactions PMI makes to the PMI-CIC during the month. The forerunner to this resource was PMI’s Data Exchange Program (DEP).

PMI-CIC Charter with PMI – refer to the Introduction section of the PMI-CIC Policies and Procedures Manual for the definition and location of the ‘PMI-CIC Charter with PMI’ document.

Policy Manual for PMI Chapters – refer to the Introduction section of the PMI-CIC Policies and Procedures Manual for the definition and location of the ‘Policy Manual for PMI Chapters’ document.

### Policy Statement

The PMI-CIC must abide by all policies and guidelines established by PMI related to the use and protection of PMI membership data as specified in the PMI-CIC Charter with PMI and the Policy Manual for PMI Chapters.

### Purpose

The purpose of the PMI membership policies is to help ensure the appropriate, permitted, and legal use of all membership data by the PMI-CIC BoD.

### Scope & Exclusions

PMI membership policies apply to all chapter functions where the use of PMI-CIC membership data is considered. There are no known exceptions where these policies do not apply.

### Timeframes

The Chapter Reporting System (CRS) is updated as follows:

- Membership data: daily after 8:00 AM Central Time
- Financial data: within the first 5-9 days of each month

### Responsibilities

**(Note: All responsible parties must review the Membership Policies in the ‘Policy Manual for PMI Chapters’ to ensure compliance!)**

The President and the Vice President of Membership & Volunteerism are responsible to review, understand, and communicate PMI’s membership policies and procedures to the PMI-CIC BoD and to ensure their compliance.

# PMI-CIC Policies and Procedures Manual

## Resources

*(Reminders: 1) pull from the link(s) below to get the latest materials; 2) you may need to copy and paste the link(s) in your browser to access the materials)*

- The following can be found at PMI's Chapter Collaboration Platform (<https://ccp.pmi.org>)  
Select "Documents" > "Resource Links":
  - o Under "Essential Links" find:
    - CRS-Chapter Reporting System (click on "Help?" for tutorials)

# PMI-CIC Policies and Procedures Manual

## Vice President of Operations

### Policy: Information Security

<b>Initial Release</b>	<b>Approved:</b> See Board meeting minutes
<b>Prepared By:</b> Norm Veen, Trustee	
<b>Date:</b> April 30, 2022	<b>Date:</b> November 10, 2022

### Definitions

Information Security – the defense and secure use of the PMI-CIC’s electronic systems, information, and data to protect them from loss, theft, or unauthorized use.

Policy Manual for PMI Chapters – refer to the Introduction section of the PMI-CIC Policies and Procedures Manual for the definition and location of the ‘Policy Manual for PMI Chapters’ document.

Technology Assets – include computers, mobile devices, electronic media, and electronic systems owned by the PMI-CIC; owned by or in possession of a leader, volunteer, and authorized representative of the PMI-CIC; and are used to access, process, transmit, or store chapter and PMI information.

### Policy Statement

The PMI-CIC must abide by all applicable policies established by PMI related to information security as specified in the Policy Manual for PMI Chapters.

### Purpose

The purpose of this policy is the protection, defense, and secure use of the PMI-CIC’s and PMI’s electronic systems, information, and data that are critical to the reputations of both the PMI-CIC and PMI.

### Scope & Exclusions

This umbrella policy includes, but is not limited to, the specific PMI information security policies listed below (refer to the ‘Policy Manual for PMI Chapters’ for detailed information on these policies and other policies that may be applicable to the PMI-CIC):

- Security Patch Management
- Virus and Malware Protections
- Backups
- Access Control and Passwords
- Payment Data Protection
- Personal Data Protection (also refer to the PMI-CIC ‘Membership Data Use’ policy)
- Incident Reporting
- Chapter Security Risk Assessment
- Chapter Vendor and Third-Party Security

# PMI-CIC Policies and Procedures Manual

## Responsibilities

***(Note: All responsible parties must review the Information Security Policies in the 'Policy Manual for PMI Chapters' to ensure compliance!)***

President:

- Review, understand, and communicate PMI's information security policies to the PMI-CIC BoD and ensure their compliance.
- Work with the VP of Operations to address any information security questions and concerns as appropriate.

VP of Operations:

- Ensure that the PMI-CIC's technology assets and vendor/third-party security adhere to all applicable PMI information security policies.
- Address any information security questions and concerns from the PMI-CIC membership.
- Serve as 'Designated Chapter Security Point of Contact' for the communication of chapter security matters with PMI. This role includes:
  - Completing chapter information security risk assessment surveys requested by PMI
  - Notifying PMI of any suspected or confirmed information security incidents.

