



# **Project Management Institute Northeast Florida Chapter**

## **Charter**

**Submitted by:**

**Roy Ross - President  
Phil Georgariou - VP Programs  
Jim Holeman - VP Treasury & Finance  
Betty Frasier - VP Education and Certification  
Barbara Morgan - VP Chapter Communications  
Kathy Hopkins - VP Membership  
Tim Egan - VP Special Projects  
Debbie Snell - VP Publicity**

**August 8, 1995**

Project Management Institute  
Northeast Florida Chapter

**Table of Contents**

<u>Topic</u>	<u>Page</u>
Vision and Mission	03
Objectives	03
Constitution	04
By-Laws	06
Responsibilities of Officers	09
Financial Guidelines	16
Membership & Publications	17
Nominations, Elections & Tenure	18
Organization Chart	21
Preliminary Activities & Founding Members	22
Charter Members	24
Chapter Logo	28

Project Management Institute  
Northeast Florida Chapter

In support of the Project Management Institute, which has defined purpose of dedication "to advancing the state-of-the-art in the management of projects," the P.M.I. Northeast Florida Chapter commits to :

**VISION**

The P.M.I. Northeast Florida Chapter will be recognized as a dynamic organization of dedicated Professional Project Managers dedicated to serving the business and educational community of northeast Florida through the advancement of Project Management.

**MISSION**

The P.M.I. Northeast Florida 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 northeast Florida 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, Northeast Florida Chapter (hereinafter "the Chapter"). This organization is a local chapter chartered by the Project Management Institute Incorporated (hereinafter "the P.M.I.").

### **Article II - International P.M.I. Constitution and Purposes:**

One of the chapters principles is to give strong support to the purposes of the P.M.I. The Constitution of the Chapter is the constitution of the P.M.I. If the Constitution of the P.M.I. is amended, applicable changes will be effective for the Chapter, and the membership of the Chapter will act to amend this Constitution accordingly. Additionally, the Chapter will act in conformity with all stipulations set forth in the document titled "P.M.I. Chapter Guidelines and Policy Handbook."

### **Article III - Area of Operation:**

The primary area of operation of the chapter includes, but is not limited to Northeast Florida, U.S.A., generally from as far west as Tallahassee and south as far as Daytona. It specifically includes zip codes starting with 320, 321, and 322.

### **Article IV - Chapter Objectives:**

The objectives of the Chapter supplement the purposes of the P.M.I. as set forth in the P.M.I. Constitution. The Chapter objectives are to encourage and facilitate education, certification, and professionalism in Project Management; and to provide a forum for discussion and examination of problems, solutions, applications, and ideas related to the management of projects and to foster communication between public and private sectors regarding project management; and to disseminate within the primary area of operation of the Chapter information regarding developments in project management.

### **Article V - Membership:**

Eligibility for membership shall be as provided by the Constitution of the P.M.I. and the Chapter By-Laws. Membership in the Chapter requires membership in the P.M.I.

### **Article VI - Chapter Board of Directors:**

The Chapter Board of Directors shall consist of elected Officers and the Immediate Past President as ex-officio officer. The President of the Chapter shall act as Chairman of the Board of Directors. The Board of Directors shall be solely responsible for the management of the affairs of the Chapter. The roles and responsibilities shall be defined in the Chapter By-Laws.

Project Management Institute  
Northeast Florida Chapter

**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 P.M.I. Board. The Chapter shall set and arrange for collection of local dues as per P.M.I. centralized billing procedures.

**Article VIII - Amendments:**

Amendments to this Constitution may be made only by the P.M.I. Board. The Chapter may petition the P.M.I. Board to consider amendments approved by a minimum of a 50 percent vote of the Chapter Members in attendance at the annual business meeting or a special business meeting where there is a quorum.

**Article IX - Advisory Panel:**

The Board of Directors may appoint a panel of advisors 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 limited to 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 article. The Chapter shall not carry on any activity not permitted to be carried on by any federal, provincial, or state statute, in Canada or the U.S.A.

**BY-LAWS and  
ORGANIZATION CHARTER**

**Article I - Meetings:**

The President shall have the authority and responsibility to prevent the unauthorized use of the Chapter name in connection with any meeting or activity which, in the President's judgment, does not further the purposes of the Chapter and/or the P.M.I.

