

## **PMI Hong Kong Chapter By-laws**

### **Article I – Name, Principal Office; Other Offices.**

#### Section 1. Name/Registration.

This organization shall be called the Project Management Institute, HONG KONG CHAPTER (hereinafter “the HONG KONG CHAPTER”). This organization is a CHAPTER chartered by the Project Management Institute, Inc. (hereinafter “PMI<sup>®</sup>”) and separately registered as a society under the laws of Hong Kong SAR.

Section 2. The HONG KONG CHAPTER shall meet all legal requirements in the jurisdiction(s) in which the HONG KONG CHAPTER conducts business or is registered.

#### Section 3. Principal Office; Other Offices.

The principal office of the HONG KONG CHAPTER shall be located in HONG KONG SAR. The HONG KONG CHAPTER may have other offices such as Branch offices as designated by the HONG KONG CHAPTER Board of Directors.

### **Article II – Relationship to PMI.**

Section 1. The HONG KONG CHAPTER is responsible to the duly elected PMI<sup>®</sup> Board of Directors and is subject to all PMI<sup>®</sup> policies, procedures, rules and directives lawfully adopted.

Section 2. The bylaws of the HONG KONG CHAPTER may not conflict with the current PMI’s Bylaws and all policies, procedures, rules or directives established or authorized by PMI as well as with the HONG KONG CHAPTER’s Charter with PMI.

Section 3. The terms of the Charter executed between the HONG KONG CHAPTER and PMI<sup>®</sup>, including all restrictions and prohibitions, shall take precedence over these Bylaws and other authority granted hereunder and in the event of a conflict between the terms of the Charter and the terms of these Bylaws, the HONG KONG CHAPTER shall be governed by and adhere to the terms of the Charter.

### **Article III – Purpose and Limitations of the Chapter.**

#### Section 1. Purpose of the HONG KONG CHAPTER.

- A. General Purpose. THE HONG KONG CHAPTER has been founded as non-profit, tax exempt society (or equivalent) chartered by PMI<sup>®</sup>, and is dedicated to advancing the practice, science, and profession of project management in Hong Kong in a conscious and proactive manner.
- B. Specific Purposes. Consistent with the terms of the Charter executed between the HONG KONG CHAPTER and PMI and these Bylaws, the purposes of the HONG

KONG CHAPTER shall include the following:

- a) To foster professionalism in the management of projects.
- b) To contribute to the quality and scope of project management.
- c) To stimulate appropriate global application of project management for the benefit of general public.
- d) To provide a recognized forum for the free exchange of ideas, applications, and solutions to project management issues among its members, and other interested and involved in project management.
- e) To identify and promote the fundamentals of project management and advance the body of knowledge for managing projects successfully.

#### Section 2. Limitations of the HONG KONG CHAPTER.

- A. General Limitations. The purposes and activities of the HONG KONG CHAPTER shall be subject to limitations set forth in the charter agreement, these Bylaws, and conducted consistently with HONG KONG CHAPTER Articles of Incorporation.
- B. The membership database and listings provided by PMI to the HONG KONG CHAPTER may not be used for commercial purposes and may be used only for non-profit purposes directly related to the business of the HONG KONG CHAPTER, consistent with PMI policies and all applicable laws and regulations, including but not limited to those law and regulations pertaining to privacy and use of personal information.
- C. The officers and directors of the HONG KONG CHAPTER shall be solely accountable for the planning and operations of the Component, and shall perform their duties in accordance with the Component's governing documents; its Charter Agreement; PMI's Bylaws, policies, practices, procedures, and rules; and applicable law.

### **Article IV – CHAPTER Membership.**

#### Section 1. General Membership Provisions.

Membership in the HONG KONG CHAPTER requires membership in PMI®. The HONG KONG CHAPTER shall not accept as members any individuals who have not been accepted as PMI® members.

- A. Membership in this organization is voluntary and shall be open to any eligible person interested in furthering the purposes of the organization. Membership shall be open to all eligible persons without regard to race, creed, color, age, sex, marital status, national origin, religion, or physical or mental disability.
- B. Members shall be governed by and abide by the PMI Bylaws and by the bylaws of the HONG KONG CHAPTER and all policies, procedures, rules and directives lawfully made thereunder, including but not limited to the PMI Code of Conduct.
- C. All members shall pay the required PMI and CHAPTER membership dues to PMI and in the event that a member resigns or their membership is revoked for just cause, membership dues shall not be refunded by PMI or the HONG KONG CHAPTER.

