



OTOWI BRIDGE CHAPTER CHARTER APPLICATION

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In support of the Project Management Institute (PMI), which has a defined purpose of dedication “ to advancing the state-of-the-art in the management of projects,” the PMI Otowi Bridge Chapter commits to:

VISION

The PMI Otowi Bridge Chapter will be recognized as a dynamic organization of dedicated Professional Project Managers dedicated to serving the business and educational community of Northern New Mexico through the advancement of Project Management.

MISSION

The PMI Otowi Bridge Chapter will provide a forum for Professional Project Managers to promote the principles of the Project Management Institute through networking with other project managers, sharing project experiences, providing and receiving training, and supporting Project Managers in their certification efforts.

OBJECTIVES

Advance the mission and objectives of the Project Management Institute within the Northern New Mexico area.

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

Promote Professional Project Management principles and techniques with local businesses, universities and professional associations.

Support and enhance Project Management Professionalism by developing and providing quality programs based on local Project Manager needs.

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

CONSTITUTION

ARTICLE I - NAME

This organization shall be called the Project Management Institute’s Otowi Bridge Chapter, a not for profit association (application for recognition filed under IRS section 501), hereinafter called the Chapter. This organization is a local Chapter chartered by the Project Management Institute, Incorporated, hereinafter called PMI.

ARTICLE II - PURPOSE

A. GENERAL PURPOSE

The Chapter's purpose is to further the values of project management by giving strong support to the purposes and endeavors of the PMI, its constitution and its membership. The Chapter fully supports the PMI constitution and will act in conformity with all stipulations in the document entitled. "Policies and Guidelines for Chapter Activities."

B. SPECIFIC OBJECTIVES

The objectives of the Chapter are in accordance with those listed in the PMI constitution. Specific objectives are:

1. Promote professionalism in project management.
2. Advance the quality and scope of project management.
3. Promote the fundamentals of project management and advance the PMI body of knowledge to achieve common understanding of project management applications.
4. Collaborate with universities and other educational institutions to promote project management career development.
5. Provide project management information and education to the northern New Mexico industries, government agencies and educational institutes.
6. Promote the PMI and the Chapter methods and ethics through community involvement.

ARTICLE III - AUTHORITY

- A. Authority and rules governing formation and operation of the Chapter are vested in the Project Management Institute, constitution and bylaws as originally written or subsequently amended.
- B. The Project Management Institute, constitution and bylaws shall take precedence over the Chapter constitution, which shall, in turn, take precedence over the Chapter bylaws.
- C. The continuing of the Chapter charter award is subject to cancellation or withdrawal by the Project Management Institute Board of Directors for cause.
- D. Should the Chapter be dissolved for any reason, its assets shall, after payment of all just debts, be turned over without restrictions to the Project Management Institute.

ARTICLE IV - MEMBERSHIP

A. ELIGIBILITY

Membership in the Chapter shall be open to any person interested in furthering the purpose of the Chapter. An applicant shall become a member upon approval of his or her application and payment of appropriate dues. Membership in the Chapter requires membership in the PMI.

B. CLASSIFICATION OF MEMBERSHIP

The Chapter shall have two classes of members, each with rights, privileges, and voting rights as hereinafter provided:

1. Member - Any person meeting the general membership eligibility qualifications and who is actively pursuing the application of project management techniques, is engaged in the teaching of the techniques, or is conducting research directed towards the improvement or development of techniques. Members shall have voting rights.
2. Student Members - Individuals must be registered in an accredited education institution on a fulltime basis to be qualified for student membership. A student member shall not have voting rights and may not hold any office in the Chapter.

C. RESIGNATION

A member or student member may, at any time, submit his or her resignation in writing to the Project Management Institute Vice President of Communications and it will become effective upon receipt. Resignations shall not be cause for refund of dues or other PMI or Chapter fees.

D. SUSPENSION AND EXPULSION

A member or student shall be suspended or expelled by an affirmative vote of three-fourths of the membership of the Project Management Institute Board of Directors for reasonable cause following a hearing before the board. In no other ways may a member or student member be suspended or expelled.

ARTICLE V - OFFICERS

A. GENERAL

The officers of the Chapter shall be members in good standing of the Chapter and shall be elected by majority vote of the Chapter members at the annual business meeting.

The Chapter Board of Directors shall elect a President pro tem should the office become vacant. Other vacant offices shall be appointed by the President with the approval of the board.

