

Chapter Management and Charter Renewal Policy



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1. Welcome

1.1 Purpose of Policy

Project Management Institute (“PMI”) is committed to assisting PMI Chapters with establishing and maintaining effective governance practices to ensure transparency, accountability, and efficiency in chapter operations. This Chapter Management and Charter Renewal Policy Manual for PMI Chapters provides the foundation designed to uphold the chapters’ mission, values, and strategic objectives while promoting the highest standards of ethical conduct and integrity.

2. Chapter Management

2.1 Incorporation Policy

All PMI chapters must incorporate or register as a nonprofit organization according to the laws of the state, province, region, or country in which they primarily conduct their business activities. All PMI chapters must refer to and abide by Section 5 in the Policy Manual for PMI Chapters, Chapter Identification Policies, to determine their Chapter Name.

All PMI chapters are required to submit their executed Articles of Incorporation, or other applicable document, to PMI as part of the chapter formation process. The Articles of Incorporation must be included as one of the chartering requirements after the chapter’s business plan has been approved. PMI requires these documents be submitted in English.

Potential chapters may not become chartered until PMI approves their business plan and receives the incorporation/registration documents and other required materials as defined in the Chapter Formation Process.

2.1.1 Considerations for Incorporation

Some chapters will experience unique challenges in attempting to incorporate in certain jurisdictions. These challenges may include a lack of recognition of nonprofit organizations; a complex variety of rules, regulations, and processes; or no apparent legal mechanisms for incorporating the organization as a legal entity. In these instances, PMI may suspend the incorporation and formation process while the chapter further explores and presents options to PMI.

Requests to change the incorporation deadline must be submitted in writing to PMI. This temporary suspension of the deadline does not waive the requirement for the chapter to incorporate or register with an appropriate governmental body.



If a chapter encounters challenges in the incorporation process, the leadership will work with the region's chapter engagement team to overcome those challenges.

2.1.2 Proof of Renewal of Incorporation or Registration

The executed Articles of Incorporation or other applicable documents must have the seal of the applicable government or must otherwise demonstrate that the applicable governmental body has formally accepted the chapter's incorporation within the jurisdiction.

Once a chapter is incorporated, the leadership must submit proof of incorporation or registration renewal or valid proof of incorporation or registered status with each annual charter renewal. PMI requires the documents be submitted in English. It is not PMI's responsibility to know the local regulations for maintaining incorporated status; each state, province, region, or country has different requirements.

2.2 Chapter Bylaws Policy

In addition to the PMI Chapter Charter Agreement and Articles of Incorporation, chapter bylaws are a required and critical governance document for the chapter. Chapter bylaws are required to meet PMI policy and define where leaders can exercise flexibility to fit the needs of the chapter organization. Following PMI's approval, chapter members must approve the chapter bylaws.

2.2.1 Adherence to Bylaws Template

Chapter bylaws must include all sections and articles and conform to the language of the Chapter Bylaws Template, unless a different language is required by the incorporating jurisdiction. Chapter Bylaws must be submitted to the region's chapter engagement team for review and approval. Chapter bylaws (governing documents) from non-English speaking nations shall be written in both the native language and English, with the native-language version taking precedence. Chapter must provide PMI with a complete and professional English translation of its bylaws (governing document).

2.2.2 Required Review of Chapter Bylaws

Chapters are encouraged to review their bylaws annually, or when the governance of the chapter is under review. All changes to the bylaws, no matter the significance must be reviewed and approved by PMI prior to membership approval. All newly revised bylaws must be submitted to your region's chapter engagement team for review and approval.

2.2.3 Bylaws Review and Approval

Chapters must obtain PMI's timely approval of chapter proposed bylaws before presenting bylaws to the chapter membership.

- The chapter bylaws must be based on an electronic copy of the PMI Chapter Bylaws Template.



- The chapter board must review the bylaws template and revise existing bylaws accordingly.
- The chapter board must submit the chapter's proposed bylaws to PMI for review. The review process will result in recommendations and revisions to the proposed chapter bylaws. The review process may take multiple iterations.
- After reviewing PMI's recommendations and revisions, the chapter board must edit, approve, and resubmit their proposed bylaws for review and approval by PMI.
- Once approved by PMI, the chapter board must present the updated bylaws to the chapter membership via email, website, or other legally acceptable means to articulate the importance of the member's involvement in the ratification vote. The voting process for bylaws must adhere to these points:
 - Chapter bylaws must designate that electronic voting can be conducted if the jurisdiction allows.
 - If an electronic balloting tool is to be used, the chapter president or designee must forward all applicable information to your region's chapter engagement team. The region's chapter engagement team will set up the ballot, supervise the vote, and forward the results to the designated chapter leader.
 - If the chapter chooses to conduct its own bylaws ratification vote rather than using an electronic balloting tool, the chapter must notify PMI, provide proof of membership approval, update chapter records, and provide a copy of the member-approved bylaws to your region's chapter engagement team to be uploaded to the Component System (CS).