PMI-CIC BoD:

- Review, understand, and adhere to PMI's information security policies.
- Report any suspected or confirmed information security incidents to the VP of Operations immediately.
- Direct information security questions and concerns to the VP of Operations.

## Resources

*(Reminders: 1) pull from the link(s) below to get the latest materials; 2) you may need to copy and paste the link(s) in your browser to access the materials)*

- The following can be found at PMI's Chapter Collaboration Platform (<https://ccp.pmi.org>)  
Select "Documents" > "Resource Links":
  - Under "Website & Technology" find related documentation

# PMI-CIC Policies and Procedures Manual

## Policy: Record Retention

<b>Initial Release</b>	<b>Approved:</b> See Board meeting minutes
<b>Prepared By:</b> Norm Veen, Trustee	
<b>Date:</b> March 31, 2022	<b>Date:</b> November 10, 2022

### Definitions

Chapter File Repository – storage location used by the PMI-CIC BoD for electronic files. See “Resources” section of this policy for its current location.

Information of No Value – information in any form (i.e. hard/paper/electronic files) that does not have a retention period defined in this policy, and which is deemed by the PMI-CIC BoD as having no value to current or future board members.

Record Retention – methods and practices used by the PMI-CIC to maintain important information for a required period of time for administrative, financial, legal, and historical purposes. These include the disposal of information whose retention period has expired or is of no value. Record retention applies to information in the form of hard or paper files and electronic records such as text documents, email, media files, presentations, spreadsheets, etc.

### Policy Statement

The PMI-CIC must abide by all policies and schedules established by PMI concerning chapter record retention. No information must be destroyed if the PMI-CIC is ever under investigation by a governmental agency or if there have been any law suits brought against the PMI-CIC in order to avoid obstruction of justice charges.

### Purpose

The purpose of this policy is to help ensure that information of the PMI-CIC is adequately protected and maintained and to ensure that information whose retention period has expired or is of no value is properly disposed at the appropriate time.

### Scope & Exclusions

This policy applies to the records described in the table below, which includes the retention period, the responsible area for the retention and disposal of each listed record, and its storage location(s).

#### Table Legend:

- Permanent = for as long as the PMI-CIC exists
- WS = PMI-CIC Website
- CFR = PMI-CIC Chapter File Repository directory
- FS = PMI-CIC Financial Software
- HF = Hard/Paper Files or other physical items (e.g., plaques, trophies, audio-visual discs, tapes, etc.) in the possession of the Responsible Area

<b>Record Description</b>	<b>Retention Period</b>	<b>Responsible Area</b>	<b>Location</b>
Articles of Incorporation & Amendments	Permanent	President	WS & CFR
Chapter Charter Agreement	Permanent	President	WS & CFR
Strategic Foundation (PMI-CIC Strategy)	Permanent	President	WS & CFR
Awards & Plaques	Permanent	President	HF

# PMI-CIC Policies and Procedures Manual

<i>Record Description</i>	<i>Retention Period</i>	<i>Responsible Area</i>	<i>Location</i>
Bylaws	Permanent	Immediate Past President	WS & CFR
Board of Directors Position Descriptions	Permanent	President Elect	WS & CFR
Policies and Procedures	Permanent	President Elect	WS & CFR
Employer Identification Number (EIN)	Permanent	Finance	FS & CFR
Group Tax Exemption Form & IRS Letter	Permanent	Finance	CFR
Chapter Brochure	Permanent	Marketing	WS, CFR, HF
Chapter Logo & Approval Certificate from PMI-GHQ	Permanent	Marketing	CFR
Audit Reports	Seven Years	President	CFR
Bank Statements/Reconciliations/Checks	Seven Years	Finance	FS
Financial Records & Transactions	Seven Years	Finance	FS
Invoices	Seven Years	Finance	CFR
Tax Filings	Seven Years	Finance	FS & CFR
Contracts/Agreements with External Parties	Seven Years	President – Non-Technology Operations – Technology	CFR
Annual Plans	Three Years	President	CFR
Annual Reports	Three Years	President	WS & CFR
Expired Insurance Policies	Three Years	President	CFR
Board of Directors Meeting Minutes	Three Years	President Elect	WS & CFR
Charter Renewal Submissions	Three Years	Immediate Past President	CFR
Election Records	Three Years	Immediate Past President	CFR
Email*	One Year	All PMI-CIC BoD	Email Mailboxes
Current Insurance Policy	Current Year	President	CFR
Board of Directors Listing	Current Year	Immediate Past President	WS & CFR

\*PMI-CIC BoD email should be deleted each year unless:

- Individual email has ongoing value to the current or future mailbox owner
- Circumstances defined in the "Policy Statement" warrant the retention of email

## Disposal Methods

Hard or paper files whose record retention period has expired or are of no value, should be destroyed in a secure and permanent method such as shredding. If the Responsible Area is unable to destroy these records as defined above, an external party should be engaged to accomplish the disposal.

