



Project Management Institute (PMI) Minnesota

Chapter Operations Policy Manual

Version 6.1

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1 Introduction

1.1 Mission of Project Management Institute of Minnesota

To provide value to members and the community through opportunities for career development and to advocate the advancement of the project management profession and its disciplines.

1.2 Purpose of Policy Manual

The purpose of this manual is to provide policy leadership for the Project Management Institute of Minnesota (PMI-MN) Chapter, and to aid Chapter leaders in managing the operations of the Chapter in accordance with the policies established by the Project Management Institute (PMI) national office and the Project Management Institute of Minnesota (PMI-MN). Applicable PMI-MN policies and sample Bylaws are all included to assist the Chapter with compliance tasks.

The development of the policy manual is to define and codify policies that establish the framework within which the Chapter conducts its operations. The manual is intended as a reference to enable board members and committee chairs to be consistent in their interpretation and administration of Chapter policy, which, generally, is not contained in other documents. This manual contains all active policies for the Chapter. No other documents used by the Chapter should contain policies. It is the responsibility of every Director and Chair to ensure policies are kept in this document only. Director is anyone serving on the PMI-MN Board of Directors.

Breaches of policy will be handled according to the PMI Code of Ethics.

1.3 Policy Manual Modification Instructions

1.3.1 Responsibilities

- The Board of Directors has the responsibility for ensuring the validity of the content of the policy manual.
- Each committee shall be led by at least Chair, Vice Chair and Program Manager, with one named lead. The board will approve the Chair, Vice Chair appointments annually.
- Each Committee Chair must conduct a comprehensive review of procedures / playbooks for their group no less than every two years.
- The Executive Committee shall consist of the President, President-Elect, Past-President, Director of Governance and Director of Finance.
- The Executive Committee must review all new and modified policies prior to Board submission. The Executive Committee reviews and adjudicates submissions of complaints or violations of organizational Bylaws, Policy, or Governance Procedures, as submitted to the Director of Governance.
- The Board will decide on each policy presented for addition, modification, or deletion at the next board meeting unless further research or analysis is required.
- Any member of the Board of Directors can request a new policy or an update to an existing policy.

1.4 Policies Distribution

The Policy Manual is published to the Minnesota Chapter web site under "About Us / Chapter Documents". The Directors have oversight responsibility to ensure all volunteers are aware of the policies. The committee leadership are responsible to ensure day-to-day operations adhere to the policies, and that their committee procedures are relevant and up to date. All Volunteers are responsible for reading and understanding the Bylaws, Policy, and Procedures Manual. All Volunteers are responsible for reading and understanding the Procedures relevant to the organization and their specific roles.

2 Chapter Administration

2.1 Board of Directors Endorsement Policy

2.1.1 Purpose

The purpose of this policy is to provide guidance to the PMI-MN Board of Directors when promotional or endorsement offers are presented to PMI-MN.

2.1.2 Policy

2.1.2.1 General

Endorsement is defined as the use of PMI-MN's name or logo by a third party or giving public approval or support to a third party through use of the PMI-MN website, newsletter, social media, and event communications. Endorsement requires written permission from PMI-MN President-Elect (COO), and any printed or electronic material must be reviewed by the PMI-MN Marketing and Communications Chair to ensure it adheres to the Chapter branding guidelines.

As a non-profit professional association, PMI-MN and the PMI-MN Board of Directors do not generally accept, endorse, or promote vendors, their products, services, personnel, affiliates, or causes/charities with which the vendor may be associated. PMI-MN will generally not allow the use of its logo where such use would provide a benefit to any for-profit organization. Endorsement will only be offered for products or services that have an educational or professional value to our members, including PMI GHQ and Chapter events and activities, such as Chapter meetings, PDD, or webinars and previously approved non-profit professional organizations that have a relationship with PMI-MN through the Sponsor/Partner program. PMI-MN may collaborate or co-sponsor educational activities, projects, conferences or publications with PMI GHQ, PMI chapters, or Sponsors/Partners. These activities are covered in the appropriate committee policy or playbook.

Directors, Chapter Advisory Council Members, and PMI-MN volunteers may not benefit financially or in kind through their association with PMI-MN. Please refer to the Board Member Compensation Policy.

2.1.2.2 Exceptions

If an event team lead would like a one-time exception to any aspect of this endorsement policy, the Board must approve that exception. PMI-MN will evaluate all requests for endorsement for consistency with the overall mission and goals of the Chapter.

2.2 Ethics Policy

PMI-MN adheres to the PMI Code of Ethics and Professional Conduct. A formal and transparent process is published, available to all volunteers, and followed by all Chapter board and committee functions. PMI-MN will follow the PMI Ethical Decision-Making Framework when confronted with an ethical dilemma. The PMI Ethical Decision-Making Framework is found on the PMI web site and a link is provided on the PMI-MN website.

2.2.1 Policy

All volunteers are representatives of PMI first and foremost and must place PMI before your personal interests or the interests of their employer. The following directions are in adherence with the Code of Ethics of PMI GHQ and will assist volunteers in avoiding conflicts of interest:

- When acting as a Volunteer, always introduce yourself as a representative of PMI and not of your employer.
- When representing PMI use a "PMI title" for yourself - e.g., Director of Membership, PDD Project Manager, PMI Volunteer, PMI Representative, etc.

- Avoid any overt marketing of your employer or yourself. Volunteers should offer this information only in response to direct inquiries, including your employment status and background.
- Volunteers or Members who believe they have a just conflict with other Volunteers or Members or organizational policy, must first bring their grievance to the Director of Governance, either by email or web form. The Director of Governance will act on such notifications within 14 days.
- Persons that have been removed or terminated by determination of the office of the Director of Governance, may not be engaged for any paid or unpaid role within the organization for at least 2 years after which the individual can submit and appeal to the board.
- In cases where a Volunteer has been terminated with cause or is unable to fulfill their responsibilities of the position (e.g., abrupt resignation, malfeasance), the Administrator shall be notified and ensure the incident is logged.
- The Nominating Committee is responsible for reviewing the incident logs with the Administrator to ensure that candidates are properly vetted prior to being listed as Candidate.

2.3 Volunteer Engagement / Conflict of Interest Policy

2.3.1 Purpose

The purpose of this policy is to ensure that decisions about PMI-MN operations, and the use or disposition of PMI assets, are made solely in terms of the benefits to PMI and PMI-MN and are not influenced by any private profit or other personal benefit to the individuals affiliated with PMI or PMI-MN who take part in the decision.

