



PMI Atlanta

Policies Manual

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Overview

The Executive Board, as the PMI Atlanta Chapter governing body, is entrusted with the authority to establish policy for the governance of PMI Atlanta Chapter. Executive Board policy establishes the parameters and guidelines for board members, committees, management and staff.

The purposes of our policies are to:

- Inform everyone of board intentions, goals and aspirations
- Prevent confusion among board members, staff and the public
- Promote consistency of board action
- Eliminate the need for instant (crisis) policy making
- Reduce criticism of the Executive Board and management
- Improve public relations
- Clarify board member, executive and staff roles
- Give management a clear direction from the Board

PMI leaders have unique responsibilities that foster effective governance, set expectations, assign accountability and reduce liability exposure. PMI Atlanta leaders have four key duties that they must uphold:

Duty of care: exercise the same level of care over the organization's business as any reasonable person would over his/her personal business;

Duty of loyalty: act in an independent manner and avoid conflicts of interest;

Duty of good faith: comply with and uphold any and all requirements, policies, procedures, rules and orders approved by the organization's governing body; and,

Duty of integrity: act in an ethical manner and conduct business in accordance with accepted business practices.

Executive Board Officer Commitment

Serving as a board member of PMI Atlanta Chapter involves a very special commitment.

To meet that commitment, board members are expected to:

- Ensure adherence to PMI Atlanta Chapter's mission
- Attend and actively participate in all board meetings, and notify the Chairman of anticipated absence
- Review minutes and results of meetings
- Do their homework to be prepared to participate fully in board and committee meetings
- Act only with the full board, not individually unless authorized to do so by the full board
- Speak for the full board only when the full board sanctions their doing so
- Support the decisions of the Executive Board even when not in total agreement

Executive Board Member's Rights

Members of the PMI Atlanta Executive Board are granted certain specific rights. All board members have the right to:

- Receive notice of board meetings and the agenda
- Attend and participate in board meetings
- Examine PMI Atlanta's books, records, meeting minutes, financial statements and contracts
- Place items on the board meeting agenda at the appropriate time

Policies Guidelines

- All policy decisions will be made by majority vote of the Executive Board during a board meeting. Before adopting any policy, all board members will receive a copy of the proposed policy in advance of the meeting at which the vote is to be taken.
- Policies may be recommended to the Executive Board by committees of the Executive Board, individual board members or the executive. All proposed policies will be researched to ensure that they are legal and do not contradict already established policy or bylaws of PMI Atlanta Chapter. If approved by the Executive Board, policies will be written, coded, dated at time of approval and included in all copies of the board policy manual.
- All policies proposed to the Executive Board should be tested.
Is the proposed policy:
 - Really necessary for good operation of PMI Atlanta?
 - Consistent with our mission statement?
 - Within the scope of board authority?
 - Consistent with local, state and federal law?
 - Compatible with other policies of this Executive Board?
 - Practical?
 - Broad enough to cover the subject completely?
 - Enforceable?
- All policies will be annually reviewed by the Executive Board or a committee of the board for accuracy and appropriateness, and recommendations will be made to the Board for amendment, addition or elimination. Except as otherwise provided by law, any policy of the Executive Board may be suspended, repealed, amended, or waived by a majority vote of the Executive Board, provided that at least two full weeks' advance notice has been given to all board members of the intention to consider revocation, repeal, waiver, or amendment.
- All board members will receive a copy of the board policy manual annually and receive a published copy of any revision for inclusion in their copy.

Categorization

The following categories may be used when creating or updating policies:

- Administration
- Communications
- Education Development
- Elections/Nominations
- Event Management
- Financial
- Marketing
- Membership
- Sponsorship
- Volunteering

Policies List – effective 2012

Policy No.	Policy Name	Owner	Responsible	Policy Description
P001	Refunds	Executive Board	VP Operations VP Certification & Education	Chapter refund policy for events, classes, mini-seminars, and seminars
P002	Pricing	Executive Board	VP Finance	Chapter pricing policy for events, classes, mini-seminars, and seminars
P003	Chapter Sponsorship	Executive Board	VP Marketing	Describes criteria for sponsoring a chapter event
P004	Volunteering	Executive Board	VP Volunteers	Describes criteria for volunteering for chapter activities
P005	Reimbursements		VP Finance	Describes criteria for requesting and gaining approval for expense reimbursements
P006	Complaints or Disputes	Executive Board	Chairman	Describes the process for handling a complaint or dispute filed by a member
P007	Membership Privacy		VP Membership	Describes how membership information is handled
P008	Expenditures	Executive Board	VP Finance	Describes the appropriate means and uses of chapter funds
P009	Use of Logo		Secretary	Describes the allowable use of PMI logo
P010	Intellectual Property	Executive Board	Secretary	Describes how to protect the intellectual property of the chapter
P011	Board Meeting Attendance			<i>Deleted from Policy Document – content contained in Chapter Bylaws</i>

P012	Travel Policy			<i>Deleted from Policy Document – content contained in Chapter Bylaws</i>
P013	Leadership Meeting Attendance			<i>Deleted from Policy Document – content contained in Chapter Bylaws</i>
P014	Board Meetings	Executive Board	Chairman	Describes how board meetings are run for the chapter
P015	Code of Ethics	Executive Board	Chairman	Describes the code of ethics by which board members are required to abide
P016	Political Contributions	Executive Board	Chairman	Describes the policy that prohibits political contributions from being made on behalf of PMI Atlanta
P017	Vacancy on Board			<i>Deleted from Policy Document – content contained in Chapter Bylaws</i>
P018	Contracts			<i>Deleted from Policy Document – content contained in Chapter Bylaws</i>
P019	Nominating Committee	Executive Board	Director at Large	Describes Conduct of the Nominating Committee
P020	Harassment	Executive Board	Chairman	Defines Harassment Policy for the Chapter
P021	Whistleblowing	Executive Board	Secretary	Defines a Whistleblowing Policy for the Chapter
P022	Social Media	Executive Board	VP Membership VP Technology VP Communications	Establishes social media policies for uses of PMI Atlanta LinkedIn Group, Facebook, and Twitter
P023	Financial Reporting	Executive Board	VP Finance Audit Committee	Establish Chapter Financial reporting
P024	Records Retention & Destruction	Executive Board	Mgr. Operations	Chapter Records Retention & Destruction Process

Policy 001

Title:	Refund Policy – PMI Atlanta	
Policy Number:	P001	Category: Operations
Document Type:	Policy	Pages: 2
Issue Date:	07-01-09	Approval Date-Revision: 08-06-12
Effective Date:	08-06-12	
Policy Owner:	Executive Board-Atlanta Chapter	
Policy Responsibility:	VP of Operations, VP of Certification & Education	
Synopsis:	How refunds are given for chapter events	

PURPOSE

Describes the Refund Policy of the Chapter regarding Chapter events.

SCOPE and AUTHORITY

PMI Atlanta Executive Board of Directors voted for a consistent refund policy to be established for all Chapter events.

POLICY

For all PMI Atlanta events, the refund policy is as follows:

Registration for events may be cancelled by the registrant without providing a reason; however, refunds will be awarded as follows:

1. 100% refund less a \$5.00 processing charge or 90% refund (whichever is greater) for requests received prior to the event refund cutoff date (RSVP date).
2. 50% refund for requests received four (4) business days before event.
3. NO REFUND if request is received within 48 hours of the event.

The refund must be processed prior to 11.59pm of the day of the cutoff date listed in the event registration information. For example, if September 6th is listed as the event cutoff date, cancellations must be processed no later than September 6th at 11:59pm to receive a refund.

