



PMINYC Chapter Policy Manual

Effective January 1, 2025

Completed November 25, 2024 with April 13, 2026
amendments

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Document Revision History

Date	Policy #	Policy Name	Description of Change	Modified By
15-Oct-2024	All	All	Initial Draft of 2024 Policy Updates and Additions	Mark Tuscano
19-Oct-2024	All	All	Added comments to many of the policies	Fred Stein
21-Oct-2024	All	All	Initial eMail feedback from Board	Mark Tuscano
22-Oct-2024	All	All	Notes and comments from the review session held with the Board on Oct 21; also addition of new proposed policies #025 and 135	Bryan Shelby
28-Oct-2024	All	All	Governance Team review and revise based on Board first review from 21-Oct.	Mark Tuscano
04-Nov-2024	All	All	Changes in review with PMINYC Board	Mark Tuscano
06-Nov-2024	All	All	Updates due to action items subsequent to review with Board. Final version for presentation to the Board on Nov 14.	Bryan Shelby
14-Nov-2024	All	All	Nov 14- Board approved version 8. The Gov Committee will clean up and make final syntax updates and distribute this v8. Note the Effective Date on all Policies (in header info) will be set to Jan 1, 2025.	Mark Tuscano
14-Nov-2024	N/A	N/A	NOTE: The Board agreed to review the Technology SOP for documentation on how chapter domain eMails are distributed/controlled. Board decision is to address this in 2025 and determine if the SOP is sufficient or if a specific eMail Policy is required.	Mark Tuscano
25-Nov-2024	All	All	Final cleanup- syntax and formatting from the Nov 14 th Board mtg and approval. Version 8.	Mark Tuscano
11-Dec-2024	All	All	Governance Committee final mtg and list of suggested Policies to follow up/revisit in 2025. The semi-final annotated draft of the Policies document 'v8' has the retained Board feedback/comments and can be used as reference. This final 'v8' can be posted. 010 - Communications and Member Email Policy 040 - Intellectual Property Policy 120 - Social Media Policy	Mark Tuscano
13-Apr-2026	70	Nominations and Election Policy	The policy was reviewed and updated as part of the annual nominations and election governance review. All governance documents applicable to the nominations and election cycle were inserted.	Kim Beynon

010 - Communications and Member Email Policy

Title: Communications and Member Email Policy
Policy #: 010
Owner: VP Marketing and Communications
Stakeholders: PMINYC Board; Other Chapter Leaders
Version: 1
Status: FINAL
Date: Jan 1, 2025
Purpose: To define the policy for communications to members of the PMI New York City Chapter (“PMINYC”). As a minimum requirement, PMINYC will always adhere to the provisions stated in the current version of PMI’s <i>‘Policy Manual for PMI Chapters.’</i> Key sections may be referenced below but may be superseded by revisions to the <i>Policy Manual for PMI Chapters</i> not yet reflected here.
Policy: PMINYC periodically sends emails to notify PMINYC members of upcoming events, seminars, classes, etc. and to inform them of other information deemed to be of interest. PMINYC will make every effort to minimize the number of such emails. Email announcements are sent to all Chapter members using email addresses available from the latest Data Exchange Program (DEP) file from PMI. Members wishing to opt-out of such emails can do so through their PMI profile.
Relevant Sections of <i>Policy Manual for PMI Chapters</i>: 6.2 Chapter Use of PMI Membership Information and Data 6.3 Membership and Prospect Database Information Policy 6.4 Member Notice and Consent Regarding Use of Application Information 6.5 Appropriate Use of Membership Data 6.6 Unpermitted Use of Membership Data 6.7 Adherence with Privacy Laws 6.8 Member List Exchanges among Chapters 6.9 Member List Exchanges among Other Organizations 6.10 Sale of Lists Prohibited 6.11 Ownership of Information 6.12 Confidential Information