2.3 Insurance Coverage Policies

Chapters must obtain the appropriate insurance and maintain coverage in accordance with PMI chapter insurance requirements.

2.3.1 Insurance Coverage for PMI Chapters

Article 13 of the Charter Agreement states:

Each Chapter is required to have and maintain comprehensive, general liability insurance coverage. The Chapter is also encouraged, but not required, to seek other corporate protections, including, but not limited to, bonding for financial accounts and professional liability insurance for officers and directors. At its sole discretion, PMI reserves the right to obtain insurance coverage for Chapters and/or to subsidize the insurance of Chapters.



PMI makes available certain insurance coverage on behalf of all PMI chapters. PMI subsidizes coverage for new chapters and those with limited financial resources. PMI secures and pays for the chapter insurance each year and then invoices chapters in Quarter 3. Chapters are encouraged to evaluate their risk(s) and independently obtain additional insurance policies as needed.

PMI works with an insurance broker to ensure that the policies, information, and coverage provided are continuous with a 12-month term. The term will run from January through January for U.S.-based chapters and April to April for chapters outside of the United States.

2.3.2 Chapters within the United States and Canada

All PMI chapters based within the United States and Canada, its territories, and possessions are provided with three types of insurance coverage:

- Commercial general liability
- Professional liability (directors' and officers' insurance)
- Media liability (chapter websites, media, and publishing activities)

2.3.3 Chapters outside of the United States and Canada

All PMI chapters based outside the United States and Canada, its territories, and possessions have three types of insurance coverage:

- International commercial general liability
- Professional liability (directors' and officers' insurance)
- Media liability (chapter websites, media, and publishing activities)

2.3.4 Local Primary Compulsory Coverage

The PMI insurance coverage for all PMI chapters is in excess of local primary compulsory coverage. However, certain types of coverage must be obtained locally either through a local insurance broker or directly from the insurer.

Chapter leaders must investigate if compulsory insurance is needed in their area. If needed, the chapter must obtain insurance coverage to meet this requirement. If a chapter obtains additional insurance policies, copies of the policies must be sent to PMI.

2.3.5 Certificate of Insurance

When sponsoring any gathering of chapter members or other chapter-sponsored event, all PMI chapters must apply for a Certificate of Insurance. A Certificate of Insurance is usually required by hotels, restaurants, and other meeting facilities to document the chapter has adequate insurance coverage. PMI has a well-established



process in place with the insurance broker, and it is easy to get the requested Certificate of Insurance.

An Event Checklist form is included with the insurance package when the policies are distributed. This form must be submitted to the region's chapter engagement team to process your Certificate of Insurance request. Download the Event Checklist from the zip file on Chapter Admin under Volunteer Resources > OLC > 2023 Chapter Insurance. A copy of this application will be kept on file at PMI.

2.3.6 Invoicing and Payment

Insurance invoicing and distribution are the same for all PMI chapters.

- Chapters chartered for one calendar year or longer and have a minimum cash balance of US\$2,500 as reported in the Financials section of the Charter Renewal, are invoiced for a portion of this insurance cost.
- The account balance for each chapter is determined from the amount reported on the annual Charter Renewal financial report or annual tax filing.
- As a convenience to chapters, PMI will deduct the US\$200 insurance payment from the chapter's last monthly or quarterly dues remittance.
- Upon request, a receipt can be provided for this payment. All chapter insurance payment information is uploaded to Insurance Records in the Business Records section of the Component System (CS).

2.4 Insurance Policy Coverage Descriptions

Leaders must review their chapter's insurance policies in full to understand coverage information, limits, and terms and conditions of the insurance coverage. Refer to the Limits of Liability section within the actual insurance policies to determine the exact insurance coverage amounts. After reviewing the insurance policies, chapter board members must determine if additional coverage is needed to ensure sufficient coverage from potential liability exposure. Any additional coverage obtained is a direct expense of the chapter.

2.4.1 Commercial General Liability Coverage (within the United States and Canada)

This insurance policy provides protection to U.S. or Canadian chapters, their board members, and other chapter volunteers, in the event of accidents or other unfortunate mishaps during a scheduled chapter event.

For example, if a member falls and is injured, the chapter will be covered for such an accident, as long as the terms and conditions documented in the policy are met.

