



Building professionalism in project management.™

Project Management Institute Quad City Area Chapter

BOARD POLICIES AND PROCEDURES

Chartered October 23, 2001

Revised April 19, 2005

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Revisions

Created October 23, 2001	Version 0 - Created policies and procedures
Revised January 14, 2003	Revision 1
January 14, 2003, Addition to Policy 4.2	Item 13 - Oversee the submission of entries to the PMI Professional Awards Program.
January 14, 2003, Addition to Policy 4.5	Item 11 - Coordinate with the board to establish annual recruitment and renewal objectives for the upcoming year.
January 14, 2003, Addition to Policy 4.6	Replaced "procure and Maintain with "Maintain and sponsor" Added with the QUADLINK ... and general public, Deleted " the availability of library materials for use by the membership will be established via a contract system as approved by the Board of Directors"
January 14, 200,3 Added Policy 4.10	Policy 4.10 Immediate Past President, "Ex-Officio"
January 14, 2003, Deletion from 6.2	Policy 6.2 Deleted Phrase " <i>in order that the slate of nominees may be included with the notice of the annual meeting, as specified in Article IX, Section 3 of the Chapter Bylaws</i> ".
January 14, 2003, Added 6.3	Added Policy 6.3 - Elections shall be conducted prior to or during the Annual Meeting of the membership.
January 14, 200,3 Added Policy 14	Advertising
January 14, 2003, Added Policy 15	Dinner Policy
January 14, 2003, Added Policy 16	Job Postings
January 14, 2003, Added Policy 17	Reviews
Revised May 18, 2004	Revision 2
May 18, 2004, Updated Policy 4	Replaced references to ACP with references to LDEC
May 18, 2004, Added Policy 18	Chapter Record Retention and Archival Policy
May 18, 2004, Added Policy 19	Professional Development Event Refund/Cancellation Policy
May 18, 2004, General Update	Corrected typographical and grammatical errors, standardized formatting
January 31, 2005 Updated Policy 2	Updated Vision and Mission Statements
January 31, 2005 Updated Policy 8.1	Updated dues amount to \$25.00 US
April 19, 2005 Updated Policy 4.5	Added PMP recognition awards program

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BOARD POLICIES AND PROCEDURES

Preamble – Authorization for Establishment of Board Policies and Procedures

Policy P.1 As provided in Article V, Section 3, of the Bylaws of the Project Management Institute (hereinafter “PMI®” or “the PMI”) Quad City Area Chapter (hereinafter “Chapter” or “the Chapter”), the Chapter Board of Directors (Board) hereby and herein adopts and publishes such policies, procedures and rules as may be necessary and consistent with the Chapter Bylaws and PMI Bylaws and policies, in order to exercise authority over all Chapter business and funds to carry out the purposes and objectives of the Chapter.

Policy P.2 The Policies and Procedures established herein may not conflict with the current Chapter Bylaws or the PMI’s current Bylaws, and all policies, procedures, rules or directives established or authorized by the PMI Board of Directors, as well as the Chapter’s Charter with PMI.

Policy P.3 With the exception of this Preamble, all policies and procedures established herein shall be organized as Policies corresponding to the Articles in the Chapter Bylaws to which the policy or procedure pertains.

Policy P.4 The policies and procedures established herein may be amended by a majority vote of the Board during any duly called meeting of the Board, provided that said vote and meeting are in compliance with Article V, Section 4 of the Chapter Bylaws.

Policy 1 - Name, Principal Office and Relationship to PMI

Policy 1.1 The primary area of operation of the Chapter includes, but is not limited to, the 50-mile radius surrounding the Iowa/Illinois Quad City Area. Notable counties in Iowa include but are not limited to: Cedar, Clinton, Muscatine and Scott; and in Illinois include but are not limited to: Henry, Mercer, Rock Island and Whiteside.

Policy 2 - Purpose

Policy 2.1 For Chapter marketing purposes, and as a supplement to the Chapter objectives set forth in Article II, Section 1 of the Chapter Bylaws, the following Statement of Purpose shall be published as part of the official Chapter brochure.

