



PMI Manitoba Policies for the
**PROJECT MANAGEMENT INSTITUTE
MANITOBA CHAPTER INC**

Last revised – 20 Jan 2006

PMI MANITOBA POLICIES

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PMI Manitoba Policy #001

Disbursement of Promotional Items

The purpose of this policy is to set guidelines for disbursement of PMI Manitoba promotional items.

- A Board member may request from the Director of Marketing, promotional items for specific PMI events without Board approval.
- Any non-budgeted items greater than \$5.00 must be approved by the Board.
 - The Board must approve all other requests for PMI MANITOBA promotional items.
 - An inventory update should be provided to the Board via the monthly Marketing status report.

This policy was approved by majority Board vote on November 13th, 2002

PMI Manitoba Policy #002

Fee Reduction for Volunteers

The purpose of this policy is to set guidelines for reducing fees for volunteers at PMI Manitoba events.

- At the discretion of the Director, volunteers on committees, who put in a significant effort (+ 20 hours) in planning/running the event, may have their fees reduced to the actual cost per person as determined by the Director.
- The Board must approve all other requests for reducing fees/costs for attendance by volunteers to PMI MANITOBA events.

This policy was approved by majority Board vote on November 13th, 2002

PMI Manitoba Policy #003

Contract/Letter of Agreement Review

The purpose of this policy is to describe who must review/approve contracts/letter of agreements PMI Manitoba may be entering in.

- The submitting Director and one of President/Vice-President/Treasurer must review and approve any document that enters PMI Manitoba in to a contract/letter of agreement with another party.
- Contracts/letter of agreements may only be signed by a Board member
- Standard contracts/letter of agreements already approved by the Board and a legal authority do not need to be reviewed on an individual basis

This policy was approved by majority Board vote on November 13th, 2002

PMI Manitoba Policy #004

Third Party Information Distribution

The Manitoba Chapter will distribute (via electronic means only, i.e. email, website, newsletter, etc.) non-Chapter information to our members as long as it meets all of the following criteria:

- It must be of interest to a minimum of 25% of our members.
- It is not a job posting.
N.B. Due to the number of our members who have their dues paid by their employers, this is not a service we can offer. We will direct them to the Career service offered by PMI Headquarters.
- If it is an event, it must not conflict with currently-scheduled Chapter events or interfere with their success.
- Any attachment to be sent out must be under 500K. This will ensure that our distributions will not fill up our members' inboxes and will allow for email filters that restrict the size of attachments.
- It is for a not-for-profit organization.

An exception to this policy: when another organization mails to their membership one of our Chapter's announcements, we will allow one for one reciprocity, provided their items are appropriate for our membership. This means that we will waive the first requirement above ("of interest to a minimum of 25% of our members")

This policy was approved by majority Board vote on March 23th, 2001.
This policy was amended and approved by majority Board vote on November 13th, 2002.

Process:

1. Each item for consideration must be forwarded to the Director of Membership. Organizations must submit their items for distribution one month prior to expected distribution to our members.
2. The Director of Membership will forward the item to the President and the Director of Communications, giving his/her opinion on whether the item should be sent to the chapter membership. In case of absence or

conflict of interest for one of these three individuals, the Honourable Secretary will serve as an alternate.

3. If all three of these Board members agree, the Director, Membership will distribute it via the appropriate electronic means. The subject line of the email will be standardized so that our members can quickly identify the fact that these are third-party announcements, not chapter business.
4. To reduce the administrative burden, the Director Membership, will make every effort to restrict these bulletins to one per month containing all distributions for that month. However, some distributions will need to go out immediately due to a limited lead time and high interest for our membership.
5. In the event that the three individuals cannot come to a consensus, then the item will not be distributed.
6. All e-mails to members will contain the following disclaimer when sent on behalf of a 3rd party.

”The Board of Directors of the PMI Manitoba Chapter has determined that the following announcement may be of interest to a significant proportion of our membership. However, this does not imply endorsement of the products or services offered.”

PMI Manitoba Policy #005

Group Discounts / Pricing

The purpose of this policy is to describe in what circumstances group discounts may be given by PMI Manitoba.