Other areas covered under this policy include bodily injury, property injury, personal injury and advertising injury, independent contractors, contractual liability, and host liquor liability.



2.4.2 International Commercial General Liability (outside of the United States and Canada)

This insurance policy provides protection to chapters outside the U.S. and Canada, their board members, and other chapter volunteers if there are accidents or other unfortunate mishaps during a scheduled chapter event.

For example, if a member falls and is injured, the chapter will be covered for such an accident, as long as the terms and conditions documented in the policy are met.

Other areas of coverage included are premises operations, vendor liability, and host liquor liability, broad-named insured, and unintentional errors in disclosure.

2.4.3 Professional Liability Coverage (Directors' and Officers' Liability)

This insurance policy provides insurance protection for the chapter board of directors, appointed or elected volunteers, and chapter employees.

This coverage protects the chapter's representatives from liability for actions performed within the scope of their position as a chapter director, officer, or member. This coverage will not cover actions that are illegal or outside the scope of their positions as chapter directors, officers, or members. Chapters must pay a US\$15,000 retention amount prior to the claim being processed.

2.4.4 Media Liability Coverage for All Chapters

This insurance policy provides coverage for liability arising out of activities on the internet, in print, television, radio, social media and other forms of media. Examples of media include the chapter website or advertising placed on a third-party website or publication.

2.4.5 Coverage Exclusions Applicable to All Insurance Policies

The following exclusions apply to all types of insurance coverage as mentioned previously. For the complete summary of coverage exclusions, chapter leaders should read their chapter's insurance policies in full to understand the terms and conditions of the exclusions.

- Insurance coverage applies only to PMI chapter events held at non-PMI locations, not PMI global events.
- Insurance coverage does not include any physical locations owned or leased by any chapter of PMI (unless the lease is for a physical location for less than 7 days), nor does it cover any property of the chapter or individual members. The person or entity holding an interest in the property must obtain insurance coverage.
- Insurance coverage does not include employee liability benefits or workers' compensation insurance for employment. This coverage should be obtained within a chapter's local jurisdiction because laws surrounding employee benefits and workers' compensation vary.



2.5 Tax Policies

All PMI chapters must comply with direct and indirect tax-filing laws at the federal, state, or provincial, national, or other legally appropriate government level. All chapters must demonstrate tax-filing compliance as part of the annual charter renewal process.

2.5.1 Chapters outside of the United States

Leaders of chapters outside of the United States are responsible for investigating and complying with direct and indirect tax reporting requirements in the jurisdictions in which they are incorporated or registered. Additionally, leaders of chapters outside of the United States must adhere to these policies to inform PMI of the chapters' exact direct and indirect tax filings.

- Copies of any direct and indirect tax filings submitted by PMI chapters to governmental authorities must be submitted to PMI. The tax filings submitted to PMI will be scanned and uploaded to the Component System (CS) as a permanent record of the chapters' tax filings.
- All PMI chapters outside of the United States must complete the Financial Report included in the Annual Charter Renewal.
- The chapter leader completing the Financial Report must verify that the chapter has researched any relevant tax-reporting requirements and has determined whether or not the chapter is required to file government tax reports.

2.5.2 Chapters within the United States

PMI has a determination of tax-exempt status from the United States Internal Revenue Service (IRS) under Section 501(c)(6) of the Internal Revenue Service Code (professional societies and business leagues). All U.S. PMI chapters must seek tax exemption as 501(c)(6) organizations.

2.5.2.1 IRS Requirements for U.S.-Incorporated Chapters

Once a chapter located in the United States has incorporated, the U.S. Internal Revenue Service (IRS) requires the chapter to obtain an Employer Identification Number (EIN).

2.5.2.2 PMI Federal Group Tax Exemption

PMI chapters in the United States must obtain an appropriate exemption from federal income taxes by authorizing PMI to include the chapter in the PMI Group Tax Exemption Program for PMI chapters. Each U.S.-based chapter is part of the group tax exemption. New chapters will be added to that year's documents. The chapter must inform its region's chapter engagement team to decline participation in the PMI tax-exempt program.

2.5.2.3 Filing Federal Taxes



Under the United States tax-reporting laws and regulations for non-profit organizations, PMI chapters are required to file additional tax reports if any of the conditions below are met:

- The chapter has US\$1,000 or more in gross income from unrelated business income, such as advertising revenue, merchandise sales, etc.; or
- The chapter employs staff for whom they must pay employment-related taxes.