020 - Document Retention Policy

Title: Document Retention Policy
Policy #: 020
Owner: VP Administration and Operations / Secretary
Stakeholders: PMINYC Board
Version: 1
Status: DRAFT
Date: Jan 1, 2025
Purpose: The document retention policy provides guidance on the retention of documents produced or received by the PMI New York City Chapter ("PMINYC"). Documents include paper and electronic documents. As a minimum requirement, PMINYC will always adhere to the provisions stated in the current version of PMI's <u>'Policy Manual for PMI Chapters.'</u> Key sections may be referenced below but may be superseded by revisions to the <i>Policy Manual for PMI Chapters</i> not yet reflected here.
Policy: The policy does not attempt to identify or classify every document created, used or received by the Chapter. The policy provides the guidance to determine the applicability of the document retention policy to documents produced or received in the Chapter's normal course of business. PMINYC documents are classified as: • Organizational: Statutory or regulatory documents that establish the Chapter as a non-profit and describe the governance structure for the Chapter's operations • Contracts and Agreements: Documents such as contracts and agreements entered into by PMINYC with suppliers, employees, business partners and other organizations to provide or receive goods and services, as well as correspondence etc. related to such contracts and agreements. • Finance and Accounting: Financial and accounting records created to budget, plan or account for the receipt and use of PMINYC funds. • Programs and Services: Records created to budget, plan or account for the development and delivery of PMINYC programs and services. The specific types of documents covered by each of the above categories as well as the corresponding retention period and subsequent means of disposal are defined in the Procedures Manual for Document Retention, available for member review upon request.
Relevant Sections of <i>Policy Manual for PMI Chapters</i>: 2.4 Chapter Board Responsibilities 2.4.4 Records Management 4.6 Information Security Policies 4.6.7 Backups 4.6.12 Personal Data Protection

030 - Event Code of Conduct Policy

Title: Event Code of Conduct
Policy #: 030
Owner: VP Programs
Stakeholders: PMINYC Board
Version: 1
Status: FINAL
Date: Jan 1, 2025
Purpose: Because individuals who are not PMI members may attend events sponsored by the PMI New York City Chapter ("PMINYC"), and because the PMI Code of Ethics and Professional Conduct applies only to people directly connected with PMI, a separate code of conduct is needed for such events. PMINYC events aim to provide a harassment-free experience for everyone, regardless of gender, gender identity, age, sexual orientation, disability, physical appearance, body size, race, religion, or any other protected category. We expect participants to foster a welcoming and inclusive environment. As a minimum requirement, PMINYC will always adhere to the provisions stated in the current version of PMI's <i>'Policy Manual for PMI Chapters.'</i> Key sections may be referenced below but may but may be superseded by revisions to the <i>Policy Manual for PMI Chapters</i> not yet reflected here.
Policy: Expected Behavior • Respect: Treat all participants with consideration and respect. • Inclusivity: Promote a culture of inclusivity and openness to diverse perspectives. • Professionalism: Maintain professionalism in all interactions, both in person and online. • Constructive Communication: Provide feedback in a respectful and constructive manner. Unacceptable Behavior • Harassment and Discrimination: Any form of harassment or discrimination is strictly prohibited. • Disruption: Disruptive behavior, including interrupting presentations and events, is not acceptable. • Inappropriate Conduct: Inappropriate sexual language, imagery, or unwelcome sexual attention is not acceptable. • Weapons: No weapons of any kind are allowed to be carried at a PMINYC event regardless of venue or the existence of a license to carry. Reporting and Consequences • Reporting: If you experience or witness unacceptable behavior, report it to event staff immediately. Reports can be made in person, via email, or through designated reporting platforms. • Confidentiality: Reports will be handled with confidentiality and discretion. • Consequences: Violators may be expelled from the event without refund and may face further actions, such as being banned from future events or reported to authorities.
Relevant Sections of <i>Policy Manual for PMI Chapters</i>: None See also: PMI Code of Ethics and Professional Conduct