Elected officers may be recalled by approval of the majority of those in attendance at a general meeting of the Chapter membership. Elected officials who fail to attend three consecutive board meetings may be recalled by the President with approval by the Chapter Board of Directors.

Elected officers of the Chapter shall include:

1. President
2. President - Elect
3. Vice-President of Programs
4. Vice-President of Education
5. Vice-President of Membership

6. Vice President of Communications

7. Vice President of Finance

8. Immediate Past President

The President-Elect and all Vice Presidents are elected annually. The President's position is assumed by the previous year's President-Elect and is thus not an annually elected position. This allows for the President-Elect to serve in a training capacity for one year prior to assuming the office of President.

B. NOMINATION, ELECTION, AND TENURE

The President, with approval of the board, shall appoint members of the nominating committee who shall be members of the Chapter in good standing. The nominating committee shall be chaired by the immediate past President. Nominations may also be made from the floor at the Chapter meeting prior to the annual business meeting.

Officers shall be elected by a majority vote of the Chapter members in attendance at the annual business meeting.

Officers will serve a one-year term beginning July 1, following the annual election and ending June 30, the following year. Officers shall be eligible to serve only two consecutive terms in the same office.

C. RESPONSIBILITIES OF OFFICERS

1. PRESIDENT

The President will be responsible for the overall functioning of the Chapter, assuring that the Chapter Board of Directors works together as a team, dedicated to achieving the Chapter vision, mission and objectives as detailed in the Chapter Charter. Special duties include:

- a. Schedule, provide agendas and preside over all business and Chapter meetings.
- b. Direct the activities of other officers toward Chapter goals and objectives.
- c. Appoint Nominating Committee members by March 1 of each year to conduct Chapter elections.
- d. Appoint replacement Board members to vacant positions, subject to the Chapter Board of Directors' approval.
- e. Appoint committee and committee chairperson representatives to task teams as required and subject to the Chapter Board of Directors' approval.
- f. Submit to the PMI Vice President - Region III an annual application for charter renewal, pursuant to Article B-6 of the Chapter Guidelines & Policy Handbook. The application shall be prepared by the President - Elect.
- g. Represent the Chapter, or appoint appropriate alternate as a member of the Council of Chapter Presidents (CCP) at the Spring and Fall meetings and serve on any CCP subcommittees that may be established to form policy for the CCP.

- h. Prepare monthly status reports for presentation at Chapter Board of Directors meetings.
- j. To communicate information of importance to both the institute and the Chapter membership.
- k. To serve as liaison to the institute and to retain in the Chapter files all related correspondence.
- l. To prepare and submit, in conjunction with the cognizant Vice Presidents, the required periodic reports to the Project Management Institute Board of Directors.
- m. To submit quarterly recaps of meetings and activities to the editor of the Project Management Journal.
- n. To notify Chapter membership 20 days before annual elections.
- p. Maintain and deliver all permanent records to the position successor as required.

2. IMMEDIATE PAST PRESIDENT (ex-officio officer of the Chapter)

The Immediate Past President will assist the incoming President (President - Elect) with the transition to the new Chapter Board of Directors, liaison with PMI headquarters, and preparation of the replacement officers for the following year. Special duties include:

- a. Assist the President in liaison with PMI and Council of Chapter Presidents as required.
- b. Assist in preparation and conduct of any special projects, seminars or meetings in support of other Chapter Board of Director members, or in liaison with any project manager appointed for a specific project which the Chapter decides to undertake.
- c. Chair the Nominating Committee responsible for preparing the slate of officers for the succeeding year.
- d. Act as the focal point for the Chapter Board of Directors in leadership development efforts.
- e. Chair the Long Range Planning Committee.
- f. Sit as constitutional advisor to the Chapter Board of Directors.