2.5.2.4 Federal Tax-Form Filing Details

Each U.S.-based chapter must file the appropriate tax forms annually. Chapter leaders must obtain and complete the appropriate tax forms. Forms can be obtained from the IRS website (www.irs.gov) or from a tax advisor or preparer. The following table describes tax forms applicable to U.S.-based chapters:

FORM NAME	FORM DESCRIPTION AND USE WITH ALL AMOUNTS IN U.S. DOLLARS
Form 990	Reporting over \$100,000 in income
Form 990-EZ	Short Form, income under \$200,000/\$500,000 total assets. If annual gross receipt or total assets exceed those limits, a Form 990 must be filed.
Form 990-N	E-Postcard, income \$50,000 and under. Due to U.S. legislative changes, PMI chapters that meet the IRS definition of small tax-exempt organizations whose gross receipts are normally \$50,000 or less are required to electronically submit Form 990-N, also known as the e-postcard. This electronic filing must be done even if you are not required to file Form 990 or 990-EZ because your gross receipts are normally \$50,000 or less.
Form 990-T	Exempt Organization Business Tax Income Return, for chapters having more than \$1,000 in unrelated business income from activities such as newsletter advertisements (annually). It is also a requirement to file Form 990-T if the organization has over \$1000 in unrelated business income.
Form 941	Employer's Quarterly Federal Tax Return, for chapters that employ their own staff (quarterly). This is used to report Social Security, Medicare, income taxes withheld by an employer, and Social Security and Medicare taxes paid by an employer.
Form 8868	Application for Extension of Time to File an Exempt Organization Return.

The deadline for filing Form 990 or 990-EZ with the IRS differs from the time for filing reports with some states. Chapters may request an extension from the IRS.

2.5.2.5 Filing State Taxes

Chapter leaders must contact their state taxing authority for specific information regarding state tax exemptions, filing requirements, and forms.



Chapter leaders must consult with a tax specialist for specific information about state taxable and nontaxable activities.

At their discretion, states may grant an exemption from state income tax obligations to organizations or may recognize the federal exemption within the state. However, some states may not provide any exemptions.

2.5.2.6 Copies of Tax Filings Required by PMI

Copies of the following tax filings must be supplied to PMI as chapter records to be kept in the chapter's permanent electronic records and in the Component System (CS):

- The chapter's final, complete federal tax filing, which is required for the chapter's Annual Charter Renewal
- A copy of the extension for federal tax filing if the chapter filed for one.
- The chapter's state tax filing

2.6 Information Security Policies

The protection, defense, and secure use of chapter and PMI electronic systems, information, and data are critical to the reputations of both the chapter and PMI. These policies ensure all chapter electronic systems, including the chapter or PMI information and data they store or access, are protected from loss, theft, or unauthorized use.

2.6.1 Designated Chapter Security Role

Each chapter shall appoint a named individual to be responsible for understanding and managing chapter security risk, completing any chapter information security risk assessment survey requested by PMI, and acting as a single point of contact for the communication of chapter security matters with PMI. The chapter may combine the responsibilities of the security role with suitable existing chapter leadership roles.

2.6.2 Chapter Security Policies

Chapters may be required to maintain security policies in addition to those stated in this manual. The chapter are responsible to know and follow such local regulations as required by its jurisdiction of incorporation/registration. Chapters who create and maintain information security, privacy, or related policies shall ensure those policies are, at a minimum, consistent with the statements in this section.

2.6.3 Security Awareness

All chapter and PMI electronic systems shall be used in a professional, lawful, and ethical manner. The chapter shall ensure:

- All chapter leaders, volunteers, and authorized representatives are aware of chapter security policies and complete any security training provided by PMI.



- Chapter members know to contact the designated security role to report security questions or concerns relating to their experiences and interactions with the chapter.
- Relationships with vendors or other third parties comply with these security policies. See Section 6 in the Policy Manual for PMI Chapters, for more information regarding third parties.

2.6.4 Technology Asset Security

Technology assets including computers, mobile devices, electronic media, and electronic systems owned by the chapter; owned by or in the possession of a chapter leader, volunteer, and authorized representative; and used to access, process, transmit, or store chapter and PMI information and data shall be protected against loss, theft, or misuse at all times.

Chapter leaders, volunteers, and authorized representatives must use good judgment to protect chapter and PMI information and data at all times:

- Computers, mobile devices, and electronic media shall be stored securely when not in use.
- Any chapter-owned servers, network devices, or related infrastructure systems shall be housed and stored securely.
- Paper or hard copies of chapter and PMI information, including payment information and personal data, shall be appropriately protected while in use and destroyed securely when no longer needed for chapter business purposes.
- Identification cards, payment cards, passports, or similar materials containing payment information or personal data shall be stored securely when not in use.

2.6.5 Security Patch Management

Electronic systems and technology assets capable of receiving security patches shall be kept current with manufacturer recommendations.