A. Business Meetings

1. Purpose - Regularly scheduled Business Meetings shall be scheduled by the board to perform the leadership function of the Chapter. This planning function shall provide focus on the identified Objectives of the Chapter as detailed in the Chapter Charter.
2. Time - The Board of Directors shall convene Business Meetings at least Quarterly, with one Annual Planning Meeting and one Elections Meeting. The dates for these meetings shall be set by the Board of Directors.
3. Location - The Board of Directors shall select the location for the Annual Meeting to elect new officers. They shall also announce the date, time and location for this Annual Meeting in a notice mailed to all current members of the Chapter in good standing as required by the Constitution.
4. Quorum - A quorum of the Board of Directors shall be minimum of 50 percent of the Board of Directors, and is required for the transaction of all official Chapter Business requiring a vote. A quorum of the Chapter membership shall be a minimum of 50 percent of the members in attendance at officially scheduled Chapter Meetings.
5. Majority - A majority for election of officers shall consist of 51 percent or more of the voting members present at the called meeting.

B. Chapter Meetings:

1. The Board of Directors shall conduct Chapter Meetings on a quarterly basis at a minimum, including the Annual Elections Meeting. The purpose of the Chapter Meetings will be to emphasize programs which further the objectives of the Chapter and the P.M.I., and will be the responsibility of the Vice President of Programs.

Project Management Institute  
Northeast Florida Chapter

2. Special Meetings - Special Meetings may be called and conducted by individual members or groups of members at any time or place as long as the following conditions are met:
  - A. Approval of the meeting is obtained from the President.
  - B. Written notification, including purpose, time, place, agenda, and names of principal participants, is forwarded to the Vice President of Communications for distribution and recording purposes prior to the meeting date.
  - C. Any written material to be used or distributed in connection with the meeting and/or carrying the name of the Chapter is to be submitted to the Vice President of Communications prior to its distribution or use.
  - D. Within one week of the close of a Special Meeting of the Chapter, the sponsoring member or group, will provide a written report to the Vice President of Communications outlining the activities of the meeting.

## **Article II - Officers:**

### **General:**

All officers shall be local Chapter members in good standing. Officers of the Chapter will consist of President, Immediate Past President, Vice President of Membership and Recruiting, Vice President of Treasury and Finance, Vice President of Chapter Communications, Vice President of Internet, Vice President of Education and Certification, Vice President of Programs, Vice President of SIGS and Vice President of Special Projects. In the event that the office of President becomes vacant, a new President will be elected by the Board. If possible, the Out-Going President will conduct the election. Otherwise, the Immediate Past President shall become Acting President, if the office of President becomes vacant, and preside over the election of a new President within thirty (30) days. Other vacant offices shall be appointed by the President with the unanimous approval of the Board. Any elected officer may be recalled by approval of sixty (60) percent of those in attendance at a General Meeting of the Chapter membership. Any elected officer who fails to attend three (3) consecutive Board meetings may be recalled by the President with the unanimous approval of the Board.

### **Nominations, Election and Tenure:**

Officers will be elected by majority vote of Chapter Members in attendance at the annual Elections Business Meeting. Officers will serve the following year from January 1 to December 31. Officers shall be eligible to serve only two consecutive terms in the same office. The President, with the approval of the Board, shall appoint members of the Nominating Committee who shall be members of P.M.I. and the Chapter in good standing. The Nominating Committee shall be chaired by the Immediate Past President or a member in good standing appointed by the President if the Immediate Past President is not available. Nominations of officers will be made by the Nominating Committee using procedures established in the Chapter By-Laws. Nominations may also be made from the floor at the Chapter meeting prior to the annual Elections Business Meeting.

An active chapter member in Good Standing may elect to vote for officers by proxy if unavailable to attend the annual business meeting in person. An active member is one that has attended fifty percent (50%) or more of the membership meetings that have been held during the past six months. Exceptions may be granted by the nominating committee for new members and those that have been active in other ways. The return of a ballot directed to the Vice President of Membership authorizing and directing the Vice President of Membership to vote the ballot as marked shall be deemed a valid proxy. The member wishing to vote in this manner is responsible for securing a ballot and delivering it in time for the annual meeting as described herein.

