

BYLAWS OF THE KC MID-AMERICA PMI CHAPTER

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**PROJECT MANAGEMENT INSTITUTE -
KANSAS CITY MID-AMERICA CHAPTER, INCORPORATED**

BYLAWS

Article I – Name/Non-Profit Incorporation

The name of the corporation is the Project Management Institute - Kansas City Mid-America Chapter, Incorporated (hereinafter PMI-KC). The corporation is an affiliated component (sometimes hereinafter Component) of the Project Management Institute, Incorporated, based in Newtown Square, Pennsylvania USA (hereinafter PMI). PMI-KC is incorporated as a nonprofit, tax-exempt corporation organized under the laws of the United States of America and the State of Missouri, for the purposes set forth herein and in the Articles of Incorporation.

Article II - The PMI-KC Purposes and Objectives

The general purpose of PMI-KC is to advance the field of project management by the continual education of its members; by maintaining the PMI's Code of Ethics; by encouraging the members to share and exchange information with other project management practitioners, by providing an arena which promotes the co-development of the members; and by assisting the members in carrying out the following objectives of PMI:

- (a) To foster professionalism in the management of projects;
- (b) To contribute to the quality and scope of project management;
- (c) To provide a recognized forum for the free exchange of ideas, applications, and solutions to project management issues among PMI members, and others interested and involved in project management;
- (d) To identify and promote the fundamentals of project management and advance the body of knowledge for managing projects successfully;
- (e) To collaborate with universities, other educational institutions, and corporate entities to encourage appropriate education and career development at all levels of project management activities;
- (f) To provide a guiding influence in academic and industrial research in the field of project management;
- (g) To seek and foster regional cooperation and contacts with other organizations, both public and private, which relate to project management and to collaborate in matters of common interest and benefit;
- (h) To identify, develop, foster, and maintain professional practice, ethical, credentialing and accreditation standards and principles;

- (i) To provide project management information and education to Component members; and
- (j) To promote project management, in general, and the PMI specifically, to companies and organizations in and around the Kansas City area.
- (k) To give back to the community through service projects and other volunteer opportunities.

Article III - Authority and Relationships

Section A: The authority and rules governing the formation and operation of PMI-KC are vested in the Articles of Incorporation and these Bylaws of PMI-KC as originally written or subsequently amended.

Section B: PMI-KC shall meet all legal requirements in the jurisdiction(s) in which PMI-KC conducts business or is incorporated.

Section C: The Bylaws of PMI-KC may not conflict with the current PMI's Bylaws and all policies, procedures, rules or directives established or authorized by the PMI Board of Directors as well as with PMI-KC's Charter with PMI.

Section D: The terms of the Charter executed between PMI-KC and PMI, including all restrictions and prohibitions, shall take precedence over these Bylaws and other authority granted hereunder.

Section E: The PMI-KC is responsible to the duly elected PMI Board of Directors and is subject to all PMI policies, procedures, rules and directives lawfully adopted.

Section F: The purposes and activities of the PMI-KC shall be subject to limitations set forth in the Articles of Incorporation and these Bylaws and conducted in compliance with Section 501(c)(6) of the U.S. Internal Revenue Code, as amended. In addition, the purposes and activities of PMI-KC shall be restricted as follows:

(1) No part of the net earnings of PMI-KC shall inure to the benefit of, or be distributed to, the directors or officers, or other private persons, except that PMI-KC shall be authorized to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of, and consistent with, the purposes set forth in the Articles of Incorporation and these Bylaws and applicable PMI-KC policies.

(2) PMI-KC shall not engage in any activities relating to election campaigns for candidates seeking political office, nor shall any agent, representative, officer, director, or employee engage in such activities on behalf of PMI-KC.

Section G: The PMI-KC Standing Rules shall apply in accordance with these bylaws and may be amended by a majority board vote.

Article IV - Area of Operation

The area of operation for the Project Management Institute - Kansas City Mid-America, Incorporated, is the Kansas City area. This area is defined by established borders with other components of PMI, and may be changed by mutual agreement from time to time. The actual boundaries are established by postal zip code zones for convenience, and, in some cases, zones may be shared by more than one component.

Article V - Offices

The principal office of PMI-KC shall be located at such place within or without the Kansas City area as the Board of Directors shall determine from time to time. PMI-KC shall have such other offices including a registered office as required by the laws of the State of Missouri, at such locations as the Board of Directors shall determine from time to time.

