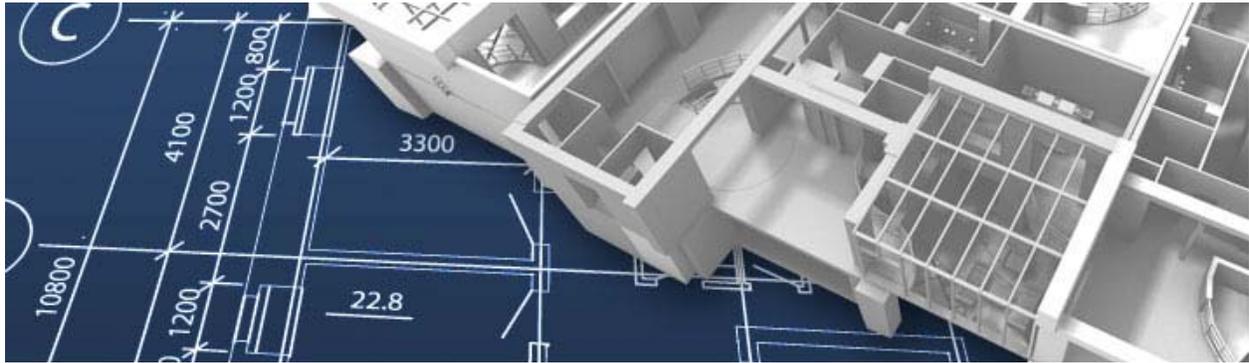


The Construction Specifications Institute



Chattanooga Chapter Chapter Operating Guide



Chattanooga Chapter

A Directional Guide for Chapter Officers and Chairs

Revised 8/1/2012



**Chattanooga Chapter of CSI
Operating Guide
Revisions**

Date Revised: January 4, 2003 Revision No. 1

Sections Revised: Appendix A - By-laws
Appendix B - Chapter Calendar
Appendix E - Scholarship



Date Revised: July 1, 2007 Revision No. 2

Sections Revised: _____
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Date Revised: August 1, 2012 Revision No. 3

Sections Revised: _____
All pages were revised
Deleted Planning Process Document
Deleted Sample Education Survey

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PURPOSE OF THE OPERATING GUIDE

This Operating Guide is intended to augment the CSI Administrative Guide and the “Leaders” section posted online at www.csinet.org and updated by the Institute. This guide describes the procedures specific to the Chattanooga Chapter. It is not intended to limit the responsibilities of any individual serving the Chapter, but rather to:

- Assist the Chapter Officers and Committee Chairs in fulfilling their responsibilities
- Indicate essential aspects of specific tasks based on the experience of others
- Provide guidance to new Officers and Chairs regarding the structure of the Chapter

ABOUT THE CHATTANOOGA CHAPTER

The Chattanooga Chapter of CSI has served the construction industry in the tri-state area surrounding Chattanooga since 1967. Our members are active at all levels of the Institute and Region. Numerous members have received honors and awards from the Institute and Region recognizing them as leaders in their fields.

Charter Date:	January 1967
Incorporation Date:	April 9, 1987
Certificate of Non-Profit Tax Clearance:	February 19, 1991

ABOUT THE GULF STATES REGION

The Gulf States Region is one of the 10 regions of The Construction Specifications Institute. The Region covers the area of Alabama, Arkansas, Louisiana, Mississippi, Tennessee, and Northwest Florida. There are currently 16 individual chapters in the Gulf States Region.

The purpose of the Region is to provide an additional medium and level for the advancement of the objectives of the Institute; to work for the advancement of construction technology and construction communications; to collect and disseminate to its members authoritative information on matters pertaining to construction technology; and to promote closer relations, mutual education, and cooperation among the professions, construction technologists, contractors, manufacturers, trade associations, and societies which are engaged in or directly connected with the building construction industry.