## **Responsibilities of Officers:**

Project Management Institute  
Northeast Florida Chapter

## President

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

### Roles

- Schedule, provide agendas and preside over all Business and Chapter meetings.
- Direct the activities of other officers toward Chapter goals and objectives.
- Appoint Nomination Committee members by October 1 of each year to conduct Chapter elections.
- Appoint replacement Board members to vacant positions, subject to the Board's approval.
- Appoint committee and committee chairperson representatives to task teams as required and subject to the Board's approval.
- Submit to the P.M.I. an annual application for charter renewal, pursuant to the Chapter Guidelines & Policy Handbook. The application shall be prepared by the Vice-President of Chapter Communications.
- 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.
- Prepare status reports for presentation at Chapter Board Meetings.
- Maintain and deliver all permanent records to the position successor as required.
- Submit annual paperwork necessary for the renewal of Chapter incorporation under the laws of the State of Florida.

## Immediate Past President (ex-officio officer of the Chapter)

### Roles

- The Immediate Past President shall assist the President in liaison with P.M.I. if and when required.
- Assist in preparation and conduct of any special projects, seminars or meetings in support of other Board members, or in liaison with any project manager appointed for a specific project which the Chapter decides to undertake.
- Chair the Nominating Committee responsible for preparing the slate of officers for the

Project Management Institute  
Northeast Florida Chapter

succeeding year.

## VP - 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.

### Roles

- 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.
- Direct the presentation of special seminars, meetings and vendor exhibits which the Chapter Board deems beneficial to the local membership. Assure that Chapter meetings do not conflict with the annual P.M.I. meeting.
- 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.
- Prepare program and meeting notices for publication and distribution by the Vice President of Communications.
- Develop and maintain individual member participation lists and work with other Board 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 P.M.I. meeting.
- Manage all physical arrangements for each Chapter meeting and coordinate the facilities requirements of other officers. Required arrangements include:
  - Seating arrangements and tables.
  - Timing of events, including meals, table service and refreshments.
  - Delivery and return of special equipment such as projectors, overheads, microphones, flip charts, etc.
- Prepare monthly status reports for presentation at Chapter Board Meetings.
- Maintain and deliver all permanent records to the position successor as required.

## VP - Treasury & Finance

The Vice-President of Treasury & Finance will be responsible for the solicitation of input from Board 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 monies.

Project Management Institute  
Northeast Florida Chapter

Roles

- Manage all Chapter financial transactions including the collection of all chapter dues from P.M.I., fees for Chapter seminars, guest payments for Chapter meetings or special events, and the payment of all Chapter bills in accordance with Chapter Board directives.
- Notify Chapter Officers and/or Project Managers of financial transactions that affect their area. Such as, number of payments received for program attendance, or checks written to pay for specific expenses.
- Establish and maintain all required Chapter bank accounts and/or similar financial transactions, arrange for officer signatures as required.
- Apply for IRS Employer Number and submit all required IRS tax related filings.
- Develop an annual operating budget and forward to the Board for inclusion in the annual application for charter renewal.
- Develop an annual financial statement on the activities of the Chapter and provide to the Board by December 1 of each year.
- Partner with the Vice President of Membership & Recruiting 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.
- Prepare and present monthly financial statements to the Board and the general membership at Chapter meetings.
- Maintain a permanent file of the financial business of the Chapter and turn over all documentation to successors as required.

## VP - Membership and Recruiting

The Vice-President of Membership and Recruiting will be responsible for the development and maintenance of a Chapter membership plan that assures continued growth through aggressive recruiting and partnering with major central Florida employers.

Roles

- Compile and maintain a current file of P.M.I. members in the Chapter area of operations and solicit their affiliation with the local Chapter.
- Establish and maintain an active membership drive, including a documented plan, partner with other Board members to identify membership opportunities, provide membership application forms and P.M.I. information to potential members.

Project Management Institute  
Northeast Florida Chapter

- Process all membership applications and provide periodic membership lists to all Board members, communication with and requesting from P.M.I., all appropriate membership documentation.
- Maintain the official list of members for use during the election of officers at the annual Business Meeting and cast proxy votes for active members that are unable to be present.
- Establish and maintain an active corporate Chapter sponsorship solicitation drive.
- Prepare monthly status reports for presentation at Chapter Board meetings.
- Maintain a permanent file of the membership and recruiting activities of the Chapter and turn over all documentation to successors as required.

## VP - Chapter Communications

The Vice-President of Chapter Communications is responsible for the timely dissemination of information both to and from the Chapter membership, using various tools to accomplish the objective.

