



The Minnesota Chapter
Of the
Project Management Institute®

**The Minnesota Chapter
Of the
Project Management Institute (PMI)**

**Chapter Operations
Policy Manual**

Version 4.0

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Table of Contents

1 Introduction..... 3

 1.1 Mission of Project Management Institute of Minnesota..... 3

 1.2 Purpose of Policy Manual..... 3

 1.3 Policy Manual Modification Instructions..... 3

1.3.1 Responsibilities..... 3

 1.4 Policies Distribution..... 3

2 Chapter Administration..... 4

 2.1 Board of Directors Endorsement Policy 4

2.1.1 Purpose 4

2.1.2 Policy 4

 2.2 Ethics Policy..... 4

2.2.1 Policy 4

 2.3 Volunteer Engagement / Conflict of Interest Policy..... 5

2.3.1 Purpose 5

2.3.2 Definitions..... 5

2.3.3 Policy 5

 2.4 Charitable Giving Policy..... 6

2.4.1 Purpose 6

2.4.2 Policy 6

3 Operations..... 7

 3.1 Contracts Policy 7

 3.2 Archiving Policies..... 7

3.2.1 Policy: 7

3.2.2 Document Storage Locations..... 7

3.2.3 Security 8

4 Sponsorship and Partnership Policy..... 9

 4.1 Purpose..... 9

5 Professional Development..... 10

 5.1 PMI Certification Preparation & Educational Workshop Materials 10

5.1.1 Purpose 10

5.1.2 Policy 10

 5.2 PMI – MN Cancellation and Refund Policy 10

5.2.1 General Refund Terms and Conditions..... 10

6 Finance..... 11

 6.1 PMI – MN Payment Policy..... 11

6.1.1 Purpose 11

6.1.2 Policy Description 11

 6.2 PMI – MN Expense Reimbursement Policy 11

6.2.1 Purpose 11

6.2.2 Policy 11

 6.3 PMI – MN Travel Policy..... 12

6.3.1 Policy 12

6.3.2 Travel Expense Categories 12

 6.4 PMI – MN Reserve Policy..... 14

6.4.1 Purpose 14

6.4.2 Reserve Types 14

6.4.3 Required Reserves..... 15

7 Volunteers..... 16

 7.1 Policy..... 16

 7.2 Education Class PDU Eligibility for Volunteers 16

7.2.1 Purpose 16

7.2.2 Policy 16



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 provide assistance to chapter leaders in managing the operations of the chapters 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 operation chairs to be consistent in their interpretation and administration of chapter policy, which, as a general rule, 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 by definition 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 have the responsibility for ensuring the validity of the content of the POLICY MANUAL.
- Each Committee Chair must conduct a comprehensive review of procedures / Playbooks for his/her group no less frequently than every two years.
- The Executive Committee must review all new and modified policies prior to Board submission.
- The Board will make a decision 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 available on the PMI-MN SharePoint site under Common Documents. The Directors have oversight responsibility to ensure all volunteers are aware of the policies and the Chairs are responsible to ensure day-to-day operations adhere to the policies



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, and any printed or electronic material must be approved by PMI-MN.

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 GOC and chapter events and activities, such as chapter meetings, PDDs, 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, PMI chapters, or Sponsors/Partners. These activities are covered in the appropriate committee policy or playbook.

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

2.1.2.2 Exceptions

If an event team 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 is followed for all chapter board and committee functions. PMI-MN will follow the PMI Ethical Decision-Making Framework when confronted with an ethical dilemma.

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 your employer. The following directions are in adherence with the Code of Ethics of PMI GOC and will assist volunteers in avoiding conflicts of interest:

- 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.

2.3 Volunteer Engagement / Conflict of Interest Policy

2.3.1 Purpose

The purpose of this policy is to ensure that decisions about PMI Minnesota operations, and the use or disposition of PMI assets, are made solely in terms of the benefits to PMI and PMI Minnesota, and are not influenced by any private profit or other personal benefit to the individuals affiliated with PMI or PMI Minnesota 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 making 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 in a position 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 Minnesota members only in concert with PMI Minnesota 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 allow 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 Minnesota supplements the PMI GOC policies on conflict of interest and privacy with additional policies on volunteer performance and use of PMI Minnesota member data. See the Volunteer committee playbook.

Each volunteer shall execute the PMI Minnesota Volunteer Agreement specific to their role. This agreement shall be in effect for the life of the volunteer engagement. Volunteers will 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.



2.4 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 take into account the strategic and tactical benefits to both PMI-MN and the charitable organization. This decision will also take into account 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.

3 Operations

3.1 Contracts Policy

Each year the Minnesota Chapter of PMI contracts with a number of 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:

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

3.2 Archiving Policies

3.2.1 Policy:

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

- Meets State and Federal regulations
- 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.
- The current PMI-MN Chapter Administrator, the President, 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:

- bylaws
- 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. general 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 & sponsors 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 & sponsors 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.

5.2 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.



6 Finance

6.1 PMI – MN Payment Policy

6.1.1 Purpose

The purpose of the payment policy is to document payments for all PMI Minnesota 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.

6.2 PMI – MN Expense Reimbursement Policy

6.2.1 Purpose

It is MN Chapter of PMI 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 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
- 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. 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 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 at which point no more than 2 drink tickets would be made available to the attendees.



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 as a whole. 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 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. 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 two weeks prior to the event. A person traveling by an indirect route not associated with the purpose of the trip shall personally assume any extra costs incurred.

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).

If the PMI-MN member uses a personal vehicle on PMI-MN business and is involved in an accident, the member's 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 Hosting Guests While Traveling

PMI-MN members can be reimbursed for food or 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.

6.3.2.8 Alcohol

Alcohol purchases are not reimbursable. No exceptions.

6.4 PMI – MN Reserve Policy

6.4.1 Purpose

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

6.4.2 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.”

6.4.2.1 Cash Reserve

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

6.4.2.2 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

6.4.2.3 Strategic Reserve

The Strategic 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.

6.4.2.4 Access of the Strategic 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 phase gates, 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 reforecast, as requested by the Finance Director.

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.

7 Volunteers

7.1 Policy

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.

A volunteer must:

1. Be a member of the Minnesota Chapter in good standing as reported by PMI
2. Comply with the PMI Ethics policy
3. Have signed a PMI-MN Volunteer Agreement
4. Report volunteer hours on a monthly basis

Volunteer Services committee will be responsible for onboarding and recognition of volunteers.

- Will report up thru a committee
- Can be a short term or year long commitment
- Brought on via VRMS

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