The specific cutoff date for each event is specified with the event information in the event notice.

Cancellation of a registration is the responsibility of the individual making the registration. The process for cancellation is listed in the event information.

If PMI Atlanta cancels the event or moves to an alternate date, PMI Atlanta will refund 100% of the registration fee, if the registered PMI member were not able to attend on the new date. The \$5.00 processing fee will not be charged to the registrant.

Request for a Refund

Registrant must request a refund via email to the event contact person listed in the event information of the event notice.

Refund

Refunds are provided via credit card from the PMI Atlanta Chapter. Credit cannot be applied to any account. Refunds are processed within 21 days of receipt of refund request.

Inquiries on the status of a refund must be sent via email to the event contact person listed in the event information for the event notice.

Policy 002

Title:	Pricing & Discount Policy – PMI Atlanta	
Policy Number:	P002	Category: Financial
Document Type:	Policy	Pages: 2
Issue Date:	09-10-07	Approval Date: 08-06-12
Effective Date:	08-06-12	
Revised Date:	11-29-12	
Revised Approval Date:	12-03-12	
Policy Owner:	Executive Board-Atlanta Chapter	
Policy Responsibility:	VP Finance	
Synopsis:	Standardize pricing and discounts for all Chapter events, seminars, classes, mini-seminars, etc.	

PURPOSE

It is the goal of the PMI Atlanta Executive Board to offer fair, reasonable and consistent pricing for all events that reflect the value of being a PMI Atlanta member.

SCOPE and AUTHORITY

PMI Atlanta Executive Board of Directors voted for a consistent, fair and reasonable pricing for all PMI Atlanta events including seminars, mini-seminars, classes, etc. In addition, PMI Atlanta will offer discounted prices for monthly events (sometimes called “early bird discounts”), discounted pricing for volunteers who work at specific events during the month, and a limited number of “guest” discounts for specific invitations offered to potential sponsors or specific guests being invited by VP’s or Executive Board members.

POLICY

A baseline price will be established for all events that incorporates all costs for the event and/or reflects agreement contained in any associated contracts. PMI Atlanta events should be priced as follows:

1. PMI Atlanta Member-the baseline price will become the PMI Atlanta Member price. Non-PMI Atlanta Member-any non-PMI Atlanta Member shall pay the baseline +25%.

Group	Price	Early bird Discount
Atlanta Chapter Member	Baseline price	Baseline price – 10%
Non Chapter Member but PMI Member	Baseline price + 15%	Baseline price + 5%
Non PMI Member	Baseline price + 25%	Baseline price + 15%
Student Chapter Member	Baseline price - 15%	Baseline price - 15%
Student Non Chapter Member	Baseline price - 15%	Baseline price - 15%

2. Events offered in partnership with the PMI Atlanta vendors will be priced according to the agreement and contracts that established the partnership.
3. PMI Atlanta Executive Board may adjust the baseline price for specific events based upon the goals of the Chapter and/or projected revenues from sponsorships. These price changes must be approved by the Executive Board prior to any advertisements.
4. Each Committee VP and Executive Board Member will be assigned two (2) guest passes (discount code - cost of registration would be \$0.00) each month. VP's and Executive Board Members can use up to 2 passes per month for invited guests to monthly luncheons or dinners as determined by the Vice President of the Committee. Additional guest passes must have Executive Board Approval. Discount codes will be established by the Chapter Administrator each month.
5. Each VP and Assistant VP (AVP) of a Committee and Executive Board Member will have their own promotion code which will allow them to attend appropriate events during the month. These discount codes will be assigned by the Chapter Administrator each month.

Committee	Number of Volunteer Passes
Operations - Dinner	6
Operations – Downtown Lunch	3
Operations – Alpharetta Lunch	3
Committee Table at Registration – Dinner Mtg	1

7. A complete accounting of discount promotions codes will be kept by the Chapter Administrator on a monthly basis and stored in PMI Atlanta's electronic records site.

Package Discount

No package discounts will be offered without prior approval from the Chapter Executive Board.

Policy 003

Title:	Chapter Sponsorship – PMI Atlanta	
Policy Number:	P003	Category: Marketing
Document Type:	Policy	Pages: 1
Issue Date:	11-01-08	Approval Date-Revision: 08-06-12
Effective Date:	08-06-12	
Policy Owner:	Executive Board-Atlanta Chapter	
Policy Responsibility:	VP Marketing	
Synopsis:	Defines criteria and process for sponsorship requests	

PURPOSE

Criteria and process for potential sponsors to submit requests to be a Chapter sponsor and/or event sponsor.

SCOPE and AUTHORITY

Defines the rules for submitting sponsorship requests and lists the opportunities and requirements of sponsorship with the Chapter.

POLICY

The criteria and process for sponsorship shall be posted on the PMI Atlanta Chapter website for sponsors to use. The sponsorship forms will be directed to the Vice President of Marketing and Promotions, who will oversee all functions of meeting sponsorship and the promotion of all events sanctioned by the Chapter.

Policy 004

Title:	Volunteering – PMI Atlanta	
Policy Number:	P004	Category: Membership
Document Type:	Policy	Pages: 1
Issue Date:	11-28-08	Approval Date-Revision: 08-06-12
Effective Date:	08-06 -12	
Policy Owner:	Executive Board-Atlanta Chapter	
Policy Responsibility:	VP Volunteer Coordination	
Synopsis:	Defines criteria and process for volunteers	

PURPOSE

Criteria and process for who may be considered for a role as a volunteer and how the volunteers will be recognized.

SCOPE and AUTHORITY

Defines who can volunteer and specific details on recognition of volunteers

POLICY

PMI Atlanta chapter members are eligible to volunteer. Consideration of non-members is at the discretion of the chapter team leads based on skills and expertise that may not be available among the members. Volunteers are eligible to earn PDU's as defined by PMI Global. Volunteers shall be recognized annually for their contributions to the chapter at a Volunteer Appreciation event. Outstanding volunteers will be nominated by team leads, members, or other volunteers and recognized at monthly meetings and/or in newsletter articles.

Current Volunteer opportunities are listed in detail via VRMS at <https://authentication.pmi.org/?r=https://vrms.pmi.org/>. Volunteers may apply directly for opportunities posted at this web link. This link should be accessible via the PMI website and available in the weekly newsletters.

Policy 005

Title:	Expense Reimbursement – PMI Atlanta	
Policy Number:	P005	Category: Financial
Document Type:	Policy	Pages: 3
Issue Date:	11-12-08	Approval Date-Revision: 08-06-12
Effective Date:	08-06-12	
Policy Owner:	Executive Board, Atlanta Chapter	
Policy Responsibility:	VP Finance	
Synopsis:	Defines criteria and process for any general Chapter reimbursement	

PURPOSE

The PMI Atlanta chapter has, since its inception, been dependent upon the contribution of time and talent from its members without compensation. Nevertheless, it is the responsibility of the Chapter to provide reimbursement for out-of-pocket expenses incurred while conducting the formal affairs of the Chapter. It is the intent of the Chapter Executive Board of Directors (herein referred to Board) to compensate the volunteers of the Chapter fairly for their out-of-pocket expenses, while exercising fiscal constraint with its members' funds and adhering to all IRS guidelines.

SCOPE and AUTHORITY

This policy is designed to cover all volunteers while engaged in authorized Chapter work, including but not limited to: the PMI Atlanta Board, Committee Chairperson, or committee members. Speaker/program participant expenses will be reimbursed only to the extent set forth in "Speakers/Program participants" of this Policy. Only the PMI Atlanta Board (or the Chairman or Vice President of Finance, when specifically authorized) is authorized to make exceptions to the following policy/guidelines and such exceptions should, whenever feasible, be made in advance of incurring any pertinent expense.