3. PRESIDENT - ELECT

The President - Elect shall assume all duties and responsibilities of the President in cases of temporary absence or incapacitation. In the absence of both the President and President - Elect, the Vice Presidents shall elect a President Pro-Tem from among the Officers to act for a period determined by the Officers, or until the next regular election of Officers. Special duties include:

- a. Responsible for Chapter marketing programs, activities, and materials.
- b. Signature authority commensurate with the President in his or her absence.
- c. To chair the Chapter Board of Directors meeting in the absence of the President.
- d. To prepare a Chapter marketing plan annually and submit that plan to the Chapter President and Board of Directors.

e. To appoint project managers and committee staff for:

1. Public Relations
2. Corporate Promotions
3. Chapter Promotion
4. Vendor Relations
5. Liaison with other Professional Associations
6. Chapter Newsletter.

f. To provide marketing support to other Chapter officers as needed to adequately advertise and promote Chapter activities.

g. To report status of all marketing activities to the Chapter Board of Directors on a regular basis and the membership at the annual business meeting.

h. To advise the Vice President of Finance of all financial commitments associated with marketing prior to actual expenditure, if possible.

4. VICE PRESIDENT OF PROGRAMS

The Vice President of Programs is responsible for the development and delivery of programs relating to project management for each scheduled Chapter meeting. The content of these programs is to be consistent and in accordance with the objectives of the Chapter and with approval of the Chapter Board of Directors.

Special duties include:

- a. Prepare annual program plan and annual events calendar.
- b. Appoint committees to execute programs as planned.
- c. Prepare monthly program schedules and agendas showing all planned Chapter activities for the next six months, including speaker, vendor presentation, etc. Provide to Vice President of Communications for distribution.
- d. Direct the presentation of special seminars, meetings and vendor exhibits which the Chapter Board of Directors deems beneficial to the local membership. Assure that Chapter meetings do not conflict with the annual PMI meeting.
- e. Obtain information on future guest speakers at least a month in advance of meetings to provide adequate lead time for the Vice President of Communications to publicize such events.
- f. Prepare program and meeting notices for publication and distribution by the Vice President of Communications.
- g. Develop and maintain individual member participation lists and work with other Chapter Board of Directors members to determine areas of interest of Chapter members for use in program delivery. Monitor and report on requirements, participation levels and general membership feedback. Provide input for the yearly Chapter reports to PMI.
- h. Manage all physical arrangements for each Chapter meeting and coordinate the facilities requirements of other officers. Required arrangements includes:

1. Seating arrangements and tables.
 2. Timing of events, including meals, table service and refreshments.
 3. Delivery and return of special equipment such as projectors, overheads, microphones, flip charts, etc.
- j. Prepare monthly status reports on Chapter programs for presentation at Chapter Board of Directors meetings, and prepare the annual report of program activities to be presented at the Chapter annual business meeting.
- k. Develop and maintain liaison with professional associations in pursuit of continued project management development and programs.
1. Maintain and deliver all permanent records to the position successor as required.

5. VICE PRESIDENT OF EDUCATION

The Vice President of Education will be responsible for promoting Project Management Professionalism through the development of educational publications, seminars, and workshops designed to help Project Managers achieve certification as Project Management Professionals (PMP's). Special duties include:

- a. Responsible for the Chapter educational program and the annual education plan.
- b. Provide the membership with professional workshops and seminars designed to improve their development in the field of project management.
- c. Establish and oversee a volunteer group charged with the task of developing and delivering a certification examination preparation workshop to be offered on a semi-annual basis.
- d. Establish the Chapter as a recognized certification test site.
- e. Establish and maintain a Chapter Library of project management reading material and professional publications.
- f. Work with local educational institutions to enlist their support of Project Management Professionalism and project management career development through PMI and the local Chapter.
- g. Coordinate and maintain certification preparation workshop modules to insure they reflect the types of changes being made to the PMI certification test.
- h. In cooperation with the Vice Presidents of Programs and Communications, actively pursue paid PM workshop attendance by the public at large.
- j. Prepare monthly status reports on Chapter education programs for presentation at _ Chapter Board of Directors meetings including an annual report to be presented at the Chapter annual business meeting.
- k. Maintain and deliver all permanent records to the position successor as required.

6. VICE PRESIDENT OF MEMBERSHIP

The Vice President of Membership will be responsible for the development and maintenance of a

Chapter membership plan that assures continued growth through aggressive recruiting and partnering with major Northern New Mexico employers. Special duties include:

- a. Compile and maintain a current file of PMI members in the Chapter area of operations and solicit their affiliation with the local Chapter.
- b. Establish and maintain an active membership drive, including a documented plan, partnering with other Chapter Board of Directors members to identify membership opportunities, providing membership application forms and PMI information to potential members.
- c. Process all membership applications and provide periodic membership lists to all Chapter Board of Directors members, communicating with and requesting from PMI, all appropriate membership documentation.
- d. Create Chapter membership list and dues record (in U. S_ funds) and submit to PMI by September of each year for centralized billing purposes.
- e. Establish and maintain an active corporate Chapter sponsorship solicitation drive. f. Prepare monthly status reports on Chapter membership for presentation at Chapter Board of Directors meetings including an annual membership report for presentation at the annual Chapter business meeting.
- g. Maintain a permanent file of the membership and recruiting activities of the Chapter and turn over all documentation to successors as required.