### Roles

- Organize a team to publish a Chapter newsletter on a periodic basis. It is to report the results of meetings and activities that have occurred, as well as provide announcements of future events. It also needs to provide articles, advertisements, announcements and information of general interest to chapter members.
- Organize subcommittees, when requested, for the purpose of direct telephone solicitation for meeting and workshop attendance. Inform Vice-President - Programs of expected attendance.
- Distribute a six (6) month calendar of events a minimum of every three (3) months showing planned meeting and activities event information provided by other Board Members.
- Notify membership not less than ten (10) days before all special meetings called by the President.
- Notify membership not less than ten (10) days before all general meetings.
- 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.
- Obtain information from the VP-Programs, and mail meeting notice to the mailing list of all chapter members and prospective members not less than twenty (20) days before the program.
- Notify membership of all officer nominations twenty-one (21) days before election.
- Monitor and report upon the general membership's requirements and response to Chapter

Project Management Institute  
Northeast Florida Chapter

programs. This includes the preparation, analysis, and reporting on questionnaires and other evaluation devices.

- Prepare an annual survey of the chapter membership during the fourth quarter of each year. Summarize the results of the survey and distribute to all Board members. Also maintain a copy of all source documents for use by Board members in planning their area.
- Maintain a file of all Chapter correspondence (meeting minutes, mailings, etc.).
- Prepare for, procure, and distribute Chapter stationary and printed materials.
- Direct preparation of Chapter Annual Report and Chapter Renewal Request for submission to P.M.I. Provide access to Chapter Annual Report to Chapter membership main office. Distribute Chapter Annual Report to Chapter membership.
- Prepare monthly status reports for presentation at Chapter Board Meetings.
- Maintain and deliver all permanent records to the position successor as required.
- Develop and place news releases and advertisements in local newspapers of Chapter meetings, events, workshops, seminars, and vendor shows.
- Submit information on Chapter activities for publication in the Project Management Journal (PMJ) and PM Network.

## VP - Publicity

The Vice-President of Publicity is responsible for the timely dissemination of information both to and from external organizations, using various tools to accomplish the objective.

- Work with the VP - Membership & Recruiting to develop membership campaigns.
- In cooperation with the Vice President - Programs, prepare draft text of meeting notices and publicity.
- In cooperation with PMI, manage the awards program to show honor and distinction for professional accomplishments and Chapter participation.
- With the cooperation of other Board members, establish an awards program to show honor and distinction for professional accomplishments and Chapter participation.
- Prepare monthly status reports for presentation at Chapter Board meetings.
- Maintain and deliver all permanent records to the position successor as required.

## VP - Special Projects

The Vice-President of Special Projects will be responsible for the coordination of special efforts identified by the Chapter Board. They may be first time projects or ones that cross functional areas of responsibility and provide support to various Chapter Board members or the Chapter as a whole.

- Manage special projects or appoint project managers to support projects identified by the Board.
- Plan and coordinate the annual planning meeting for the chapter.
- Prepare monthly status reports for presentation at Chapter Board meetings.
- Maintain and deliver all permanent records to the position successor as required.

## VP - Specific Interest Groups (SIG's)

The Vice President of Specific Interest Groups (SIGs) is the liaison between the chapter and local SIG groups and PMI SIG organizations.

### Roles

- Maintain contact with PMI SIGs regarding their activities and keep the Chapter board and members informed.
- Consult and council local specific interest groups on the forming of a SIG for their area.
- Each SIG Chair reports to the VP - Specific Interest Groups.
- Attend SIG meetings to assist their formation during the early stages.
- Prepare monthly status reports for presentation at Chapter Board meetings.
- Maintain and deliver all permanent records to the position successor as required.

## VP - **Internet**

The VP of Web Internet is responsible for Chapter internet communications and the Chapter Web site and it's associated vendors. The Web site will increasingly become a focal point for communicating to members and nonmembers. Therefore, there will be a growing need to increase capabilities to better serve our members plus improve the chapter image in the community. The VP will be responsible for maintaining and providing enhanced capabilities based on improving the service to its members, reducing operational cost, and improving operational efficiency. .

### Roles

Project Management Institute  
Northeast Florida Chapter

To that end, the VP of Internet will be responsible for

- procuring and managing the Internet development vendor with respect to:
  - managing the approval and enhancements recommendations,
  - ensuring a high level of quality and availability, and
  - the overall vendor relationship.
- increasing the awareness and utilization of the Chapter web site by its members and the community at large.

## VP - Education and Certification

The Vice-President of Education and Certification 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).