POLICY

A. Chapter Business

Require that the substantiation be submitted to the bookkeeper as soon as possible following the event or activity and not more than 60 days. Reimbursement after 60 days will be on a reviewed exception basis only. If expense is for a non-budgeted event or activity, prior approval by the Treasurer or VP of Finance is required otherwise expenses may not be reimbursed.

If the PMI Atlanta Chapter has paid for items through the reimbursement policy, the equipment or other property belongs to the Chapter and not the individual.

Examples of Proper Reimbursement Items:

- Reasonable travel and related expenses for attending annual conferences, district meetings, continuing education conferences, etc. Travel for annual conferences, district meetings, continuing education and leadership conferences must be preapproved by the Board.
- Trips to make a presentation at another chapter or PMI Global
- Lunch meetings with officers or members of the Chapter to discuss Chapter business
- Supplies for the Chapter office (*e.g. paper, pens, notebooks, etc.*)
- Office furnishings and equipment (*e.g. desk, chairs, telephone, etc.*) for the Chapter office.
- Other non-personal business related expenses allowable on Schedule C of the IRS tax return

Examples of Improper Reimbursement Items:

- Expenses (mileage, meals, parking, etc) to attend local Chapter meetings
- Vacations
- Equipment such as computers, printers, cell phones, used by family or business
- Everyday clothing (*including business suits*)
- Child care/dependent expenses
- Housing related expenses (*e.g. utilities, furniture, upkeep (theses are part of the housing allowance) except to the extent they relate to an office*)

B. Reimbursement Request

All reimbursement requests for activities and expenses included in the budget can be submitted without pre-authorization using the approved reimbursement submittal form.

All reimbursement requests for activities and expenses not included in the budget must be submitted to either the Treasurer or the VP of Finance for pre-authorization using the approved reimbursement submittal form.

Reimbursement requests must be submitted within 60 days of incurring the expense.

Travel expense guidelines:

Per Diem not to exceed \$75 per day attending conference

Hotel - conference room rate

Travel – Fixed amount roughly based on (\$0.51 per mile or discount coach
airfare whichever is least. First class is not acceptable.)

Region 14 Leadership Meeting

Eligible Representation – All Executive Board & Ops Group including AVPs

PMI Leadership

Eligible Representation – (Maximum 1 Executive Board and Maximum 3 Operations Group
people from Ops Group unless fewer people elect to attend)

PMI Global Conference

Eligible Representation – (Maximum 1 Executive Board and Maximum 2 Operations Group
people from Ops Group unless fewer people elect to attend)

Policy 006

Title:	Complaint and Dispute – PMI Atlanta	
Policy Number:	P006	Category: Administrative
Document Type:	Policy	Pages: 2
Issue Date:	04-06-09	Approval Date - Revision: 08-06-12
Effective Date:	08-06-12	
Policy Owner:	Executive Board, Atlanta Chapter	
Policy Responsibility:	Chairman	
Synopsis:	Defines process and guidelines for resolving complaints and disputes	

PURPOSE

The purpose of this policy is to establish a process and guideline for resolving complaints and disputes that are escalated to the PMI Atlanta Chapter Executive Board.

SCOPE and AUTHORITY

The scope of this policy encompasses complaints and disputes that are escalated to the Executive Board by and about PMI Atlanta Chapter members as they relate to PMI Atlanta Chapter business. The authority supporting this policy is granted to the Executive Board with the point of contact being the Chairman.

POLICY

The PMI Atlanta Executive Board Chairman is responsible for “adherence to bylaws and overseeing Chapter governance” as stated in Chapter Bylaws (Article IV, Section 4) and therefore is the point of contact for this policy.

In the event that a complaint or dispute is filed, the Chair will review it and determine if he or she can settle it between the two parties or if a board committee should be appointed. In either case, the Executive Board will be informed at the next Executive Board meeting of the complaint and the proposed course of action. The Executive Board has the ultimate authority to determine the course of action.

In the event the Chair is one of the parties in the complaint or dispute, another member of the Executive Board or Operations Group shall be selected by the Executive Board members not a party in the complaint or dispute, to immediately assume complete responsibility to determine if a resolution is possible

Committee Role

- The roles and responsibilities of this committee are to review and resolve the complaint or dispute by assisting the parties to reach an agreed-upon resolution.
- If a mutually agreed-upon resolution is not forthcoming, the committee will escalate the complaint or dispute to the Executive Board for final decision.
- Complaints or disputes are handled as received. Refer to PMI Global documentation which can be found at: www.pmi.org/aboutus/pages/governance.aspx and more specifically on the conflict of interest issue which can be found at: www.pmi.org/pdf/ap_hqconflictinterest.pdf
- This committee can only review and make recommendations to the Chapter Board, or when possible, attempt to resolve conflicts between the parties. The committee must always report to the Chairman and then to the Executive Board for any activity related to this policy. This committee has no authority to take action or make final decisions. The PMI Atlanta Executive Board holds all rights to decisions and/or actions.
- The committee will be dissolved when the Executive Board decides its resolution to the complaint or dispute.

The PMI Atlanta Executive Board shall notify PMI Global within 30 days of any potential ethical issue(s) that were substantiated.

Policy 007

Title:	Membership Privacy – PMI Atlanta	
Policy Number:	P007	Category: Membership
Document Type:	Policy	Pages: 2
Issue Date:	11-13-08	Approval Date: 08-06-12
Effective Date:	08-06-12	
Policy Owner:	Executive Board-Atlanta Chapter	
Policy Responsibility:	VP Membership	
Synopsis:	Establish privacy standards for Chapter membership	

PURPOSE

The purpose of this policy is to set a privacy standard for the Chapter regarding membership information.

SCOPE and AUTHORITY

Identifies how membership information is to be secured, kept confidential and used. This includes information sent from PMI Global, and other membership collected from other sources.

POLICY

Membership information will be secured and kept confidential consistent with the PMI Global Privacy Policy referenced at the following URL: <http://www.pmi.org/Home-PMI-Privacy-Policy.aspx>

Membership information may be used only for purposes directly related to the business of PMI Atlanta, consistent with the PMI Global Privacy Policy. Membership information includes:

- The membership database and listings provided by PMI Global to PMI Atlanta
- Membership information collected by the PMI Atlanta Web Site
- Membership information collected by the applicable PMI Atlanta third party e-mail marketing and event services, such as Cvent
- Membership information provided through e-mail and telephone calls

PMI Atlanta will not allow member contact information to be listed or posted in electronic format without the members' prior consent. This includes, but is not limited to:

- Component (individual chapter, i.e., PMI Atlanta) membership directories in hardcopy format
- Member contact information on component websites although a means will be allowed for members to contact other members.

In addition, PMI Atlanta will allow members to opt-out of such listings, postings, etc except for information (at the discretion of the Executive Board) considered critical to the operation of the Chapter.

Examples of appropriate uses of the membership information, include but are not limited to the following:
(component refers to individual chapter – ie., PMI Atlanta)

- Component meeting announcements
- Component new member welcome letters
- Component membership renewal “thank you” letters
- Component newsletters and other membership communications
- Component election ballots
- Registering for component network and education events
- Providing credit card information to component or applicable third parties for billing purposes

Policy 008

Title:	Expenditures – PMI Atlanta	
Policy Number:	P008	Category: Financial
Document Type:	Policy	Pages: 1
Issue Date:	11-13-08	Approval Date-Revision: 08-06-12
Effective Date:	08-06-12	
Policy Owner:	Executive Board-Atlanta Chapter	
Policy Responsibility:	VP Finance	
Synopsis:	Defines the appropriate means and uses of Chapter funds	

PURPOSE

The purpose of this policy is to establish a guideline for the use of funds received by the Chapter.