- D. Membership in the HONG KONG CHAPTER shall terminate upon the member's resignation, failure to pay dues or expulsion from membership for just cause.
- E. Members who fail to pay the required dues when due shall be delinquent for a period of one (1) month and their names removed from the official membership list of the HONG KONG CHAPTER. A delinquent member may be reinstated by payment in full of all unpaid dues for PMI and the HONG KONG CHAPTER to PMI within such one month delinquent period.
- F. Upon termination of membership in the HONG KONG CHAPTER, the member shall forfeit any and all rights and privileges of membership.

Section 2. Classes and Categories of Members. The HONG KONG CHAPTER shall not create its own membership categories. PMI Component membership categories shall be consistent with PMI membership categories.

#### **Article V – CHAPTER Board of Directors:**

Section 1. The HONG KONG CHAPTER shall be governed by a Board of Directors (Board). The Board shall be responsible for carrying out the purposes and objectives of the non-profit corporation (or equivalent).

Section 2. The Board shall consist of the officers of the HONG KONG CHAPTER elected by the membership and shall be members in good standing of PMI and of the HONG KONG CHAPTER. Terms of office for the Officers shall be 2 YEARS, limited to 3 consecutive terms in the same position.

Board of the Hong Kong Chapter will consist of at least 10 officers including but not limited to the following:

- President,
- Executive Vice President – Internal (EVP – External),
- Executive Vice President – External (EVP – Internal),
- Executive Vice President – Finance (EVP, Finance),
- Honorary Secretary,
- Vice President Marketing (VP, Marketing),
- Vice President Membership (VP, Membership),
- Vice President Education (VP, Education),
- Vice President Certification (VP, Certification),
- Vice President Programs (VP, Programs),

The Board should propose and approve the number of officers and their roles and responsibilities for the next term in a Business Meeting at least 30 calendar days before the call for nomination.

Section 3. The President shall be the chief executive officer for the HONG KONG CHAPTER and of the Board, and shall perform such duties as are customary for presiding officers,

including making all required appointments with the approval of the Board. The President shall also serve as a member ex-officio with the right to vote on all committees except the Nominating Committee.

Section 4. The Executive Vice President - Internal shall assist the President in managing internal functions including but not limited to membership, education, certification, volunteer development and club development. He/she shall provide support and guidance to VPs of those related functions.

Section 5. The Executive Vice President - External shall assist the President in managing external functions including but not limited to marketing, sponsorship, program, community services, and knowledge management. He/she shall provide support and guidance to VPs of those related functions.

Section 6. The Honorary Secretary shall keep the records of all business meetings of the HONG KONG CHAPTER and meetings of the Board.

Section 7. The Executive Vice President – Finance shall oversee the management of funds for duly authorized purposes of the HONG KONG CHAPTER.

Section 8. The Vice President, Marketing shall manage the marketing function of HONG KONG CHAPTER.

Section 9. The Vice President, Membership shall manage the list of members and promote membership.

Section 10. The Vice President, Education shall design and organize training courses.

Section 11. The Vice President, Certification shall promote certification and continuous certification of PMI® credentials.

Section 12. The Vice President, Programs shall develop and implement programs, events, and functions to disseminate project management information.

Section 13. The Board shall exercise all powers of the HONG KONG CHAPTER, except as specifically prohibited by these bylaws, the PMI Bylaws and policies, its charter with PMI, 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 HONG KONG CHAPTER business and funds.

Section 14. The Board shall meet in regularly scheduled Business Meetings at the call of the President, or at the written request of three (3) members of the Board. A quorum shall consist of no less than one-half of the membership of the Board at any given time. Each

member shall be entitled to one (1) vote and may take part and vote in person only. At its discretion, the Board may conduct its business by teleconference, facsimile or other legally acceptable means. Meetings shall be conducted in accordance with parliamentary procedures determined by the Board.

Section 15. The Board of Directors shall declare an officer or Director at Large position to be vacant where an officer or Director at Large ceases to be a member in good standing of PMI or of the HONG KONG CHAPTER by reason of non-payment of dues, or where the officer or Director at Large fails to attend three (3) consecutive Board meetings or five (5) Board Meetings within a twelve (12) month period. An officer or Director at Large may be removed from office for failure in meeting the service requirements as specified in the Chapter Handbook. An officer or Director at Large may resign by submitting written notice to the President. Unless another time is specified in the notice or determined by the Board, the resignation shall be effective upon receipt by the Board of the written notice.