ABOUT THE INSTITUTE

The mission of CSI is to advance building information management and education of project teams to improve facility performance. CSI is a national association of thousands of volunteers, including architects, engineers, contractors, specifiers, facility managers, product representatives, manufacturers, owners, and others who are experts in building construction and the materials used therein. They are dedicated to improving the communication of construction information through:

- A diversified membership base of allied professionals involved in the creation and management of the built environment.
- Continuous development and transformation of standards and formats.
- Education and certification of professionals to improve project delivery processes.
- Creation of practice tools to assist users throughout the facility life-cycle.

DIVISION 1

Officers and Board of Directors



SECTION 1.01

CHAPTER PRESIDENT

President

The Chapter President has been chosen to lead and represent the Chapter at local, Region, and Institute functions. The President should direct the board and committees. The President should delegate as much authority and responsibility to the officers, directors, and committee chairmen as possible to avoid overload of work. The Chapter President serves a 1 year term with a maximum of two consecutive terms.

Responsibilities

- Provide leadership and direction for the Chapter.
- Prepare agenda, schedule, and chair all Board meetings.
- Prepare and makes announcements at all Chapter meetings.
- Prepare President's Message for each issue of the Newsletter and the website.
- Prepare and present Chapter reports at Region events according to Gulf States Region Operating Guide. Prepares and presents Chapter reports at all Institute events as required.
- Prepare and distribute, as required, all information received on behalf of the Chapter.
- Appoint Committee Chairs and ensure that all committees are functioning properly.
- Establish date, location, and presides over annual Chapter Planning Retreat and Committee Orientation.
- Appoint delegates to the Institute Annual Convention. Coordinate registration with Chapter Secretary.
- Notify Institute of any change in Chapter dues by April 1.
- Assist Nominating Committee in the selection of new chapter leadership.
- Submit Quickie Roster to Institute and Region by April 30.
- Advise Awards Chair on candidates worthy of nomination for Institute, Region, and Chapter Awards.
- Finalize list of attendees to Region Conferences and Institute Conventions; provide to Treasurer attendees for registrations.
- Prepare and recommends list of chapter members for Region and Institute Committees to Institute Directors by February 1.
- Review the Chapter Operating Guide and forward any recommended revisions to Planning Chair.

Chapter Board Meetings

President shall schedule Chapter Board Meetings. Normally these are held the first Monday of each month. Board meetings should be limited to 1-1.5 hours and the focus should remain on committee reports and chapter policies. Care should be taken to refrain from involving committee discussions that reside in committee meetings. The agenda should include:

- Review and approval of the previous month's Board Meeting Minutes
- Treasurer's report
- Standing Committee Reports
- Ad Hoc Committee Reports
- Convention / Conference Information
- Review the chapter's goals and deadlines
- New Business

Additional Information

Refer to the "Chapter Administrative Guide" and "Leaders" section posted online at www.csinet.org and the Appendices of this document as needed.

SECTION 1.02

CHAPTER PRESIDENT-ELECT AND VICE PRESIDENT

President-Elect

The President-Elect should become familiar with the duties of the Chapter President. In the event that the Chapter President is unable to attend Chapter, Region, or Institute functions the President-Elect will act as the Chapter's representative. The President-Elect shall run concurrent with the President's term.

Responsibilities

- Serve on the Board of Directors.
- Consult with the Chapter President to become familiar with all of the President's responsibilities and duties.
- Serve as acting President in the absence of the President.
- Serve on the Planning Committee.
- Assist Chapter President in completing Quickie Roster.
- Review this section of the Chapter Operating Guide and forward any recommended revisions to Planning Chair.

Vice President

The Vice President is expected to coordinate many activities within the Chapter in order to become familiar with all chapter activities.

Responsibilities

- Serve on the Board of Directors.
- Consult with the Chapter President to become familiar with all of the President's responsibilities and duties.
- Serve as acting President in the absence of both the President and the President-Elect.
- Review this section of the Chapter Operating Guide and forward any recommended revisions to the Planning Chair.

Additional Information:

Refer to the "Chapter Administrative Guide" and "Leaders" section posted online at www.csinet.org and the Appendices of this document as needed.

SECTION 1.03 CHAPTER SECRETARY

Secretary

The Chapter Secretary performs many significant functions for the chapter and therefore is expected to be thoroughly knowledgeable about Chapter operations. The By-Laws Ad Hoc Committee shall report to the Secretary.