SCOPE and AUTHORITY

Defines how all Chapter funds will be managed, who is responsible, how details will be reported, and how funds will be secured.

POLICY

Funds to sustain the PMI Atlanta Chapter's annual budget shall be derived from:

- Dues contributed by its members in accordance with the Bylaws
- Monies realized from various activities
- Any sponsorship monies

These funds shall be maintained in a Chapter checking account or other accounts as determined by the VP of Finance. Disbursement shall be made by the VP of Finance, consistent with the annual budget or at the direction of the PMI Atlanta Executive Board.

The Executive Board must pass an operating budget for the subsequent year before the December Executive Board meeting each year.

Policy 009

Title:	Logo Usage – PMI Atlanta	
Policy Number:	P009	Category: Administrative
Document Type:	Policy	Pages: 1
Issue Date:	11-13-08	Approval Date-Revision: 08-06-12
Effective Date:	08-06-12	
Policy Owner:	Executive Board-Atlanta Chapter	
Policy Responsibility:	Secretary	
Synopsis:	Defines proper usage of PMI Atlanta Logo	

PURPOSE

The purpose of this policy is to establish the guidelines for usage of PMI Atlanta logo.

SCOPE and AUTHORITY

Defines usage guidelines for PMI Atlanta Chapter logo per guidelines identified in PMI Global D2 Use of PMI Intellectual Property, Subsection B, Subsection ii.

POLICY

Only upon the prior, express, written authorization of the PMI CEO, may PMI components (Chapters) be permitted to alter a PMI trade or service mark in a specific, designated way (ie., including the chapter name in the PMI logo). The PMI Atlanta Chapter logo has been created with this permission.

The PMI Atlanta chapter logo is a registered trade or service mark of the PMI Atlanta Chapter and may not be reproduced by any means or used by anyone other than the PMI Atlanta Chapter, without the express written permission of the Chapter Chairman.

Policy 010

Title:	Intellectual Property – PMI Atlanta	
Policy Number:	P010	Category: Administrative
Document Type:	Policy	Pages: 1
Issue Date:	01-13-08	Approval Date-Revision: 08-06-12
Effective Date:	08-06-12	
Policy Owner:	Executive Board-Atlanta Chapter	
Policy Responsibility:	Secretary	
Synopsis:	Defines guidelines for the protection of Intellectual Property of PMI Atlanta Chapter	

PURPOSE

The purpose of this policy is to identify guidelines for the protection of the PMI Atlanta Chapter Intellectual Property.

SCOPE and AUTHORITY

Defines Intellectual Property belonging to PMI Atlanta Chapter and guidelines for its protection per PMI Global D2..Use of PMI Intellectual Property.

POLICY

All documentation, promotional material, website, chapter newsletter, emails, and chapter presentations as well as PMI Atlanta Chapter logo, that have been created and maintained by Chapter volunteers, is the collective intellectual property of PMI Atlanta and all rights are reserved therefore. Refer to PMI Global Intellectual Property ... PMI Global D2..Use of PMI Intellectual Property.

Policy 014

Title:	Executive Board Meetings – PMI Atlanta	
Policy Number:	P014	Category: Administrative
Document Type:	Policy	Pages: 3
Issue Date:	11-28-08	Approval Date-Revision: 08-06-12
Effective Date:	08-06-12	
Policy Owner:	Executive Board-Atlanta Chapter	
Policy Responsibility:	Chairman	
Synopsis:	Describes the rules for running Executive Board meetings for the Chapter	

PURPOSE

Define the PMI Atlanta Executive Board meetings, including the meeting ground rules, participant roles and expectations

SCOPE and AUTHORITY

Define the rules for Executive Board meetings of the PMI Atlanta Chapter

POLICY

The PMI Executive Atlanta Board will conduct the business of the Chapter by utilizing Board meetings as necessary. PMI Atlanta members who are not Executive Board Members may attend any Executive Board meeting either in person or electronically (if available); however, the following rules shall be observed:

- PMI Atlanta members shall not be allowed to speak unless they have been formally requested and granted time on the agenda by the Chairman. The Chairman must utilize the procedures outlined on the PMI Atlanta Chapter website (www.pmiatlanta.org) when issuing the invitation.
- Only Board members may be present during any portion of any Executive Board meeting that is declared as confidential by a majority vote of the Executive Board. The Chairman shall dismiss non-Board members when this situation occurs.
- Non-PMI Atlanta members may not attend any Executive Board meeting unless they are invited by the

responsible for setting the agenda for the meeting and distributing to the Executive Board at a minimum of 48 hours prior to the meeting. All Executive Board members are required to submit agenda items to the Chair at least one week prior to the Executive Board meeting.

The VP of Operations shall coordinate logistics for the meeting, including, but not limited to, facility, food, AV equipment, supplies, etc. and communicate these details to the Executive Board at least one week prior to the meeting.

The Secretary (or designee) is responsible for recording and archiving relevant information in the meeting minutes. Minutes should adhere to the guidelines from Robert's Rules of Order.

All Executive Board members are responsible for:

- Arriving on time
- Adhering to meeting procedure
- Being prepared by reviewing all meeting information in advance
- Showing respect to all present
- Speaking positive points first
- Sharing the air
- Seeking win-win solutions
- Staying focused and present at all times
- Adhering to the agenda and time limits
- Making a point only once
- Actively supporting Board decisions

Meeting Types

The PMI Atlanta Executive Board conducts three types of meetings:

- Strategy meetings
- Status and/or Working Meetings
- Special Called and Ad hoc Sub-Committee working meetings.

The schedule of Executive Board meetings should be established and communicated within the first 30 days of the calendar year.

Strategy Meetings

Routine status and/or working meetings are called by the Chairman on a frequency that will allow the PMI Executive Board to make decisions, resolve issues and set action plans to accomplish the strategies set forth in the strategy meetings.

Special Called and Ad Hoc Sub-Committee Meetings

Due to time limits in the regularly scheduled meetings, the Executive Board may determine a necessity to assign sub-committees to activities with a designated lead. The sub-committees will meet per the lead's direction, and report findings to the Executive Board for decisions. The Chairman or three members of the Executive Board may call a special meeting to conduct business of an urgent nature that cannot wait until the next scheduled meeting.

Policy 015

Title:	Code of Ethics for Executive Board – PMI Atlanta	
Policy Number:	P015	Category: Administrative
Document Type:	Policy	Pages: 2
Issue Date:	11-30-08	Approval Date-Revision: 08-06-12
Effective Date:	08-06-12	
Policy Owner:	Executive Board-Atlanta Chapter	
Policy Responsibility:	Chairman	
Synopsis:	Describes the code of ethics by which Executive Board members are required to abide	

PURPOSE

To set the policy for Executive Board Members to abide by a code of ethics.

SCOPE and AUTHORITY

Code of Ethics as defined by the PMI Global Code of Ethics

POLICY

The Executive Board will annually review, edit and approve the Code of Ethics (as stated on attached page and as defined in the PMI Global Code of Ethics) for the PMI Atlanta Executive Board members. All Executive Board members will be given a copy of the Code of Ethics, and will be expected to sign and adhere to the provisions of that code.