STATEMENT OF PURPOSE

In support of the Project Management Institute, which has a defined purpose of “dedication to advancing the state-of-the-art in the management of projects,” the Project Management Institute Quad City Area Chapter commits to:

VISION

Quad City Area businesses, educational institutions and community organizations will embrace, value and utilize project management and attribute their success to it.

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MISSION

Promote the principles of the Project Management Institute through leadership development opportunities for networking with other project managers, sharing project experiences, providing and receiving training and supporting project managers in their certification efforts.

OBJECTIVES

Advance the mission and vision of the Project Management Institute within the Quad City Area.

Develop a growing and committed membership of local Project Management Professionals through an aggressive recruiting plan.

Promote professional project management principles and techniques with local businesses, universities and professional associations.

Support and enhance project management professionalism by developing and providing quality programs based on local project manager needs.

Create and deliver an educational program that strengthens local project manager skills and supports the Project Management Institute Certification Program.

Policy 3 - Membership

Policy 4 - Officers

Policy 4.1 Each officer of the Chapter, as specified in Article IV, Section 1 of the Chapter Bylaws, in fulfilling the responsibilities of each respective office, may delegate the authority to perform various duties or tasks to other Board members willing to accept said duties or tasks, insofar as such delegation shall not conflict with any other provisions of these Policies and Procedures, the Chapter Bylaws or the PMI Bylaws, but may not delegate the accountability for fulfillment of any of the responsibilities of each respective office.

Policy 4.2 In fulfilling the responsibilities specified in Article IV, Section 2 of the Chapter Bylaws, the President shall:

1. Act as Chairperson of the Board of Directors.
2. Schedule, provide agendas and preside over all Business and Chapter meetings.
3. Direct the activities of other officers toward Chapter goals and objectives.
4. Appoint the Nominating Committee members by October 1 of each year to conduct the Chapter elections.
5. Appoint replacement Board members to vacant positions, subject to the Board's two-third-majority approval.
6. Appoint committee and committee chairperson representatives to task teams as required, subject to the Board's two-third-majority approval.
7. Submit to the PMI Headquarters (HQ) an annual application for charter renewal, pursuant to the PMI Policy Manual for Chartered Components. The application shall be prepared and approved by a two-thirds majority of the Board of Directors.
8. Serve as Chapter representative to the Leadership Development and Excellence Committees.
9. Prepare monthly status reports for presentation at Chapter Board of Directors Meetings.
10. Serve as liaison between the PMI HQ, the LDEC's and the Chapter.

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11. Maintain and deliver all permanent records to the position successor as required.
12. Provide financial instrument authorization, in lieu of the Vice President of Treasury and Finance, when said Vice President is unavailable or unable to conduct Chapter business in a reasonably timely manner.
13. Oversee the submission of entries to the PMI Professional Awards Program.

Policy 4.3 In fulfilling the responsibilities specified in Article IV, Section 3 of the Chapter Bylaws, the Vice President of Communications and Publicity shall:

1. Organize subcommittees for the purpose of direct e-mail and/or telephone solicitation of meeting and workshop attendance, and inform the Vice President of Programs of the expected attendance at each event, so that hotels and/or restaurants can be properly informed.
2. Distribute either a six (6) month or twelve (12) month program plan showing monthly events.
3. Notify membership not less than forty-five (45) days before all special meetings called by the President.
4. Notify membership not less than thirty (30) days before all general meetings.
5. Receive from the Vice President of Membership and Recruiting, and maintain up-to-date, a copy of the Chapter mailing list, for use in mailing Chapter event notices, newsletters, and annual report.
6. Notify membership of all nominations forty-five (45) days before election.
7. Monitor and report upon the general membership's requirements and responses to Chapter programs. This includes the preparation, analysis and reporting on questionnaires and other evaluation devices.
8. Maintain a file of all Chapter correspondence (meeting minutes, mailings, etc.).
9. Prepare, procure and distribute Chapter stationary and printed materials.
10. Direct preparation of the Chapter Annual Survey, for submission to the PMI HQ and for review by the ACP President and President-elect. Distribute the Chapter Annual Report to the Chapter membership.
11. Prepare monthly status reports for presentation at Chapter Board of Directors Meetings.
12. Maintain and deliver all permanent records to the position successor as required.
13. Fill the role of project manager, establishing volunteer committees for the preparation and editing of monthly newsletters, published articles, and local advertisements describing Chapter activities and plans.
14. Develop and place advertisements, in local newspapers, of Chapter meetings, events, workshops, seminars, and vendor shows.
15. Submit regular information on Chapter activities for publication in PMI publications.
16. In cooperation with the Vice President of Programs, prepare draft text of meeting notices and newsletters for review by the Board of Directors at the Board meeting preceding each Chapter meeting.
17. With the cooperation of other members of the Board of Directors, establish an awards program to show honor and distinction for professional accomplishments and Chapter participation.
18. Procure and maintain a compilation of Chapter members' and/or Chapter guest speakers' technical articles, oral presentations and/or other appropriate documentation, as presented at Chapter meetings, for inclusion in the Chapter library.

