

Chapter Administrative Guide Twelfth Edition - May 13, 2014

SECTION 1 - PURPOSE AND USE

This administrative guide is intended to serve as a tool for the officers, directors, and committee chairmen of the Fort Worth Chapter of the Construction Specifications Institute, here-in called the Chapter. These individuals should study the guide to obtain a full understanding of chapter organization. Since the number of members in a chapter may vary from the minimum to several hundred, the provisions in the guide are flexible.

The Fort Worth Chapter of CSI is governed by its most current Bylaws approved by the Construction Specifications Institute and the Fort Worth Chapter Membership. In the case of conflict related to operations or governance of the Chapter, the current Bylaws shall govern.

SECTION 2 - ORGANIZATION OF THE CHAPTER

The Fort Worth Chapter is a local association chartered by the Institute Board of the CSI to further the purposes to which the Institute is dedicated.

A chapter is an entity functioning within the rules and regulations of the Institute, including the Institute's Certificate of Incorporation and its Bylaws.

Officers and directors are elected to lead and represent the members of the chapter in the local affairs of the Institute. As representatives of the chapter, they have accepted the responsibility to study all aspects of chapter activity, to promote the chapter's effectiveness, and to increase its influence.

Similarly, chapter committee chairmen are selected for their particular knowledge and leadership. The committee chairmen should strive to carry out their duties sincerely and conscientiously to the best of their abilities with assistance from their committee members.

SECTION 3 - MEMBERSHIP

Institute membership is a prerequisite to chapter membership. Only individuals, not firms and corporations, are eligible for membership in the Institute. Refer to Article IX of the Institute Bylaws for membership classifications.

All chapter members should be encouraged to attend and participate in chapter meetings, region conferences, and the Institute's Annual Convention, including the annual meeting.

Each chapter member should be encouraged to serve on at least one chapter committee.

SECTION 4 - TERMINATION:

Any member whose dues remain unpaid on the last day of his/her "anniversary month" shall be deemed to have terminated his/her membership.

Such termination shall not relieve any member of liability for unpaid dues or other obligations in arrears. See Appendix G for Censorship, Suspension, and Expulsion.

SECTION 3 – CHAPTER BOARD

In accordance with its bylaws, the chapter is governed by its Board consisting of a minimum of eight members: **President; President-Elect; Secretary; Treasurer; First Vice President; Second Vice President and Immediate Past President, and an Advisory Member** who, unless otherwise determined by the President shall be the Immediate Past President. (If the Immediate Past President is unable or wishes not to serve, the Chapter President may appoint a chapter member in good-standing as Advisory Member).

Board members shall consult the chapter bylaws for rules on officers and directors and their terms of office, responsibilities while holding office, and each shall have one vote for matters of Chapter Business as presented for approval by any member of the chapter at a regular meeting of the Board.

From time to time it may be necessary for the Board to consider matters of some urgency at times other than a regularly scheduled Board Meeting, in which case a Board Member may submit a matter for consideration by electronic mail (email) and members may respond with discussion and a vote of Yes or No or members not responding shall be deemed as abstaining. Resulting considerations so resulting shall be entered into the agenda of the next official meeting of the Board and be modified, accepted or rejected by a vote, called by the President.

SECTION 5 – BOARD MEETINGS

The chapter board should meet monthly for a total of 12 meetings per year.

Such meetings should be held within one week prior to or immediately after the regular monthly chapter meeting. If the chapter has an executive committee, this committee should meet a few days prior to the chapter board meeting and prepare the agenda for the board meeting. Otherwise, the president and secretary should prepare the agenda.

Since the Institute and chapter administrative and fiscal year is from July 1 to June 30 of the following year. A special Board Meeting shall be held within the first 60 days of the new fiscal year, otherwise, the business August Board Meeting shall be deemed to be the special Board Meeting.