## Roles

- Provide the membership with professional workshops and seminars designed to improve their development in the field of project management.
- Establish and oversee a volunteer group charged with the task of developing and delivering a certification examination preparation workshop to be offered a minimum of once each year.
- Establish and maintain a Chapter Library of project management reading material and professional publications.
- Work with local educational institutions to enlist their support of Project Management Professionalism through P.M.I. and the local Chapter.
- Coordinate and maintain certification preparation workshop modules to insure they reflect the types of changes being made to the P.M.P. certification exam.
- In coordination with the Vice President of Publicity, actively pursue paid PM workshop attendance by the public at large.
- Prepare monthly status reports for presentation at Chapter Board meetings.
- Maintain and deliver all permanent records to the position successor as required.

## Article III - Finance:

- A. Fiscal Year:

Project Management Institute  
Northeast Florida Chapter

The Fiscal year of the Chapter shall be from January 1, through December 31.

B. Budget:

The proposed budget shall be created annually and recommended by the Vice President of Finance to the Board of Directors for approval. The annual budget for the succeeding year shall be submitted in draft form not later than the Board of Directors meeting scheduled immediately prior to the annual business meeting of the Chapter. The budget shall be approved at a joint meeting of incoming and outgoing officers. The incoming officers are to review the budget, to submit changes and to approve it.

C. Financial 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 periodic statements of account to the Board of Directors.

D. Expenditures:

Expenditures shall be handled by the Vice President of Finance except as otherwise provided in the Constitution or documented herein. Individual Board members have authority to expend small amounts of money in the execution of their specific job responsibilities. In all cases, expenditures shall be made in accordance with the approved budget. The expenditures must not exceed the approved Chapter budget by more than ten (10) percent, except with the approval of the Board of Directors.

E. Fees and Dues:

1. Annual fees for members shall be set by the Board of Directors. Membership privileges for new members shall commence on the day of acceptance by the P.M.I. and payments of P.M.I. and Chapter dues for the current year.
2. Members in arrears will be contacted by the Vice President of Finance.

F. Check Signing Authority:

All Chapter financial transactions requiring a check from the Chapter account must be signed by either the President or the Vice-President of Finance. A detailed financial transaction log will be maintained by the Vice President of Finance and will be made available to any Board member, the Regional Vice President or the P.M.I. on request.

## **Article IV - Membership:**

### A. Members:

Members can be any category established for Chapter membership and includes individuals, students, and corporations.

### B. Delinquency:

Members in arrears on dues for six (6) months shall be delinquent and their names removed from the official membership list of the Chapter. A delinquent member may be reinstated by payment in full of all past dues for the current year.

*"Members in Good Standing"* shall be defined as Chapter Members who have paid both P.M.I. and Chapter dues and do not appear on the P.M.I. Members Not Paid list. In the event dues have been paid but not posted, the member must provide a verbal verification (written preferred) from P.M.I. that dues have been received in order to be considered a Member in Good Standing.

### C. Use of Membership List:

The list of Members and applications to the P.M.I. may be used only for the advertising or solicitation in connection with the authorized business of the Chapter or the P.M.I. Lists will be circulated only to dues-paying members and are for use only within the purposes of the Chapter as qualified by the Board of Directors. This list may not be used for commercial purposes excluded by the P.M.I. Constitution.

## **Article V - Publications:**

### A. Business Meetings:

The Chapter Board of Directors will produce and maintain meeting minutes, which will document meeting proceedings, action items, attendance and meeting schedule information. The primary responsibility for the assurance of minutes creation, filing and distribution will belong to the Vice-President of Chapter Communications. Distribution of minutes will be to all Board of Director members, with requests for further distribution considered on a case-by-case basis and only if made in writing to the Vice-President of Chapter Communications.

Project Management Institute  
Northeast Florida Chapter

B. Newsletter:

The Chapter newsletter will be published in support of the objectives of the Chapter and the P.M.I. The editorial policies of the publication will be directed by the Board of Directors and implemented by the Vice-President of Chapter Communications.

C. Annual Proceedings and Technical Presentations:

A compilation of Chapter members' and/or guest speakers technical articles and oral presentations presented at Chapter meetings will be collected by the Vice-President of Programs for distribution and/or inclusion in the Chapter library.

The Vice-President of Chapter Communications will coordinate the publication and distribution of appropriate documentation.

D. Other Publications and Distributions:

Other recurring or one-time publications intended for distribution to the Chapter membership, will be authorized by the Board of Directors.