Section 16: An officer or Director at Large may be removed from office for just cause in connection with the affairs of the organization by a two-thirds (2/3) vote of the members present and in person at an official meeting of the membership, or by a two-thirds (2/3) vote of the Board.

Section 17: If any officer or Director at Large position becomes vacant, the Board may appoint a successor to fill the office for the unexpired portion of the term for the vacant position. In the event the President is unable or unwilling to complete the current term of office, the Executive Vice President – Internal shall assume the duties and office of the presiding officer for the remainder of the term.

#### **Article VI – Chapter Nominations and Elections:**

Section 1. The nomination and election of officers and directors shall be conducted bi-annually in accordance with the terms of office specified in Article IV, Section 1 and Article V, Section 2. The President, with the approval of the Board, shall appoint members of the Nominating Committee which shall administer the nomination and election following the procedures detailed in the Bylaws and Chapter Handbook. All voting members in good standing of the Hong Kong CHAPTER 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.

Section 2. Candidates who are elected shall take office in the first Board of Directors meeting after confirmation of the election results by the Nominating Committee following their election, and shall hold office for the duration of their terms or until their successors have been elected and qualified.

Section 3. A Nominating Committee shall prepare a slate containing nominees for each

Board position and shall determine the eligibility and willingness of each nominee to stand for election. Candidates for Board positions may also be nominated by petition process established by the Nominating Committee or the Board. Elections shall be conducted (a) during the annual meeting of the membership; or (b) by mail ballot to all voting members in good standing; or (c) by electronic vote in compliance with the legal jurisdiction. The candidate who receives a majority of votes cast for each office shall be elected. Ballots shall be counted by the Nominating Committee or by tellers designated by the Board.

Section 4. No current member of the Nominating Committee shall be included in the slate of nominees prepared by the Committee.

Section 5. No current member of the Board shall be a member of the Nominating Committee. The Board may appoint a member of the Board, who will not be a nominee in the next election, as a Board Liaison for the Nominating Committee.

Section 6: In accordance with PMI policies, practices, procedures, rules and directives, no funds or resources of PMI or the Component may be used to support the election of any candidate or group of candidates for PMI, Component or public office. No other type of organized electioneering, communications, fund-raising or other organized activity on behalf of a candidate shall be permitted. The Component Nominating Committee, or other applicable body designated by the Component, will be the sole distributor(s) of all election materials for Component elected positions.

#### **Article VII – Chapter Committees:**

Section 1. The Board may authorize the establishment of standing or temporary committees to advance the purposes of the organization. The Board shall establish a charter for each committee, which defines its purpose, authority and outcomes. Committees are responsible to the Board. Committee members shall be appointed from the membership of the organization. The HONG KONG CHAPTER officers and/or Directors can serve on be on the CHAPTER Committees, unless it specifically is restricted by the Bylaws.

Section 2. All committee members and a chairperson for each committee shall be appointed by the President with the approval of the Board

#### **Article VIII - CHAPTER Finance:**

Section 1. The fiscal year of the HONG KONG CHAPTER shall be from 1 January to 31 December.

Section 2. HONG KONG CHAPTER annual membership dues shall be set by the CHAPTER'S Board and communicated to PMI in accordance with policies and procedures established by PMI.



Section 3. The HONG KONG CHAPTER Board shall establish policies and procedures to govern the management of its finances and shall submit required tax filings to appropriate government authorities.

Section 4. All dues billings, dues collections and dues disbursements shall be performed by PMI.

#### **Article IX – Meetings of the Membership:**

Section 1. An annual meeting of the membership shall be held at a date and location to be determined by the Board.

Section 2. Special meetings of the membership may be called by the President, by a majority of the Board, or by petition of eight percent (8%) of the voting membership directed to the President.

Section 3. Notice of all annual meetings shall be sent by the Board to all members at least 30 calendar days in advance of the meeting. Action at such meetings shall be limited to those agenda items contained in the notice of the meeting.

Section 4. Notice of all special meetings shall be sent by the Board 30 calendar days in advance to those who will participate. The notice should indicate the time and place of the meeting and include the proposed agenda. Action at such meetings shall be limited to those agenda items contained in the notice of the meeting.

Section 5. Quorum at all annual and special meetings of the HONG KONG CHAPTER shall be 8% percent of the voting membership in good standing, present and in person or by proxy. If a voting member is not able to attend in person, he/she may grant another voting member a right to attend and vote on his/her behalf by submitting a proxy form prior to the meetings.