SECTION 6 – COMMITTEES

The executive committee administers the affairs of the chapter. The President; President-Elect; Secretary; Treasurer; First Vice President; Second Vice President; and any Chapter Directors shall form the executive committee of the chapter. The duties and responsibilities of these individuals shall be as established by the chapter bylaws.

Responsibility for Committees: The chapter president should assign the chapter officers' responsibilities assign the activities of various committees. Unless otherwise approved by action of the Board,

Committees shall be formed to perform services, oversight and objectives of the Institute related to technical activity, membership services, certification, education, chapter meeting programs, chapter newsletter, chapter (annual) awards, chapter sponsored product shows, chapter sponsored scholarship awards and liaison committees should report to the vice president(s).

Other committees or assignments may be formed for specific purposes including review and revision of bylaws, maintenance and custody of chapter library, chapter historian, and other specific purpose committees should report to the chapter secretary.

The treasurer should have responsibility for the budget and fiscal committees.

SECTION 7 – SPECIAL BOARD MEETINGS

Within one month after annual chapter elections, the incoming and incumbent members of the chapter board should hold a joint meeting to prepare for a smooth transition into the new year and to ratify a five year plan for Chapter activities.

The incoming chapter board members should sit in as observers at all board meetings between the time they are elected and the start of their terms of office. Incumbents should make every effort to orient their successors and include them in their correspondence, planning, and other activities.

Prior to the end of the administrative year (June 30), the incumbents should furnish successors with reports of activities, accomplishments, and goals during the incumbents terms of office. They should also transfer their files to their successor.

The current President at the beginning of his or her term of office should strongly recommend that the incoming members of the chapter board attend the annual Institute convention as chapter delegates.

SECTION 8 -CHAPTER OFFICERS AND DIRECTORS

CODE OF ETHICS

It is essential that a member elected to chapter office or directorship read and study the Institute Bylaws, Certificate of Incorporation, Code of Ethics, and chapter bylaws before accepting the position. The duties outlined below are suggested to meet the minimum administrative requirements of a chapter.

The members of the chapter board are responsible for directing and coordinating the activities of the standing and operating committees of the chapter. For proper control, activities should be coordinated among members of the chapter board and not among committee chairmen.

PRESIDENT

The president, as the key leader of the chapter, should direct and counsel the board and committees. The president should carefully select committee chairmen on the basis of potential candidates' known abilities. Succession should not be the basis for a committee chairmanship; however, some succession in committee membership is advisable for continuity.

The president should delegate as much authority to the officers, directors, and committee chairmen as possible to avoid being burdened with details. As the administrative head of the chapter, the president is primarily responsible for ascertaining that the board and committees are functioning properly.

The president is also primarily responsible for developing new ideas and methods for chapter growth and improvement. The president represents the chapter and upholds its image at all local professional and trade association meetings.

Recommended responsibilities include to:

Preside over the executive committee, board, and chapter meetings in accordance with established parliamentary procedures.

Adhere to a prepared agenda.

Render proper courtesies to speakers and participants.

Represent the chapter at Institute and region meetings.

Appoint chairmen of standing and special committees. If the committee selects committee members, they should be approved by the president. The executive, nominating, and screening committees report directly to the president.

Coordinate all chapter assignments and commitments.

Maintain close liaison with Institute directors.

Keep the members informed. Write a "President's Column" in the chapter newsletter. Discuss policy changes, new programs, and other important issues.

Prepare and maintain a calendar of important dates including:

- Due dates for reports to Institute directors.
- Region conferences and meetings.
- Deadline for submission of candidates for chapter and Institute awards.
- Chapter, board, and executive committee meetings.
- Chapter events.

Maintain a personal file of chapter activities and notes relative to the position of president. Be sure the president-elect has the benefit of the president's experience.

Act as spokesman for the chapter. Prepare letters of appreciation and invitation. Take every opportunity to speak before construction industry groups to enhance the image of CSI.

Be thoroughly conversant with the Rules of the Board of the Institute and the Regulations for Annual Meetings of the Institute.