- At the discretion of the Director, a group discount can be given to an organization that registers at least 10 individuals to a PMI Manitoba event. The amount of discount will be 10% of the published price.
- When pricing PMI Manitoba events, there should be at least a 20% price difference between member and non-member rates for events.

This policy was approved by majority Board vote on December 11th, 2002.

PMI Manitoba Policy #006

Cancellations

The purpose of this policy is to describe PMI Manitoba's cancellation policy.

- Directors shall submit a cancellation fee schedule to the Board for approval for all events that charge fees to attendees. These schedules will be submitted and approved prior to event registration.
- All events with a registration fee over \$100.00 should include a cancellation administration fee that at least covers our online / credit card processing fees for that cancelled registration. This fee should be publicized in our refund policy for that event.
- Once a cancellation fee schedule has been approved by the Board, like events, with the same fee structure, need not be re-approved.
- Substitutions to a PMI event will be allowed as long as the person substituting is eligible for the same price as the person they are taking the place of.

This policy was approved by majority Board vote on December 11th, 2002. This policy was amended and approved by majority Board vote on November 13th, 2003.

PMI Manitoba Policy #007

AGM / Nomination / By-Law Dates

The purpose of this policy is to describe PMI Manitoba's AGM / Nomination Dates.

	<u>Process</u>	<u>Timing</u>
	AGM	Must take place within 90 days after Jan 1 – Bylaw
	AGM Notice (contains BOD nominees and proposed by-law changes)	Must be sent at least 30 days before AGM – Bylaw
	Note: VP is responsible to ensure the following activities are done	
1	President appoints Chair of Nominating Committee. Chair establishes Nominating Committee (if required)	December 1
2	The Nominating Committee nominates current incumbents (who are letting their names stand) for Officers and Directors	By 55 days before AGM
3	Email to membership announcing Nominations now open for Officers and Directors. Email would include names of incumbents.	By 55 days before AGM
4	Membership Director should ensure proxy votes for Officers / Directors and by-law changes are available	By 55 days before AGM
5	Email to member saying nominations are closed	35 days before AGM
6	AGM notice to members that would include by-law changes & nominations list (Bio's)	30 days before AGM
7	Proposed by-law changes are voted on (passed by 2/3's) Any votes required for BOD are done.	AGM

Note: - Hold AGM prior to LDEC
 - Vice President is responsible to ensure the following activities are done

This policy was approved by majority Board vote on December 11th, 2002.

PMI Manitoba Policy #008

Event Rates for Non Members

The purpose of this policy is to describe when PMI Manitoba will allow non-members to receive member rates on events.

- Non-members will be required to pay non-member rates if they are not a PMI Manitoba member at the time they are registering for a PMI Manitoba event.
- If the non-member becomes a PMI Manitoba member within 60 days of the event, the new member may apply for a refund for the difference between the member and non-member rate for the event.
- The Membership Director will verify that the member applied and was awarded membership within 60 days following the event

Exceptions to this policy can be made at the discretion of a Director.

This policy was approved by majority Board vote on January 8th, 2003. Revisions to this policy were approved by majority Board vote on December 14, 2005.

PMI Manitoba Policy #009

Dissolution Policy

The purpose of this policy is to describe what PMI Manitoba will do to financially prepare for the possibility of dissolution.

- In the event PMI Manitoba ceases to operate, any assets that remain after meeting all financial obligations will be donated to the United Way (Manitoba)
- The Board of Directors shall ensure that a minimum balance of funds be identified as a “Contingency Reserve”. The funds in this Reserve shall be maintained to cover any possible costs that the Chapter would reasonably incur in the event where dissolution of the Chapter has been deemed required. The amount of the “Reserve” shall be reviewed and if required modified by the Board of Directors on an annual basis. The amount of the “Reserve” shall be identified in the Chapter’s annual financial statements.

From the Audit Report: *“We have advised our non-profit client organizations of the need to apportion their accumulated surplus funds to provide for a minimum pool of “wind up” funds to cover lease continuance costs, severance pay, source deductions, outstanding account payables and wind up costs. This reserve should be maintained in the event the organization is compelled to subsidize operations on an ongoing basis by utilizing its existing surplus”.*

This policy was approved by majority Board vote on January 8th, 2003.