2.3.2 Definitions

A Conflict of interest is a situation that arises when a Chapter volunteer is involved in a PMI-MN business transaction, faced with a decision or act that will benefit the volunteer or another person or organization to which the volunteer owes a duty of loyalty and at the same time will harm another person or organization to which the volunteer owes a similar duty of loyalty.

“Involved in a PMI-MN business transaction” means offering, requesting, initiating, making the principal recommendation for, or approving a purchase or contract; identifying, recommending, or selecting a vendor or contractor; suggesting, drafting, or negotiating the terms of such a transaction; or requesting, authorizing, or making payments from PMI accounts. The language is intended to include not only transactions for PMI’s procurement of goods and services, but also for the disposition of PMI property, and the provision of services or space by PMI-MN.

A conflict of interest exists when an individual fails to disclose relevant information to the board and where an individual can benefit personally from a situation, contract, or activity. A conflict of interest may also occur when an individual is able to influence decisions or other outcomes on behalf of one party when such decisions or outcomes could affect one or more other parties with which PMI-MN has a relationship.

2.3.3 Policy

It is the policy of all volunteers of the PMI-MN Chapter to avoid actual or perceived conflicts of interest, to perform their responsibilities consistent with expectations of the role and to use information about PMI-MN members only in concert with PMI-MN business.

Volunteers will proactively and fully disclose any real or potential conflict of interest to the appropriate stakeholders, such as committee chairs or board members. Volunteers can resolve a conflict of interest by disclosing the conflict to those affected and allowing them to make the decision about how to proceed. Volunteers and board members in a conflict-of-interest situation must refrain from engaging in the decision-making process or otherwise attempting to influence outcomes until full disclosure is made to the affected stakeholders; the Board of Directors has approved a mitigation plan and given consent to proceed. Consent will be documented and kept for future reference.

The Board of Directors of PMI-MN supplements the PMI GHQ policies on conflict of interest and privacy with additional policies on volunteer performance and use of PMI-MN member data. See the Volunteer committee playbook.

Each volunteer shall execute the PMI-MN Volunteer Agreement specific to their role. The volunteer agreement must be signed to serve as a volunteer for the Chapter.

This agreement shall be renewed annually at the time of membership renewal. Volunteers will also need to execute new agreements if they are elected or appointed to a leadership position when the volunteer role changes or when the content of the agreement is changed.

2.3.4 [Conflict Resolution Policy \(PMI Global\)](#)

2.3.4.1 PMI-MN Volunteer Conflict resolution guidelines

In case of conflict between two or more board members, the policy of conflict resolution is as follows. The parties involved in conflict will make an attempt to resolve issues between themselves mutually, by noting down the issues and discussing the concerns with each other fairly and openly. It is important to note that the discussion should be limited to facts only, that can be backed up evidence. If unable to resolve differences mutually, the parties will bring up the matter with Director of Governance, providing them with written facts and evidence concerning the matter. The Director of Governance will make an attempt to mediate and resolve the issues. If unable to resolve, the Director of Governance will consult with the President, who may appoint a committee at that point consisting of board members to resolve the dispute. The committee will provide its recommendations to the president and the president will inform and consult with the board on next steps. If the matter still remains unresolved at the board level, the impacted parties or the president may reach out to Global Mentor for help. All the parties involved must adhere to the recommendations from Global and once Global is involved, the matter will not be taken up at the board level, to optimize the chapter resources and to ensure board health.

2.4 Charitable Giving Policy

2.4.1 Purpose

The purpose of this policy is to provide guidance to the PMI-MN Board of Directors in making decisions about donations to charitable organizations.

2.4.2 Policy

This policy applies to any request to receive PMI-MN resources initiated by a PMI-MN member or charitable institution. It applies only to PMI-MN members in good standing or charitable organization. Excluded are any political, religious, or lobbying groups. Individuals as recipients are specifically excluded from receiving donations.

It is the policy of PMI-MN to use a formal process for the evaluation of any proposed request for resources. The decision to donate resources in PMI-MN's name will consider the strategic and tactical benefits to both PMI-MN and the charitable organization. This decision will also consider the capacity of both organizations to honor the commitments integral to the donation. Each donation should be reviewed and re-approved on an annual basis based on the current year budget.

2.4.2.1 Types of Donations

Donations will be classified as Services or Money.

- *Services* – Commitment of services controlled by PMI-MN such as use of its website, use of its equipment, use of its advertising media, PMI-MN member volunteers, and employees or contractors.
- *Money* – Commitment of dollars of PMI-MN for a specific request of the charitable organization. A specific purpose for the money must be defined and appropriate audits or documentation that the money was used for that purpose sent to PMI within 60 days of the donation. Failure to provide the audits or documentation within the time period will exclude the organization from any future consideration by PMI-MN for charitable requests.

2.5 Committee Policy

2.5.1 Composition

Each committee shall consist of Chair, Vice Chair, Program Manager, and committee members.

2.5.2 Responsibilities

It is the responsibility of the Chair:-

- To recruit members as volunteers for their team
- Understand and use PMI and Chapter Volunteer recruitment process and procedure.
- Ensure that their committee procedures and practices are updated as needed.
- Ensure that their committee team members understand procedures and practices, and facilitate such knowledge via adequate written documentation (e.g., Committee procedures, Committee Playbooks, PMI, and Chapter training materials)
- Come to the monthly Operations Committee meeting prepared to provide the following team stand up updates- Verbal report by each chair to include:
 - What roadblocks are keeping my team from helping us to meet our strategic goals/ the chapter strategic goals?
 - What my team has accomplished since the last time we met?
 - What is planned for my team to accomplish before the next time we meet?
 - What does my team need specifically from other committees?

It is the responsibility of the President-Elect, acting as “Chief Operating Officer” and Chair of the Operations Committee to:

- Ensure Committees are adequately staffed and report staffing status to the Board of Directors
- Ensure Committees are adequately meeting their product outcomes and report Committee performance to the Board of Directors
- Facilitate Chair, Vice-Chair, Program Manager Volunteer training on Chapter bylaws, policies, and codes.
- Review with Committee Chair, Vice-Chair, Program Manager their Process and Procedures at least once a year
- Work with the office of the Director of Governance to establish SMART procedures regarding training and documentation.

3 Operations

3.1 Contracts Policy

Each year PMI-MN contracts with several businesses for services on an annual basis. The number of contracts issued each year may vary. Some of the services purchased via a formal contract are:

- Administrative Services
- Special Event Ticket Services
- Hotel for Meetings and Seminars

3.1.1 Contracts Policy Signing Authority for Contracts

- The President-Elect shall serve as the signer for all contracts/agreements the Chapter chooses to enter into for contracts/agreements over the amount of \$1,500 if budgeted or any dollar amount if un-budgeted. In the President-Elected absence the President shall serve as the signer.
- The Director of Finance is responsible for reviewing all contracts six months prior to renewal and presenting those contracts to the Board for approval.
- Committee Chairs have signing authority for contracts/agreement the Chapter chooses to enter into for

contracts/agreements \$1,499 or less if it is a budgeted expense. All unbudgeted contracts/agreements must be signed by the President-Elect.