PRESIDENT-ELECT

As successor to the president, the president-elect should become familiar with the procedures and requirements of that office. A member of the executive committee, the president-elect performs assignments and duties as required by the president and the board.

The president-elect shall serve in the absence of the president.

VICE PRESIDENTS

Depending on the requirements of the chapter bylaws, one or more vice presidents are needed to assist in administering the chapter. The vice president(s) is expected to coordinate many activities as the president's principal assistant. The primary function of the first vice president is to act in the absence of the president and president-elect. The first vice president should be as familiar as the president with all chapter activities.

Recommended responsibilities include:

- Direct and coordinate the activities of chapter committees.

- Attend meetings of the committees assigned to report to the vice president. The vice president is an ex-officio member of such committees.

- Attend region meetings.

- Accept speaking engagements on behalf of the chapter at every opportunity.

Three main classifications of committees report to a vice president:

- Membership services—administration, membership, house, chapter newsletter, chapter roster, publicity, awards, and education.

- Technical—technical documents, automation, information handling, materials selection criteria, SpecGuide™, chapter meeting program.

- Liaison—liaison with professional and trade associations; ad hoc committees; assistant to the immediate past president on recruitment, screening, and new chapter development; responsibility for hosting region conferences and Institute conventions.

SECRETARY

The secretary performs functions indispensable to chapter operation. The secretary serves on the chapter executive committee and board, participating in policy making and translating policy into action. The secretary's minutes are the chapter's history. Accurate and up-to-date minutes and records of the chapter are highly important. As the only written record of chapter activities, the minutes are accepted as legal evidence of resolutions and actions taken.

The bylaws committee reports to the secretary, who is an ex-officio member of that committee.

Recommended responsibilities include to:

- Record and prepare the minutes of executive committee, board, chapter, and other meetings where applicable.

- Receive and distribute or answer all chapter correspondence.

- Maintain a permanent chapter file of correspondence, membership records, minutes of meetings, rosters, chapter newsletters, and other non-technical chapter publications.

- Assist the president in preparing agendas for meetings. Mail the agenda at least five days prior to executive committee, board, or chapter meetings.

- Be thoroughly conversant with the Regulations for Annual Meetings of the Institute, especially as they pertain to the assigned duties of the secretary.

Assure prompt chapter correspondence with the Institute office, Institute directors, other chapters, and other essential parties.

Work closely with the membership committee chairman, treasurer, publications committee chairman, and the Institute staff to have an accurate roster.

Act as purchasing agent for chapter supplies through the use of a standard purchase order form (i.e., printing and distribution of stationery, forms, reprints and other supplies).

TREASURER

The treasurer must combine a faculty for keeping accurate financial records with ability and foresight to prepare a chapter budget. It is essential that the treasurer know the basics of bookkeeping. A sound financial program will depend on the treasurer's knowledge of this function.

Recommended responsibilities include to:

Verify accounting from previous treasurer and transfer signature authority and recipient address for the bank account. Prepare new signature cards of authorized officers. Because the treasurer handles other people's money, consider having another officer countersign all checks and insist that a complete audit be made at the close of the year, either by a chapter committee or an outside certified auditor.

Serve as a chairman of the finance committee. Prepare the annual budget in detail. Present the budget to the chapter board for approval.

Maintain accurate bookkeeping with proper distribution to various accounts. (See Appendix H for suggested bookkeeping forms.)

Pay accounts due only with the receipt of a proper purchase order. Post debits to proper accounts, note date and check numbers on purchase orders when paid, and file purchase orders by account numbers.

Receive and post membership dues from the Institute office; correspond with the Institute office on details of dues paid by individual members. Send copies of dues payments to officers and membership committee chairman. Work closely with the secretary and membership chairman to maintain accurate, paid-up membership records.