Policy 4.4 In fulfilling the responsibilities specified in Article IV, Section 4 of the Chapter Bylaws, the Vice President of Treasury and Finance shall:

1. Manage all Chapter financial transactions, including the collection of all Chapter dues from the PMI, guest payments for Chapter meetings or special events, and the payment of all Chapter bills in accordance with directives from the Chapter Board of Directors.
2. Establish and maintain all required Chapter bank accounts and/or similar financial transactions, arranging for officer signatures as required.
3. Apply for an Internal Revenue Service (IRS) Employer Identification Number (EIN) and submit all required IRS tax related filings on a local, state and federal level.
4. Develop an annual operating budget and forward to the Board of Directors for inclusion in the annual application for charter renewal.
5. Develop an annual financial statement on the activities of the Chapter and provide to the Board of Directors by December 1 of each year.

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6. Partner with the Vice President of Membership and Recruiting to identify members who have failed to pay current dues, and provide meeting attendance information for new and potential members. Pursue unpaid members for collection and retention purposes.
7. Prepare and present monthly financial statements to the Board of Directors and to the general membership at Chapter meetings.
8. Maintain a permanent file of the financial business of the Chapter and turn over all documentation to successors as required.

Policy 4.5 In fulfilling the responsibilities specified in Article IV, Section 5 of the Chapter Bylaws, the Vice President of Membership and Recruiting shall:

1. Serve as the backup President and assume presidential responsibilities if the elected President cannot fulfill the responsibilities for any reason.
2. Receive and maintain a current file of PMI members in the Chapter area of operations and solicit their affiliation with the Chapter.
3. Establish and maintain an active membership drive, including a documented plan, partnering with other members of the Board of Directors, to identify membership opportunities and provide membership application forms and PMI information to potential Chapter members.
4. Provide periodic membership lists to all members of the Chapter Board of Directors, communicating with and requesting from the PMI all appropriate membership documentation.
5. Forward notice of any Chapter dues changes (represented in U.S. funds), and submit to PMI HQ by the designated date each year, for centralized billing purposes.
6. Establish and maintain an active corporate Chapter sponsorship solicitation drive.
7. Develop and implement a member needs assessment survey.
8. Develop and implement a retention program to follow up with each member who does not renew.
9. Prepare monthly status reports for presentation at Chapter Board of Directors Meetings.
10. Maintain a permanent file of the membership and recruiting activities of the Chapter, and turn over all documentation to successors as required.
11. Coordinate with the board to establish annual recruitment and renewal objectives for the upcoming year.
12. Coordinate the PMP recognition awards program to congratulate Members who have recently earned their PMP certification and thank them for their personal dedication to the growth of the Project Management profession.