- No committee or volunteer shall contract or acquire new services that are already provided within PMI-MN. For example, purchasing a MailChimp license or Survey Monkey to execute a marketing program for an event, when similar services are already provided through the PMI-MN infrastructure.

3.2 Archiving Policies

3.2.1 Policy:

PMI-MN Chapter records shall be archived in a designated physical location to insure that:

- State and Federal regulations are met.
- Essential business and legally required documents are accessible.
- Historical records are available that document activities of Practitioner Communities (PrCs), committees, monthly meetings, and each Chapter Officer
- Continuity and orderly transitions occur from year to year and from leader to leader.
- Essential professional and technical records are accessible.

Each Chapter officer, Committee Leader, etc. shall regularly (monthly) submit records for archive on SharePoint.

The current PMI-MN Chapter Administrator, the President, and President-Elect shall maintain the physical archive/storage facility. They shall:

- Control access to the archive facility
- Add new records to the archive.
- Purge records (unless otherwise designated) older than 12 to 24 months. Maintain a minimum of 1 year and a maximum of 2 years of history.
- Rent, contract, or in general, acquire the physical storage facility.
- Maintain an index of the material archived (spreadsheet or record)
- Maintain a record/log of the date and person removing archived materials.
- Records may be either paper/physical or electronic media.
- Where possible, essential physical documents will be converted to electronic format.

3.2.2 Document Storage Locations

3.2.2.1 PMI-MN Chapter administrator

The PMI-MN Chapter administrator holds the official, 'golden' copy of all formal Chapter documents. Formal Chapter documents include any documents required for legal, contractual, regulatory, or governmental purposes. Formal Chapter documents also include any documents, which the PMI-MN Board of Directors deems important enough to require a historical copy.

Documents include, but are not limited to:

- By-laws
- policy manual
- contracts
- annual reports
- state incorporation documents
- monthly and annual fiscal reports
- tax returns
- procedural forms (e.g., expense forms)
- Chapter organizational chart

- roles and responsibilities
- volunteer position descriptions
- partner logos
- marketing materials and brochures
- dinner event assignments for board members

The PMI-MN Chapter administrator is responsible for maintaining, with suitable backups, the most recent electronic copy of all formal Chapter documents. The individual who generates or updates such documents is responsible for distributing the most current electronic copy to the PMI-MN Chapter administrator.

3.2.2.2 PMI-MN Website

The PMI-MN website is a primary communication mechanism for the general public, providing information on Chapter history, organizational structure, program and service offerings, and current events. Documents stored electronically in this website may contain public information or members-only information.

3.2.3 Security

Appropriate security credentials (e.g., user ID and password) will be used where necessary to secure documents according to the level of authority needed to view the documents (i.e., public, general Chapter membership, leadership). Appropriate technology will be employed to protect security credentials during entry and transmission between the point of entry and the authentication engine.

4 Sponsorship and Partnership Policy

4.1 Purpose

The partners & sponsorship committee is responsible for the procedures around relationships offered by PMI-MN, including the individuals who are not members of the PMI-MN Chapter, but who belong to a group that may be offered discounts by PMI-MN.

The partners & sponsorship committee is responsible for soliciting and approving any corporations or individual(s) wanting to support PMI-MN.

PMI-MN teams that have identified sponsorship opportunities should forward those opportunities to the partners & sponsorship committee.

5 Professional Development

5.1 PMI Certification Preparation & Educational Workshop Materials

5.1.1 Purpose

The purpose of this policy is to provide guidance to the PMI-MN Program Managers, Operations Team, and Board Members for sharing Certification's preparation materials and all other educational materials owned by the Minnesota Chapter of the Project Management Institute with other PMI Chapters across the world.

5.1.2 Policy

PMI-MN will share certification preparation/educational materials with other PMI Chapters. The Chapters will use the materials to provide a service to their members.

At this time, PMI-MN Chapter will not share certification preparation materials with corporations or individuals for corporate or personal gain.

5.1.3 Authorized Training Partner (ATP) & Disciplined Agile Policy

PMI-MN will work with a certified Authorized Training Partner (ATP) provider under a revenue share model to offer Disciplined Agile classes and exam preparation training for the new PMP® exam instead of the Chapter becoming an ATP. Under this model, the Chapter will have less risk since the ATP provider will be providing the classes. Expenses are estimated to be lower for the Chapter, although revenue may also be less than expected. In addition, working with an ATP will allow the Chapter to offer for more classes than originally planned. The ATP provider will also share with the marketing of the classes, provide training materials and the virtual tool for use with the training sessions.

For more detailed information on the ATP program and requirements please visit <https://www.pmi.org/update-center/rep-program-update>

5.2 PMI – MN Cancellation and Refund Policy

5.2.1 General Refund Terms and Conditions

For any PMI-MN event, full or partial refunds, will be granted according to the terms and conditions on the registration site.

Special circumstances will be considered if the request is submitted in writing to the PMI-MN at administrator@pmi-mn.org and chairs or board members have the discretion to waive the cancellation fee. Finance

5.2 PMI – MN Payment Policy

6.1.1 Purpose

The purpose of the payment policy is to document payments for all PMI-MN events. Any exceptions to this policy must be approved by the PMI-MN Board of Directors.

6.1.2 Policy Description

Payment for PMI-MN events is due at the time of registration unless arrangements have been made through the use of a purchase order.

6.1.2.1 Outstanding Accounts

New registrations cannot be accepted from any person with an outstanding balance due.

6.1.2.2 PMI Minnesota Credit Cards

This policy relates to all credit cards that are paid directly by PMI Minnesota.

Guidelines:

- The Board of Directors will approve the issuance of all PMI Minnesota credit cards.
- Credit cards will be issued in the name of the board member.
 - Current policy authorizes credit cards to be issued to: President, President-Elect, and Director of Finance.
- The card will have a credit limit not to exceed \$5,000 for each card.
- The card may be used only for the purchase of goods or services for official business of PMI Minnesota.
- No alcoholic beverages or personal items may be purchased on a PMI Minnesota paid credit card.
- PMI Minnesota paid credit card may not be used for items such as: cash advances, bank checks, traveler's checks, and ATM withdrawals.
- All purchases will be within current budget approved by the Board of Directors, unbudgeted items must receive Board approval before being placed on a credit card.