Article VI - Membership

Section A: Eligibility. Membership in PMI-KC shall be open to any person interested in furthering the purpose of PMI-KC, who is in good standing with the PMI. An applicant shall become a member upon approval of his/her application and receipt from the applicant of the Component dues by the Vice President, Finance. Component membership shall continue as long as the member keeps the membership active and remains in good standing with the PMI and PMI-KC. Membership shall be open when eligible without regard to race, creed, color, age, sex, marital status, national origin, religion or physical or mental disability.

Section B: Good Standing. The PMI-KC Board shall have the right to determine criteria for maintaining good-standing in PMI-KC, with the exception that loss of good-standing in the PMI shall automatically cause loss of good-standing in PMI-KC. Members who fail to pay dues for one (1) month shall be delinquent and their names removed from the official membership list of the PMI-KC. Membership may be reinstated by payment in full of all unpaid dues for PMI and the PMI-KC Members shall be governed by and abide by the PMI Bylaws and by the Bylaws of the PMI-KC and all policies, procedures, rules and directives lawfully made thereunder.

Section C: Classification of Members. Membership in PMI-KC shall follow the membership classification established and maintained by PMI and PMI-KC shall not create its own membership categories. The PMI classes and qualifications of membership and the accompanying rights are as follows:

- (1) Member - Regular. Any person who is interested in, or engaged in, the practice, teaching or other application of project management, including

research concerning project management, may qualify as a Regular Member of PMI-KC. Regular Members shall have voting rights and may hold any elected or appointed office in PMI-KC.

- (2) Member - Retiree. Any person who has been a PMI Member in good standing for five (5) consecutive years, and who has retired from active employment, qualifies for PMI-KC Retiree membership. Retiree Members shall have all rights of the Regular Member class.
- (3) Member - Student. Any person currently registered in a degree granting program at an accredited, or globally equivalent, college/university, may qualify for PMI-KC Student membership. Student Members shall not be entitled to exercise any voting rights, and shall not hold any elected office in PMI-KC, except that Student Members may hold office and vote as permitted in these Bylaws.

Section D: Resignation. An individual, retired or student member may, at any time, submit his/her resignation, in writing, to the PMI-KC Vice President, Memberships, and it will be effective upon receipt. Resignation shall not be cause for refund of dues or other Component fees

Section E: Suspension and Expulsion. An individual, retired or student member shall be suspended or expelled by an effective vote of seventy-five percent (75 %) of the membership of the Board of Directors of PMI-KC for reasonable cause following a hearing before the Board or in the event of loss of good standing with PMI. Upon termination of membership in the PMI-KC, the member shall forfeit any and all rights and privileges of membership.

Section F: Member data. The membership database and listings provided by PMI to the PMI-KC may not be used for commercial purposes and may be used only for non-profit purposes directly related to the business of the PMI-KC, consistent with PMI policies.

Article VII - Board of Directors

Section A: Governing Body. The governing body of PMI-KC shall be a Board of Directors consisting of the elected Officers and other non-voting members as specified in these PMI-KC Bylaws and, in addition, shall include the most recent past President, who acts in an advisory capacity. The President of PMI-KC shall act as Chairman of the Board of Directors.

The Board shall exercise all powers of the PMI-KC, except as specifically prohibited by these bylaws, the PMI Bylaws and policies, and the laws of the jurisdiction in which the organization is incorporated/registered. The Board shall be authorized to adopt and publish such policies, procedures and rules as may be necessary and consistent with these bylaws and PMI Bylaws and policies, and to exercise authority over all PMI-KC business and funds.

Section B: Component Management. The sole responsibility of PMI-KC rests with the PMI-KC Board of Directors. The Board shall be responsible for carrying out the purposes and objectives of the nonprofit board.

Section C: Eligibility and Nomination of Officers. All elected Officers shall be PMI and PMI-KC members in good standing. Officers shall be eligible to serve only two (2) consecutive terms in the same office. Only members who have served in one of the other Officer positions for at least one (1) year are eligible to be elected to the Office of President. A past President shall not be eligible to become President until five (5) years after his/her most recently expired term. No member is eligible to serve more than two (2) terms as President within any continuous five (5) year period.

The appointment of a member to an officer position by the Board of Directors shall not count as an elected term.