Responsibilities

- Record and distribute the minutes of all Board meetings.
- Electronically distribute minutes to newsletter editor for publication in Chatta Data.
- Receive and distribute all Chapter general correspondence.
- Maintain a permanent record of all Chapter correspondence, meeting minutes, and other chapter information necessary to document chapter activities throughout the year.
- Review this section of the Chapter Operating Guide and forward any recommended revisions to Planning Chair.

Important Timetables

Prepare and distribute monthly minutes of the Chapter Board meetings by newsletter deadline.

Additional Information

Refer to the "Chapter Administrative Guide" and "Leaders" section posted online at www.csinet.org and the Appendices of this document as needed.

SECTION 1.04

CHAPTER TREASURER

Treasurer

The Chapter Treasurer is responsible for keeping accurate financial records. The Treasurer serves on the Finance Committee and is responsible for preparing the Chapter budget in association with the President.

Responsibilities

- Prepare annual operating budget for presentation at August Board Meeting for Board review and approval.
- Review procedures for handling revenue and invoices with all Board Members and Committee Chairs.
- Receive, review, record, and pay all invoices.
- Receive, review, record, and deposit all sources of revenue.
- Prepare and present financial report at Chapter Board meetings including the year to date expenditures of each committee compared to budget.
- Coordinate with each Committee Chair to develop projected budget for upcoming fiscal year.
- At Chapter meetings receive moneys from attendees; reconcile payment with head count; sign and pay for meal.
- Bill no shows and those requesting invoice.
- Mail in Region Conference and Institute Convention registrations and payment as directed by Chapter President.
- Prepare and execute all required governmental forms such as tax returns, etc. on behalf of the Chapter.
- Review and select banking institution and type of accounts for all Chapter moneys.
- Authorize an independent yearly audit for tax and other purposes.
- Receive and balance all statements received from banking Institution.
- Review this section of the Chapter Operating Guide and forward any recommended revisions to Planning Chair.

Important Timetables

Present the Committee requested budget at the June Board meeting and prepare the annual budget for Board review and approval in August. Budget format shall include a categorized list of actual income and expenses for the previous two years similar to Treasurer's Budget Form in the Appendix. Prepare detailed tax information and turn over to outside consult or company for preparation of all filings at least 2 weeks prior to due date. Receive, review, execute, and forward all filings by due date. See Chapter Calendar in Appendix for dates.

Accounting System

The Chapter's accounting system is determined by the Treasurer. This system will record revenue and expenditures and post them against various accounts. The system will allow separate accounting of Product Show accounts, scholarship, and general accounts.

Additional Information

Refer to the "Chapter Administrative Guide" and "Leaders" section posted online at www.csinet.org and the Appendices of this document as needed.

SECTION 1.05 CHAPTER DIRECTORS

Directors

There are three Chapter Directors who are nominated by the Nominating Committee. The Directors are members of the Board and shall serve two year terms. No more than two Directors shall be elected each year.

Responsibilities

- Serve on the Board.
- Assist in providing continuity in Board and Chapter activities from one fiscal year to the next.
- Guide the activities of the Chapter and Board.
- Carry out special project assignments made by the President.
- Become knowledgeable of Chapter operations since often Directors become future officers of the chapter.
- Directors shall serve as liaisons to other trade, industry, and professional organizations.
- Review this section of the Chapter Operating Guide and forward any recommended revisions to Planning Chair.

Additional Information

Refer to the "Chapter Administrative Guide" and "Leaders" section posted online at www.csinet.org and the Appendices of this document as needed.

SECTION 1.06 CHAPTER BOARD ADVISOR

Board Advisor

The Board Advisor is nominated by the Nominating Committee and shall serve a one year term. The Board Advisor should be thoroughly familiar with the operations of the chapter and knowledgeable of Region and Institute policies. The Board Advisor is a non-voting member of the Board.

Responsibilities

- Serve on the Board.
- Guide the activities of the Chapter and Board.
- Carry out special project assignments made by the President.
- Review this section of the Chapter Operating Guide and forward any recommended revisions to Planning Chair.