PMI Atlanta Executive Board – Code of Ethics

As a member of the PMI Atlanta Executive Board (herein referred to Board), I will, to the best of my ability...

- Listen carefully to my teammates and those served by PMI Atlanta
- Respect the opinion of other Board members
- Respect and support the majority decisions of the Board
- Recognize that all authority is vested in the Board when it meets in legal session and not with individual Board members
- Keep well informed of developments that are relevant to issues that may come before the Board
- Participate actively in Board meetings and actions
- Call to the attention of the Board any issues that may have an adverse effect on PMI Atlanta or those we serve
- Attempt to interpret the needs of constituents to PMI Atlanta and explain and support the action of PMI Atlanta to its constituents
- Refer constituent or staff complaints to the proper level on the chain of command
- Recognize that the Board member's job is to ensure that PMI Atlanta is well managed, not to manage PMI Atlanta
- Represent all constituents of PMI Atlanta and not a particular geographic area or special interest groups
- Consider myself a "trustee" of PMI Atlanta and do my best to ensure that PMI Atlanta is well maintained, financially secure, growing and always operating in the best interest of constituents
- Always work to learn more about the Board member's job and how to do it better
- Declare any conflict of interest between my personal life and my position on the PMI Atlanta Board, and avoid voting on issues that appear to be a conflict of interest

As a member of the PMI Atlanta Executive Board, I will not....

- Be critical, in or outside of the Board meeting, of any Board members or their opinions
- Use PMI Atlanta or any part of PMI Atlanta for my personal advantage or the personal advantage of my friends or relatives
- Discuss outside the Board meeting, the proceedings that are declared as confidential by the Board
- Promise, prior to the meeting, how I will vote on any issue in the meeting

Signed: _____ Name: _____

Date:

Policy 016

Title:	Political Contributions and/or Support – PMI Atlanta	
Policy Number:	P016	Category: Administrative
Document Type:	Policy	Pages: 1
Issue Date:	11-30-08	Approval Date-Revision: 08-06-12
Effective Date:	08-06-12	
Policy Owner:	Executive Board-Atlanta Chapter	
Policy Responsibility:	Chairman	
Synopsis:	Describes policy that prohibits contributions being made on behalf of PMI Atlanta	

PURPOSE

To prohibit political contributions and/or support being made on behalf of PMI Atlanta Chapter

SCOPE and AUTHORITY

Set policy that prohibits political contributions and/or support being made on behalf of PMI Atlanta Chapter

POLICY

Members of the PMI Atlanta Executive Board are prohibited from making political contributions on behalf of PMI Atlanta. If a Board member takes an active part in the political process, it must be done at the Board member's personal expense, and outside of the Board member's active participation as a member of the PMI Atlanta Executive Board. PMI Atlanta will not reimburse anyone for a political contribution.

Executive Board members are prohibited from making any direct or indirect political contribution in cash, property, or service on behalf of PMI Atlanta, nor shall they endorse any political party, candidate, or issue on behalf of PMI Atlanta.

PMI Atlanta Executive Board may provide generic, previously published information regarding political issues in general communications in their regular newsletters, for the sole purpose of informing PMI Atlanta Chapter members. All communications must be unbiased and not perceived to be supporting one side of an issue. Any political communication should be reviewed by the Executive Board prior to publication.

Policy 019

Title:	Nominating Committee – PMI Atlanta	
Policy Number:	P019	Category: Administrative
Document Type:	Policy	Pages: 1 + Appendices A-C (7pages)
Issue Date:	07-01-11	Approval Date-Revision: 08-06-12
Effective Date:	08-06-12	
Policy Owner:	Executive Board-Atlanta Chapter	
Policy Responsibility:	Director at Large	
Synopsis:	Describes conduct of the Nominating Committee	

PURPOSE

Article VI of the PMI Atlanta Bylaws defines the guidelines for “Nominations and Elections of the Executive Board.” This policy details the guidelines by which the nominating committee provides candidates.

SCOPE and AUTHORITY

The scope of this policy encompasses the duties of the Nominating Committee. The committee is solely responsible for providing a slate of candidates for all open Executive Board (herein referred to as “Board”) positions, conducting the election, and establishing rules for electioneering.

POLICY

The nominating committee shall provide a slate of qualified officer candidates nominated for the Executive Board and conduct the election using the Board approved Elections and Nominating Process, a process that is open and interactive with the PMI Atlanta membership. (This process is attached to this policy as Appendices A – C.)

The process document shall include the following key elements:

- rules for electioneering
- process for candidate selection
- mechanism for candidate introduction
- rules for petition acceptance

Policy 019 – Appendices A-C

Title	Nominating Committee Process						
Business Category	<input type="checkbox"/> Core	<input type="checkbox"/> Extended	<input checked="" type="checkbox"/> Internal Operations	Version	1.0		
Document Type	Process				Revision Date	2011-06-21	
Owner	Past Chair		Associated Policy/Bylaw(s)		Policy:P019 Bylaws: Article VI, Article VII		
Purpose	The purpose of this document is to provide guidance for the nominating committee to carry out their responsibilities.						
Scope	Nominating committee and their responsibilities as outlined in Article VI, Section 3 of the bylaws to include: - Rules for electioneering - Process for candidate selection - Mechanism for candidate introduction - Rules for petition acceptance - Declaration of an election calendar						
Prerequisite	Elections chair must be appointed. There must be at least 1 open board position.						

Roles Involved	
Role	Description
Chairman	PMI Atlanta Board Chair
Past-Chair	PMI Atlanta Board Past-Chair
Executive Board	PMI Atlanta Executive Board Members
Elections Director	PMI Atlanta Board Past-Chair or a PMI Atlanta member proposed by the Past-Chair and approved by the Executive Board. This is a non-voting position.
Nominating Committee	This 5-person committee consists of 2 VPs from PMI Atlanta Operations Group and 3 PMI Atlanta members in good standing.

Procedure		
1.0	ROLES	
1.1	<i>Chairman</i>	PMI Atlanta Chapter Chairman, in consultation with the Board members, shall set a date for the Election as part of the obligation to provide an annual calendar. The election should be at least 90 days in the future.
1.2	<i>Past-Chair</i>	The past-chair by virtue of the position is the Elections Director. At least 90 days prior to the Election, the Past Chair may propose a PMI member in good standing to serve as the Elections Director for the Executive Board approval.
1.3	<i>Executive Board</i>	<ul style="list-style-type: none"> - Approve the Elections Director - Appoint two (2) Vice Presidents from the Ops Group to serve on the Nominating Committee after approving Elections Director - Describe the skill sets desired for the candidates
1.4	<i>Elections</i>	Serve as head of Nominating Committee

	<p>positions. Section 6 of the Bylaws Article VI establishes the qualifications for the candidates. The qualifications include three broad categories of Membership, Level of Activity, and Conduct.</p> <p>At least 60 days prior to the Election, the Nominating Committee shall present its slate of nominees to the general membership via the Chapter website and the closest Dinner Meeting. At this time the Nominating Committee will accept written or electronic petitions from the membership for additional candidates.</p> <p>Petitions must have original or electronic signatures from at least 25 PMI Atlanta members. PMI Atlanta members may separately sign more than one petition. Petitions must be submitted to the Elections Director at least 30 days before the election. The petitions shall include a written or electronic certification from the petitioner that all signatories were PMI Atlanta Chapter members in good standing. Failure of two or more signatures may void the petition.</p>
3.0	CANDIDATE FORUM
3.1	<p>At least 30 days prior to the Election, the Nominating Committee shall introduce the Candidates to the membership.</p> <p>The Nominating Committee will publish a Voter Guide on the PMI Atlanta website and host a Candidate Forum at one regularly scheduled monthly Dinner meeting and perhaps one or more lunch meetings at its discretion.</p> <p>To participate in these forums, all Candidates must have submitted the Publication Release Form.</p> <p>The Forum should follow the guidelines outlined in the Appendix.</p>
4.0	ELECTION
4.1	At least 15 days prior to the Election, the Nominating Committee will submit the final slate of Candidates for the Election to the designated elections service.
5.0	VOTING
5.1	Voting completed by electronic voting per Article VI Section 3 of the bylaws.