Electronic files whose record retention period has expired or are of no value, can be deleted from the Chapter File Repository or from another software repository as appropriate. If it is deemed necessary by the Responsible Area to keep electronic files beyond their retention period, they can be compressed and archived to another area on the Chapter File Repository or to another software repository as appropriate. Care should be taken that excess file storage is not consumed by expired files or files that are of no value.

## Budget Impacts

Annual costs, if any, for the Chapter File Repository should already be included in the PMI-CIC's Annual Operating Budget. Destruction of hard or paper files done by an external party should be budgeted when the timing is appropriate. This cost should be less than \$200 per occurrence.

## Timeframes & Responsibilities

For each role below, the listed activities should take place annually:

President:

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- Review, understand, and communicate the PMI-CIC's record retention policy to the PMI-CIC BoD and ensure its compliance.

PMI-CIC BoD listed as the "Responsible Area" in the record retention table above:

- Review the records for which you are responsible and ensure their disposition is in compliance with this policy.

VP of Operations & Director of Records Management:

- Request and seek approval for funding of record disposal by external party if warranted.
- Review record retention table and compare to PMI's record retention schedule to determine if new records should be added. See "Resources" section of this policy for the location of PMI's record retention schedule.

## Resources

*(Reminders: 1) pull from the link(s) below to get the latest materials; 2) you may need to copy and paste the link(s) in your browser to access the materials)*

- The Chapter File Repository is located at the link: [PMI Central Iowa Chapter - Google Drive](#)
- The following can be found at PMI's Chapter Collaboration Platform (<https://ccp.pmi.org>)  
Select "Documents" > "Resource Links":
  - o Under "Managing Chapter Finances & Administration" find:
    - Chapter Record Retention

# PMI-CIC Policies and Procedures Manual

## Policy: Website

<b>Initial Release</b>	<b>Approved:</b> See Board meeting minutes
<b>Prepared By:</b> Norm Veen, Trustee	
<b>Date:</b> April 30, 2022	<b>Date:</b> November 10, 2022

## Definitions

Chapter Web Services (CWS) Provider Program – website hosting and support option available to all PMI chapters. This program enables chapters to contract with providers of web services that have been qualified, tested, audited, and approved by PMI.

Internet Domain Name – unique name of an organization or person on the internet. The name is combined with a generic top-level domain (gTLD), such as .com or .org. pmi-centraliowa.org is the domain name for the PMI-CIC’s website.

Policy Manual for PMI Chapters – refer to the Introduction section of the PMI-CIC Policies and Procedures Manual for the definition and location of the ‘Policy Manual for PMI Chapters’ document.

Website Hosting – online service from an Internet Service Provider (ISP), e.g., Dark Rhino, that makes the PMI-CIC website’s content accessible on the internet. The website hosting service provides:

- Space on a physical server to store the website’s files and data
- Technology and resources for the effective and secure operation of the website

## Policy Statement

All PMI chapters are required to establish and maintain a website in accordance with the policies specified in the Policy Manual for PMI Chapters.

## Purpose

The purpose of this policy is to provide the PMI-CIC an internet presence for marketing, communication, and membership purposes.

## Scope & Exclusions

This umbrella policy includes, but is not limited to, the specific PMI website policies listed below (refer to the ‘Policy Manual for PMI Chapters’ for detailed information on these policies and other policies that may be applicable to the PMI-CIC):

- Chapter Website Development, Hosting, and Naming
- Chapter Website Content and Logo Use
- Links to PMI Home Page (PMI.org)
- Chapter Web Services (CWS) Provider Program



# PMI-CIC Policies and Procedures Manual

## Responsibilities

***(Note: All responsible parties must review the Website Policies in the 'Policy Manual for PMI Chapters' to ensure compliance!)***

President:

- Review, understand, and communicate PMI's website policies to the PMI-CIC BoD and ensure their compliance.

VP of Operations and Director of Website:

- Ensure that the PMI-CIC's website adheres to all applicable PMI website policies.
- Perform the necessary activities to develop and maintain the PMI-CIC's website.