040 - Intellectual Property Policy

Title: Intellectual Property Policy
Policy #: 040
Owner: VP Administration & Operations/ Secretary
Stakeholders: PMINYC Board
Version: 1
Status: FINAL
Date: Jan 1, 2025
Purpose: This policy covers the responsibilities of the PMI New York City Chapter (“PMINYC”) regarding PMI’s intellectual property and PMINYC’s intellectual property. As a minimum requirement, PMINYC will always adhere to the provisions stated in the current version of PMI’s <i>‘Policy Manual for PMI Chapters.’</i> Key sections may be referenced below but may be superseded by revisions to the <i>Policy Manual for PMI Chapters</i> not yet reflected here.
Policy: PMINYC’s intellectual property consists of: 1) its name (“Project Management Institute, New York City Chapter, Inc.”); 2) its acronym (PMINYC) 3) the PMINYC logo as granted the right to use by PMI Headquarters. 4) its registered internet domains: ‘pminyc.org’ pminyc.com , pminyc.net and pmi.nyc The PMINYC Board, members, and volunteers are responsible for ensuring that the intellectual property of PMINYC and of PMI Global is used only with permission and in accordance with the PMI Chapter Policy Manual. Should an unpermitted usage be identified, the Policy Owner identified above is specifically responsible for contacting the individual and/or organization involved requesting that they cease such use, and to take appropriate steps to ensure that they have done so.
Relevant Sections of <i>Policy Manual for PMI Chapters</i>: 8.0 Intellectual Property Policies (Sections 8.1 through 8.10)

050 - Job Posting Policy

Title: Job Posting Policy
Policy #: 050
Owner: VP Membership
Stakeholders: PMINYC Board
Version: 1
Status: FINAL
Date: Jan 1, 2025
Purpose: To clarify the approach of the PMI New York Chapter (“PMINYC”) with respect to the posting of job opportunities on the Chapter website (pminyc.org). As a minimum requirement, PMINYC will always adhere to the provisions stated in the current version of PMI’s <u>‘Policy Manual for PMI Chapters.’</u> Key sections may be referenced below but may be superseded by revisions to the <i>Policy Manual for PMI Chapters</i> not yet reflected here.
Policy: Postings for employment and/or volunteer positions are provided on the PMINYC website as a convenience to the Chapter membership and the business community. Listings are provided as a service to our members and as an outreach to the business and non-profit communities. The Chapter makes no guarantees with respect to these listings and therefore accepts no liability for them. It is the policy of PMINYC not to charge for job postings.
Relevant Sections of <i>Policy Manual for PMI Chapters</i>: None.

060 - Membership Policy

Title: Membership Policy
Policy #: 060
Owner: VP Membership
Stakeholders: PMINYC Board
Version: 1
Status: FINAL
Date: Jan 1, 2025
Purpose: To restate the rules of membership in the PMI New York City Chapter (“PMINYC”), as defined in Article V of the Chapter bylaws. As a minimum requirement, PMINYC will always adhere to the provisions stated in the current version of PMI’s <u>‘Policy Manual for PMI Chapters.’</u> Key sections may be referenced below but may be superseded by revisions to the <i>Policy Manual for PMI Chapters</i> not yet reflected here.
Policy: Membership in the PMI New York City Chapter (“PMINYC”) requires membership in PMI. PMINYC shall not accept as members any individuals who have not been accepted as PMI members. 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, color, age, gender, sexual orientation, military status, marital status, national origin, religion, physical or mental disability, or other unlawful purpose. Members shall be governed by and abide by the PMI Bylaws and by the Bylaws of PMINYC and all policies, procedures, rules, and directives lawfully made thereunder including but not limited to the PMI Code of Ethics and Professional Conduct.
Relevant Sections of <i>Policy Manual for PMI Chapters</i>: 6 - Chapter Membership Policies 7 - Chapter Dues Policies See also the Chapter Bylaws: Article V - PMINYC Membership