Policy 4.6 In fulfilling the responsibilities specified in Article IV, Section 6 of the Chapter Bylaws, the Vice President of Professional Development shall:

1. Provide the membership with professional workshops and seminars designed to improve their development in the field of project management.
2. Establish and oversee a volunteer group charged with the task of developing and delivering a certification examination preparation workshop, or other professional project management workshop as approved by the Board, to be offered on at least an annual basis.
3. Coordinate and maintain certification preparation workshop modules to ensure they reflect the types of changes being made to the PMI certification test.
4. Work with local educational institutions to enlist their support of project management professionalism through the PMI and the Chapter.
5. In cooperation with the Vice President of Communications and Publicity, actively pursue paid project management workshop attendance by the public at large.
6. Assist members with completing their CAPM (Certified Associate in Project Management), PMP® (Project Management Professional) and/or CAQ (Certificate of Added Qualification) application.
7. Maintain and sponsor the Chapter library in conjunction with a QUADLINK member library to serve the membership and general public, so far as Chapter funds may permit. The library documentation shall include, but shall not be limited to: a complete set of PMI Handbooks, Guidelines and Symposium Proceedings; study materials; text and other books related to the subject of professional project management.
8. Prepare monthly status reports for presentation at Chapter Board of Directors Meetings.
9. Maintain and deliver all permanent records to the position successor as required.

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Policy 4.7 In fulfilling the responsibilities specified in Article IV, Section 7 of the Chapter Bylaws, the Vice President of Programs shall:

1. Prepare monthly program schedules and agendas showing all planned Chapter activities for the next six (6) months, including speakers, vendor presentations, etc. Provide same to the Vice President of Communications and Publicity for distribution.
2. Direct the presentation of special seminars, meetings and vendor exhibits which the Chapter Board of Directors deems beneficial to the local membership. Assure that Chapter meetings do not conflict with the annual PMI meeting.
3. Obtain information on future guest speakers at least one month in advance of meetings, to provide adequate lead time for the Vice President of Communications and Publicity to publicize such events.
4. Prepare program and meeting notices for publication and distribution by the Vice President of Communications and Publicity.
5. Develop and maintain individual member participation lists, and work with other members of the Board of Directors to determine areas of interest of Chapter members, for use in program delivery. Monitor and report on requirements, participation levels and general membership feedback. Provide input for the yearly Chapter reports to the PMI.
6. Manage all physical arrangements for each Chapter meeting and coordinate the facilities requirements of other officers.
7. Prepare monthly status reports for presentation at Chapter Board of Directors Meetings.
8. Maintain and deliver all permanent records to the position successor as required.

Policy 4.8 In fulfilling the responsibilities specified in Article IV, Section 8 of the Chapter Bylaws, the Vice President of Special Projects shall:

1. Partner with other members of the Chapter Board of Directors to determine short term and longer term needs that will support the strategic goals of the Chapter.
2. Identify and propose ideas and special projects that will assist the Board of Directors in the establishment of growth areas of membership.
3. Develop and distribute a "Special Projects Plan" to address and prioritize annual activities.
4. Prepare monthly status reports for presentation at Chapter Board of Directors Meetings.
5. Maintain and deliver all permanent records to the position successor as required.

Policy 4.9 In fulfilling the responsibilities specified in Article IV, Section 8 of the Chapter Bylaws, each Director At Large shall:

1. Partner with other members of the Chapter Board of Directors to determine short term and longer term needs that will support the strategic goals of the Chapter.
2. Identify and propose ideas that will assist the Board of Directors in the establishment of growth areas of membership.
3. Prepare monthly status reports for presentation at Chapter Board of Directors Meetings.
4. Maintain and deliver all permanent records to the position successor(s) as required.

Policy 4.10 Immediate Past President, "Ex-Officio"

1. Assist the President in liaison with the PMI when required.
2. Assist in preparation and conduct of any special projects, seminars or meetings in support of other Chapter Board members, or in liaison with any project manager appointed for a specific project the Chapter decides to undertake.
3. Chair the Nominating Committee responsible for preparing the slate of officers for the succeeding year.

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Policy 5 – Board of Directors

Policy 5.1 The Board of Directors shall meet at least once per calendar month.

Policy 6 – Nominations and Elections

Policy 6.1 When considering the eligibility and willingness of each nominee, as specified in Article VI, Section 3 of the Chapter Bylaws, the Nominating Committee shall set criteria for selection of nominees, which shall include the following:

1. Willingness to devote time and effort as an officer of the Chapter.
2. Membership experience with the PMI and the Chapter.
3. Professional experience.
4. Personal attributes.