2.6.6 Virus and Malware Protections

All computers, mobile devices, or systems accessing, processing, transmitting, or store chapter and PMI information and data shall have an industry-accepted virus and malware protection software installed. Virus and malware protections must be active at all times and automatically updated.

2.6.7 Backups

Data backup procedures shall be in place for critical chapter-owned systems to ensure continued operations within restoration times deemed tolerable by the chapter. Backup files or media shall be appropriately protected during retention times and securely destroyed when no longer needed for recovery purposes.

2.6.8 Access Control



Only chapter leaders, volunteers, and authorized representatives shall have access to chapter and PMI information and data. Any chapter-owned servers, network devices, or related infrastructure systems shall have access limited to only authorized users.

2.6.9 Passwords

Passwords used to access chapter systems not controlled by PMI single sign-on (SSO) shall be strong, complex, and follow industry best practices. An example of a strong, complex password is one with a minimum of eight characters and consists of mixed alphanumeric and special characters.

- Passwords must not consist of all numbers, all special characters, or all alphabetic characters.
- Passwords shall be changed yearly at minimum and must be changed immediately if misuse or compromise is suspected.
- Passwords may not be written or stored as clear text.
- Administrator passwords for chapter websites and critical systems shall be available only to authorized users as defined by the chapter's policies and procedures.
- Chapters shall promptly inform their web service providers of password changes that may affect services.

2.6.10 Activity Monitoring

With the exception of chapter web service (CWS) providers, any chapter-owned, internet-facing systems storing, processing chapter data or those which connect to PMI systems shall be hosted in an environment which is subject to industry-accepted security logging and monitoring standards.

PMI shall be responsible for ensuring the security logging and monitoring standards of chapter web service (CWS) providers adhere to industry-accepted security logging and monitoring standards.

2.6.11 Payment Data Protection

Chapter electronic systems shall not store, transmit, process, or reveal payment card data in any format which may expose it to loss, theft, or misuse.

- Payment card data shall be retained only for chapter business purposes, appropriately protected while in chapter possession, and securely deleted when such business purposes are complete.
- If point-of-sale systems are used at chapter events, they must be under the supervision of a chapter volunteer while in use. Point-of-sale or payment processing devices must be inspected for physical tampering before, during, and after use, and be stored securely when not in use.



- Cash, checks, or other funds received as payment for chapter business purposes shall be appropriately protected during transactions and stored securely.

2.6.12 Personal Data Protection

Chapter leaders and volunteers are required to securely delete any chapter member or prospective member or other members' data, as well as any PMI data, from their possession when it is no longer necessary for chapter duties. Refer to Section 6. Chapter Use of PMI Membership Information and Data within the Chapter Policy Manual for additional policies controlling the use of personal data.

Chapter leaders shall ensure vendor or third-party contracts do not include clauses for the use, retention, or sharing of PMI member or prospective member data beyond the requirements of chapter business purposes or in violation of those policies outlined in the Chapter Policy Manual.

2.6.13 Incident Reporting

The chapter shall notify PMI Chapter Support at chaptersupport@pmi.org as soon as possible in the event of a suspected or confirmed information security incident, security breach, or data breach.

2.6.14 Regulatory Compliance

The chapter shall comply with all information security, data protection, and privacy regulations applicable to the jurisdiction where the chapter is incorporated/registered.

2.6.15 Chapter Security Risk Assessment

The chapter must complete any security risk assessments requested by PMI to verify implementation of and compliance with the policies listed here.

2.6.16 Chapter Vendor and Third-Party Security

Chapter leaders bear the essential responsibility of diligently ensuring the safety and protection of chapter and PMI data. This responsibility entails a thorough examination of security policies, with a keen focus on aligning them with the specific risks introduced by vendor or third-party services. By doing so, chapter leaders contribute significantly to the safeguarding of sensitive information and maintaining the integrity of the organization's data assets.

Commensurate with the risk the vendor or third party presents to chapter and PMI information and data, the chapter shall require proof of regular and independent assessment against industry-accepted standards of security policy compliance.

PMI shall be responsible for assessing the security compliance of chapter web service (CWS) providers.



2.7 Chapter Alliance and Collaboration Policies

The Chapter Charter Agreement states: “The Chapter shall not develop, engage in, endorse or sponsor programs, services, products or other activities that may be confused with, detract from or damage the common and standardized products, programs, services and other activities that PMI may develop in the areas of project management standards; professional certification programs; and accreditation under the name of and with the resources from PMI.”