PMI Manitoba Policy #010

PMI Leadership Meeting Attendance Criteria

The purpose of this policy is to describe PMI Manitoba's criteria for selecting Board members for attendance to the bi-annual PMI Leadership meetings.

- When 1 person has been budgeted for, the President shall represent PMI Manitoba.
- When 2 people have been budgeted for, the President and President Elect shall represent PMI Manitoba.
- When 3 or more people have been budgeted for, the President, President Elect and other Board member(s) who meets the following criteria shall represent PMI Manitoba:
 - Longest serving Board member that has not attended a PMI Leadership Meeting before. The next longest serving Board member will be selected if the longest serving Board member is unavailable and so forth.
 - Board members traveling on Chapter business will arrange for medical insurance coverage and PMI Manitoba will cover the cost.
- If the President or President Elect are unable to attend, another Board member may attend based on above criteria. If both President and President Elect cannot attend, the Past President will attend in their place.

This policy was approved by majority Board vote on November 13, 2003.

This policy was amended and approved by majority Board vote on January 12th, 2005.

This policy was amended and approved by Majority Board vote on June 8, 2005.

PMI Manitoba Policy #011

Chapter Expense Reports & Reimbursements

The purpose of this policy is to set guidelines for Chapter Expense Reports and reimbursements.

- When a Board member submits a Chapter Expense Report it must be accompanied by a receipt(s).
 - If the expense is for food and beverage the attendees of the meeting must be listed on the back of the receipt.
 - The exception to this is if the attendees are already documented elsewhere (BOD Minutes, registration lists etc).
- The President and Vice President must get another Board member other than the President/Vice President to sign their Chapter Expense Report.
- When cash is received at a PMI Manitoba event, the amount of cash will be documented on the envelope and verified by 2 people (verify expected cash receipts to cash received).
 - When the money changes hands (from a Board Director to the Treasurer) the Treasurer will recount the monies and verify the amount with the Director and initial the envelope.
 - The Treasurer will then deposit the cash into the bank.
- An attendee list for all PMI Manitoba events should be provided to the Treasurer for audit purposes.

This policy was approved by majority Board vote on November 13th, 2003.

PMI Manitoba Policy #012

External Chapter Presentations

The purpose of this policy is to set guidelines for development and delivery of Chapter Presentations.

- Prior to the development of a new Chapter presentation the following should occur:
 - An inquiry should be made to Secretary to see if a presentation already exists
 - A review of existing presentations should occur to determine if an existing presentation can be used

- If a new presentation is required the following should occur;
 - Contact the President to inform him/her of the new presentation requirement and the intended audience
 - If possible modify an exiting presentation to meet the needs of the new requirements
 - Only generate a new presentation when nothing else exists
 - Presentations must be vetted through at least 2 Board members, one of which must be the President

- All presentations should be sent to the Secretary for archiving.

- All presentation requests must be authorized by the President.

- If at all possible, 2 Board members should attend each presentation.

This policy was approved by majority Board vote on December 10th, 2003.

PMI Manitoba Policy #013

Guidelines for Volunteers Recognition

The purpose of this policy is to set guidelines for awarding PDUs for committee work as well as recognizing volunteerism throughout the PMI Manitoba Chapter.

Definition of a volunteer

Is any person who contributes uncompensated time to the chapter in an effort to help the chapter reach its organizational goals. Volunteers are under the direction of a chapter officer.

Volunteers will receive 5 PDUs for volunteering on committees if they meet the following criteria:

- In order to receive 5 PDUs for volunteer on a PMI Manitoba committee a volunteer must put in a minimum of 10 hours a calendar year

Volunteers receive a recognition gift at the Annual General Meeting. It is at the discretion of each Board Member to determine which of their volunteers will receive the recognition gift if they do not meet the minimum of 10 hours per calendar year.

Board Member responsibilities include;

- Ensure the above criteria is met prior to the distribution of PDU letters and volunteer recognition gifts
- Ensure all committee chairs are aware of this policy

This policy was approved by majority Board vote on December 10th, 2003.