7. VICE PRESIDENT OF COMMUNICATIONS

The Vice President of Communications is responsible for the timely dissemination of information both to and from the Chapter membership, using various tools to accomplish the objective. In addition, the position also includes publicity of the local Chapter and PMI to internal and external publications and through partnering with local businesses. Special duties include:

- a. Organize subcommittees for the purpose of direct telephone solicitation of meeting and workshop attendance. Inform Vice President - Programs of expected attendance so hotel or restaurants can be informed.
- b. Distribute a six (6) month program plan showing monthly events.
- c. Notify membership not less than ten (10) days before all special meetings called by the President.
- d. Notify membership not less than ten (10) days before all general meetings.
- e. Receive from Vice President - Membership, and maintain up-to-date copy of the mailing list for use in mailing Chapter event notices, newsletters, and annual report.
- f. Notify membership of all nominations 20 days before election. g. Monitor and report upon the general membership's requirements and response to Chapter Programs. This includes the preparation, analysis, and reporting on questionnaires and other evaluation devices.
- h. Maintain a file of all Chapter correspondence (meeting minutes, mailings, etc.). j. Prepare for, procure, and distribute Chapter stationary and printed materials.
- k. Direct preparation of Chapter Annual Report and Chapter Renewal Request for submission to the

Vice President-Region II and a copy to PMI main office. Distribute Chapter Annual Report to Chapter Membership.

- l. Prepare status reports for presentation at Chapter Board of Directors meetings including an annual report for presentation at the annual Chapter business meeting.
- m. Maintain and deliver all permanent records to the position successor as required.
- n. Fill the role of Project Manager establishing volunteer committees for the preparation and editing of monthly newsletters, published articles, and local advertisements describing Chapter activities and plans.
- p. Develop and place advertisement in local newspapers of Chapter meetings, events, workshops, seminars, and vendor shows.
- q. Submit regular information on Chapter activities for publication in the Project Management Journal (PMJ) and PM NETWORK.
- r. In cooperation with Vice President - Programs, prepare draft text of meeting notices and newsletters for review by the Chapter Board of Directors at their meeting preceding each Chapter meeting.
- s. With the cooperation of other Chapter Board of Directors members, establish an awards program to show honor and distinction for professional accomplishments and Chapter participation.
- t. Prepare monthly status reports on Chapter communication activities for presentation at Chapter Board of Directors meetings including an annual report to be presented at the annual Chapter business meeting.
- u. Maintain and deliver all permanent records to the position successor as required.

8. VICE PRESIDENT OF FINANCE

The Vice President of Finance will be responsible for the solicitation of input from the Chapter Board of Directors members for development of financial goals and objectives for the Chapter, the preparation of an annual financial plan, as well as the collection and disbursement of all Chapter moneys. Special duties include:

- a. Manage all Chapter financial transactions including the collection of all Chapter dues from PMI, guest payments for Chapter meetings or special events, and the payment of all Chapter bills in accordance with Chapter Board of Directors directives.
- b. Establish and maintain all required Chapter bank accounts and/or similar financial transactions, arranging for officer signatures as required, including the PN41 Regional Vice President of Administration if requested.
- c. Apply for IRS Employer Number and submit all required IRS tax related filings
- d. Develop an annual operating budget and forward to the Chapter Board of Directors for inclusion in the annual application for charter renewal.
- e. Develop an annual financial statement on the activities of the Chapter and provide to the Board by December 1 of each year.

- f. Partner with the Vice President of Membership to identify members who have failed to pay current dues, and provide meeting attendance information for new and potential members. Pursue unpaid members for collection and retainment purposes.
- g. Prepare and present monthly financial statements to the Chapter Board of Directors and the general membership at Chapter meetings, including an annual report of all financial transactions to be presented at the annual Chapter business meeting.
- h. Maintain a permanent file of the financial business of the Chapter and turn over all documentation to successors as required.