- Reimbursement for returns of goods or services originally purchased on a PMI Minnesota paid credit card must be credited directly to the credit card account. No cash or refunds should be directly received by the card holder.
- The person issued the card is responsible for its protection and custody and shall immediately notify the credit card company and Executive Administrator if it is lost or stolen.
- The person issued the card must immediately surrender the card to the Executive Administrator when their term has ended.
- The person using a credit card for purchases that cannot be substantiated as a necessary purchase for official business will be personally responsible for the charges.

Report Requirements

Credit card statements, along with receipts for all items to be paid by PMI Minnesota, will be reconciled monthly by the Executive Administrator. Receipts must show the date, purpose, and name(s) for which the expense was incurred. Receipts for meals must be an itemized receipt. Those without a PMI Minnesota issued credit card may reach out to the Executive Administrator for assistance as they may place the purchase on their company issued credit card.

6.1.2.3 IRS

Volunteers are subject to the same IRS income guidelines as other contracted services. If volunteers exceed the IRS income limit, the Chapter will issue a 1099 to the volunteer.

6.2 PMI – MN Expense Reimbursement Policy

6.2.1 Purpose

It is PMI-MN's policy to reimburse volunteers for ordinary, necessary, and reasonable expenses that are directly connected with or pertaining to the transaction of Chapter business. This expense reimbursement policy shall be applicable for general, budgeted, and travel volunteer expenses incurred during the conduct of PMI-MN business. Volunteers are expected to exercise prudent business and personal judgment regarding expenses covered by this policy. Any exceptions to this policy must be approved by the PMI-MN Board of Directors.

6.2.2 Policy

The volunteer will be reimbursed for all budgeted items.

- To be reimbursed, volunteers need to follow the expense reimbursement procedure laid out in the Finance Playbook. If a Volunteer submits a Payment Authorization form (from the web), reimbursement should occur within 30 calendar days.
- The board must approve any unbudgeted item(s) or increases to the budget over \$1000.00 before the cost is incurred and the expense reimbursed. The Chapter President, President-Elect and Directors may authorize amounts under \$1000.00 without board approval.
- The \$1000 cap is per year and applies to the total department budget, not per transaction or per general ledger code. The limit does not apply for budget items that are based on a per participant basis. For example, monthly dinner/breakfast meetings and PDD, PMP Prep or Education classes that register more than the budgeted number, and therefore increase both revenue and expenses, is exempt from the restriction. In such circumstances, it is assumed that the increase in revenue will cover the increase in expense. If not, the number of registrants must be capped at the budget number, or the board must approve the expense increase.
- Cash advances will be considered on a case-by-case basis. Approval from the President and President-Elect is required. If approved the requestor is required to complete an expense request form and designate in the special instructions area that this request is for a cash advance and the reason the cash advance is needed. Use of a PMI-MN credit card is a form of cash advance. All receipts must be submitted within 15 days after the completion of the event that the cash advanced was needed. Please follow PMI-MN's expense reimbursement procedure. For any receipts that are not returned, PMI-MN will report the amount as your income to the IRS.

The Minnesota Chapter of the Project Management Institute (PMI-MN) shall not directly furnish alcoholic beverages nor reimburse for the purchase of alcohol. Expenses related to alcohol consumed during PMI-MN sponsored events will be the responsibility of the individual.

In some instances, the Board or President may pre-approve the purchase of alcohol for certain events (for example the year-end Gala that is typically scheduled the following year on the 3rd Saturday of January) at which point no more than 2 drink tickets per attendee would be made available to the attendees. Expenses for such approved purchases will be reimbursed to the designated committee member or officer, if necessary, but, if possible, the vendor should directly invoice PMI-MN.

6.3 PMI – MN Travel Policy

6.3.1 Policy

PMI-MN travel is typically dictated by the President. In the cases where individual travel may be required by a PMI-MN member, this travel request is submitted via e-mail to the President for approval. PMI-MN expects volunteers to select travel arrangements that are cost effective for the trip. PMI-MN will not compromise a volunteer's safety while traveling on PMI-MN business.

PMI-MN members are in travel status when they are on PMI-MN business and more than 50 miles from their workplace or place of residence. PMI-MN members can be reimbursed for mileage, tolls, or parking costs but will not be allowed meals or lodging within 50 miles of their workplace or place of residence. If a PMI-MN member is in travel status for less than three hours, meals and/or lodging are not allowed regardless of the distance traveled, unless approved by the Board.

Reasonable expenses incurred as the result of travel on behalf of PMI-MN are reimbursed as described in the PMI-MN Expense Reimbursement policy.

6.3.2 Conference Attendance

Typically, the Board of Directors sends representatives to the several conferences during the year. As a standard practice, Board members attend R2, LIM and EMEA, budget permitting. If PMI Global LIM, Regional (R2), or EMEA conferences are offered via virtual format, and based on proposed agenda content, consideration of attendance will be made for Operations Committee leaders.

6.3.3 Travel Expense Categories

6.3.2.1 Travel Reimbursement Rate Schedule

Travel on behalf of PMI-MN will be pre-approved and included in the annual budget. Procedures will list reimbursable expenses.

6.3.2.2 Air Travel

Air transportation is recommended when the distance traveled is equal to or greater than five hours by ground transportation. For trips less than five hours by ground transportation, air travel is not recommended.

Air travel should be scheduled only when it is clearly better for the intent of PMI-MN interest(s). Travelers should avail themselves of special cost-saving airline fares whenever possible (such as Saturday overnight stays). In all cases, the traveler should seek the lowest cost coach fares and plan trips well in advance to permit full use of lower fares. Travel must be by the most direct and cheapest route possible. If possible, tickets for travel should be purchased at least 4 weeks prior to the travel date for domestic travel and 6 weeks prior for international travel date. A person traveling by an indirect route not associated with the purpose of the trip shall personally assume any extra costs incurred.

Extra days added to a PMI-MN related trip for personal reasons are the sole financial responsibility of the traveler. Any additional airline expense for upgrading airline seats, trip extensions for personal reasons, or family members and/or friends accompanying the member are the responsibility of the traveler.

6.3.2.3 Reimbursement for Travel between Residence and Airport

When in travel status, PMI-MN members may be reimbursed for the mileage travelled between residence and transportation terminals (bus stations, airports, train stations) at the IRS current rate. Taxicab charges should include tips. This includes parking at the transportation terminals. The traveler must provide receipts to be reimbursed for tolls and parking.

6.3.2.4 Rental Vehicles

In general, a rental vehicle should be used when the trip destination is over 100 miles from the airport terminal and/or no prior arrangements have been made for ground transport. PMI-MN does not have a contract with any particular rental agency.