Additional Information

Refer to the "Chapter Administrative Guide" and "Leaders" section posted online at www.csinet.org and the Appendices of this document as needed.

SECTION 1.07

CHAPTER IMMEDIATE PAST PRESIDENT

Immediate Past President

The Immediate Past President is a member of the chapter board and serves as an advisor to the President.

Responsibilities

- Serve on the Board.
- Serve as an advisor to the President on Chapter, Region, and Institute proceedings.
- Provide link from past administration to present administration.
- Assist with special projects and committees as requested.
- Serve on Planning Committee.
- Review this section of the Chapter Operating Guide and forward any recommended revisions to Planning Chair.

Additional Information

Refer to the "Chapter Administrative Guide" and "Leaders" section posted online at www.csinet.org and the Appendices of this document as needed.

DIVISION 2

Standing Committees



SECTION 2.01 ACADEMIC PROGRAMS COMMITTEE

Purpose

The purpose of this committee is to establish liaison with colleges and universities having schools of architecture, design, construction, or engineering.

Chair Responsibilities

- Identify colleges, universities, and technical schools that have schools of architecture, design, construction, or engineering.
- Establish a working relationship with faculty and students to establish and sustain a CSI Student Affiliate
- Establish a mentoring program between student affiliate members and chapter members
- Encourage student and faculty attendance at chapter meetings and board meetings to identify Student Affiliate needs.
- Involve students and faculty in annual Product Show - providing student booths, seminar attendance, etc.
- Ensure Student Chapter Affiliate President provides articles for inclusion in newsletter and website updates.
- Encourage and promote self-sufficiency for the Student Affiliate Chapter.
- Promote the chapter's scholarship in conjunction with Scholarship Chair and encourage students to apply.
- Educate faculty with regard to certification programs.
- Prepare internal budget consistent with Chapter operating budget.
- Coordinate with Region Academic Affairs Chair.
- Review and update the Chapter Operating Guide every odd numbered year. Forward any recommended revisions to Planning Chair.

Additional Information

Refer to the "Chapter Administrative Guide" and "Leaders" section posted online at www.csinet.org and the Appendices of this document as needed.

SECTION 2.02 AWARDS COMMITTEE

Purpose

The purpose of the Awards Committee is to submit deserving chapter members, firms, publications, and other worthy candidates for Institute, Region, and Chapter awards.

Chair Responsibilities

- Select Co-Chair in consultation with the Board. The goal is that the Co-Chair will become future Chair.
- Select Committee members in consultation with Co-Chair and assign responsibilities to each member.
- Prepare and distribute annual goals and calendar with deadlines. Distribution of this information will be done at the first Board meeting in the new fiscal year.
- Prepare Committee budget to be submitted to Chapter Treasurer and President.
- Be familiar with Institute Honors & Awards Guide and knowledgeable of Institute and Region submittal requirements and deadlines.
- Prepare status report for each Board meeting.
- Delegate committee members to prepare specific nomination packages for each Institute and/or Region Award Submittals.
- Coordinate with each committee chair for submittal of Outstanding Chapter Commendation.
- Coordinate with Membership Chair to identify the members who shall receive 10, 20, & 30 year chevrons.
- In conjunction with Co-Chair and President, prepare Chapter Award recommendations. Assign committee members to order chapter awards, chevrons, new member pins, and frame certificates for Awards Celebration in May.
- Coordinate Awards Celebration with Program Chair, Historian, and Special Events Chair for May meeting.
- Coordinate with Scholarship Chair to recognize Scholarship recipients.
- Provide newsletter editor list of award recipients for publication in June newsletter.
- Submit year end report to President for inclusion in Chapter report to Region Officers.
- Review and update the Chapter Operating Guide every odd fiscal year. Forward any recommended revisions to Planning Chair.