070 - Nominations and Election Policy

Title: Nomination and Election Policy
Policy #: 070
Owner: President
Stakeholders: PMINYC Board; NEC Chair; NEC Board Liaison (Immediate Past-President), NEC
Version: 2
Status: FINAL
Date: April 13, 2026
Purpose: To provide clarity to the Nomination and Election processes of the PMI New York City Chapter (“PMINYC”) and to direct the membership to appropriate references on related policies, processes and procedures. As a minimum requirement, PMINYC will always adhere to the provisions stated in the current version of PMI’s <u><i>Policy Manual for PMI Chapters</i></u>. Key sections may be referenced below but may be superseded by revisions to the <i>Policy Manual for PMI Chapters</i> not yet reflected here.
Policy: The Chapter's nomination and election processes are managed by the Nomination and Election Committee ('NEC'), an independent committee of the PMINYC Board of Directors, to ensure a clear, fair, non-exclusionary and transparent election is held. Any concerns regarding possible violations of the governance surrounding the Chapter Nomination and Election process should be reported to and discussed with the VP Governance. The PMINYC Nomination and Election Committee Charter and PMINYC Nomination and Election Processes & Procedures are: • Reviewed and approved annually by the Board of Directors • Available upon request to PMINYC members for internal purposes only.
The NEC is governed by: Relevant Sections of <i>PMI Policy Manual for PMI Chapters Last Update July 2024</i>: 2.7 Chapter Election Policies PMI Chapter Leaders' Guide Chapter Elections effective July 2021 The Chapter Bylaws effective January 1, 2025: • Article VII - PMINYC Nominations and Elections • Article V, Section 1 – General Membership Provisions • Article VI, Section 2 – PMINYC Board Annually Approved PMINYC Nomination and Election Committee Charter Annually Approved PMINYC Nomination and Election Processes and Procedures

080 - Photo and Video Policy

Title: Photo and Video Policy
Policy #: 080
Owner: VP Marketing and Communications
Stakeholders: PMINYC Board
Version: 1
Status: FINAL
Date: Jan 1, 2025
Purpose: To clearly define the Chapter policy with respect to photography and videography at all events sponsored by the PMI New York City Chapter ("PMINYC"). As a minimum requirement, PMINYC will always adhere to the provisions stated in the current version of PMI's <u>'Policy Manual for PMI Chapters.'</u> Key sections may be referenced below but may be superseded by revisions to the <i>Policy Manual for PMI Chapters</i> not yet reflected here.
Policy: The New York City Chapter of the Project Management Institute ("PMINYC") reserves the right to use any photograph/video taken at any event sponsored by PMINYC, without the expressed written permission of those included within the photograph/video. PMINYC may use the photograph/video in publications or other media material produced, used or contracted by PMINYC including but not limited to: brochures, invitations, books, newspapers, magazines, television, websites, etc. By attending any PMINYC event, the attendee agrees to abide by this policy. The attendee also consents to any photographic, audio or video recording that may include their voice, image or likeness. The attendee also grants the Chapter full, unlimited, and sole copyright to any and all those recordings and images without additional notice or compensation of any kind. Regarding PMINYC virtual events using ZOOM or other platforms, the Chapter assumes no responsibility if an image or audio segment of an attendee is captured by a third party and used for other purposes outside of Chapter business. Concerned attendees are advised to turn off the video option and mute microphone / audio capability to avoid inappropriate or unauthorized use of images and commentary.
Relevant Sections of <i>Policy Manual for PMI Chapters</i>: None.

090 - Privacy and Confidentiality Policy

Title: Privacy and Confidentiality Policy
Policy #: 090
Owner: VP Membership;
Stakeholders: PMINYC Board; Other Chapter Leaders
Version: 1
Status: FINAL
Date: Jan 1, 2025
Purpose: To reinforce the commitment of the PMI New York City Chapter (“PMINYC”) to maintaining the confidentiality of member information and other non-public information through adherence to applicable governmental regulation and PMI policies. As a minimum requirement, PMINYC will always adhere to the provisions stated in the current version of PMI’s <i>‘Policy Manual for PMI Chapters.’</i> Key sections may be referenced below but may be superseded by revisions to the <i>Policy Manual for PMI Chapters</i> not yet reflected here.
Policy: Anyone serving as a volunteer for PMINYC must execute the PMINYC Confidentiality and Records Compliance Agreement. These documents define all the requirements to preserve confidentiality of information and its retention or destruction.
Relevant Sections of <i>Policy Manual for PMI Chapters</i>: 4.6.4 Chapter Security Policies 4.6.14 Regulatory Compliance 6.2 Chapter Use of PMI Membership Information and Data 6.7 Adherence with Privacy Laws See also: PMI Code of Ethics and professional Conduct, specifically: • Chapter 2, Responsibility • Chapter 5, Honesty