Submit a financial report at the annual business meeting. Show statement of accounts in detail and bank balances. Note unusual expenditures. List recommendations for future budgets and operating procedures. The auditor's report is due at the first board meeting after the start of the fiscal year.

Prepare a schedule of fixed annual payments including completion and deadline dates for tax reporting forms and post office mailing permits.

PAST PRESIDENT

As a member of the chapter board, the past president has three principal responsibilities:

Serve as advisor to the board: The experience as president of the chapter will enable the past president to give the chapter board counsel consistent with the objectives of the Institute.

Serve as liaison with local professional and trade associations: The Institute encourages liaison with local professional and trade associations (AIA, ACEC, AGC, and others). If done properly, this very important assignment can enhance cooperation between their organizations and uphold the image of CSI.

Serve as assistant to the Institute directors in the development of new chapters: Carefully scrutinize Institute members who do not hold chapter affiliation. Contact members of architectural or engineering associations to ascertain whether a certain geographical area might have the number of professionals needed for a new chapter.

CHAPTER DIRECTORS

Chapter directors are normally the potential officers of the chapter. As members of the chapter board, they are part of the governing body of the chapter. It also is recommended that directors monitor and be acquainted with the committees listed previously in this guide. It is recommended that ad hoc and special committees be chaired by a director.

One of the most important functions of the chapter director is to prepare for duties as a chapter officer by keeping abreast of all chapter activities and of the details of this Administrative Reference.

STANDING COMMITTEE CHAIRMEN

GENERAL

If at all possible, each chapter should appoint committees parallel to Institute standing committees: awards, academic affairs, certification, convention (when a chapter will serve as the host), education, finance, nominating, technical, and tellers.

Additionally, each chapter should appoint a membership committee (see paragraph VI.B. House Committee, in this guide, and Membership Programs Guide, section IV. The Membership Committee).

Regardless of the size of the chapter, the following committees should be appointed: awards, bylaws, education, finance, nominating, program, publications, technical, and tellers.

Each committee chairman must maintain a complete file on all committee activities and prepare a final report to a designated chapter board member. This report should include, but is not limited to, committee activities, accomplishments, projects not completed, proposed budget requirements for the ensuing fiscal year, and recommendations. The final report should be submitted to the June chapter board meeting.

AWARDS COMMITTEE CHAIRMAN - (See Honors and Awards Guide)

BYLAWS COMMITTEE CHAIRMAN

The chairman of the bylaws committee must be completely familiar with the Institute and chapter bylaws, the Certificate of Incorporation, and the Institute Policy. In addition, the chairman should seek the advice of the Institute director to be certain that all amendments to the chapter bylaws comply with the objectives of the Institute. The bylaws committee chairman reports to the chapter secretary.

Recommended responsibilities include to:

Assure that the minimum requirements set forth in the Institute's Model Chapter Bylaws are included in the chapter bylaws. See Appendix E for a copy of the Model Chapter Bylaws.

As directed by the chapter board, prepare amendments to the chapter bylaws in keeping with amendments to the Institute Bylaws.

Submit all proposed amendments to the chapter board for approval prior to submission to the Institute secretary. Chapter amendments are not official until approved by the Institute secretary.

Prepare resolutions for chapter and Institute action. All resolutions should be coordinated with the Institute directors. Resolutions recommended for action at the Institute's Annual Meeting must be prepared in the format and on the subject matter specified by the Regulations for Annual Meetings of the Institute.

CERTIFICATION CHAIRMAN - (See Certification Guide)

EDUCATION COMMITTEE CHAIRMAN - (See Education Guide)

FINANCE COMMITTEE CHAIRMAN

The chairman of the finance committee reports directly to the chapter treasurer. The recommended duties are to:

Analyze the chapter monthly financial statements.

Continuously review the current financial operations in relation to the budget.

Recommend budget adjustments when required.

Prepare a proposed budget for the next fiscal year prior to the April chapter board meeting.

Make necessary adjustments in the proposed budget as required by the chapter board and resubmit changes not later than the May chapter board meeting.