Section 6. All meetings shall be conducted according to parliamentary procedures determined by the Board.

#### **Article X – Inurement and Conflict of Interest:**

Section 1. No member of the HONG KONG CHAPTER shall receive any pecuniary gain, benefit or profit, incidental or otherwise, from the activities, financial accounts and resources of the HONG KONG CHAPTER, except as otherwise provided in these bylaws.

Section 2. No officer, director, appointed committee member or authorized representative of the HONG KONG CHAPTER shall receive any compensation, or other tangible or financial benefit for service on the Board. However, the Board may authorize payment by the HONG KONG CHAPTER 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 3. HONG KONG CHAPTER may engage in contracts or transactions with members, elected officers or directors of the Board, appointed committee members or authorized representatives of HONG KONG CHAPTER and any corporation, partnership, association or other organization in which one or more of HONG KONG CHAPTER'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:

- A. 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;
- B. 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;
- C. the contract or transaction is fair to HONG KONG CHAPTER and complies with the laws and regulations of the applicable jurisdiction in which HONG KONG CHAPTER is incorporated or registered at the time the contract or transaction is authorized, approved or ratified by the board of directors.

Section 4. All officers, directors, appointed committee members and authorized representatives of the HONG KONG CHAPTER shall act in an independent manner consistent with their obligations to the HONG KONG CHAPTER and applicable law, regardless of any other affiliations, memberships, or positions.

Section 5. 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 HONG KONG CHAPTER 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 XI – Indemnification:**

Section 1. In the event that any person who is or was an officer, director, committee member, or authorized representative of the HONG KONG CHAPTER, acting in good faith and in a manner reasonably believed to be in the best interests of the HONG KONG CHAPTER, has been made party, or is threatened to be made a party, to any civil, criminal, administrative, or investigative action or proceeding (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 to the fullest extent permitted by the jurisdiction in which the organization is incorporated. Where the



representative has been successful in defending the action, indemnification is mandatory.

Section 2. 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 3. To the extent permitted by applicable law, the HONG KONG CHAPTER may purchase and maintain liability insurance on behalf of any person who is or was a director, officer, employee, trustee, agent or authorized representative of the HONG KONG CHAPTER, or is or was serving at the request of the HONG KONG CHAPTER as a director, officer, employee, trustee, agent or representative of another corporation, domestic or foreign, non-profit or for-profit, partnership, joint venture, trust or other enterprise.

#### **Article XII – Disputes and Mediation:**

Section 1. The grievance procedure set out in this rule applies to disputes under these Rules between:

a member and another member; or  
a member and the Chapter.

Section 2. A mediation process will be taken according to the PMI Conflict Resolution Program.

Section 3. If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the PMI Conflict Resolution Program with details outlined in the Chapter Handbook.

#### **Article XIII - Amendments:**

Section 1. These bylaws may be amended by a majority vote of the voting membership in good standing voting by electronic ballot, or present at an annual meeting of the HONG KONG CHAPTER duly called and regularly held; or by a majority vote of the voting membership in good standing voting by mail ballot returned within thirty (30) calendar days of the date by which members can reasonably be presumed to have received the ballot. Notice of proposed changes shall be sent in writing to the membership at least thirty (30) calendar days before such meeting or vote.

Section 2. Amendments may be proposed by the Board on its own initiative, or upon petition by eight percent (8%) of the voting members in good standing addressed to the Board. All such proposed amendments shall be presented by the Board with or without recommendation.

Section 3. All amendments must be consistent with PMI's Bylaws and the policies, procedures, rules and directives established by the PMI Board of Directors, as well as with the HONG KONG CHAPTER's Charter with PMI.

**Article XIII- Dissolution:**

Section 1. In the event that the HONG KONG CHAPTER or its governing officers failed to act according to this bylaws and HONG KONG CHAPTER's or all PMI® policies, procedures, and rules outlined in the charter agreement, PMI® has a right to dissolve the CHAPTER.

Section 2. In the event the HONG KONG CHAPTER failed to deliver value to its members as outlined in HONG KONG CHAPTER's business plan and without mitigated circumstance, the Component acknowledges that PMI® has a right to dissolve the CHAPTER, as per the terms of the Charter.

Section 3. In the event the HONG KONG CHAPTER is considering to dissolve the CHAPTER. The HONG KONG CHAPTER'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 4. Should the HONG KONG CHAPTER 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.