100 - Refund Policy

Title: Refund Policy
Policy #: 100
Owner: VP Professional Development
Stakeholders: PMINYC Board
Version: 1
Status: FINAL
Date: Jan 1, 2025
Purpose: To clarify the policy of the PMI New York City Chapter (“PMINYC”) with respect to refunds related to Chapter activities. As a minimum requirement, PMINYC will always adhere to the provisions stated in the current version of PMI’s <u>‘Policy Manual for PMI Chapters.’</u> Key sections may be referenced below but may be superseded by revisions to the <i>Policy Manual for PMI Chapters</i> not yet reflected here.
Policy: With respect to PMINYC events and programs, registration fees, less any specified non-refundable processing charge, are refundable if the cancellation is received in writing by the published deadline date for the event using the process defined for the event, unless otherwise stated as a Non-refundable event. Every event must specify its specific refund policy in all descriptions and related communications, i.e. whether there is a non-refundable processing charge and, if so, the amount. In the event a member resigns their PMI membership or PMINYC membership or has such membership revoked, there is no refund of membership dues.
Relevant Sections of <i>Policy Manual for PMI Chapters</i>: 7.4.6 Membership Refunds in the Event of Member Resignations See also: PMINYC Bylaws: Article V, Section 1(C)

110 - Financial Reserves Policy

Title: Financial Reserves Policy
Policy #: 110
Owner: VP Finance
Stakeholders: PMINYC Board
Version: 1
Status: FINAL
Date: Jan 1, 2025
Purpose: The PMI New York City Chapter (“PMINYC”) is committed to providing member services on an ongoing basis through prudent management of the Chapter’s financial resources. As a minimum requirement, PMINYC will always adhere to the provisions stated in the current version of PMI’s <u>‘Policy Manual for PMI Chapters.’</u> Key sections may be referenced below but may be superseded by revisions to the <i>Policy Manual for PMI Chapters</i> not yet reflected here.
Policy: PMINYC leadership commits to maintaining adequate financial reserves to meet one year of Chapter operating expenses Chapter obligations for one fiscal year to be ready for possible unforeseen circumstances that could affect the financial position of the Chapter. The reserve financials will be reported as part of the Chapter monthly and annual Chapter financial reviews. Any utilization of the chapter reserves requires the Board to review and requires a majority vote and approval.
Relevant Sections of <i>Policy Manual for PMI Chapters</i>: None. See also: Chapter 5.3 Chapter Leaders Guide: Financial Management

120 - Social Media Policy

Title: Social Media Policy
Policy #: 120
Owner: VP Marketing and Communications
Stakeholders: PMINYC Board
Version: 1
Status: FINAL
Date: Jan 1, 2025
Purpose: The PMI New York City Chapter (“PMINYC”) encourages the use of social media to further the Chapter’s goals and objectives and has an interest in protecting the professional reputations of its members and the organization. Increasingly these conversations are happening on social media platforms such as LinkedIn, Facebook, X (formerly known as Twitter), Instagram, Slack, etc. In support of such use, this policy is intended to clarify how best to enhance opportunities and protect the reputations of our Chapter members whenever contributing to online social media on topics related to PMI and/or PMINYC. As a minimum requirement, PMINYC will always adhere to the provisions stated in the current version of PMI’s <i>‘Policy Manual for PMI Chapters.’</i> Key sections may be referenced below but may be superseded by revisions to the <i>Policy Manual for PMI Chapters</i> not yet reflected here.
Policy: Regarding PMINYC-related accounts and posts: • All accounts used for conducting business and/or communicating regarding PMINYC on social media effort are defined to be PMINYC property. (e.g. PMINYC branded accounts). PMINYC reserves the right to restrict or remove any content that is deemed inappropriate. • All usernames, email address, passwords, and other relevant accounts will be sealed and maintained by the PMINYC VP Technology. • Only accounts approved by the VP Marketing and Communications, or the VP Technology may display the PMINYC logo. Regarding member conduct online related to PMI and/or PMINYC: • Online behavior must be consistent with the PMI Code of Ethics and Professional Conduct in all regards, particularly Honesty and Respect, and must not infringe on copyright rules. • Members must use the first-person singular pronoun to clarify that they are speaking as an individual and not on behalf of PMINYC. • Members must respect proprietary information and content and confidentiality.
Relevant Sections of <i>Policy Manual for PMI Chapters</i>: 9.4 Social Media Policy See also: Social Media Guidelines for Volunteers