Institute Awards

Refer to Institute Honors & Awards Guide and the Awards webpage at www.csinet.org for categories, descriptions, and submittal requirements. Submit list of possible Institute nominees to Board at November Board Meeting. Designate committee member responsible for each award. Notify Institute Director of potential award submittals. Submit final draft package of all Institute Nomination Packages to Board at March Board meeting. Finalize package in April and mail to Institute Awards Chair by May deadline. Fellowship submittals are covered under the Fellowship Ad Hoc Committee section.

Region Awards

Refer to Gulf States Region Operating Guide for categories, descriptions, and submittal requirements. Submit list of possible Region nominees to Board at November Board Meeting. Designate committee member responsible for each award. Nominations for the GSR Robert V. Bishop Award are due in January and GSR Eugene Wetzel Award nominations are due in March. These submittal packages require extra preparation time and must be completed early to allow sufficient time for Board review. All other GSR submittals are due to Board at February Board meeting. Dates are subject to change each fiscal year therefore verification is needed from Region Awards Chair at the start of each fiscal year.

SECTION 2.02 AWARDS COMMITTEE

Chapter Awards

As part of Awards Celebration the Chair shall coordinate with Chapter Historian for display of Chapter Memorabilia including banners, scrapbooks, chapter story boards, etc. Location and other general program responsibilities to be handle by Program Chair.

Chapter Awards that may or may not be given in any year:

- Chapter Certificates of Appreciation
- Chapter Organizational Cooperation Award
- Chapter Firm Appreciation Award
- Chapter Organizational Certificate of Appreciation
- Outstanding Service by a New Member of the Chapter (Rookie of the Year)
- Publication Commendation
 - Continuing Publication
 - Special Publication
 - Communication Award (blogs, websites, etc.)
- Education Award
- Environmental Award
- Marshall Hildebrand Scholarship
- Product Show Award
- Technical Excellence Award
- Chapter Specifications Award
- Outstanding Volunteer Award
- Ken Brandenburg - Distinguished Service to the Chapter Award (must be a member for at least 5 years)
- President's Special Merit Commendation
- President's Service - Institute Appreciation
- Unique / Special Category Awards
 - Spark Plug Award
 - Controversy Award
 - Others as determined by the Awards Committee and President

Other Chapter Recognition Appropriate for Awards Celebration:

- Past President Recognition
- Institute Fellow Recognition
- Certification Recognition
- Current fiscal year Region Award recipients
- New Member Pins
- Service Award Chevrons
 - 10, 20, 30, etc. year chevrons
 - 25 year silver certificate

Additional Information

Refer to the "Chapter Administrative Guide" and the "Honors & Awards" webpage online at www.csinet.org and to the Appendices for additional information as needed.

SECTION 2.03 CERTIFICATION COMMITTEE

Purpose

The purpose of the Certification Committee is to promote CSI certification for all members of the construction industry and to provide support for interested candidates by sponsoring review sessions prior to the annual certification examinations.

Chair Responsibilities

- Select Co-Chair in consultation with the Board. The goal is that the Co-Chair will become future Chair.
- Select Committee members in consultation with Co-Chair. Members of this committee shall have successfully completed appropriate portions of the certification process.
- Prepare and distribute annual calendar with dates for all review sessions and examination dates.
- Prepare report of status for each Board meeting.
- Prepare announcement of Certification Review Sessions and distribute to chapter newsletter editor and various organizational newsletters including AIA, AGC, etc. Send announcement at least two months prior to the first review session.
- Select facility/location in which to hold review sessions.
- Determine advertising program to promote interest in the certification process among all persons in the construction industry.
- Assign instructors for various sessions of the review course.
- Establish Continuing Education Units (CEUs) for review sessions in conjunction with Education Chair.
- Notify Chapter President, Membership Chair, and Newsletter Editor of all candidates who successfully complete the certification process.
- Recognize those who successfully complete certification at the Awards Celebration or other chapter meetings.
- Submit year end report to President for inclusion in Chapter report to Region Officers.
- Review and update the Chapter Operating Guide every odd fiscal year. Forward any recommended revisions to Planning Chair.

Additional Information

Refer to the "Chapter Administrative Guide" and the "Certification" webpages online at www.csinet.org and the Appendices of this document as needed.