## Resources

*(Reminders: 1) pull from the link(s) below to get the latest materials; 2) you may need to copy and paste the link(s) in your browser to access the materials)*

- The following can be found at PMI's Chapter Collaboration Platform (<https://ccp.pmi.org>)  
Select "Documents" > "Resource Links":
  - o Under "Website & Technology" find related documentation

# PMI-CIC Policies and Procedures Manual

## Vice President of Professional Development

### Policy: Educational Activities

<b>Initial Release</b>	<b>Approved:</b> See Board meeting minutes
<b>Prepared By:</b> Norm Veen, Trustee	
<b>Date:</b> February 7, 2022	<b>Date:</b> November 10, 2022

### Definitions

Continuing Certification Requirements (CCR) Program – set of requirements and tools designed for PMI certification holders to:

- Continue to upgrade their project management knowledge and skills over time
- Earn Professional Development Units (PDUs) to fulfill CCR requirements for their specific certification(s)
- Record and track their professional development activities and renew their certification(s).

Education Professional Development Unit (PDU) – PDU category of learning opportunities that expands and enhances a person’s technical, leadership, strategic and business management, or digital skills. All education PDU activities must align with the PMI Talent Triangle.

Giving Back Professional Development Unit (PDU) – PDU category of activities that enables a person to share their knowledge and skills as a means to contribute to and help build the project management profession. Giving back PDU activities do not need to align with the PMI Talent Triangle.

PMI Talent Triangle – ideal skill set determined by PMI for project practitioners that is a combination of technical, leadership, strategic and business management, and digital expertise.

Policy Manual for PMI Chapters – refer to the Introduction section of the PMI-CIC Policies and Procedures Manual for the definition and location of the ‘Policy Manual for PMI Chapters’ document.

Professional Development Unit (PDU) – one-hour block of time spent learning, teaching others, or volunteering. PDUs are the measuring unit used to quantify approved learning and professional service activities. PMI certifications (e.g., PMP, PMI-ACP, etc.) require a specified number of PDUs be obtained during its renewal cycle (3 years for most certifications) in order for the holder to maintain certification status.

### Policy Statement

The PMI-CIC must abide by all policies established by PMI related to chapter educational activities as specified in the Policy Manual for PMI Chapters and the Continuing Certification Requirements (CCR) Handbook.

# PMI-CIC Policies and Procedures Manual

## Purpose

The purpose of this policy is to help ensure that educational activities organized by the PMI-CIC meet the requirements of PMI's Continuing Certification Requirements (CCR) program.

## Scope & Exclusions

This policy applies to all educational activities organized by the PMI-CIC that award PDUs. The Policy Manual for PMI Chapters provides the following guidelines when organizing educational activities:

- Chapter responsibilities when offering PDUs
- Use of logos to promote PDU events
- Use of PMI Education Provider Portal and CCR System to register PDU-earning activities

## Timeframes

The PMI policies and instructions for the PMI-CIC's educational activities that award PDUs must be followed for each educational activity during the year.

## Responsibilities

**(Note: All responsible parties must review the Chapter Educational Activity Policies in the 'Policy Manual for PMI Chapters' and the information in the 'Continuing Certification Requirements (CCR) Handbook' to ensure compliance!)**

President:

- Review, understand, and communicate PMI's educational activities policies to the PMI-CIC BoD and ensure their compliance.

VP of Professional Development/Director of Professional Development Day/Director of Programs:

- Develop and deliver educational activities in accordance with the PMI-CIC's annual plan.
- For each educational activity:
  - o Identify the correct number of PDUs and assign them to the proper category within the PMI Talent Triangle
  - o Register with PMI via the Education Provider Portal
  - o Provide PMI certified attendees the proper documentation to report their PDUs to PMI or report the PDUs to PMI on their behalf.

VP of Operations/Director of Registration:

- Provide registration of attendees for PMI-CIC educational activities.
- Provide registration information to Professional Development in support of PDU reporting on behalf of PMI certified attendees.

## Resources

*(Reminders: 1) pull from the link(s) below to get the latest materials; 2) you may need to copy and paste the link(s) in your browser to access the materials)*

- Continuing Certification Requirements (CCR) Handbook: <https://ccrs.pmi.org/info/handbooksguides>
- Continuing Certification Requirements System (CCRS): <https://ccrs.pmi.org>

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- PMI Talent Triangle Information: <https://www.pmi.org/certifications/certification-resources/maintain/earn-pdus/plan-development-talent-triangle>
- Educational Provider Portal: <https://provider.pmi.org>
- Educational Provider User Guide: <https://provider.pmi.org/resources>