Below is some additional guidance to help chapters in determining whether chapter relationships or activities, specifically, forming alliances, partnerships, speaking engagements or conducting events with other associations/companies may cause conflict:

- Avoid all chapter relationships/activities with organizations with offerings similar to PMI’s core offerings; to include organizations that offer.
 - Project, program or portfolio management certifications for individuals
 - Project, program or portfolio management standards
 - Project Management professional memberships or communities
 - Construction project management certifications
 - Agile project management certifications
 - Project risk management certifications
- For relationships/activities with organizations that do not have offerings similar to PMI:
 - Content material and presentations should be strictly educational and should not promote any other organization or offering.
 - Examples of acceptable content areas for these relationships/activities include product management, change management, PM software/technical solutions, Project Management Office, Leadership, Business Acumen, etc.
 - Prior to acceptance and execution of a cooperative agreement or other formal relationship, the Chapter is required to employ a fair process for full and open exchange and communication with PMI related to agreements they are negotiating with non-PMI entities.

Considerations:

What does PMI offer – or not offer – for which your chapter is considering this solution? How does this solution or concept align to the needs and trends in project management? What gap is your chapter attempting to close?

If you are unsure about a specific organization, please contact a member of the region’s chapter engagement team. Chapter must contact your region’s chapter



engagement team prior to formation of any formal strategic alliance or partnership (e.g., prior to signing a MOU).

2.7.1 PMI Chapter Toastmasters Club Policy

It is optional for a PMI Chapter to create and maintain a Toastmasters International Club (“TI Club”). A TI Club can add to the community of a chapter, and help members gain power skills like leadership, public and impromptu speaking skills, and the ability to give and receive feedback.

Due to the PMI Chapter Charter Agreement, Section 17, Chapter Affiliate Organizations, *“unless otherwise stated in PMI policies or authorized by the PMI Board of Directors, the Chapter shall not establish any other affiliated organization or structure except for PMI Student Member-affiliated organizations.”* However, this PMI Chapter Toastmasters Club Policy provides authority for PMI Chapters to create/maintain a TI Club by following the below stipulations. If a chapter is interested in creating/maintaining a TI Club, please reach out to your region’s chapter engagement team, who will notify the PMI legal team.

PMI Chapters must follow the following stipulations in naming and restricting access to the TI Club*:

1. The PMI Chapter TI Club name must adhere to the following naming convention, which uses “PMI” no more than reasonably necessary to describe the Chapter: **“PMI [*Chapter Location*]Chapter Members’ Toastmasters Club.”**
 - a. Additionally, only the PMI Chapter logo (with the chapter location) that follows PMI’s requirements for PMI Chapter logos may be used in association with the TI Club. The PMI logo found in the upper left-hand corner of www.pmi.org (without the chapter location) or other PMI branding may not be used.
 - b. The TI Club must also adhere to the Toastmasters International (“TI”) guidelines for use of their own logos as set forth in their club policy and/or brand portal, which are subject to change at TI’s discretion and currently found within www.toastmasters.org.
 - c. The PMI Chapter must do nothing to cause confusion, mistake or deception as to the affiliation, connection or association of PMI (as opposed to the Chapter) with TI or the TI Club, or to suggest that PMI is the origin or sponsor of the TI Club or TI’s goods/services, or to suggest that PMI has endorsed TI or TI’s goods/services.
2. PMI Chapter TI Club membership must be restricted to only members of that PMI chapter, and the Executive Committee of the PMI Chapter’s TI Club must enforce this rule.



- a. If a PMI Chapter member does not renew membership within the chapter, access to the PMI Chapter's TI Club must be withdrawn.
- b. If the PMI Chapter does not want to make the TI Club restricted, the chapter must give up control of said club, withdraw its resources from the club, and change the name of the club so that it does not include "PMI" and shows no association with the PMI chapter or PMI.

*PMI Chapters with an existing TI Club must restrict membership and follow the naming convention set forth above to be in good standing as a PMI Chapter under the PMI Chapter Charter Agreement. Please reach out to your region's chapter engagement team member for guidance on this process. In addition, please refer for more guidance to Section 8: PMI Intellectual Property Policies, located in the Policy Manual for PMI Chapters.

2.7.2 Scrum Alliance

As Scrum is one of the agile approaches included in the PMI-ACP examination, knowledge of Scrum provides a foundation to complement the PMI-ACP requirements. For this reason, CSM courses qualify for the PMI-ACP education eligibility requirements. One hour of education in agile practices equals one contact hour of education eligibility.

The PMI-ACP requires a combination of training, examination, and work experience on agile teams. It also bridges agile approaches, including Scrum, Extreme Programming (XP), Lean, Kanban, and Test-driven Development (TDD). The PMI-ACP certification holder has demonstrated knowledge of a variety of agile methodologies and may be able to recommend the best agile approach to fit a particular situation, as they are not limited to a single approach. The CSM certification process provides an understanding of the Scrum framework, based upon attending the required training and demonstrating progress through the online CSM test. This certification demonstrates to employers and peers your attainment of core Scrum knowledge.