The President, with approval of the Board, shall appoint members of the nominating committee who shall be Component members in good standing. The Nominating Committee shall be chaired by the most recent Past President and assisted by two (2) other members who are appointed by the President with the approval of the board. The nominating committee shall prepare a slate of nominees for each Board position and shall determine the eligibility and willingness of each nominee to stand for election. Nominations may also be made from the floor at the business meeting prior to the Annual Business Meeting. No member of the Nominating Committee will be eligible for election to office during the year served on the Nominating Committee. All nominated candidates must submit a personal biography before the publishing of the Business Newsletter to be considered an eligible candidate.

All voting members in good standing shall have the right to vote in the election. Discrimination in election and nomination procedures on the basis of race, color, creed, gender, age, marital status, national origin, religion, physical or mental disability, or unlawful purpose is prohibited.

Voting Means – The means employed for member voting may be by any means permitted by law, including but not limited to mail, telephonic and/or electronic processes, as the Board may determine is reasonable and appropriate to ensure the integrity of the voting process. If needed, Ballots shall be counted by the Nominating Committee or by tellers designated by the Board.

Section D: Election and tenure of Officers. Officers will be elected by a majority vote of PMI-KC Members whose ballots have been cast in accordance with these Bylaws at the Annual Business Meeting. The newly elected Officers' terms will begin the following January 1, and will continue until December 31 or until their successors are duly elected and qualified.

Section E: Vacancies. Vacant offices shall be filled as specified by PMI-KC Bylaws. Any elected Component Officer may be recalled by approval of sixty percent (60%) of those in attendance at a Business Meeting of PMI-KC membership or by seventy percent (70%) of PMI-KC Board members entitled to vote. The cause for a recall vote shall include, but not be limited to, the absence of a Board member for three (3) Board Meetings. Any Component member in good standing can demand a recall. The recall vote must be held at the next scheduled Board Meeting or business meeting. Upon a successful recall the Board of Directors shall remove the PMI-KC Officer from the Board.

Article VIII - Officers

Section A: PMI-KC shall be governed by a Board of Directors consisting of Ten (10) elected Officers, the Past President who is non-voting, and appointed non-voting Directors who can be nominated by any of the ten elected officers as needed and approved by a majority vote of the Board.

- (1) President;
- (2) Past President;
- (3) President Elect;
- (4) Vice President, Finance;
- (5) Vice President, Programs;
- (6) Vice President, Membership;
- (7) Vice President, Administration;
- (8) Vice President, Professional Development;
- (9) Vice President, Communications;
- (10) Vice President, Professional Development Days;
- (11) Vice President, Volunteers

Section B: Officers will be elected at the Annual Business Meeting, and will serve from January 1 through December 31 of the following year or until their successors are duly elected and qualified. Officers will be installed at the November Business Meeting to begin their term January 1 through December 31 of the following year.

Section C: The Officers shall be PMI and Component members in good standing. An officer may resign by submitting their notice to the President. Unless another time is specified, the resignation shall be effective upon receipt by the Board of the written notice.

Section D: The President Elect shall become President should the President's office become vacant for any reason until a new President can be selected by majority vote of the Board of Directors from the available Vice Presidents on the Board of Directors to fill the current term. Such an appointment would not affect the appointed President's ability to serve two (2) consecutive elected terms as President.

Section E: Other vacant offices shall be appointed by the President with the approval of the majority of the Board.

Section F: The non-voting directors shall be nominated by any elected board member and approved by a majority vote of the board. Directors shall serve until their successors are duly appointed.

Section G: Specific duties for each office are outlined and maintained in the PMI-KC Standing Rules to be reviewed and approved each year by a majority board member vote. The general duties and responsibilities of PMI-KC are distributed to the various Officers, as follows:

The President

The President shall be the Chief Operating Officer of PMI-KC, and shall direct the activities of the other Board members in accordance with the purposes of PMI-KC, and its Articles of Incorporation. The President serves one term following their term as President Elect. A member holding the Project Management Professional (PMP) credential should fill this position.

The Past President

The Past President shall mentor the President and shall assist the President with directing the activities of the other Board members in accordance with the purposes of PMI-KC, and its Articles of Incorporation and Bylaws. This position shall be held until a new President is placed on the Board creating a more recent Past President. This position shall not be held for more than two (2) consecutive years. This is a nonvoting Board position designed to ensure a smooth transition between the new President and the Board of Directors.