Timeline – Election Milestones

Days to Election	Milestone	Supporting Activities
90 Days	Elections Director	Form Nominations Committee Develop Schedule
60 Days	Candidate Slate	Recruit Candidates Plan Forum(s) Collect release forms Public Introduction of Candidates
30 days	Candidate Forum	Host Forum Floor Nominations
15 days	Final Slate	Setup Voting Update Website

Release for Publication Form

PMI Atlanta
Voter Guide for YYYY
General Election

I hereby authorize PMI Atlanta to use the information submitted in its Voter Guide for the General Election

Answer submitted electronically, check here _____

Candidate Name _____

Candidate Signature _____

Email Address _____

Phone Number _____

Mail or email this form to us at the address listed below:

PMI Atlanta
#348
3522 Ashford Dunwoody Rd
Atlanta, GA 30319

elections@pmiatlanta.org

PMI Atlanta Candidate Forum Standards

Like all PMI Atlanta events and activities, candidate forums must be scrupulously non-partisan. Some guidelines should be followed:

Invite all candidates and treat them alike. This includes invitation and follow-up, the information you provide in advance, the questions they are asked, and the opportunities they have to respond.

Do not intervene, directly or indirectly, in the campaign on behalf of a particular candidate. Nothing you do at the forum can show preference for one candidate over another. Your moderator must be unbiased. Prepare carefully worded questions on a wide range of issues, in advance. If you include questions from the audience, have them write questions on index cards, and screen them before being read by the moderator.

Cover a broad range of issues. Focusing on one issue will create the appearance of endorsing some candidates over others. A broader focus will more effectively educate voters, and will avoid any appearance of bias.

Careful advance planning will ensure the success of your candidate forum. Remember that candidates are campaigning to get elected. To accept your invitation to appear at a forum, they must feel that the event is worthwhile, and they will be able to address a significant number of people. Therefore, plan carefully, and don't promise more than you can deliver. The following are factors you'll want to consider.

Consider suggestions from other PMI Directors and OpsGroup Vice Presidents, as well as key members of any co-sponsoring organizations. From this collection of ideas, the Nominating Committee will develop questions using the following criteria:

- of possible responses (e.g. – keeping the questions away from super-specific topics)
- Variety of appropriate subject matter
- Ability of the question to be answered in a positive or negative fashion
- Avoidance of questions leading to simple “yes” or “no” answers
- There should be no bias or policy-based assumption in a preamble or question.
- Preambles should be kept as brief as possible.

When possible, the first draft of questions should be proofed by at least 2 people not involved in the drafting of the questions. Readers should have a diverse perspective. Any “red flags” by proofreaders should be considered for the subsequent revisions of questions.

Collaboration: Broadening your sponsorship can increase attendance, and create wider ownership. It is important to discuss the ground rules for the forum early in the process of

Turnout strategy: A candidate forum with a small audience will do your credibility more harm than good. Plan your turnout strategy well ahead, and be realistic about your ability to bring out a crowd, so you don't promise more than you can deliver. Think about the networks you can mobilize.

Site: Choose a centrally located site that is easy to get to. The site should also be an appropriate size for the number of people you expect; for example, an auditorium that is too large will make your crowd appear smaller than it is. Make sure the site has appropriate sound equipment, lighting, and parking.

Format: The format of your candidate forum will play a significant role in ensuring that it remains non-partisan. Several points are important to remember:

- a) Give all candidates equal treatment. Use an unbiased means to determine speaking order (e.g., drawing straws, alphabetical order), and give each speaker the same amount of time. Designate a timekeeper who will signal the speaker when his/her time is up. Be clear about time limits with the candidates before the event starts, and stick strictly to the limits, so no one gets shortchanged.
- b) Cover a wide range of issues in your questions. Choose a moderator who will ask the questions and make sure that person uses the same wording for each candidate. If you want to take questions from the audience, give people index cards to write them on, so their questions can be screened before they are asked.
- c) Do not allow candidates to distribute campaign literature during the forum. Let them know ahead of time if you will provide a table at the back where all campaign literature can be displayed.
- d) Make sure someone arrives at the site early on the day of the forum to see that the room is set up, and that the light and sound systems are working.

Invitations: Begin by calling each candidate. Note the name of the person you speak with for follow-up purposes. Provide the date, time, and probable audience for the event (don't exaggerate the numbers), and outline the format. Once you've gotten an agreement to attend (which may take several calls), confirm the commitment with a letter that details the format. It's also wise to place a reminder call a day or two before the forum.

Leaders: Identify leaders for several roles, including moderator, timekeeper, greeters (for the candidates and others), and publicity coordinators.

Media Coverage: The best media strategy will only be on our local PMI Atlanta website with an announcement of the forum for several weeks in advance. Often, local newspapers and cable services offer community bulletin boards where you can publicize the forum. This can't hurt, but

- A. PMI Atlanta's mission statement
- B. The names of sponsoring organizations
- C. The name of the moderator, moderator's background
- D. Note that all organizations sponsoring the event are non-partisan and do not endorse candidates
- E. Introduction of moderator/panelists
- F. Introduction of candidates present, as well as candidates who were invited but declined to attend
- G. The structure of the forum/debate
- H. Request that the audience refrain from filming, videotaping, and flash photography.
- I. Request that the audience hold applause or other demonstrations of support or non-support for a candidate until the complete conclusion of the event.
- J. Notice of any PMI Atlanta use for broadcast on television, radio, or internet
- K. The following statement of copyright: "Copyright ownership of this forum belongs to PMI Atlanta. Footage or transcripts of this debate may not be used for campaign purposes by candidates, their affiliates, or assigns."

Development of Closing Scripts

The following points should be made in the Closing Scripts:

- A. A thank you to the crowd
- B. Two or three key voting reminders/instructions for the upcoming election
- C. The PMI Atlanta web site address and location of election & voting information
- D. Appropriate bullet points for any sponsoring organizations
- E. Thanks to the Audience, Moderator/Panelists and Candidates
- F. PMI Atlanta Board
- G. Key Contributors (i.e. funding organizations, event location personnel, in-kind contributors, etc.)

Candidate Handling & General Rules of Conduct

- A. Neither candidates nor press may have any preview of any of the questions.
- B. The seating and therefore questioning order of candidates should be pre-determined by a blind drawing.
- C. For a forum, each candidate should be asked the same question, in turn and given the same amount of time to respond. That time window for answering should be consistent throughout the questioning portion of the event. (90 seconds is standard, but can be shortened or lengthened depending on the race). Rebuttals should be at the discretion of the moderator and used as rarely as possible, preferably only when there is an accusatory remark directed by one candidate toward another. Rebuttals should be limited to 30 seconds.
- D. Have candidates sign an Understanding of Rules and Standards for the event. These particular rules must always be included:
 - a. Candidates will bring no notes or props. Each candidate will be provided with a

- Brief information regarding the specifics of the event (e.g. format, moderator, etc.)
- Information regarding media to be employed (Web streaming, television or radio broadcast, etc.)
- Brief mission statement for PMI Atlanta and any other sponsor
- R.S.V.P. contact information
- Response deadline

F. PMI Atlanta response to acceptance or refusal of invitation can be either email or letter sent by U.S. mail. In the response letter, it should be made clear what the contingency plan is should a candidate change his/her mind about attending, or should a candidate arrive late for the event itself.