Chapters may proceed with collaboration when the offering is comparing the PMI-ACP and the Scrum Master certifications, the chapter can proceed with the collaboration. Chapters should refrain from collaboration when the offering is promoting competing credentials and organizations, especially as PMI offers the Disciplined Agile Scrum Master (DASM) and Disciplined Agile Senior Scrum Master (DASSM) certifications.



2.7.3. Academic Institutions – PMI Chapter Student Clubs

To support chapters and their efforts to engage with their local higher education institutions and students, the following policies are to ensure a clear and cohesive experience across all regions.

It is optional for chapters to engage with their local higher education and academic institutions. Engagement with faculty and students supports PMI's mission to promote the profession, support quality education in project management, as well as attract and retain the future of your chapter membership.

Chapters that decide to pursue association with a university or higher education institution in the form of either sponsorship of university programs, events, or establishing a relationship with a student club, must follow the following stipulations:

- A member of the Chapter board of directors must occupy the role of Academic Outreach or ensure that academic outreach and activities are clearly assigned to a board role to ensure transferring of knowledge and responsibility for the relationship.
- In the context of PMI Chapter Student Clubs, the relationship must be clearly defined in a Memorandum of Understanding (MOU) between the Chapter and the academic institution. Documents that pertain to the structure, bylaws, policies and governance of the student club itself are dictated by the university (if the university owns the club), or are defined by the chapter (in the case of a Chapter owns student club).
- The purchase or sale of Group Student Membership, PMI products or services, is arranged between the payee and the Account Manager for that region, and not managed by the Chapter.
- The PMI Chapter Student Club Program applies to any formally established student clubs that exists in partnership with the local PMI Chapter or are owned by the Chapter. Chapters may have relationship with multiple institutions and multiple clubs.



2.8 References

REFERENCE	LOCATION
Chapter insurance information	Available in the Chapter Admin under OLC > Chapter Insurance https://chapteradmin.pmi.org/volunteerResources
IRS Form SS-4, Application for an Employer Identification Number (EIN)	Available from IRS website: https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online
A sample invoice and copies of the insurance policies are posted during the second quarter of each year	Available in the Chapter Admin under OLC > Chapter Insurance > 2023 Chapter Insurance https://chapteradmin.pmi.org/volunteerResources
Chapter Bylaws Template	Available in the Chapter Admin under OLC > Chapter Governance and Policies https://chapteradmin.pmi.org/volunteerResources
Event Checklist Form	Available in the Chapter Admin under OLC > Professional Development & Education > Event Support > Guide to Organizing a PMI Conference https://chapteradmin.pmi.org/volunteerResources
Scrum Alliance Website - Certified Scrum Master (CSM)	https://www.scrumalliance.org/get-certified/scrum-master-track/certified-scrummaster

3. Chapter Charter Renewal

Each chapter must complete and submit the charter renewal application annually to maintain its charter agreement with PMI. It is the chapter president's responsibility to complete the charter renewal application, with the assistance and support of the Finance role. Other board members may be called upon to support. This annual charter renewal process is completed online in the Component System (CS).

3.1 Purpose

The annual charter renewal process reaffirms chapters are aligned to the terms and conditions outlined in the PMI Chapter Charter Agreement, meet PMI's minimum performance requirements, and compliant with PMI policies. The renewal process also verifies chapter activities offered during the previous year. The chapter must verify it maintains an incorporated or registered status and complies with all relevant tax-filing requirements annually.



3.1.2 Charter Renewal Deadline

A chapter must complete the charter renewal process in the Component System (CS) by 31 March of each year.

3.1.3 Minimum Performance Requirements

PMI chapters must verify the following minimum performance requirements are met as part of the annual charter renewal process:

- The chapter must have a minimum of 25 members, all of whom must be current members of both PMI and the chapter.
- The incorporation or registration of the chapter must be complete and up to date, with all applicable renewals/documents filed.
- The chapter is required to submit an annual plan.
- The chapter must provide annual tax reports and annual financial reports.
- The chapter must submit amended governing documents to PMI for review, approval, and filing.
- The chapter must hold annual elections.
- The chapter must submit all officer names and contact information after elections are completed.
- The chapter must maintain appropriate insurance coverage in accordance with PMI chapter insurance policies.