The President Elect

The President Elect is responsible for providing consistent leadership, carrying through and achieving short and long-term chapter goals, and obtaining a transfer of knowledge from the President in order to ensure a smooth transition from year-to-year. A member holding the Project Management Professional (PMP) credential should fill this position.

The Vice President, Finance

The Vice President, Finance is responsible for presenting and maintaining all financial records required for PMI-KC operations. The position includes the responsibility for collecting and disbursing Component funds, and for coordinating and assisting in the development of the annual Component budget. The position is also responsible for guiding any finance directors as nominated and approved by the Board.

The Vice President, Programs

The Vice President, Programs is responsible for planning, scheduling, arranging, and supervising Component meetings and any special events approved by PMI-KC Board of Directors. The position is also responsible for guiding any program directors as nominated and approved by the Board.

Vice President, Memberships

The Vice President, Memberships is responsible for planning, recruiting, arranging, and attending the membership drive and retention campaigns. The position is also responsible for guiding any membership directors as nominated and approved by the Board.

Vice President, Administration

The Vice President, Administration is responsible for documentation of PMI-KC events and actions. The position requires timely and accurate recording of events. The position is also responsible for guiding any administration directors as nominated and approved by the Board.

Vice President, Professional Development

The Vice President, Professional Development is responsible for professional education and enhancement programs. A member holding the Project Management Professional (PMP) credential should fill this position. The position is also responsible for guiding any professional development directors as nominated and approved by the Board.

Vice President, Communications

The Vice President, Communications is responsible for all Component communications, PMI-KC bi-monthly newsletter, Web site and any other Component publications, including election and other ballot needs. The position is also responsible for guiding any communication directors as nominated and approved by the Board.

Vice President, Professional Development Days

The VP Professional Development Days (PDD) is responsible for providing the overall guidance and direction for the annual Professional Development Days. A member holding the Project Management Professional (PMP) credential should fill this position. The position is also responsible for guiding any Professional Development Day directors as nominated and approved by the Board.

Vice President, Volunteers

The VP of Volunteers actively solicits volunteers for assistance with chapter activities, researches/matches volunteers with opportunities, strategizes and guides the direction of the Chapter's volunteer efforts. The position is also responsible for guiding any volunteer directors as nominated and approved by the Board.

Article IX - Meetings

Section A: Board Meetings. The Board of Directors shall meet as often as is necessary in its judgment to satisfactorily perform its assigned duties and responsibilities. Board Meetings may be called by the President, or by the acting President. No Board Meeting may be held unless all Board members have been given reasonable notice of the time place, and proposed agenda, but not less than seven (7) days in advance unless all Directors otherwise agree in writing.

A Board meeting shall require a simple majority of elected Officers to be present for a quorum. Board decisions may be made by general agreement or by formal vote. Any Board member may request a formal vote on any item at any time. Board Meetings may be held during the month in which there is an International Seminar/Symposium.

Section B: Business Meetings. The Board of Directors shall arrange Business Meetings for members as it sees fit to facilitate the conduct of PMI-KC. A quorum for business meetings shall be defined as the presence of 10% of voting members. Meeting times and locations will be determined by the Board, and the Vice President, Communications will notify PMI-KC members no less than fourteen (14) days in advance.

At least one (1) Business Meeting will be held each year between May 31 and December 31 where minutes from the Board Meetings and Financial Statements will be available for review by PMI-KC members. This meeting shall be referred to as the "Annual Business Meeting." No Business Meeting will be held during the month in which there is an International Seminar/Symposium.

Section C: Special Meetings. Special meetings of the membership may be called by President, by a majority of the Board, or by petition of ten percent (10%) of the voting membership directed to the President. Only announced business may be conducted.

Section D: Component Programs. The Board of Directors shall arrange Professional Meetings as it sees fit to support the purposes of PMI-KC. Professional Meetings shall

be held not less than six (6) times per year on a date and at a place designated by the Board. No Professional Meeting will be held during the month in which there is an International Seminar/Symposium.

Written notification, including time, place, agenda, and names of principal speakers will be forwarded to the Vice President, Communications, for newsletter and Web site communication purposes, and a notice will be sent via e-mail to PMI-KC members prior to the meeting day.