ARTICLE VI - BOARD OF DIRECTORS

The Chapter Board of Directors shall consist of eight members. Seven currently elected officers and the outgoing/most recent past President. The Chapter Board of Directors shall be solely responsible for all legal and business affairs of the Chapter. The President shall preside over all Chapter Board of Director activities. The board shall meet monthly to ensure that the operations of the Chapter is in accordance with PN41 standards and expectations.

ARTICLE VII -FINANCIAL

Financial control shall be as set forth in the Chapter by-laws. Should the Chapter be dissolved for any reason, its assets shall, after payment of all just debts, be turned over, without restrictions, to the PMI. The Chapter shall set and arrange for collection of local dues through the PMI centralized billing procedures.

ARTICLE VIII -AMENDMENTS

Amendments to this constitution may be effected by a two-thirds majority of the voting members present at the annual business meeting.

Proposed amendments must be drafted and presented to the membership in writing 30 days prior to placing on the agenda for the annual meeting or specially called business meetings.

Special meetings may be called by the Chapter Board of Directors to vote on amendments to the constitution.

ARTICLE IX - ADVISORY PANEL

The Chapter Board of Directors may appoint a corporate executive advisory panel to provide general advice and guidance on the programs undertaken by the Chapter. The panel shall have no legislative or managerial authority. The tenure of the advisory panel shall be the same as that of the board which appoints the panel.

ARTICLE X - LIMITATIONS

No member of the Chapter shall receive any pecuniary gain or profit, incidental or otherwise, from its activities, except that the Chapter shall be authorized to pay reasonable compensation for services rendered and make payments in furtherance of the purposes set forth in this constitution. The Chapter shall not carry on any activity prohibited by any city, county, state, or federal statute in the U. S.A.

BY-LAWS

ARTICLE I - NAME

Project Management Institute's Otowi Bridge Chapter, a not for profit association (application for recognition filed under IRS section 501), herein called the chapter.

ARTICLE II - CHARTER

Chartered by the Project Management Institute Incorporated, herein called PMI.

ARTICLE III - DUES AND FEES

Regular chapter membership dues shall be \$15.00 per year. Student chapter membership dues shall be \$10.00 per year.

All chapter dues shall be in addition to PAU dues.

PMI membership dues shall be as set by PMI. Chapter dues will be paid directly to the PMI along with the PMI annual dues.

Fees may be assessed for special activities or services as approved by the chapter Board of Directors (BOD).

ARTICLE IV - MEETINGS

A. ANNUAL MEETING

An annual meeting shall be held in May each year. This meeting is for the purpose of conducting chapter business which requires the approval of the membership (e.g., election of officers, amendments to the constitution, annual committee reports, etc.).

All actions placed before the membership for a vote shall require a simple majority of the members present to be passed (i.e., 50% of the members present plus one member).

Announcements of the time and place for the annual meeting must be mailed to the voting membership 20 days prior to the day of the meeting. The announcement must include the list of candidates and the issues to be decided on by the membership.

B. CHAPTER MEETINGS

Chapter meetings shall be held at least quarterly. The date and place of the chapter meeting shall be determined by the BOD and announced by the chapter Vice President of Communications through mailings to the membership 2 weeks prior to the meeting.

C. BOARD OF DIRECTORS' MEETINGS

The BOD shall meet monthly at a place and time to be designated by the chapter President. These meetings shall be for the purpose of performing regular chapter business. A simple majority vote of the BOD is required to pass any board action providing a quorum is in attendance.

A quorum for the BOD meetings is defined as 50% of the board members plus one board member.

D. SPECIAL MEETINGS

Members, or groups of members, may meet under the name of the chapter at any time or place as long as the following conditions are met:

1. Approval of the meeting is obtained from the President.
2. Written notification, including purpose, time, place, agenda, and names of principal participants, is forwarded to the Vice President of Communications for record purposes prior to the meeting date.
3. Any written material to be used or distributed in connection with the meeting and carrying the name of the chapter is to be submitted to the Vice President of Communications who is to obtain approval from the BOD prior to its distribution or use.
4. Within a reasonable time after the close of a special meeting of the chapter, the sponsor, or sponsoring group, will provide a written report to the BOD outlining the activities of the meeting.