Approved vehicle size is based on the distance of the trip. No upgrades will be allowed unless there are specific mitigating circumstances to support the upgrade. All upgrades must have the prior approval of the President, President-Elect, or the Director of Finance. The President, President-Elect or Director of Finance cannot approve their own upgrade. PMI-MN does not reimburse for optional accessories on the rental agreement (GPS, XM Radio). Availability of funds will not be an adequate reason for an upgrade.

Receipts should be obtained by the traveler for gasoline, insurance, tolls, or other expenses associated with the vehicle and submitted with the traveler's expense report. Premiums for any additional insurance will be reimbursed if the traveler deems necessary. The person signing the vehicle rental agreement accepts responsibility for the operation of the vehicle during the time it is under that person's control. The vehicle should be operated only for official PMI-MN business or for the necessary incidentals, such as driving to the conference or hotel, related to the purpose of the trip. Under no circumstances should the vehicle be used for personal use or for travel not associated with the person's official business. PMI-MN will not reimburse the traveler for gasoline charges listed on the rental car receipt.

6.3.2.5 Personal Vehicles

Mileage reimbursement when using a privately-owned vehicle is allowed for all mileage necessary when travel is over 50 miles, to accomplish the purpose of the trip, and will be reimbursed at the existing government business rate (US cents per mile). For example, if you live more than 50 miles from a PMI-MN meeting location but travel from your work to a meeting and it is only 20 miles, reimbursement is not given for the trip to the PMI-MN meeting. Reimbursement is only given to the return trip home if over 50 miles.

If the PMI-MN member uses a personal vehicle on PMI-MN business and is involved in an accident, the member insurance provides the primary source of coverage.

6.3.2.6 Incidental Travel Expenses

Internet access and fax charges are not reimbursable by PMI-MN unless it is for PMI-MN business. Documentation on the expense request for these charges must be completed and approved.

Claims for reimbursement of expenditures made for the purchase of authorized supplies or printing expenses related to travel must be supported by an itemized receipt.

Laundry, personal phone calls, valet service, theater and banquet tickets, and entertainment are considered personal items and will not be reimbursed.

6.3.2.7 Meals

Actual, reasonable, and necessary costs for meals (food and non-alcoholic beverages) will be reimbursed during travel up to \$55 per day in most cities and up to \$65 per day in New York, Honolulu, San Francisco, Los Angeles, Washington DC, Chicago, and Dallas. Reimbursement may include a gratuity of up to twenty (20%) percent of the bill, before sales tax. Fully itemized and detailed receipts are required.

6.3.2.8 Hosting Guests While Traveling

PMI-MN members can be reimbursed for food or non-alcoholic beverage expenses incurred while hosting a guest as a part of PMI-MN business during a meal, conference, or reception. PMI-MN will reimburse the traveler for food and beverage costs of other persons involved in the meeting, conference, or reception only if the President, President-Elect, or Director of Finance has approved prior to the event. The President, President-Elect or Director of Finance cannot approve their own expense.

Approval will be given on a case-by-case basis provided the event and costs are necessary and justifiable. The expense request covering the meeting, conference or reception must also include:

- List of attendees.
- Copy of function notification and agenda.
Memo of justification.

6.3.2.9 Alcohol

Personal alcohol purchases are not reimbursable -no exceptions.

6.4 Gift Card Policy (Physical and e-gift cards)

6.4.1 Purpose

The purpose of this Policy is to set forth the guidelines and procedures for the purchase and distribution of gifts and gift cards/certificates purchased with PMI MN funds to ensure compliance with PMI-MN tax withholding and reporting obligations. According to the rules of the Internal Revenue Service (the "IRS") because cash and cash equivalent fringe benefits, such as gift cards/certificates, have a readily ascertainable value, they do not constitute de minimis fringe (insignificant) benefits, regardless of the face amount of the gift card/certificates. Likewise, gifts (other than gift cards or gift certificates) purchased with PMI Minnesota funds having a retail value in excess of Fifty Dollars (\$50.00) ("Gifts") are also not considered de minimis for tax reporting purposes and are, therefore, subject to this Policy. For non-employees (Chapter member, volunteers, speakers, or other individuals that have a relationship with the Chapter), the value of all gifts and gift cards/certificates in an aggregate amount of \$600.00 or more per calendar year must be reported to the IRS on Form 1099-MISC as other compensation.

6.4.2 Scope

This Policy applies to any purchase and/or distribution of gifts and gift cards/certificates using PMI- MN funds, including the purchase of gifts and gift cards/certificates using the Purchasing card ("PCard"), as well as the distribution of gifts and gift cards/certificates that have been donated to PMI Minnesota.

6.4.3 Policy

An "Authorization for the Purchase of Gift Cards/Gift Certificates" must be completed and approved PRIOR to purchasing gift cards/certificates. Check requests and requests for reimbursement submitted without a copy of properly completed Authorization Form will not be processed without approval by the Board of Directors at their next scheduled meeting. If using a PCard for the gift card/certificate purchase, a completed copy of the Authorization Form must accompany the reconciliation of the PCard statement. The signature of the appropriate person (i.e.: committee chair, president, or administrator) is required for the purchase of ANY gift cards/certificates. The authorization must be for a single intended purpose, which must be clearly identified on the form. It is recommended to limit the number of gift cards/certificates purchased at one time to no more than 25 so that the disbursement documentation is more manageable. If multiple gift cards/certificates are purchased, appropriate measures must be taken to safeguard any gift cards/certificates that are not distributed immediately. It is strongly recommended that gift cards/certificates be purchased in modest denominations, i.e., not more than \$100.00 per gift card/certificate. One exception to this recommended amount is the gift card for the quarterly membership renewal drawing in the amount of \$200.00. Vendors or speakers who receive an honorarium or payment for services shall not also receive a gift card for those services. Gifts and gift cards/certificates that have been donated to PMI- MN are subject to all the record-keeping procedures outlined in Section V, below. The distribution of gifts and gift cards/certificates must not be used to avoid compliance with other applicable policies.