130 - Sponsorships, Partnerships, Joint Ventures, and Promotions Policy

Title: Sponsorships, Partnerships, Joint Ventures, and Promotions Policy
Policy #: 130
Primary Owner: Chapter President
Stakeholders: PMINYC Board
Version: 1
Status: FINAL
Date: Jan 1, 2025
Purpose: To document the policies of the PMI New York City Chapter (“PMINYC”) regarding working with other organizations. As a minimum requirement, PMINYC will always adhere to the provisions stated in the current version of PMI’s <i>‘Policy Manual for PMI Chapters.’</i> Key sections may be referenced below but may be superseded by revisions to the <i>Policy Manual for PMI Chapters</i> not yet reflected here.
Policy: It is the policy of the PMI New York City Chapter (“PMINYC”) to provide other organizations with opportunities to sponsor our events, but not to sponsor events of other organizations. However, PMINYC may enter into partnerships with other organizations at the discretion of the Chapter leadership, usually (though not exclusively) for education or outreach purposes. PMINYC shall: • Endorse only products or services of PMI® or PMI® Components; no other endorsements are permitted. • Co-brand only products or services, of PMI® or PMI® Components; no other co-branding is permitted. • Not share the PMI® or PMI® Components member directory as a Sponsor benefit. • Not engage in any arrangements that might place PMINYC’s exempt status at risk.
Relevant Sections of <i>Policy Manual for PMI Chapters</i>: 4.7 Chapter Alliance and Collaboration Policies 8.4 Guidelines for Use of PMI Marks by PMI Chapters

140 - Testimonial Policy

Title: Testimonials
Policy #: 140
Owner: VP Marketing & Communications
Stakeholders: PMINYC Board
Version: 1
Status: FINAL
Date: Jan 1, 2025
Purpose: As part of events sponsored by the PMI New York City Chapter (“PMINYC”), the organization may collect testimonial statements from participants to be used by the Chapter, for example to promote the Chapter itself or to promote future Chapter events. This policy defines the agreement between PMINYC and anyone providing such a statement. As a minimum requirement, PMINYC will always adhere to the provisions stated in the current version of PMI’s <i>‘Policy Manual for PMI Chapters.’</i> Key sections may be referenced below but may be superseded by revisions to the <i>Policy Manual for PMI Chapters</i> not yet reflected here.
Policy: As part of an event, PMINYC may collect testimonial statements via session surveys, virtual booths, message boards, etc. Participants providing such testimonials are automatically deemed to have given permission to PMINYC, its parent subsidiaries, affiliates, licensees, successors, and assigns, and those acting under their authority to use such statement(s) along with the name, job title, company name, country, membership type, and years of membership of the participant making the statement (collectively, the “Testimonial”), forever, throughout the world. PMINYC may use, copy, exhibit, publish, and distribute the Testimonial, in whole or in part, in print (including packaging), television, radio, film, digital media (including internet, social media, websites, and apps), and in all other media now known or hereafter existing for advertising, marketing, publicity, and promotion of PMINYC and its products and services and all other commercial business purposes. In addition, PMINYC reserves the right to modify the Testimonial so long as the original content is not significantly altered or misrepresented. Any such modifications would be subject to agreement with the participant. By providing such Testimonial, participants agree that they understand and acknowledge that PMINYC (a) will be under no obligation to use the Testimonial and (b) has the right to use the Testimonial either with or without the name of the participant. The participant further waives the right to inspect or approve any use by PMINYC of the Testimonial and certifies that: (a) the Testimonial is true and accurate and reflects their personal experiences and honest beliefs; and (b) the participant made the Testimonial of their own free will. Finally, the participant also agrees to hold harmless and release PMINYC, its officers, directors, agents, and employees from all claims, demands, and liabilities of any kind arising out of or in connection with PMINYC’s use of the Testimonial, including without limitation, claims based upon invasion of privacy, defamation, or right of publicity and will not try to make any claim against PMINYC for its use of the Testimonial.
Relevant Sections of <i>Policy Manual for PMI Chapters</i>: None.