ARTICLE V - FINANCE

A. FISCAL YEAR

The fiscal year shall be from January 1 through December 31.

B. BUDGET

The budget shall be an annual budget recommended by the Vice President of Finance and approved by the BOD. The annual budget for the succeeding year shall be submitted in draft form not later than the board meeting scheduled immediately prior to the annual business meeting of the chapter. The incoming officers are to receive the budget two weeks prior to their first scheduled meeting as members of the BOD.

C. ACCOUNTING CONTROL

Accounting for the finances of the chapter shall conform in general to the recommended practices, of the American Institute of Certified Public Accountants. The Vice President of Finance shall submit statements of account to the board at each regular BOD' meeting and to the membership at the annual chapter meeting.

Audits of the financial system of the chapter may be ordered by the incoming chapter President as appropriate.

D. EXPENDITURES

Expenditures shall be handled by the Vice President of Finance except as otherwise provided in the constitution or herein. In all cases, expenditures shall be made in accordance with the budget. The expenditures must not exceed the approved chapter budget by more than one percent except with the approval of the board.

E. CHECK SIGNATURE AUTHORIZATION AND EXPENDITURE LIMITATIONS

The chapter President and the chapter Vice President of Finance have signature authority individually, not to exceed \$20.00. Single expenditures greater than \$20.00 but not more than \$200.00 require the signature of both the President and the Vice President of Finance. Single expenditures greater than \$200.00 require board approval.

If either the Vice President of Finance or the President is not available to provide signature, the President Elect may substitute as the second signature authorization.

ARTICLE VI - MEMBERSHIP

A. DELINQUENCY

Members and student members in arrears on dues for 6 months shall be delinquent and their names stricken from the official members' roll of the chapter. A delinquent member may, at the discretion of the BOD, be reinstated by payment in full of all past dues.

B. USE OF NAME LISTS

The list of members, student members, and applications to the PMI may be used only for advertising or solicitation in connection with the business of the chapter. Lists will be circulated only to dues-paying members and are for use only within the purposes of the chapter as qualified by the BOD. The list may not be used for commercial purposes excluded by the PMI constitution.

ARTICLE VII - CHAPTER ACTIVITIES

Chapter activities shall be sanctioned and approved by the BOD in accordance with these bylaws.

No chapter activity shall be allowed that endorses any one individual and or policy. Members may not directly receive any personal monetary profit from any chapter activity whether by design or otherwise. Utilization of proceeds from any chapter activities must be authorized by the BOD.

ARTICLE VIII - STANDING COMMITTEES

Standing committees may be appointed by the President with the approval of the BOD. Each committee shall report to a member of the board who shall act as liaisons between the board and the committee. The board liaison shall be appointed by the chapter President.

ARTICLE IX - AMENDMENTS

The bylaws and constitution may be amended by majority vote of the membership at the annual business meeting.

Amendments must be proposed to the board in writing and must be mailed by the chapter Vice President of Communications to the membership 20 days prior to the annual meeting.

3 Year Financial Plan

The following plan details the Otowi Bridge Chapter financial assumptions and financial plans for 1995, 1996 and 1997. The assumptions and forecasts are based on an initial estimate of income and expenditures. As additional information becomes available and as forecast views change this plan will be revised accordingly. The latest plan will be available from the Vice President of Finance. The primary source of income to the chapter is from membership dues, dinner meetings, a Corporate Sponsorship Program and a Certification Exam Preparation Class to be implemented in 1995.

SUMMARIZED INCOME STATEMENT

<u>Revenue Category</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>
PMI Seed Money	\$250		
Chapter Start-up Donations	\$250		
Number of Members	45	50	60
Membership Dues @ \$15 each	\$675	\$750	\$900
Corporate Sponsorships	\$500	\$500	\$500
Members taking PMP Exam	15	30	30
PMP Exam Prep @ \$25 each	\$375	\$750	\$750
Total Income	\$2050	\$2000	\$2150
<u>Expense Category</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>
State & Federal setup fees	\$250		
Postage & Office Supplies	\$325	\$450	\$450
Library Materials	\$200	\$300	\$400
Bank Account Fees	\$100	\$100	\$100
Certification Prep Class @ \$10 (1 in 1995, 2 in 1996, 2 in 1997)	\$150	\$300	\$300
PMP Exam Administration. \$10 per attendee	\$150	\$300	\$300
Recognition and Awards	\$200	\$200	\$200
Total Expenses	\$1375	\$1650	\$1750