SECTION 2.04 COMMUNICATIONS COMMITTEE

Purpose

The purpose of the Communications Committee is to assist chapter development through efficient and effective communication. The Chair of the Communications Committee shall serve as the central point of contact for electronic communications including:

- Chapter monthly newsletter – Chatta Data
- Email Communications
- Facebook, LinkedIn, Flickr, and other Social Media
- Website: www.chattanoogaacsinet.org

The Committee shall consist of the following three subcommittees - newsletter subcommittee, social media subcommittee, and the website subcommittee.

Communications Chair Responsibilities

- Select Committee members in consultation with the Board and assign tasks to each subcommittee chair.
- In consultation with the Board, appoint an email/communications person to work with all subcommittees to facilitate chapter email communications.
- Assist Newsletter Chair as needed to insure deadlines are met.
- Assist Social Media Chair in handling publicity in social media and in local newspaper, region newsletter, and other publications as appropriate.
- Prepare report on each subcommittee for Board meetings.
- Prepare Committee budget to be submitted to Chapter Treasurer and President.
- Submit year end report to President for inclusion in Chapter report to Region Officers.
- Review and update the Chapter Operating Guide every odd numbered fiscal year. Forward any recommended revisions to Planning Chair.

Newsletter Subcommittee

The newsletter shall serve as a one forum for conveying information from the Chapter, Region, and Institute leadership to every member of the Chapter and for distribution to non-members to promote the Chattanooga Chapter of CSI.

Newsletter Chair Responsibilities:

- Chair shall act as editor of the chapter's monthly newsletter, Chatta Data. The editor shall have access to appropriate software and technology to produce an electronic monthly communication that can be distributed to members and non-members.
- Produce electronic monthly newsletters from September through June. Publication shall be distributed 10 days prior to monthly meeting by sending the newsletter electronically to the email communication designee selected by Communications Chair.
- Prepare and distribute annual calendar with publication dates, articles needed, and deadline dates.
- Appoint a newsletter subcommittee member to solicit and invoice payment for newsletter ads. This person is responsible for coordinating with Treasurer on receipt and payment of ads.
- Coordinate with Membership Chair for new member profiles, member anniversaries, firm profiles, and membership promotions by Institute and Chapter.
- Coordinate with Technical Chair to arrange for a minimum of 2-3 technical articles for the newsletter.
- Coordinate with the Chapter President, Chapter Secretary, and other regular contributors for monthly articles.
- Coordinate with Chapter Photographer.

SECTION 2.04

COMMUNICATIONS COMMITTEE

- Publish year end issue highlighting awards banquet. Collect information from Awards Chair.

Newsletter Chair Responsibilities (cont'd)

- Collect articles on upcoming seminars, Product Shows, and monthly program highlights. Coordinate with Education Chair, Certification Chair, Product Show Chair, Program Chair, and Scholarship Chair.
- Collect other articles, info, etc. and prepare layout each month.
- Produce a directory of members each August or September. Directory may be a roster embedded in the monthly newsletter or a separate publication.
- Groom successor so editor is not the editor for life.

Social Media Subcommittee

The Social Media subcommittee's purpose is to make CSI more discoverable, support member networking, and to interact with members on topics they care about.

Social Media Chair Responsibilities:

- Select subcommittee members in consultation with the Communications Chair and assign tasks to each member.
- Oversee chapter communication via email, Facebook, LinkedIn, Flickr, and other social media.
- Handle publicity in local newspaper, region newsletter, and other publications as appropriate.
- Coordinate with the email communications person who is responsible for:
 - Updating mailing list monthly and coordinate with Membership Chair on new members to add to mailing list.
 - Coordinating mailing list of those outside the chapter with President and Membership Chair.
 - Handling the circulation of newsletters and special promotional events to members and non-members.
 - Disseminate electronic information that is received from the Region and Institute to the Chapter Board, Committee Chairs and Vice Chairs.

Web Subcommittee

The purpose of this committee is to establish and maintain a web site environment (WSE) that promotes the Chattanooga Chapter of CSI. The website shall serve as a forum for conveying information from the Chapter, Region, and Institute leadership to every member of the Chapter and to convey information about the chapter to non-members.