E. Chapter Library:

A Chapter Library will be established to serve the membership. The library documentation will include but not be limited to; A complete set of P.M.I. Handbooks, Guidelines, Study Material, Symposium Proceedings, and text books paid for by the Chapter. Responsibility for the Chapter Library belongs to the Vice-President of Education and Certification. The availability of documentation for use by the membership will be established via a contract system as approved by the Board of Directors.

## **Article VI - Nomination, Election and Tenure:**

- A. Chapter officers will be elected by a majority vote of Chapter Members in attendance at the annual business meeting. Officers will serve in the year following the election and based on the fiscal calendar (January 1, through December 31). The President, with the approval of the board, shall appoint members of the Nomination Committee who shall be members in good standing.
- B. The Nominating Committee shall be chaired by the Immediate Past President, or, if the position is vacant or declined, a member in good standing may be appointed by the President and must be approved by the Board of Directors. Nomination of officers will be made by the Nominating committee using procedures established in the By-Laws. Nominations may also be made from the floor at the Chapter meeting prior to the Annual Business Meeting.
- C. No member of the Nominating Committee shall be included in the slate of nominees prepared by this committee.

Project Management Institute  
Northeast Florida Chapter

- D. The Nominating Committee shall set criteria for selection of nominees, which shall include the following:
  - 1. Willingness to devote time and effort as an officer of the Chapter.
  - 2. Sufficient length of membership with P.M.I.
  - 3. Experience as a project manager.
  - 4. Personal attributes.
  
- E. The Nominating Committee shall present its recommendation at the Chapter meeting which proceeds the Annual Business Meeting and prepare an election ballot for use at the Annual Business Meeting. The Nominating Committee shall also be responsible for overseeing the administration of the election process and reporting on the result to the existing Board of Directors for implementation and turnover of responsibilities.

**Article VII - Amendments:**

Amendments to the By-Laws may be made only by the Chapter Board. The Chapter membership may petition the Board of Directors to consider amendments approved by a minimum of a 50 percent vote of the Chapter Membership in attendance at the annual business meeting or a special business meeting at which there is a quorum. The Board would then review and vote on the petition at the next regularly held Business Meeting, with the results communicated to the Chapter by the next regularly scheduled Chapter Meeting.

Project Management Institute  
Northeast Florida Chapter

organization chart

## **Preliminary Activities & Founding Members**

1993 A small group of four PMI members met and decided to start a Northeast Florida Chapter of PMI. Initial planning was started, PMI was contacted, a President and two Officers were chosen by the group. Meeting minutes were published and sent to PMI along with a request to become an potential chapter and obtain the \$200 chapter starter fund. The check was received, but never cashed. Two of the board members had to resign because of job changes in their company that placed them in high travel assignments. The President, Roy Ross, and the one remaining member decided to place the chapter on hold until a much larger nucleus of members could be established.

1994 The next step was to started building a contact list of potential members. This was accomplished by talking with individuals at every opportunity about PMI and the benefits of having a local chapter. Vendors of project management software were able to identify potential leads, the PMI Administrative Office offered leads, and training classes provided opportunities to present PMI. By the fall of 1994 we had grown to about ten members with a contact list of about thirty. A group of eight members met at lunch to discussed the potential for the chapter and possibly a certification review course. We decided to have an information meeting to give the individuals on the contact list an opportunity to meet and provide information about PMI for those that were not familiar with the organization.

This meeting was held the evening of December 12, 1994 at the Barnett Office Park in Jacksonville. Attendance was excellent with 32 individuals representing 16 different companies. The PMI video was shown. Roy Ross gave a presentation on PMI and the plans for a local chapter. Les Prudhomme talked about his experiences in starting the Southwest Ohio Chapter. Mike Martin came down from Atlanta and discussed his experiences with the Georgia Chapter. We conducted a survey of the attendees and provided information to them on how to join PMI.

1995 The Northeast Florida Chapter had its official start in January when Jim Holeman, the Treasurer, obtained our federal ID, PO Box, and bank account. The original PMI check was returned and a new one was issued.