Assure that all appropriate tax returns are filed with the Internal Revenue Service.

Review the annual audit report and present an analysis at the first scheduled meeting of the chapter after the beginning of the fiscal year.

NOMINATING COMMITTEE CHAIRMAN

The chairman of the nominating committee has one of the most responsible assignments in the chapter organization because chapter officers and directors determine the success or failure of a chapter. The screening of potential candidates should begin immediately after appointment by the committee. The chairman of the nominating committee reports directly to the president of the chapter.

See Appendix E for the Model Chapter Bylaws, which outline the time schedule for chapter elections.

As soon as chapter officers are elected, their names, addresses, telephone numbers, and offices they hold should be reported to the Institute and to its directors.

PROGRAM COMMITTEE CHAIRMAN

General:

- The chairman of the program committee will be under recurring pressure to produce interesting as well as entertaining meetings throughout the chapter year. This may be nine to 12 regular meetings. The prime function of the program committee is to keep the members' interest at every meeting.
- The chapter meeting program is one of the mainstays of a chapter's existence. The quality of the programs will determine attendance. Poor programs will have an adverse effect on all work of the chapter.
- The Institute is a horizontal organization composed of professional, industry, and associate members. Programs should be designed for the full range of membership whenever possible.
- Programs should be built around members' interests. Members should be polled to obtain their opinions of what programs they desire. The support of committee chairmen should be solicited to obtain topics of current interest in their projects. Be alert to members' comments on programs that have already been delivered. This will be a measure of the support or nonsupport for similar programs in the future.
- It is recommended that the programs for social events not come under the jurisdiction of the program committee except to coordinate dates.

Recommended responsibilities include to:

- Keep the chapter board member responsible for the program committee fully informed for reports to the chapter board. That board member is responsible for coordinating the program committee chairman's functions with those of other chapter committees.
- Outline chapter meeting programs for the entire year.
- Select programs.
- Set up requirements for presentation of programs.

- Since the chapter publication would be interested in speakers' remarks, obtain advance copies of prepared talks for the chapter editor. If the speaker uses notes, the session should be tape-recorded if possible. Copies of outstanding talks should be forwarded to The Construction Specifier for possible publication.
- Make all necessary program arrangements. Provide for displays, film or slide projectors, screens, light controls, operators, recorders, microphones, and other equipment. A dry run should be conducted to assure smooth functioning of equipment.
- Submit a report summarizing the programs and making recommendations for future programs to the June board meeting.

Refer to Program Planning Guide for suggestions on site selections, program topics, program formats, and presentation methods. Appendix I lists suggestions for program topics.

PUBLICATIONS COMMITTEE CHAIRMAN

The chairman of the publications committee has overall responsibility for preparation, production, and distribution of all chapter publications. The chairman must be fully aware of various means and costs of reproduction methods.

Normally, chapter publications consist of the monthly newsletter, chapter rosters, the Web site and special publications (technical papers, membership promotional literature, and rosters or yearbooks that expand beyond that of names and addresses). Quite often, the chairman of the publications committee is also the chapter editor. The Editor's Guide contains a detailed description of this duty. The chairman of the publications committee should be completely familiar with the Institute's Policy on use of the CSI Name, Seal, and Logo (Appendix T).

TECHNICAL COMMITTEE CHAIRMAN - (See Technical Programs Guide)

TELLERS COMMITTEE CHAIRMAN

The chairman of the tellers committee is responsible for the official ballot count on matters referred to the chapter membership for vote. The chairman reports results to the chapter secretary.

ACADEMIC LIAISON - (See Academic Affairs Guide)

STUDENT AFFILIATE FACULTY ADVISOR

This person should act as liaison between student affiliate groups and institutions of higher learning, and coordinate activities with the chapter. This position does not require membership in CSI. However it is encouraged that if they are not, the chapter sponsors membership so that the advisor is fully informed of CSI's programs, products and services.