The chapter must also provide verification that it has met legal requirements in its jurisdiction regarding:

- Required number of board of directors' meetings with accompanying minutes
- Communication of information to members
- Required number of membership meetings
- Management operations in a manner consistent with its governing documents and applicable laws, including elections.
- Delivery of the required core services to all chapter members

3.1.4 Charter Renewal Compliance Review

PMI may select a chapter's charter renewal for a more thorough compliance review. Submission of the charter renewal indicates agreement to comply with review terms. During the review, the chapter will be asked to submit copies of the following documentation to PMI. These documents must also be made available to all chapter members upon request:

- Meeting minutes from the required annual meeting



- Chapter board meeting minutes
- Email communications to the membership as required in the Catalog of Core Services
- Election results and documented policies
- Board transition and succession plans
- Leadership meeting attendance
- Confirmation of annual review of the chapter's governing documents, including the most recent version of the member-ratified bylaws signed by all current board members.
- Chapter financial policies
- Detailed financial information including, but not limited to:
 - Bank statements, financial statements, ledger books, and names of the assigned signatories of the chapter bank account
 - Confirmation of annual review of the chapter's governing documents, including the most recent version of the member-ratified bylaws signed by all current board members.
 - Proof of direct and indirect tax filings

3.1.5 Charter Renewal Policy Compliance

The chapter must adhere to all applicable regulations and requirements according to PMI policies and procedures, including the PMI Chapter Charter Agreement, the chapter bylaws, and the policies in this manual.

- Failure to meet minimum performance requirements may result in the chapter being reassessed, placed on performance improvement plan, probation, or terminated.
- Chapters failing to submit a renewal or submit an incomplete renewal by the annual deadline must work with region's chapter engagement team member to reconcile missing compliance evidence to complete and approve Charter Renewal as soon as possible but no later than 30 June.
- If there are discrepancies in the data a chapter provides, PMI may return a chapter's charter renewal application and request additional data.
- Misrepresentations of information provided to PMI on the charter renewal are considered a breach of the PMI Chapter Charter Agreement, and the chapter may be subject to probation. See Section 13 in the Policy Manual for PMI Chapters for information on chapter probation policies.
- Chapters that have not submitted Charter Renewal and/or have not had their Charter Renewal approved by 30 June, face loss of good standing and potential of being placed on probation on 1 October.



- A Performance Improvement Plan (PIP) will outline the region’s chapter engagement team’s concerns and any areas of non-compliance with deadlines for the chapter to resolve or address PMI’s feedback.

3.2 Annual Planning Collection

Each chapter is required to submit an annual plan on a yearly basis to be reviewed by the chapter engagement partner. The annual plan submission date is either linked to the charter renewal submission date of 31 March or a date will be conveyed by the region’s chapter engagement team. The annual plan should be based on the annual planning template and include the following steps:

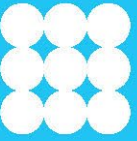
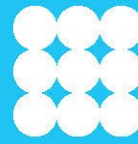
- Identifying business challenges
- Identifying business objectives
- Aligning planned programs and services to the Catalog of Core Services
- Defining How to Deliver on the planned programs and services by creating a new annual plan or modifying an existing annual plan.
- Implementing the annual plan

3.3 References

REFERENCE	LOCATION
Chapter Reorganization Handbook	Available in the Chapter Admin under Documents > OLC > Chapter Governance and Policies > Chapter Formation and Reorganization Handbooks https://chapteradmin.pmi.org/volunteerResources
Chapter Reorganization Summary Form	Available from https://www.pmi.org/membership/chapters/formation
Leader’s Guide to Chapters with Branches	Available in the Chapter Admin under OLC > Chapter Governance and Policies > Chapter Formation and Reorganization Handbooks https://chapteradmin.pmi.org/volunteerResources
Annual Planning— Guidelines, Templates, Tips	Available in the Chapter Admin under OLC > Chapter Governance and Policies > Annual Planning & Catalog of Core Services https://chapteradmin.pmi.org/volunteerResources



<p>Charter Renewal FAQs</p>	<p>Available in the Chapter Admin under OLC > Chapter Governance & Policies > Chapter Charter Renewal https://chapteradmin.pmi.org/volunteerResources</p>
<p>Chapter Governance Document Hierarchy</p>	<p>Chapter Governance Hierarchy</p> <pre> graph TD A["Local Incorporation-Non Profit Corporation Law Articles of Incorporation/Registration"] --> B["PMI Charter Agreement"] B --> C["Chapter Bylaws *Approved by PMI Prior to Member Ratification"] C --> D["Chapter's Policies/Procedures"] D --> E["Policy Manual for PMI Chapters"] </pre> <p><small>PMI logo</small></p> <p style="text-align: right;"><small>11</small></p>



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