Since there seemed to be a strong interest in the PMP certification by the core group of members we had established, we decided to conduct a certification review course. Betty Frasier agreed to become the project manager for the review course. We were able to put together an impressive list of instructors for the eight week course which took place on Saturday mornings leading up to the exam on June 17th. Even though we had only a month to market the course, we had 23 paid students by the first class in April. The project team and instructors consisted of Betty Frasier, Kathy Hopkins, Stevens Bessinger, Phil Georgariou, Jim Holeman, Barbara Morgan, Tim Egan, Debbie Snell, Stevens Bessinger, Cathy Vaughn, Les Prudhomme, Mike Martin, Ed Ray, and Roy Ross.

The certification review course helped the in many ways. It produced new members, generated

Project Management Institute  
Northeast Florida Chapter

funds for the chapter, and provided a disciplined approach for the candidates to study for the exam. Thirteen members of the class sat for the exam which the chapter sponsored and held on June 17th.

On July 5, 1995 the chapter held its first official board meeting. It was decided that we would apply for our charter at the August PMI Board Meeting.

The second major initiative taken on by the chapter was the dinner meeting programs. We decided to have a July meeting that would focus on PMI. Phil Georgariou agreed to lead this effort and we were able to get Kent Crawford, the current PMI Chairman of the Board as our guest speaker. The meeting was held on July 18th. Cathy Beck, Lisa Routhier, and Brenda Brown were key team members that made this meeting an outstanding success with almost 50 in attendance.

## Charter Members of the Northeast Florida Chapter of PMI

The following Charter Members of the Northeast Florida Chapter are members in good standing with both PMI and the NEF Local Chapter:

053646	Joseph D. Abbas	047224	Lisa M. Routhier
051977	Claude H. Barrow	024829	Roy T. Ross, PMP
054279	Michael C. Barry	052969	James R. Sheffield
050382	Catherine C. Beck	049443	Ann R. Schmenk
044614	Stevens G. Bessinger	048330	Deborah E. Snell
054281	Brenda S. Brown	053873	Avis J. Sweet
051385	Larry P. Burbach	048501	Leigh F. Underwood
054282	Thomas A. Dartez	056140	Kathryn L. Vaughn
050982	James A. Denier	036319	Stan Zanrotny
050571	Kevin A. Duff		
051222	Timothy J. Egan		
046939	Betty D. Frasier		
053874	Jason C. Friedman		
031055	Mark Frye		
053647	James B. Gant		
038104	Philip N. Georgariou, PMP		
049709	Catherine M. Groh-Tamasi		
051547	William M. Hayden		
051314	James E. Holeman		
050381	Kathleen S. Hopkins		
034111	William D. Hutchinson		
018916	David J. Hysler, PMP		
052972	Claire W. Jones		
046946	Richard S. Johns		
034787	Carmen D. Johnson		
053220	Kevin J. Jones		
054283	Anthony W. Knighton		
050983	Glen B. Landers		
??	Nathan A. Leslie		
053645	William R. Layton		
041255	Josef-Peter Leiher		
049037	Scott A. Mabry		
049864	Peggy W. Miller		
045376	Barbara D. Morgan		
053651	Robert L. Orth		
011029	John Potts		
053714	Gary C. Price		
015999	Louis L. Prudhomme, PMP		
016258	Edward Ray, PMP		
048103	Brad Rinzler		

Project Management Institute  
Northeast Florida Chapter

The above list of Charter Members represent a diverse group of project managers in the Northeast Florida area from the following 21 businesses:

ABB Environmental Services Inc.  
Advanced Management Solutions  
Applied Business Technology Corp.  
Atlantic Marine, Inc.  
AT& T  
AT&T Universal Card  
Barnett Technologies  
Barnett Mortgage Company  
CPI ALTELL  
Creative Project Management  
CSX Technology  
ICF Kaiser Engineers  
IMS  
Ideon  
MK Ferguson  
Naval Aviation Depot  
Southern Bell  
The Haskell Co.  
U.S. Army Corps of Engineers  
Watkins Engineers & Constructors  
William M. Hayden, Jr. Consulting Inc.

Project Management Institute  
Northeast Florida Chapter

**Chapter Logo**



Project Management Institute  
Northeast Florida Chapter

This Charter Application is being submitted by the following Chapter Board Members:

---

Roy T. Ross - President

---

Philip N. Georgariou - VP Programs

---

James E. Holeman - VP Treasury & Finance

---

Betty D. Frasier - VP Education and Certification

---

Barbara D. Morgan - VP Chapter Communications

---

Kathleen S. Hopkins - VP Membership

---

Timothy J. Egan - VP Special Projects

---

Debbie Snell - VP Publicity