ELECTRONIC COMMUNICATIONS CHAIRMAN - (formerly E-mail Designee)

This person maintains an e-mail address and is responsible for forwarding information to other officers and chairmen as necessary. They may also be responsible for maintaining a Web site that the public and members can access. This person receives a monthly update from the Institute with the current information on programs, products and services to refresh the chapter website. Refer to the Electronic Communications Guide in Section C for an outline of website requirements and desirables.

CHAPTER OPERATING COMMITTEE CHAIRMEN

In addition to the chapter standing committees, operating committees are necessary to make the chapter function properly.

The chapter board is the administrative committee of the chapter.

Chapter operating committee chairmen maintain complete files on the committees' activities. They submit a final report of activities, accomplishments, unfinished projects, and recommendations to

the June board meeting through the member of the chapter board responsible for the committee. They also transfer files to incoming chairmen with a copy of the annual report not later than July 1.

Chapter operating committees include house, membership, and publicity.

HOUSE COMMITTEE CHAIRMAN

This position may be combined with either the program or membership committee chairman in smaller chapters. Basically, the house committee makes all arrangements for membership meetings, board and executive committee meetings, and special events. In the event the chapter maintains an office, management of the office is the responsibility of the house committee. Other committee meeting plans and arrangements are not the responsibility of the house committee unless the meetings are held in the chapter office.

MEETING SITE:

If possible, meetings of the chapter should be in a central location. Consideration should be given to using industry buildings such as architects' buildings or engineers' clubs for the meeting place. Meeting rooms should be:

- Segregated enough from other facilities of the establishment to be free from noise, distractions, and traffic.

- Capable of providing food at reasonable prices and efficient service that will not delay the start of the chapter meeting.

Responsibilities before the meeting include to:

- Obtain a convenient meeting place at a reasonable cost to members. Normally, a meeting place should be selected for the entire year. If meetings are held in different cities, a specific rotation should be followed and always the same locations in each of the cities should be used.

- Arrange dates for meetings in consultation with the chapter executive committee. Whenever possible, meetings should be on a fixed date of the month, generally Monday through Thursday. Avoid meeting dates conflicting with holidays.

- Register all prepaid reservations.

- Avoid foods that are religiously or culturally prohibited.

- The price of meals should be standard within limits set by the board and should include required gratuities. A surcharge should cover invited guests, speakers, etc.

- Within an agreed time prior to each meeting, inform the caterer of the anticipated attendance. Agree on charges for additional meals and meals not served.

- Be completely familiar with the duties of the program committee chairman.

Responsibilities at the meeting include:

- Collect tickets at the door.

- Check with the caterer on the number of actual meals served and remit payment, including gratuities.

- Provide name tags for all members and guests. Guests' name tags should be conspicuously different from members' name tags. Collect members' tags at the close of the meeting.

- Coordinate duties with the program committee chairman.

- Furnish a list of all persons attending by classification to the chapter secretary. Include names of guests with company affiliation and address.

Not later than the first of July, submit a final report to the chapter board showing attendance at each meeting, cost, and other pertinent information, including recommendations. The chairman of the house committee reports to a designated board member.

MEMBERSHIP COMMITTEE CHAIRMAN (See Membership Programs Guide)

PUBLICITY COMMITTEE CHAIRMAN

The chairman of the publicity committee furnishes information about the chapter to the news media. Information that would interest the general public should go to newspapers, radio stations, and television stations. Information of interest to those in the construction industry should be sent to professional and trade journals.

The Publicity Guide, a part of this reference, describes in detail the procedures and techniques for obtaining publicity.

The chairman of the publicity committee should work closely with the member of the chapter board responsible for that committee. Chapter board members coordinate the work of the publicity committee with other chapter committees, especially the publications, awards, and technical documents committees.

Through the responsible board member, submit an annual report to the board at its June meeting.

END OF ADMINISTRATIVE GUIDE