Sponsor Qualifications

- A. Must be non-partisan
- B. Must not endorse candidates
- C. Must be willing to let the PMI Atlanta Nominating Committee have final approval of content of letters, press releases, etc. as described above.

Policy 020

Title:	Harassment Policy – PMI Atlanta	
Policy Number:	P020	Category: Administrative
Document Type:	Policy	Pages: 3
Issue Date:	07-01-12	Approval Date: 08-06-12
Effective Date:	08-06-12	
Policy Owner:	Executive Board-Atlanta Chapter	
Policy Responsibility:	Chairman	
Synopsis:	Define Harassment Policy for the Chapter	

PURPOSE

Describes the Harassment Policy for the PMI Atlanta Chapter.

SCOPE and AUTHORITY

PMI Atlanta Executive Board of Directors voted for a consistent Harassment policy to be established for the PMI Chapter.

POLICY

Harassment based on gender, sexual preference, ethnicity, color, national origin, religion, disability, pregnancy or age is strictly prohibited by PMI Atlanta Chapter (the "Board"), as well as by state and federal law. The Executive Board will not tolerate any instances of unlawful harassment of any kind by any director, officer, employee, volunteer worker (each a "Board Representative") or any other person with whom an Executive Board Representative comes in contact because of his or her employment with or representation of the Executive Board.

A. **Definition and Prohibited Actions:**

1. Harassment based on ethnicity, color, gender, national origin, religion, disability, pregnancy or age, and/or a person's perceived national origin or religion occurs when comments, jokes, conversations, behaviors, gestures, or written communications (including all forms of social media) disparage, ridicule,

B. Complaint Procedures:

1. Any Executive Board Representative who feels that he or she is a victim of harassment, including sexual harassment, should immediately report the harassment to their supervisor or member of the Executive Board. The Executive Board Representative is not, however, required to report to a supervisor who may, in fact, be the perpetrator.
2. If the Executive Board Representative is not comfortable reporting to the supervisor, he or she may report the problem to the Chairman or Secretary.
3. Retaliation against directors, officers, employees or volunteer workers who, in good faith, bring harassment complaints or assist in investigating such complaints, is prohibited.
4. Harassment, including sexual harassment, may arise not only from other Board Representatives but also from supervisors of any level in the Executive Board as well as non-employees with whom the Executive Board Representative has contact due to his or her employment with or representation of the Executive Board. Report the incident(s) no matter who is involved.
5. It is also very important for Executive Board Representatives who witness harassment, including sexual harassment that is directed at others, to immediately report such occurrences so that management may get involved as quickly as possible to investigate and correct the situation.

C. Executive Board Response:

1. The Executive Board will respond quickly to investigate claims of harassment and will take appropriate and prompt measures to discipline offenders in order to prevent such behavior in the future. The issue will be treated as confidentially as possible. The investigation, however, will require some disclosure to properly assess the situation.
2. Violators of this policy will be subject to immediate disciplinary action up to and including termination. Non-employee violators of this policy will be subject to expulsion from the Executive Board's facilities when harassment occurs on its premises. If harassment occurs off Executive Board premises, non-employee

4. If an Executive Board Representative continues to experience harassing conduct from an individual who has already been disciplined for such behavior, he or she must notify the Chairman or Secretary immediately.

Policy 021

Title:	Whistleblowing Policy – PMI Atlanta	
Policy Number:	P021	Category: Administrative
Document Type:	Policy	Pages: 2
Issue Date:	07-01-12	Approval Date: 08-06-12
Effective Date:	08-06-12	
Policy Owner:	Executive Board-Atlanta Chapter	
Policy Responsibility:	Secretary	
Synopsis:	Define Whistleblowing Policy for the Chapter	

PURPOSE

Describes the Whistleblowing Policy for the PMI Atlanta Chapter.

SCOPE and AUTHORITY

Defines a Whistleblowing Policy for the PMI Atlanta Chapter membership.

POLICY

All PMI Atlanta Chapter members are expected to take action necessary to resolve potential ethics-related violations or issues. PMI Atlanta Chapter members and/or volunteers, on behalf of PMI Atlanta Chapter, are expected to report any incident of alleged dishonest or illegal activity to a PMI Atlanta Executive Board Member, or member of the PMI Atlanta Chapter Operations Group, or persons external to the organization (e.g., members of PMI Global (www.pmi.org), regulators or law enforcement agencies). This includes any action they personally took, which could be misinterpreted, or actions of another PMI Atlanta Chapter member.

Any PMI Executive Board or PMI Atlanta Operations Group member, who receives a report of alleged misconduct, will either:

PMI Atlanta Chapter does not tolerate retaliation against any person who reports an alleged violation (“whistleblower”). As long as the violation was brought forward in good faith, those who raise concerns and those who help to resolve reported matters, are protected against retaliation.

Anyone who attempts to spread falsehoods, threaten others, or intends to damage another person’s reputation for unethical reasons, will be purged from the PMI Atlanta Chapter and face possible disciplinary action from Global PMI (www.pmi.org).

Policy 022

Title:	Social Media Policy – PMI Atlanta	
Policy Number:	P022	Category: Membership
Document Type:	Policy	Pages:
Issue Date:	07-24-12	Approval Date: 08-06-12
Effective Date:	08-06-12	
Policy Owner:	Executive Board- Atlanta Chapter	
Policy Responsibility:	VP Membership, VP Technology, VP Communication	
Synopsis:	Establish social media policies for uses of PMI Atlanta LinkedIn Group, Facebook, and Twitter	

PURPOSE

The purpose of this policy is to set standards for the Chapter regarding how social media sites are used.

SCOPE and AUTHORITY

Establishes guidelines for social media sites regarding content, and, as applicable, removal of content or members.

POLICY

Following are the guidelines:

- Keep it clean. Do not post anything offensive, obscene, or discriminatory. Such posts will be removed, along with the person posting, as applicable
- The community is for everyone. Members are free to discuss topics and disagree with each other, but please be respectful of other's opinions. Respectful disagreement is OK. Insults are not.
- For legal reasons, public discussions about who should be allowed to practice project management, or how much services should cost, are prohibited and will be removed.
- Be mindful of personal information. For your own security, please avoid posting

- Do not provide references to other entities or organizations without their approval
- Correct your mistakes
- Try to provide value but not by advertising products or services

Offending posts or comments will be removed by moderators, and the person posting will be contacted by the moderator to explain the problem and ask them to stop. If the behavior continues, the member may be removed at the moderator's discretion.

Policy 023

Title:	Financial Reporting Policy – PMI Atlanta	
Policy Number:	P023	Category: Finance
Document Type:	Policy	Pages: 1
Issue Date:	08-04-12	Approval Date: 08-06-12
Effective Date:	08-06-12	
Policy Owner:	Executive Board-Atlanta Chapter	
Policy Responsibility:	VP Finance	
Synopsis:	Establish Chapter financial reporting	

PURPOSE

The purpose of this policy is to set standards for the Chapter regarding financial reporting.

SCOPE and AUTHORITY

Establishes guidelines for monthly and annual financial reports.