6.4.4 Procedures

A. An executed “Authorization for the Purchase of Gift Cards/Certificates” (attached as Exhibit A) is required for each gift card/certificate transaction, which must include the following information: Purchaser’s Name Purchaser’s Department/Committee and title Purchaser’s Signature Vendor Name (entity from which gift cards/certificates are to be purchased) Date and Aggregate Amount of gift cards/certificates Description of what is to be Purchased (number/face amount of gift cards/certificates to be purchased) Description of Intended Use of gift Cards/Certificates (i.e., volunteer recognition, drawing) Method of Purchase/Acquisition (i.e., PCard, Check Request, Personal Purchase, Donation) Month/Year cards are to be distributed Fund/Organization to be charged Appropriate Authorized Signature and date

B. A “Gift Card/Certificate Disbursement Log” (the “Log”) (attached as Exhibit B) is required to record the dispensing of all gift cards/certificates purchased by the department – even if only one gift card is purchased for one individual. The original proof of PMI-MN PoliciesFinalApproved2019-0610 Page 17 purchase, Authorization Form and Acceptance Agreement must be kept on file by the administrator, together with the Log. The Log must contain the following information: The individual disbursing the gift cards/certificates must update the Log each time a gift card/certificate is disbursed. The following information must be entered for each gift card/certificate distributed: (a) the date of distribution; (b) the recipient’s name; (c) the recipient’s address/email address in case of e-gift card (no gift card will be sent out to a recipient without first receiving confirmation of the address/email address they would like the card/e-card sent to). The vendor from whom the gift card/e-card/certificate was purchased, as well as the gift card/certificate number must be identified and entered in the “Vendor Name and Gift Card/Certificate Number” column of the Log. The Face Amount of the gift card/certificate must be entered in the “Amount” column. The method of purchase.

C. If it is determined that in any calendar year a non-employee has received an amount of \$600.00 or more, the administrator will notify the issuing department/committee which will be responsible for obtaining an IRS Form W-9, Request for Taxpayer Identification Number and Certification, from the non-employee recipient.

6.4.5 Control of Gift Cards

Gift Cards should always be kept under lock and key at our Chapter Administrator’s office to ensure proper physical security and to protect from theft and loss. Access to the gift cards and keys to the lock areas should be limited to the individual(s) responsible for safekeeping of the gift cards. No gift cards should be stored at locations other than PMI-MN’s physical address. The e-gift cards do not need to be mass purchased. If an e-gift card needs to be issued, the approving authority should request the Administrator’s office to issue one, following the same safety protocols to validate the name, email address before sending one, and adding it to the Log for audit purposes.

6.5 PMI – MN Reserve Policy

6.5.1 Purpose

PMI-MN desires to maintain a firm and strong fiscal foundation. This policy outlines the size of the reserve and the intended uses of the reserve.

6.5.2 Reserve Types

There are to be three primary types of the reserve funds. The first is to cover the cash flow required to meet anticipated monthly expenses and will be known as “Cash Reserve.” The second is to sustain the Chapter for a period of not less than one fiscal year in the event that basic operations continue, and revenue does not, and will be known as “Operating Reserve.” The third is to provide funding for special projects and strategic initiatives and will be known as “Strategic Reserve.”

6.5.2.1 Cash Reserve

Funds in this reserve shall remain liquid and accessible at all times. Commonly, the funds will be kept in the checking account. This reserve should be maintained at a minimum of \$300,000 until the Board resets it.

6.5.2.2 Operating Reserve

These funds will be accessed only in the event of extenuating circumstances during a fiscal year that prevent the normal operations of the Chapter to continue.

The calculated reserve is two-thirds of the average actual annual operating expenses for three of the previous four years. Determination of the amount to be held for the Operating Reserve needs to be calculated during the end of the fiscal year immediately preceding the year being defined. Because financial summaries of that year will not be complete, it is anticipated that that is the fiscal year that will *not* be used in the reserve calculation. The recommended size of this reserve is the greater of the minimum as defined in this policy or the calculated amount. This reserve should be maintained at a minimum of \$400,000 until the Board resets it.

Examples of expenses in this category may include, but are not limited to:

- Previously obligated contractual support services from vendors
- Telephone
- Website
- Rent
- Minimal materials/supplies

6.5.2.3 Management Reserve

The Management Reserve will be used, at the discretion of the Board, to fund special projects and strategic initiatives. Examples may include, but are not limited to:

- Seeking and implementing external, contracted services (this includes cutover costs from existing vendors)
- Contributions to the PMI Educational Foundation
- Upgrades to the website
- Infrastructure costs for implementing virtual programming.
- Leadership development training programs

The size of this reserve is to be based upon the fiscal year-end balance, as reported to PMI Global during the Charter Renewal process and should be calculated after the fiscal year budget is approved. The Cash and Operating Reserves are deducted from the reported fiscal year-end balance and the remaining amount is placed into the Strategic Reserve.

NOTE: The nature of some projects funded through this reserve may require multi-year funding. In that event, if those commitments have met established phase funding approval, they are removed from the discretionary funds available in this reserve and considered committed funds.

6.5.2.4 Access of the Management Reserve

Funding requests for this reserve must be presented for review and approval before a quorum of the Board as normal Board Meeting business. The funding request must include a Charter, budget, cost/benefit analysis that is as quantitative as is reasonably possible and describes the alignment to the Chapter Strategic Plan. The request may be initiated by any member in good standing of PMI-MN. The primary author of the request will be asked to present their request to the Board. These requests will be considered throughout the year.

The Board has the discretion to provide funding in planned stages, rather than committing resources fully to an initiative. To maintain the funding, the minimum requirements of the team formed to implement the initiative:

- Prepare the monthly budget re-forecast, as requested by the Director of Finance.

6.4.3 Required Reserves

Reserves must be kept at or above the minimum approved level. If reserve levels drop below the minimum level, then the budget needs to be revised to provide 5% of revenues dedicated to rebuilding the reserve until the minimum is reached.

6.5 Depreciation Policy

6.5.1 Purpose

To provide a systematic method that allows for the accurate recording the depletion/use of PMI-MN fixed assets which will ensure accurate recording and reporting of the PMI-MN fixed assets.

6.5.2 Policy

PMI-MN will depreciate its assets (as defined in the capitalization policy) in a straight-line method, according to a detailed schedule maintained by the Executive Administrator. Estimated useful lives of capitalized assets shall be determined by the Executive Administrator in conjunction with the third-party accountant. Presented below is a listing of the depreciation schedule for more common items:

Item	Useful Life
Computer Equipment	3 Years
Software	5 years
Office Furniture	5 years

In the year of acquisition, depreciation is recorded based on the number of months the asset is in service, counting the month of acquisition as a full month (Example: an asset purchased on the 15th day of the fifth month shall have eight full months of depreciation (eight-twelfths of one year) recorded for that year.) For accounting and interim financial reporting purposes, depreciation expense will be recorded monthly.

7 Volunteers

7.1 Policy

A volunteer must:

1. Be a member of the Minnesota Chapter in good standing as reported by PMI (the global organization)
2. Comply with the PMI Ethics policy.
3. Have signed a [PMI-MN Volunteer Agreement](#)
4. Report volunteer hours periodically
5. Volunteers will report up thru a committee.
6. Can be a short or year-long commitment.
7. A volunteer must be brought on via VRMS.