Policy 6.2 The Nominating Committee shall present its slate of nominees to the Board at least 55 days in advance of the annual meeting,

Policy 6.3 Elections shall be conducted prior to or during the Annual Meeting of the membership.

Policy 7 - Committees

Policy 8 - Finance

Policy 8.1 Annual Chapter membership dues shall be \$25.00 USD.

Policy 8.2 Accounting for the finances of the Chapter shall conform in general to the recommended practices of the American Institute of Certified Public Accountants. The Vice President of Treasury and Finance shall submit a statement of account each month to the Board of Directors.

Policy 8.3 The proposed budget shall be created annually and recommended by the Vice President of Treasury and Finance to the Board of Directors for approval. The annual budget for the succeeding year shall be submitted in draft form not later than the Board of Directors Meeting scheduled immediately prior to the Annual Meeting of the Chapter. The budget shall be approved at a joint meeting of incoming and outgoing officers. The incoming officers are to receive the budget two (2) weeks prior to said meeting. All officers are to review the budget to submit changes. The incoming officers are to review the budget, to submit changes and to approve it.

Policy 8.4 The Vice President of Treasury and Finance, except as otherwise provided in these Bylaws, shall handle expenditures. Individual Board members have authority to expend small amounts of money in the execution of their specific job responsibilities. In all cases, expenditures shall be made in accordance with the approved budget. The expenditures must not exceed the approved Chapter budget by more than ten (10) percent, except by the approval of the Board of Directors.

Policy 8.5 All Chapter financial transactions requiring a check from the Chapter account must be signed by either the President or the Vice President of Treasury and Finance. Checks up to \$500.00 need only one signature, while checks

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over \$500.00 need two signatures. A detailed financial transaction log will be maintained by the Vice President of Treasury and Finance and will be made available to any Board member or the PMI on request.

Policy 9 – Meetings of the Membership

Policy 9.1 The President shall have the authority and responsibility to prevent the unauthorized use of the Chapter name in connection with any meeting or activity which, in the President's judgment, does not further the purposes of the Chapter and/or the PMI.

Policy 9.2 All membership meetings shall be located within the geographical boundaries of the Chapter set forth in Policy 1.1.

Policy 9.3 Membership meetings shall be conducted at least once per calendar quarter.

Policy 10 – Inurement and Conflict of Interest

Policy 10.1 The Chapter shall not engage in any activities relating to election campaigns for candidates seeking political office, nor shall any agent, representative, officer, director, or employee engage in such activities on behalf of the Chapter.

Policy 11 – Indemnification

Policy 12 – Amendments

Policy 13 - Dissolution

Policy 14 – Advertising Policy

Policy 14.1 Guidelines for review and acceptance of submitted advertisements:

1. Advertisements may be submitted from any organization or individual.
2. Advertisements must be of professional appeal or of interest to the members of the PMI-QCAC. PMI-QCAC retains the right to reject any advertisement that does not meet this criterion in the opinion of the PMI-QCAC Board of Directors.
3. Announcements made on behalf of PMI International or other PMI Chapters will not be considered advertising and no fees will be charged.
4. Job announcements/postings advertising employment opportunities are not being accepted by the PMI-QCAC. All such requests should be directed to the Career Headquarters area of the PMI Website.
5. Advertisers do not pay for a specific location for their ad on the PMI-QCAC web site or in the on-line newsletter. PMI-QCAC will periodically rotate the location of ads that are longer than one month in duration to provide all ads similar exposure.

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Policy 14.2 Advertising Options and Rates:

1. All ads may be published on the PMI-QCAC website and/or in the on-line newsletter.
2. Advertising Rates are subject to change, shall be reviewed yearly by the current board, and can be found on the PMI-QCAC website.

Policy 14.3 Advertisement Layout Guidelines:

1. The advertisement may consist of a Logo (simple graphic), text and a website address/line. The information may be submitted via paper, e-mail or diskette along with a completed Advertisement Form submitted preferably via e-mail.
2. If the advertisement layout does not meet the above restrictions, the customer will be contacted for further information.
3. The space required for an image should be no larger than 1 MB.
4. Images should be in either a gif or jpg format.
5. Images should be no larger than 1" by 1".