POLICY

Following are the guidelines:

1. A financial audit or review will be completed annually by an independent accounting firm in Georgia, prior to the submittal of the 990 tax form. Review must take place between January and May.
2. At the beginning of each month, financial reports will include a balance sheet report, profit and loss report, actual versus budget comparison report, investment performance report if appropriate, and transaction reports for checking and any debit cards.

All financial reports shall be transmitted to all members of the Executive Board and Audit Committee via email within 72 hours of receipt.

Policy 024

Title:	Record Retention and Destruction Policy	
Policy Number:	P024	Category: Administrative
Document Type:	Policy	Pages: 3
Issue Date:	10-24-12	Approval Date-Revision: 12-03-12
Effective Date:	10-24-12	
Policy Owner:	Executive Board-Atlanta Chapter	
Policy Responsibility:	Mgr. Operations	
Synopsis:	Provide guidance to ensure that necessary records and documents are retained and/or disposed of as part of business practices.	

PURPOSE

The purpose of this Policy is to provide guidance to ensure that necessary records and documents of the Project Management Institute-Atlanta Chapter are retained and/or disposed of as part of business practices. This policy is also for the purpose of aiding PMI Atlanta in the yearly transition of officers and ensures effective knowledge transfer and retrieval of documents when required. The policy shall be consistent, reasonable and clearly communicated to all officers and shall be part of the component's operations manual.

Document retention is a necessary business function, however, it is not necessary to retain every piece of paper or electronic communication collected during the course of a year. It is only necessary to retain those documents that report on a material aspect of the Chapter.

SCOPE and AUTHORITY

Records retention is the responsibility of all PMI Atlanta Chapter Officers and Executive Board Directors. PMI Atlanta Executive Board will be responsible for establishing and approving a Records Retention schedule. PMI Atlanta Chapter Executive Board Secretary will be responsible for ensuring that records are managed according to the Records Policy and Records Retention Schedule. PMI Atlanta Chapter Manager of Operations will be responsible for providing guidelines, training and retention/disposition instructions to all members for the files under his/her custody. PMI Atlanta Chapter Records Retention Schedule naming in Appendix A identifies abbreviations for the consistent naming of controlled PMI Atlanta Chapter

POLICY

1) Definitions

a) **Records:** Recorded information, regardless of medium or characteristics, made or received by PMI Atlanta that is evidence of its operations, and has value (legal, financial, operational, administrative, or historical) requiring its retention for a specific period of time. Records can include books, papers, maps, photographs, electronic mail and instant messages, audio-visual records, wikis, SharePoint files, blogs, calendars, notebooks, “buck slips”, notes or other machine-readable materials (e.g., computer thumb drives, floppy disks, hard drives, etc.) and other emerging communication technologies, whether stored in an office or on a personal computer or electronic device. Generally, an image of an original record can be considered the official record.

- (1) *Vital Record:* Any record that is necessary to ensure the continuation of the organization of its revenue generating operations, and/or specific information that would be impossible or costly to recreate. PMI Atlanta Chapter records will be kept in a secure area at 4931 Ashford Dunwoody Road, Atlanta, GA 30338.
- (2) *Confidential:* A record containing information that would have a serious impact of the business if it was lost or stolen or disclosure to unauthorized parties (Acquisition records, Contracts, Social Security Numbers, Employer Identification Numbers, Personnel Information etc.).
All records of Social Security Numbers and Employer Identification Numbers will be kept confidential at PMI Atlanta’s Accounting Firm: Gay & Joseph, C.P.A., PC, Certified Public Accountants, 201 Church Street, LaGrange, GA 30240.
- (3) *Proprietary:* A record containing information that would have a moderate impact on the business if it were lost, stolen or disclosure to unauthorized parties. Proprietary information will be kept within PMI Atlanta’s electronic records storage as well as property being kept at 4931 Ashford Dunwoody Road, Atlanta, GA. 30338.
- (4) *Public/Non-Business Critical:* Information that does not require protection from unauthorized disclosure (Product Information, customers, press release, product advertisement, etc.)

b) **Non-Records:** Documents that do not support or document the business operations of the Organization. Non-records should be disposed of as soon as possible. In the case of copies of records, they should be kept no longer than the retention of the record.

- iii) Non-company books, periodicals, newspapers, posters or pamphlets acquired and preserved solely for reference purposes.

2) Administration

Project Management Institute – Atlanta Chapter Records Retention Schedule is shown in Appendix A. The schedule is approved for maintenance, retention and disposal schedule for all records of the PMI Atlanta Chapter. The Executive Board Secretary is responsible for administering the Policy and the implementation of processes and procedures to ensure that records are maintained in accordance with the Record Retention Schedule. The Executive Board Secretary is also authorized to:

- a) Modify the Record Retention Schedule as necessary to ensure that the PMI Atlanta Chapter is maintaining records in compliance with local, state and federal laws. Part of this includes monitoring local, state and federal laws affecting record retention;
- b) Annually review the record retention and disposal program; and
- c) Monitor compliance with this Policy.

3) Suspension of Record Disposal In Event of Litigation or Claims

In the event that PMI Atlanta Chapter is served with a subpoena or request for documents or any PMI Atlanta Chapter member becomes aware of a governmental investigation or audit or the commencement of any litigation against or concerning PMI Atlanta Chapter, such member shall inform the Executive Board Secretary. All disposals of records shall be suspended until such time as the Executive Board Secretary, with the advice of counsel, determines otherwise. The Executive Board Secretary shall take such steps as is necessary to promptly inform all affected parties of any suspension in the further disposal of documents.

4) Approval

This policy applies to all records, no matter the format, generated in the course of Project Management Institute – Atlanta Chapter operation.

RECORD RETENTION SCHULE

APPENDIX A

Project Management Institute – Atlanta Chapter

IMPORTANT: Do not destroy any documents if the component is currently ever under investigation by a federal agency or if there have been any lawsuits brought against the component in order to avoid obstruction of justice charges.

Description	Retention	Owner
Duplicate deposit slips (not needed; deposits are recorded in the reconciliation shown below)	1 year	Finance
Membership Rosters	1 year	Membership
Conference/Seminar Planning Records	2 years	Programs/Certed
Program Planning Files	2 years	Programs
Volunteer Records	2 years	Volunteers
Confidentiality Agreements	ACT + 2 years *	Membership
Strategic – Long Range Planning Files	SUP + 2 years	Exec Board/Chair
Board Reports (not included in minutes)	3 years	Exec Board/Operations
Correspondence (general)	3 years	ALL
Election Records	3 years	Exec Board/Secretary
Internal Audit Reports	3 years	Chairman/Treasurer
Bank Reconciliations	3 years after audit	Finance
Cancelled checks	3 years after audit	Finance
General Ledgers	3 years after audit	Finance
Invoices to Customers	3 years after audit	Finance
Invoices from Vendors	3 years after audit	Finance
Quickbooks Records	7 years	Finance/Accounting
Sharepoint Financial Records Storage	7 years	Finance
Marketing Program files	4 years	Marketing
Newsletters	4 years	Marketing/Communications
Tax Filings	7 years	Exec Board/Treasurer/Finance
Insurance Policies	ACT + 3 years **	Exec Board/Operations
Contracts and Leases	ACT + 5 years **	Exec Board/Operations
Policies and Procedures	SUP + 3 years	Exec Board/Secretary
Articles of Incorporation	Life of Organization	Secretary
Auditors Report	Life of Organization	Exec Board/Treasurer/Finance
Financial Statements	Life of Organization	Finance
Governing Documents	Life of Organization	Secretary
Meeting Minutes	Life of Organization	Secretary
Trademark Registrations	Life of Organization	Secretary