150 - Expense Limits and Reimbursement Policy

Title: Expense Limits and Reimbursement Policy
Policy #: 150
Owner: VP Finance
Stakeholders: PMINYC Board
Version: 1
Status: DRAFT
Date: Jan 1, 2025
Purpose: To document policies of the PMI New York City Chapter (“PMINYC”) with respect to expenses incurred by members acting on behalf of PMINYC. As a minimum requirement, PMINYC will always adhere to the provisions stated in the current version of PMI’s <u><i>Policy Manual for PMI Chapters</i></u>. Key sections may be referenced below but may be superseded by revisions to the <i>Policy Manual for PMI Chapters</i> not yet reflected here.
Policy: Regarding contracts and other agreements: All agreements and contracts between PMINYC and any other entity that are under \$1,000 and are in the approved Budget may be executed by Board members. Any agreements in excess of this amount must be reviewed and approved by two Board members one of whom must be VP Finance, VP Administration & Operations, or the President. Regarding travel and other similar expenses: Members of the Board of Directors, committee members, and volunteers can be reimbursed for ordinary, necessary, and reasonable travel or other business expenses incurred when performing Board approved activities and functions that specifically allow for reimbursement of such expenses. The Board has established reimbursement limits on such expenses which are detailed in Finance Operations Manual. These limits are reviewed periodically and adjusted as needed to reflect changing financial metrics.
Relevant Sections of <i>Policy Manual for PMI Chapters</i>: None. See also: PMINYC Finance Operations Manual (SOP)

160 - Walk-in Policy

Title: Walk-in Policy
Policy #: 160
Owner: VP Programs
Stakeholders: PMINYC Board
Version: 1
Status: FINAL
Date: Jan 1, 2025
Purpose: PMI New York City Chapter (“PMINYC”) events involve the selection and use of external venues, many of which have established security measures requiring advance registration. For such venues, PMINYC is required to follow a specific process for such advance registration. As a minimum requirement, PMINYC will always adhere to the provisions stated in the current version of PMI’s <i>‘Policy Manual for PMI Chapters.’</i> Key sections may be referenced below but may be superseded by revisions to the <i>Policy Manual for PMI Chapters</i> not yet reflected here.
Policy: • Walk-in attendance will not be permitted and there will be no exceptions. Members and guests must register for the event prior to the closing of open registration. • No preferential treatment will be allowed for any walk-in requests regardless of stature or connections within PMINYC. Such treatment, if offered, may be considered a violation of the PMI Code of Ethics and Professional Conduct.
Relevant Sections of <i>Policy Manual for PMI Chapters</i>: None.

Appendix: PMINYC Policy Template

Title: <<POLICY NAME>>
Policy #: nnn
Owner: <<Appropriate Board Member>>
Stakeholders: <<Generally, but not always, "PMINYC Board">>
Version: nn
Status: <<'DRAFT' OR 'FINAL'>>
Date: <<Date of Current Draft / Effective Date>>
Purpose: <<Brief statement of purpose, always followed by the below paragraph>> As a minimum requirement, PMINYC will always adhere to the provisions stated in the current version of PMI's <i>'Policy Manual for PMI Chapters.'</i> Key sections may be referenced below but may be superseded by revisions to the <i>Policy Manual for PMI Chapters</i> not yet reflected here.
Policy: <<Insert Policy Text>>
Relevant Sections of <i>Policy Manual for PMI Chapters</i>: <<List Section Number(s) and Section Name(s); include a "See also" if there are other relevant references to add>>