Webmaster Responsibilities:

- Coordinate with Committee Chairs to review and update committee pages posted in the WSE.
- Update chapter website (CSI microsite) regularly to be sure it is up to date at all times.
- Recommended information to be posted in the WSE including:
 - Officers, Directors, and Committee Chairs with contact information
 - Location, Date, and Time of Monthly Programs
 - President's Message
 - Awards section (include Institute, Region, and Chapter recipients from most recent year)
 - Certification section (include information on certification programs or link to Institute website, chapter study sessions, exam dates, deadlines, etc.)
 - Education section (include information on upcoming seminars)
 - Product Show section (include date, seminar, booth info, etc.)

SECTION 2.04 COMMUNICATIONS COMMITTEE

- Membership information
- Operating Guide

Webmaster Responsibilities (cont'd):

- Info on upcoming Region Conferences and Institute Conventions
- Scholarship section (how to apply, deadlines, eligibility, etc.)
- Chatta Data
- Chapter history, photos, etc.
- Use Google analytics to track website usage
- Set up Paypal and electronic payment options in coordination with the Treasurer when requested.
- Review and update the Chapter Operating Guide every odd numbered fiscal year. Forward any recommended revisions to Planning Chair.

Additional Information

Refer to the "Chapter Administrative Guide" online at www.csinet.org and the Appendices of this document as needed.

SECTION 2.05

EDUCATION COMMITTEE

Purpose

The purpose of the Education Committee is to develop continuing education programs to advance the knowledge of members and others in the construction industry. The Education Committee is responsible for establishing seminars, Continuing Education Credits, and working with university and technical institutions to offer courses as part of their curricula.

Chair Responsibilities

- Select Co-Chair in consultation with the Board. The goal is that the Co-Chair will become future Chair.
- Select Committee members in consultation with Co-Chair and assign individual tasks to each member.
- Prepare and distribute annual calendar with dates and proposed topics for anticipated seminars. A minimum goal of 4 seminars per year is to be established.
- Determine topics, speakers, locations, dates, and times. Coordinate with Program Chair and President.
- Prepare report of status for each Board meeting.
- Assist Product Show Seminar Chair in preparation of Seminar in conjunction with Product Show.
- Coordinate activities with Certification Chair, Technical Chair, and Program Chair. Provide Continuing Education Units (CEUs) and certificates for any classes or events held by those committees when applicable.
- Determine advertising program to promote interest in seminars among all persons in the construction industry.
- Submit seminar topics and dates to Communications Committee for inclusion in newsletter, webpage, Facebook, etc.
- Provide CEU credits for each seminar and provide certificate to distribute at seminar.
- Submit year end report to President for inclusion in Chapter report to Region Officers including total number of CEUs offered.
- Review and update the Chapter Operating Guide every odd fiscal year. Forward any recommended revisions to Planning Chair.

Additional Information

Refer to the "Chapter Administrative Guide" and "Leaders" section posted online at www.csinet.org and the Appendices of this document as needed.

SECTION 2.06 EVENTS & HOUSE COMMITTEE

Purpose

The purpose of this committee is to welcome members and visitors at regular meetings, set up calling tree to remind members of upcoming events, and plan special events.

Chair Responsibilities

- Select Co-Chair in consultation with the Board. The goal is that the Co-Chair will become future Chair.
- In consultation with the Co-Chair the Chair shall select coordinators for the special events.
- Provide information to the Communications Committee on special events for inclusion in newsletter, website, Facebook, and other electronic media.
- Establish a calling tree to remind members of upcoming events.
- Welcome members and introduce visitors at regular monthly meetings. Arrange for greeters and membership table at every meeting. Coordinate with Membership Chair.
- Call in reservations to cater or hotel at specified meeting location.
- Prepare internal budget for any special events consistent with Chapter operating budget.
- Review and update the Chapter Operating Guide every odd numbered fiscal year. Forward any recommended revisions to Planning Chair.