Financial Statement for 08/95

Description	Income	Expense	Balance	Comments
PMI Seed Money	\$250.00		\$250.00	Opening account balance
1- Chapter membership fee		\$ 15.00		\$265.00
Donations	\$255.00		\$520.00	
Postage	\$11.11		\$508.89	
Office Supplies	\$51.61		\$457.28	
Checks		14.93	442.35	Current Balance

Preliminary Activities

Formation of the Organizing Committee: An initial contact was made with the Rio Grande Chapter to discuss the startup of a PMI Chapter for northern New Mexico. Mr. Mike Byrnes, the Rio Grande Chapter President agreed in writing to allow the Los Alamos members to apply to PMI headquarters for charter recognition. Ms. Deborah Bigelow approved the Letter of Intent to form a PMI Chapter on June 23, 1995 and an organizing committee consisting of Peter Barnes-Smith, Leon Kantola, Wade Cureton and Bill Massengale agreed to spearhead the effort to gain membership support for the potential Otowi Bridge Chapter.

Expression of Interest Meeting: The announcement for the Expression of Interest Meeting was posted in the Los Alamos National Laboratory Bulletin, the existing 35 local members were notified in writing of the meeting, and the meeting was held on July 25, 1995 to an attendance of 54 persons, mostly consisting of prospective members. Peter Barnes-Smith acting as the Chapter Sponsor, opened the meeting and explained the steps necessary in obtaining the Chapter charter. He introduced Mr. Jerry Zimmerman, Mr. Gerry Barr, and Mr. Jim Furaus who are founding members of the Rio Grande Chapter and who talked about the start-up of the Rio Grande Chapter and the reasons for its' being in existence. Mr. Barnes-Smith proposed that an election of officers and a vote on the proposed Constitution and By-Laws be held on August 30, 1995 and this proposal was accepted. The organizing committee would act as the nominating committee for this first election. Prospective members were issued the full information packet, and requested to have the support forms back to the organizing committee by the August' 0, 1995 meeting.

Organizing Committee Meeting - August 04, 1995: The organizing committee made up of Peter Barnes-Smith, Interim President; Mr. Leon Kantola, Interim Vice-President; Mr. Wade Cureton, Interim Treasurer, and Mr. Bill Massengale, Interim Secretary met at the Pajarito School to discuss the election of officers. It was decided that the Otowi Bridge Chapter would adopt the same positions as the Rio Grande Chapter, and that the Board of Directors would consist of the President, President-Elect, Vice President of Programs, Vice-President

of Membership, Vice President of Finance, Vice-President of Education, and Vice-President of Communications. The immediate Past President would also serve as a Board member. The list of existing and prospective members was divided equally between the nominating committee, and a position description was developed for each of the officer positions. The plan was for each of the organizing committee members to solicit volunteers to serve in the officer positions, and that the slate of officers would be published at least 10 days prior to the August 30, meeting.

Organizing Committee Meeting - August 17, 1995: The organizing committee met in the Pajarito School to finalize the ballots, slate of officers, and agenda for the August 30, general meeting. Each of the volunteer officers was issued the position description for their preferred position and completed a biography and goals-for office statement which was circulated to the membership prior to the general meeting. Absentee ballots were also sent out to all members so that mail-in ballots could be recorded.

Organizing Committee Meeting - August 23, 1995: Due to delays in obtaining all of the officer biographies, the mail out of the slate of officers, biographies, draft Constitution and By-Laws was not completed until today. However, because most of the members work for Los Alamos National Laboratory, it was possible to have the document in their hands the same day. Local contractors were similarly delivered their package by hand.

General Meeting - August 30, 1995: The first general meeting of the Otowi Bridge Chapter was attended by approximately 53 existing and prospective members. Mr. Barnes-Smith explained the voting procedure, and opened the floor for discussion. It was proposed that monthly chapter meetings be held the last Wednesday of each month, and that the meetings would alternate between luncheon and dinner meetings. Wade Cureton had researched the local archives for photos of the old Otowi Bridge over the Rio Grande River, and had found some very interesting material from which to develop a logo. Kevin Hogan volunteered to prepare a rendering of the 1924 suspension bridge used during the Manhattan Project that could be scanned into computer image for reproduction. The comment was received that the Constitution and By-Laws did not differentiate between PMI and Chapter Board of Directors, and this has since been amended. A second comment was raised concerning the Federal Tax status of the Chapter, and it was agreed that the incoming Vice-President of Finance be charged with researching the advisability of filing for exemption under chapter 501 of the IRS code. It was brought to the attention of the members that the ballots were not numbered or referenced to any specific member. After a brief discussion of professional ethics, Mr. Mike Mayr proposed that the election results be double counted for accuracy against member numbers, and that this method be accepted for this election only. The motion was seconded by Carolyn Zerkle, and passed unanimously. The paper ballot was then completed by all members, with the following results independently validated by Mr. Dan Jones.