Section E: Use of Name. The President shall have the power and responsibility, including the right to initiate legal action, to prevent the use of the PMI-KC name in connection with any meeting or activity that does not further the purposes of PMI-KC or the PMI.

Section F: Action without Meeting. Any action which is required to be or may be taken at a meeting of the Directors, or any committee established by the Board of Directors, may be taken without a meeting if consents in writing, setting forth the action so taken, are signed by all of the members of the Board or of the committee as a unanimous vote at a meeting duly held, and may be stated as such in any certificate or document. The Vice President, Administration shall file the consents with the minutes of the meetings of the Board of Directors or of the committee as the case may be.

Article X - Membership - Voting

Section A: Balloting. With respect to any vote or question required by the Bylaws to be submitted to, or taken by, members of PMI-KC, the timely mailing of a ballot or other notice to each member at the member's last known physical or electronic mailing address shall be deemed and considered adequate notice. It is the responsibility of the member to inform PMI-KC of any change in the member's contact e-mail address.

Section B: Proxy. The return of a ballot shall be deemed a proxy directed to the Vice President, Administration authorizing and directing the Vice President, Administration to vote the ballot as marked. The Vice President, Administration shall be bound to vote in such manner.

Section C: Ballot Counting. Each member of PMI-KC shall have the privilege of attending the opening and counting of the ballots in person. Members, who wish to, may cast their vote, personally, instead of online or by mailed ballot using the ballot mailed to them, and/or at the meeting conducted for opening and counting the ballots. Said ballot shall be cast prior to opening the ballots received electronically or through the mail.

Article XI - Financial

Section A: The fiscal year of the PMI-KC shall be from 1 January to 31 December.

Section B: Annual membership dues shall be set by the Board and communicated to PMI in accordance with policies and procedures established by the PMI Board of Directors.

Section C: The Board shall establish policies and procedures to govern the management of its finances and shall submit required tax filings to appropriate government authorities.

Section D: All dues billings, dues collections and dues disbursements shall be performed by PMI.

Article XII - Governance

Section A: Authorization to Act on Behalf of the PMI-KC. Except as provided in these Bylaws or in the Articles of Incorporation, or by applicable law, no Director, Officer, employee, representative, office holder, or other agent of PMI-KC may act on behalf of PMI-KC or hold himself or herself out to the public as authorized to act on behalf of PMI-KC without the prior express, written approval of the Board of Directors.

Section B: Parliamentary Procedures. The rules contained in the most recently revised edition of Roberts Rules of Order shall govern the proceedings of the membership and the Board of Directors in any instances not otherwise provided for in these Bylaws or by Board adopted policy and procedure.

Section C: U.S. Internal Revenue Code. All references in these Bylaws to sections of the U.S. Internal Revenue Code shall be considered references to the Internal Revenue Code of 1986, as from time to time amended, to the corresponding provisions of any applicable future U.S. Internal Revenue laws, and to all regulations issued under such provisions.

Section D: Severability. If any portion of these Bylaws shall be invalid or inoperative, then, so far as reasonable, the remainder of these Bylaws shall be considered valid and operative.

Section E: Notice. Whenever these Bylaws require notice to be given, the notice may be given in any manner permitted by law.

Article XIII - Indemnification

Section A : Indemnification. In the event that any person who is or was a Director, Officer, employee, trustee, authorized representative, or agent of PMI-KC (representative), acting in good faith and in a manner he or she reasonably believed to be in the best interests of the PMI-KC, has been made party, or is threatened to be made a party, to any threatened, pending or completed action or proceeding by reason of being a representative, whether civil, criminal, administrative, or investigative (other than an action or proceeding by or in the right of the corporation), such representative may be indemnified against reasonable expenses and liabilities, including attorney fees, actually and reasonably incurred, judgments, fines, and amounts paid in settlement in connection with such action or proceeding. Where the representative was successful in defending the action, indemnification is mandatory.

Section B: Determination of Proper Indemnification. Unless ordered by a court, discretionary indemnification of any representative shall be approved and granted only when consistent with the requirements of applicable law, and upon a determination that indemnification of the representative is proper in the circumstances because the representative has met the applicable standard of conduct required by law and in these Bylaws.