Respect: Character assassination and disrespect of fellow elected official is an unacceptable behavior and will not be tolerated. Such behavior would be subject to a vote by the board on an appropriate disciplinary action up to removal from post. We aim to treat each other in a professional and respectful manner.

Transition: All elected officers, must properly train and onboard incoming replacements as a condition to being elected to another role within the chapter. When and if there is more than one officers in a role, they should all be trained together.

All board members must sign and abide by the board contract (add link to the contract or where it can be reference) Failure to abide by the signed contract could result to any of the following consequences depending on the nature and magnitude of the violation.

The board with the exclusion of the offending party can decide to exert all or one of the following:

- Verbal warning and request for formal apology from the offender to individual or board who was offended/disrespected.
- Warning notice – written up.

- Notify/report such inappropriate behavior to the ethics committee with PMI Global
- Vote to remove individual from their duties. If this is done; board would need to notify nominating committee as the individual would be ineligible to run for any leadership role for 2 years.
- If the board contract is violated the President may issue a written notice to the board director. A written warning must be issued after consolidation and agreement with PMI Global Partner and Regional Mentor.

Resignation by a Chapter Leader

- Chapter leaders are required to give the board as much notice as possible in the event they decide to resign from their role or move to another role to allow for proper transition. The chapter leader must provide a minimum of two weeks' notice to the board or COO.
 - Failure to do so would disqualify them from taking on another leadership role; they would have to wait a period of 3 years to be reconsidered for a chapter leadership role.
 - It shall be recorded on the Risk Management Log, which is reviewed by the Nominating Committee during the vetting process, if a chapter leader resigns or leaves their elected or nominated role without prior notice.

7.2 Education Class PDU Eligibility for Volunteers

7.2.1 Purpose

This policy establishes criteria under which volunteers may claim PDUs for volunteering and participating in education classes. Dinner meetings and other events are out of scope for this policy.

7.2.2 Policy

Chapter volunteers who serve as volunteers and actively participate in the class may claim Category 3 PDUs, provided that the volunteer is a Chapter member in good standing and the class is offered by a REP (Registered Education Provider). Actively participates implies that volunteer participates in the class just like any other participant. The volunteer must be listed on the class roster. A volunteer claiming PDUs for actively participating in the class will not be eligible for volunteer credits for the time spent in class. A volunteer who is not able to actively participate may record volunteer hours in lieu of PDUs.

7.2.3 Responsibility

It will be the responsibility of the member/volunteer to follow the code of conduct when self-reporting PDUs.

7.2.4 Volunteer Credit Hours

PMI-MN volunteers receive a two-dollar credit per hour of volunteer effort for the Minnesota Chapter. Volunteers can use their volunteer credits after 30 days from the date the hours have been logged into the system. Volunteer credits are accrued on a yearly basis and may not be accumulated from year to year. Volunteer credits expire one (1) year from being logged into the system. Those volunteer credits that are unused after one (1) year are forfeited.

For example, if you volunteered 15 hours in February 2023 (1st - 28th). Note, as a volunteer, you will be asked to provide a date that you volunteered when you report your volunteer time. In this case, if you entered a date of February 28th, 2023 for those 15 hours, you would see that you have earned a \$30 volunteer credit and that you are able to use that credit starting March 31st, 2023. Again, volunteer credits are available after a 30-day processing window. Furthermore, you will have until the following March 31st (2024) to use that \$30 volunteer credit as they are good for one (1) year. After which time these volunteer credits will be voided and no longer have any value.

7.3 Volunteer Retirement Policy

7.3.1 Background

PMI-MN Volunteer Services is seeking a policy related to the retirement of volunteers, including recognize volunteers that have served and have been committed to the chapter that communicate plans to retire from PMI MN.

7.3.2 Scope

The Volunteer Services Retirement Policy will focus on:

- Volunteer Engagement
- Volunteer Recognition
- Volunteer Transition Plan

7.3.3 Strategic Goals

Volunteer Retiring and Offboarding – When and how to offboard volunteers, how to report volunteer efforts and commitment.

7.3.4 Proposal Goals

Working with Board consent we will:

- Develop standardized process in place to keep track of volunteer's participation and engagement to allow for proper recognition when retiring
- Develop formalized basic process in the event volunteer decide to return following their announced retirement, to assist with projects or special efforts.
- Develop process to offboard volunteers, including knowledge transition, materials return to the organization, and celebration of efforts within their committee and/or at the annual volunteer's gala.

7.3.6 Metrics (How to measure success)

Volunteers must have served for a period specified below:

Volunteers must be in good standing with PMI Global and PMI MN Chapter.

Volunteers should have formally resigned and returned all PMI MN materials with a succession plan process in place.

Volunteers would have served with a total of 200 hours throughout the years of service.

Volunteers must not have been terminated, relieved of their post, or disciplined for behavior not in good standing with PMI Global and PMI MN Chapter. If such a case arises; this must be brought to the board for a vote.

7.3.7 Budget

The following items will be considered based on years of service. An update on budget will be presented to the Board before year end for those volunteers that have communicated their intent to formally retire from the organization during the calendar year.

Based on their length of service with PMI MN, an award contribution will be considered for them based on budget availability.

Years of Service	Hours Contributed	Recognition Amount
6 months to under 3 years	120	Paper recognition
3+ Years	200+	\$50
5+ Years	500+	\$100

8 PMI-MN NOMINATING COMMITTEE POLICY

8.1 Purpose

This policy is to uphold the quality and integrity of the Chapter's Board providing candidacy requirements for elected positions and standards of appointed positions in the leadership structure.

8.1.1 Procedural Requisites

It is the responsibility of the Nominating Committee to review with each candidate the expectations of the role they are running for and ensure all required documentation has been reviewed and signed as necessary (e.g., Volunteer Agreement, Membership Status, PMI MN Conflict of Interest Questionnaire and Ethics Certification).