PMI Manitoba Policy #014

Cheque and Receipt Processing Policy

The purpose of this policy is to set guidelines for PMI Manitoba cheque and receipts processing.

Standard Cheque Process - to be followed by PMI Manitoba Board of Directors (includes Vice-President, President, and Past-President) requesting reimbursement for expenses made on behalf of PMI.

- Director downloads latest Expense Report from PMI Manitoba website <http://www.pmimanitoba.org/boardDocs/>
- Director completes Expense Report and emails to the Treasurer at least 2 days prior to the next Board of Directors meeting (or other meeting as agreed between the Director and Treasurer).
Note: The email must come from Director (not a committee member) and at this time no second signature is required.
- Director prints Expense Report and attaches all original supporting documentation, signs the report and obtains a second Board of Directors signature.
- Director also prepares a stamped & addressed envelope (if cheque needs to be mailed).
- Director brings Expense Report to the next Board of Directors meeting (or other meeting as agreed between the Director and Treasurer).
- Treasurer upon receipt of email Expense Report will validate it for completeness and contact the Director if any changes or explanations are required.
- Treasurer pre-writes cheque based on email Expense Reports received.
- Director provides signed Expense Report and all original supporting documentation to Treasurer.
- Treasurer validates signatures and matches expense report to supporting documentation, taxes, etc.
- Treasurer obtains a second cheque signature from the President or Vice President.

Treasurer hands out cheques to the Directors (where applicable) and mails remaining cheques in the pre-addressed/stamped envelopes provided by Directors.

Emergency Cheque Process

- Emergency cheques should be abnormalities – not the norm.
- A cheque will be considered an emergency where:
 - PMI Manitoba has contractual obligations or will incur late payment penalties if not paid prior to the next Board of Directors meeting.
 - Where the Director, Treasurer and/or other Directors collectively agree a cheque should be treated as an “emergency”.
 - During the summer months when there are no Board of Director meetings scheduled.
 - For Board of Director meeting meal expenses.
- Director completes Expense Report and obtains all necessary signatures.
- Director faxes the Expense Report and copies of all supporting documentation to the Treasurer.
- Director notifies the Treasurer by email and/or phone that Expense Report faxed and urgency of cheque.
- Treasurer validates Expense Report for completeness and contacts the Director if any changes or explanations are required.
- Based on the urgency of the cheque, the Treasurer arranges a cheque signing meeting with the President or Vice President.
- Treasurer pre-writes cheques (depending on volume of cheques to be signed).
- Treasurer meets with the President or Vice President and signs the cheque.
- Treasurer and President or Vice President decide the fastest way to get the cheque to payee (e.g. hand deliver, mail, courier) & agree who will send.
- Director brings the original Expense Report and supporting documentation to the next Board of Directors meeting and provides to the Treasurer.

Receipts Process

- Director downloads latest Receipt Report from PMI Manitoba website <http://www.pmimanitoba.org/boardDocs/>
- Director completes Receipts Report, prints, signs and attaches all cheques/cash & other remittance documentation in the same order as listed on the Receipts Report.
- Directors provides Receipts Report to the Treasurer at the next opportunity (e.g. next Board of Directors meeting).

This policy was approved by majority Board vote on January 12, 2005.

PMI Manitoba Policy #015

Audit Committee Guidelines

The purpose of this policy is to provide an understanding of the objectives, makeup and duties of the Audit Committee.

Objectives

- Review financial books and make sure that they are in accordance with generally accepted accounting principles.
- Ensure that the financial books are being kept up-to-date on a timely basis.
- Look for opportunities to improve internal financial controls.

Make-up

- The Audit Committee should be made up of 3 Board of Directors:
 - Treasurer
 - Vice-President
 - And one Board of Director - any position, who does not have signing authority.
- Every effort should be made to ensure that there is one returning member on the committee. If that is not possible then ensure that appropriate knowledge transfer takes place.