Section C: Liability Insurance. To the extent permitted by applicable law, the PMI-KC will participate in a program liability insurance policy negotiated by the PMI, and may purchase and maintain insurance on behalf of any person who is or was a Director, Officer, employee, trustee, agent, or other authorized representative of the PMI-KC, or is or was serving at the request of the PMI-KC as a Director, Officer, employee, trustee, agent or other representative of another corporation, domestic or foreign, non-profit or for profit, partnership, joint venture, trust, or other enterprise.

Article XIV – Dissolution:

Section A: In the event that the PMI-KC or its governing officers failed to act according to these bylaws and PMI-KC's or all PMI® policies, procedures, and rules outlined in the charter agreement, PMI® has a right to dissolve the PMI-KC Chapter.

Section B: In the event the PMI-KC failed to deliver value to its members as outlined in PMI-KC's business plan and without mitigated circumstance, the Component acknowledges that PMI® has a right to dissolve the PMI-KC, as per the terms of the Charter.

Section C: In the event the PMI-KC is considering to dissolve the PMI-KC Chapter, the PMI-KC's members of the Board of Director must notify PMI® in writing and follow the component dissolution procedure as defined in PMI's policy.

Section D: Should the PMI-KC dissolve for any reason, its assets shall be dispersed to a charitable organization designated by the voting membership after the payment of just, reasonable and supported debts, consistent with applicable legal requirements.

Article XV – Inurement and Conflict of Interest:

Section A: No member of the PMI-KC shall receive any pecuniary gain, benefit or profit, incidental or otherwise, from the activities, financial accounts and resources of the PMI-KC, except as otherwise provided in these bylaws.

Section B: No officer, director, appointed committee member or authorized representative of the PMI-KC shall receive any compensation, or other tangible or financial benefit for service on the Board. However, the Board may authorize payment by the PMI-KC of actual and reasonable expenses incurred by an officer, director, committee member or authorized representative regarding attendance at Board meetings and other approved activities.

Section C: PMI-KC may engage in contracts or transactions with members, elected officers or directors of the Board, appointed committee members or authorized representatives of PMI-KC and any corporation, partnership, association or other organization in which one or more of PMI-KC's directors, officers, appointed committee members or authorized representatives are directors or officers, have a financial interest in, or are employed by the other organization, provided the following conditions are met:

- The facts regarding the relationship or interest as they relate to the contract or transaction are disclosed to the board of directors prior to commencement of any such contract or transaction;
- The board in good faith authorizes the contract or transaction by a majority vote of the directors who do not have an interest in the transaction or contract;
- The contract or transaction is fair to PMI-KC and complies with the laws and regulations of the applicable jurisdiction in which PMI-KC is incorporated or registered at the time the contract or transaction is authorized, approved or ratified by the board of directors.

Section D: All officers, directors, appointed committee members and authorized representatives of the PMI-KC shall act in an independent manner consistent with their obligations to the PMI-KC and applicable law, regardless of any other affiliations, memberships, or positions.

Section E: All officers, directors, appointed committee members and authorized representatives shall disclose any interest or affiliation they may have with any entity or individual with which the PMI-KC has entered, or may enter, into contracts, agreements or any other business transaction, and shall refrain from voting on, or influencing the consideration of, such matters.

Article XVI - Bylaws

Section A: Changes to the Bylaws. Bylaws and Bylaw Amendments may be proposed by any Component member.

The Board of Directors shall promptly submit all accepted proposals to PMI-KC membership for a vote. Proposals may be accepted by either of the following means:

1. By the majority vote of PMI-KC Directors taken at a meeting thereof; or
2. By a petition signed by twenty percent (20 %) of PMI-KC's members or five (5) members, whichever is greater.

Section B: Consistency. All amendments must be consistent with PMI's By-laws and the policies, procedures, rules and directives established by the PMI Board of Directors, as well as with the PMI-KC's Charter with PMI.

Section C: Vote Required. PMI-KC Bylaws may be amended or otherwise modified only by an accepted proposal that is approved by the vote of at least sixty-six percent (66%) of all members balloting provided that ballots are received from at least thirty percent (30%) of the members of PMI-KC.

Section D: Reporting to Members. Any additions or changes in the Bylaws shall be reported to the membership by the Vice President, Administration by e-mail, or by regular mail to members not having e-mail addresses.

Section E: Reporting to PMI. A copy of PMI-KC Bylaws and subsequent amendments shall be filed with the PMI.