8.1.2 Requisites for all Chapter Board Positions

- 1) PMI Member and PMI Minnesota Chapter member in good standing. "Member in good standing" means:

- The member has paid their dues.
 - No formal ethics violation or complaint under investigation or negatively determined by either PMI global through their procedure or to PMI-MN through the procedures of the office of the Director of Governance.
- 2) Member shall not have been terminated from a previous board or volunteer position. A volunteer who was terminated may not run for a board position for a period of 3 years from the termination date.
 - 3) A board member running for the president elect position shall not have violated the board contract. A current board member who has violated board contract and received a written warning by the president would not be eligible to run for PMI-MN president-elect position or any board office for a period of 3 years. A written warning by the President, needs to be document the violation after consolidation and agreement with PMI Global and Regional Mentor. A president's verbal warning of one's actions does not prevent them from running for board position.
 - 4) Member has not resigned from a Chapter leadership position by abrupt resignation or malfeasance for a period of 3 years from the resignation date:
 - Of a Board of Directors approved appointment or
 - Of the completion of an election candidate roster; or election to a Chapter leadership position or
 - Of a critical position that impacts operational integrity (e.g., instructors for paid classes, managers of paid events) who fail to provide a replacement or provide adequate notice.
 - 5) Candidate eligibility for president elect is open to past board members who has met the 12-month service on the board who have never held the role of president elect, are in good standing.
 - 6) Member shall give consent and willingness to stand for election and fulfill the term, duties, and time commitments of the open position (for specifics, see Minnesota Chapter of PMI - Chapter Bylaws, Articles V and VI)
 - 7) Member shall declare any potential conflict of interest with PMI, PMI Minnesota, or affiliate organization (as defined by PMI and PMI Minnesota bylaws, policies, or codes. The Nominating Committee shall examine any such declaration of conflict, relative to the PMI and PMI Minnesota bylaws, policies, and codes, and may obtain a statement of finding from PMI global, or from the PMI Minnesota President. The Nominating Committee shall then make and document a determination based on their investigation.
 - 8) Member shall have served as an active chapter volunteer having volunteered a minimum 12 months and have at least 40 hours of recorded volunteer work in the past calendar year prior to taking office.
 - 9) Member shall have at the minimum attended three-chapter events in the past calendar year prior to taking office (as recorded in the attendance logs).
 - 10) Member shall have a signed volunteer agreement with the Chapter, signed within the past 12 months. The Nominating Committee shall verify the date of last update and require that the candidate submit a signed Volunteer Agreement specifically for Board Members.
 - 11) In the case of a candidate for President-Elect, members will have served a minimum of 12 consecutive months as a Board Member at the time of election or will have served a minimum of 12 consecutive months on the board before starting role of President-Elect. The Board of Directors shall provide a majority vote on the eligibility of any applicant who is serving the first year of their term (who at that point may have served less than 12 months).
 - 12) When running for the president elect or president role, it is preferred that the member hold a PMI credential.
 - 13) Relatives, close family members, cannot be on the Board at the same time.
 - 14) A vacancy may also be filled by a past president of PMI-MN that is a member in good standing of PMI if no candidate is available to fill the office for the unexpired portion of the term for the vacant position.

It is the responsibility of the Nominating Committee to review with each candidate the expectations of the role they are running for and ensure all required documentation has been reviewed and signed as necessary (e.g., Volunteer Agreement, Membership Status, PMI MN Conflict of Interest Questionnaire and Ethics Certification). The Nominating Committee will review the risk log maintained by the administrator during the vetting process. Application to become a candidate for another leadership position while serving in a leadership position is not considered resignation nor considered non-fulfillment of a prior term.

Additional Resource:

[PMI Ethical Framework](#)

9 Information Technology Equipment Loan Policy

PMI-MN may lend information technology equipment such as but not limited to a laptop computer and accessories such as a charger and sleeve/case to one of the following Executive Board Members: President, President-Elect, and Past President for the duration of their elected term of office. It is the borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment. The borrower will be responsible for purchasing any accessory equipment (i.e., mouse, headphones, etc.). The borrower ("User") will be subject to the following terms and conditions along with signing a loan agreement form. PMI-MN holds the rights to possess and transfer custody of the equipment during the Term of this Agreement to an above-identified User. The above-identified User is a licensee with rights to utilize PMI-MN's equipment during the term of this Agreement, contingent upon all other terms and conditions stated herein. The term of this Agreement shall begin on the date the agreement is signed and shall expire on the last day of their elected term, unless otherwise noted.

9.1 Acceptable Uses

PMI-MN's technical resources are provided for the benefit of the Users. These resources are provided for use in the pursuit of PMI-MN related work and are to be reviewed, monitored, and used only in that pursuit. Users may be permitted to use PMI-MN technical resources for occasional, non-chapter purposes with permission from the PMI-MN.

9.2 Unacceptable Uses

The User may only access collaboration sites, files, data, programs, and directories for Chapter related duties. Unauthorized review, duplication, dissemination, removal, installation, damage, or alteration of files, passwords, computer systems or programs, or other property of PMI-MN, or improper use of information obtained by unauthorized means, is prohibited. Sending, saving, or viewing offensive material is also strictly prohibited. Messages stored and/or transmitted by the laptop must not contain content that may reasonably be considered offensive to any PMI-MN member. Any use of the Internet or intranet to harass or discriminate is unlawful and strictly prohibited by PMI-MN.

9.3 Guidelines for Proper Care

- Do not eat or drink while using the equipment.
- Do not drop the equipment or allow it to fall.
- Unplug the equipment during electrical storms.
- Give care appropriate for any electrical device.
- Do not attempt to repair damaged or malfunctioning equipment.
- Do not attempt to upgrade the equipment or software unless specified by PMI-MN Information Technology
- Do not leave equipment unattended or in any unlocked home, office, classroom or vehicle, etc.
- Do not leave equipment susceptible to extreme heat or coldness.

9.4 Modifications and Repairs

The equipment cannot be modified or upgraded by the User without the express written consent of the PMI-MN Technology Department. The User shall keep the laptop and all software in good working order and condition. If repairs are necessary, the equipment shall be repaired by the PMI-MN Technology Department.

9.5 Stolen, Missing or Damaged Equipment

Any equipment or software that is discovered to be stolen, missing or damaged must be reported IMMEDIATELY. If the theft, loss, or damage occurred off PMI-MN property, then the report must be made to the nearest law enforcement agency if criminal activity is suspected. A copy of a police report must be delivered to the PMI-MN Director of Governance within 24 hours. If the User is

found to have been negligent for the theft, loss or damage by PMI-MN, the User will be assessed the repair or replacement fee of the equipment.

9.6 Additional Terms

PMI-MN may terminate this Agreement without notice. The User may not assign, sublease, or otherwise transfer any rights or obligations under this Agreement without the express written approval of PMI-MN. Each party shall acknowledge that it has read this section of the PMI-MN Policy Manual, understands it, and agrees to be bound by its terms. Each party further agrees that this Agreement is the complete and exclusive statement of the Agreement between the parties, and that this Agreement supersedes and merges all prior understandings or agreements. This Agreement may not be modified, unless in writing. The User may not assign, sublease, or otherwise transfer any rights or obligations under this Agreement without the express written approval of PMI-MN. Upon expiration of the term of this Agreement, the User shall return the any equipment and all software to PMI-MN.