Duties

- Meet quarterly to review the financial books:
 - review the deposit book entries and bank statement(s) to make sure they match
 - review cheque stubs and ensure that there is a corresponding expense statement
 - review a representative sample of the expense statements to ensure they follow our accounting principles
 - ensure monthly bank reconciliation have been completed
 - review investment account and check withdrawals and deposits. Ensure transfers are in accordance with investment policy set by the Board.
 - review existing financial processes looking for improvements and review the audit committee roles and responsibilities

- Treasurer to provide a backup of PMI's financial books to members of the Audit committee on a monthly basis.
- Review year end financial statement.
- Meet with the external auditor to review the year end statements and discuss any financial process improvements recommended.
- Report findings to the Board of Directors on a quarterly basis.

This policy was approved by majority Board vote on January 12, 2005.

PMI Manitoba Policy #016

Career Guidelines

The purpose of this policy is to provide guidelines for advertising career opportunities on our web-site. The objective of this policy is to allow employers and not for profit organizations to advertise project management careers/opportunities in our province.

Details

- PMI MB is posting this information as a service to its members.
- Communications will be responsible for the managing of this initiative since it involves mostly web communications.
- It will be up to public to check the web-site. PMI-MB will not communicate new opportunities to members.
- PMI MB should not try and dictate the contents of the opportunity.
- Opportunities will be posted for 30 days or until notified to be removed by Employer or not for profit organization.
- PMI Manitoba has unilateral “right of refusal” to not post the opportunity.
- PMI Manitoba will not post resumes on the website.
- A disclaimer is to be listed on the web-site (both in the career section and the Volunteer section) that states:

“PMI Manitoba cannot and does not endorse the organization or the career opportunity listed below. PMI Manitoba will not participate in any discussions, decisions, negotiations, etc. It is solely up to the individual and the organization to discuss the opportunity.

General Procedure

1. Employers or not for profit organizations will contact PMI Manitoba when wanting to post a position.
2. Communications will forward a "career opportunity template" to the Employer/not for profit organization , if required.
3. Communications will receive the career opportunity, create PDF and post position on the web-site. The not for profit organization

- opportunities will be listed under the Volunteer section of the Web Site.
4. Career opportunities will be posted for 30 days (default) unless a shorter time may be requested.
 5. Template contents will consist of:
 - Company (mandatory field)
 - Skills Required
 - Career Location
 - Rate/Salary Range (Not applicable for not for profit opportunities)
 - Length
 - Term
 - How to Apply
 - Position Summary (mandatory field)
 - Contact Information (mandatory field)

This policy was approved by majority Board vote on January 12, 2005.
This policy was revised and approved by majority Board vote on May 11, 2005.

PMI Manitoba Policy #017

Conflict of Interest

The purpose of this policy is to identify the policy and mechanism by which PMI Manitoba will recognize and respond to potential conflicts of interest. This policy follows the PMI HQ policy available at www.pmi.org

- Participation on the Board of Directors and on Board Committees constitutes acceptance of the underlying principles set out in the HQ policy as well as this Policy.
- Board of Directors will refrain from taking part in door prize draws at Chapter meetings, AGM and Professional Development functions sponsored by the Chapter.
- Board of Directors may participate in Chapter prize draws where **all** participants receive a prize i.e. social functions such as golf and curling events.

Mechanism

- At the annual Board transition meeting, held after the AGM, all Board members will be provided a copy of the HQ Conflict of Interest policy by the Secretary and asked to self identify in writing, to the Board, any potential conflicts of interest that may arise for themselves or any of their Committee members during the course of their term on the Board.
- All instances of potential Conflicts of Interest will be reviewed by the Board at their next scheduled meeting. A Remedy will be agreed to by majority vote and recorded in the minutes.

This Policy was approved by majority Board vote on May 11, 2005.

PMI Manitoba Policy #018

Calling Cards

Calling cards are to be used by Board of Directors for PMI Manitoba Chapter business.

This policy was approved by majority Board vote on January 11, 2006.

Process:

1. The Secretary will manage the physical card inventory (10).
2. Board of Directors members will return the calling cards to the Secretary at the end of their term.
3. Board of Director members will advise the Secretary immediately if a card has been lost or stolen.
4. The Secretary will review monthly telephone statements and the appropriate Director will validate calling card charges.