President: Mr. Peter Barnes-Smith

President-Elect: Mr. Leon Kantola

Vice President of Programs: Ms. Carolyn Zerkle

Vice President of Education: Ms. Diedre Witherell

Vice President of Membership: Mr. Wade Cureton

Vice President of Communications: Mr. Doug Marbourg

Vice President of Finance: Mr. Steve Cocking

Mr. Barnes-Smith closed the meeting.

Notice of Election Results: The election results along with the minutes of the August 30, 1995 meeting were distributed to all members on August 31, 1995.

The elected officers met at the Pajarito School to plan for the first general meeting on Monday September 25, 1995. This date does not coincide with the planned meeting dates due to prior booking of the Los Alamos Library meeting room. The Constitution and By-laws were signed by all officers and a second planning meeting is to be held on Wednesday, September 13, 1995 at 11:30 am in the It Corporation conference room It is planned that Peter Barnes-Smith and Diedre Witherell will attend the PMP certification workshop of the Rio Grande Chapter on Tuesday, September 19, 1995 to obtain information on setting up a study group in Los Alamos for the December 09, 1995 examination.

Roster of Founding Members to Support the Proposed Charter:

Craig Bachmeier	Peter Barnes-Smith, PMP	Dennis Basile	William Belvin
Steve Bracket	Al Bridge	Brent Burtshell	Robert Catherwood, Sr.
Dave Chastain	Steve Cocking	John Cox	Wade Cureton
Dawn Daugherty	Shannon Daugherty	Manuel Duran	Kirk Ellard
Gene Fisher, PMP	Cheryl Faust	Ellen Fox	Douglas Heath
Victor Hesch	Cory Higgins	Kevin Hogan	Timothy Husby, PMP
Robert Jones	Kenneth Jones, PMP	Leon Kantola	Raymond Kidman
Dana Lemanski	Dennis Main	Doug Marbourg	Bill Massengale
Pam May	Milan Njegomir	David O'Flynn	William Oliver, Jr., PMP
Don Orr	Carlos Ortiz	Randy Parks	Gerald Pohl
Melissa Reed	Charles Richardson	Dennis Rodriguez	Sarah Salazar
Phil Sena	Mark Shattuck	Toby Vigil	William Wadman III
Billie Wheat	Deirdre Witherell	Carolyn Zerkle	

Membership Potential:

The Otowi Bridge Chapter will operate within the zip codes 873XX to 875XX. The primary area of operation of the Chapter includes, but is not limited to Northern New Mexico U. S.A., generally from the south side of Santa Fe County to the Colorado border, including the counties of Santa Fe, Los Alamos, Rio Arriba, and parts of Sandoval. This area includes the Los Alamos National Laboratory which has over 7500 regular employees in a 43 square mile area, and the cities of Santa Fe (the state capital), Las Vegas and Taos.

The Los Alamos National Laboratory will undoubtedly yield many more members as time progresses, and we plan on recruiting members from other than the facilities construction and environmental restoration areas. In fact, there is a great deal of interest in project management from among the technical and scientific personnel at the laboratory. Local construction, consulting, and environmental engineering firms make up the balance of the target employees in the area, and these companies will be targeted in our membership drive. The state government in Santa Fe may also provide a few members, but experience has shown that state government does not support professional development as well as private industry.

These and other significant employers in the area will be actively solicited for both membership and corporate sponsorship. The estimated membership numbers forecasted in the Financial Plan are viewed as reasonable estimates, with the potential for 60 to 75 regular members after 1 to 2 years operation.

Proposed Logo (In process of definition)

Approved by:

Otowi Bridge Chapter PMI

Peter Barnes-Smith

Leon Kantola

Wade Cureton

William Massengale