Policy 15 – Dinner Policy

The PMI Quad City Area Chapter recognizes that successful meetings combine networking opportunities with desired speakers and topics at a reasonable cost. The chapter recognizes that some members may wish to attend the presentation but may be unable to attend the dinner portion of the meeting. The chapter also recognizes that there is a difference in financial liability depending on the type of meeting. To best accommodate the needs and wishes of all members, the QCA Chapter adopts the following policy:

Policy 15.1 The Board establishes two options for dinner meetings:

1. Dinner and meeting option – cost and time of serving.
2. Meeting only option – cost and time of arrival.

Policy 15.2 The chapter will collect the cost of the meeting from the member prior to the event. The payment will be collected as a requirement of the confirmation. Without advance payment, confirmation will not be assured and the attendee will be considered 'walk in' status.

Policy 15.3 In negotiating the dinner with the location, the chapter will consider the following:

1. Attempt to negotiate a 'dinner' charge that impacts only those who eat.
2. Attempt to negotiate a 'no charge' or 'minimum charge' for those who do not eat.
3. Arrange with the facility prior to the event how the attendees are to be counted/identified as 'eat' versus 'not'.
4. Understand if the location would make available 'extra meals' for 'walk ins'.
5. Avoid a contract that requires a minimum amount of people or dollars.

Policy 15.4 'Walk-ins' will be allowed up to the maximum number of 'extra meals' that the facility can provide or the maximum number of spaces accommodated by the facility, which ever is greater. If the number of 'walk-ins' exceeds availability, they will wait until all confirmed guests have arrived, or until the starting time of the meeting, to see if they can be accommodated.

Policy 15.5 For all dinner meetings, there will be a charge for those who attend but do not eat. If the facility has a charge for those who attend but do not eat, or has a minimum charge for the facility/event, the chapter will set the charge based on these requirements.

Policy 16- Job Postings

The Chapter realizes that the local employer base is a strong supporter of the chapter, and of its many members individually. Although one of the benefits of networking with in the chapter is to make contacts with other Project Management Professionals from various employers, the Chapter does not intend to facilitate the exchange of job available information among the members. The Chapter shall not use any of its communications channels (Chapter meetings, newsletter, web site, e-mail, etc) to openly advertise jobs that are available in the marketplace. If an employer or member approaches the Chapter Board for purposes of publicizing or securing a position, the Chapter Board will direct that person to post or seek information on the Career Headquarters section of the PMI website (www.pmi.org).

Policy 17 – Reviews

A review of the Quad City Chapter Policies and Procedures, Bylaws and Website will be conducted annually to ensure all policies, procedures and website content remain accurate and are in accordance with PMI standards.

Policy 18 – Chapter Record Retention and Archival

At year-end, each Officer will compile all significant electronic correspondence collected during that year prior to delivering the paper files to the incoming officer. Files are to be transferred during the transition meeting of incoming and outgoing officers. A copy of all files saved in electronic format will be given to the Vice President of Treasury and Finance as a backup to the original file.

Significant correspondence includes financial records, best practices, membership information and other documentation deemed appropriate for archival by the incumbent officer.

Policy 19 – Professional Development Event Refund/Cancellation

Policy 19.1 For events scheduled with greater than one month advanced notice, the Chapter establishes the following policy for cancellations and refunds:

1. Notice of cancellation must be made in writing and received by the Vice President of Professional Development
2. For cancellations made up to 8 calendar days prior to the start of the event, a \$50 cancellation fee will be charged for each registration cancelled. The refunded amount will be tuition paid minus \$50.
3. For cancellations made within 7 calendar days of the start of the event, no refund will be given, however, substitutions are welcome.
4. If the PMI QC Area Chapter finds it necessary to cancel the workshop due to weather or other various conditions, a full refund of paid tuition will be made.

Policy 19.2 For events scheduled with less than one month advanced notice, exceptions to this policy will be posted at the time of event registration.

Policy 19.3 For special events requiring coordination of effort, exceptions to this policy will be posted at the time of event registration.