Special Events Responsibilities

- In conjunction with the Chapter Board arrange date, time, and location of annual Christmas Party, Tailgate Party, and other special events designated by the Board
- Appoint a committee member to arrange for catering and beverages at special events when required.
- Receive and record all reservations. Coordinate with Calling Tree Committee Members.
- Determine entertainment, activities, and/or events for the party.
- Prepare announcement/invitation for the Communications Committee.
- Coordinate Chapter Anniversary with Program Chair. This should typically be held in January. Plan larger celebrations for every 5th anniversary year.
- Prepare information for President to recognize Past Presidents at January program and May Awards Banquet.
- Coordinate with Historian to display chapter memorabilia at special events.
- Coordinate with Program Chair and Technical chair to highlight CSI Awareness Month.
- Appoint a committee member to recommend to the Board a charitable organization/cause to support.

Additional Information

Refer to the Appendices for additional information as needed.

SECTION 2.07 FINANCE COMMITTEE

Purpose

The purpose of this committee is to establish an annual budget for the chapter and to be responsible for the accounting, collection, and disbursement of chapter moneys. The Chapter Treasurer shall serve on this committee. The Chapter Board shall participate as advisors to this committee.

Chair Responsibilities

- In consultation with the Board the Chair shall select at least two other members for this committee. In addition the Product Show Chair shall be a member of the Finance Committee.
- Establish a liaison with the Scholarship Committee for monitoring finances for that committee.
- Review the current Chapter's financial operations in relation to the budget and make recommendations for adjustment to the budget when required.
- In coordination with the Chapter Board prepare a proposed annual budget for submittal at the June Board Meeting.
- Recommend any changes in chapter dues before Institute deadline. Current deadline is February 1st.
- Have a complete audit made of the Treasurer's records either by the Finance Committee or an outside certified accountant.
- Prepare region reports on the health of the chapter.
- Confirm there is a copy of each of the following:
 - a current acknowledgement from the state in which the chapter is incorporated, showing that the chapter is still a corporation
 - a "determination" from the IRS indicating the chapter is a qualified IRS 501(c)(6) organization
 - a Federal Employer Identification Number (FEIN) for use in filing the Federal Tax Report (including electronic postcard when income is under \$25,000) and for use on any chapter bank accounts.
- Review and update the Chapter Operating Guide every odd year. Forward any recommended revisions to Planning Chair.

Additional Information

Refer to the "Chapter Administrative Guide" and "Leaders" section posted online at www.csinet.org and the Appendices of this document as needed.

SECTION 2.08 HISTORIAN / ARCHIVES

Purpose

The purpose of this committee is to archive important documents, recognition, and events for the chapter.

Chair Responsibilities

- Select Co-Chair in consultation with the Board. Chair may serve multiple years in order to preserve a complete chapter history through changing administration.
- Coordinate with Social Media Chair to maintain photographs and videos on social media like Flickr and YouTube.
- Update chapter history record with list of chapter presidents, chapter members serving as Institute officers or directors, Institute awards received by chapter or chapter members, chapter members receiving Institute Fellowship or Region Bishop Award.
- In conjunction with Communication Committee ensure chapter newsletters are archived on website or other accessible electronic platforms.
- Coordinate with Events Committee to display chapter memorabilia at special events.
- Provide information and support Events Committee in preparation of Chapter Anniversary.
- Coordinate with Publications Committee, Chapter Secretary, and other committees to ensure that important information is included in archive.
- Support Award Chair in presentation of archived information at Awards Celebration.
- Review and update the Chapter Operating Guide every odd number fiscal year. Forward any recommended revisions to Planning Chair.

Additional Information

Refer to the Appendices for additional information as needed.

SECTION 2.09 LIAISON

Purpose

Liaisons with other organizations and association enhance cooperation, strengthen the mission of CSI, and uphold the image of CSI. The purpose of this committee is to serve as liaison with local professional and trade associations such as Association of General Contractors (AGC), National Women In Construction (NWIC), American Institute of Architects (AIA), US Green Building Council (USGBC), and others to enhance cooperation between their organizations.

The Directors on the Board have oversight of this committee.

Chair Responsibilities:

- Coordinate activities with professional, industry, and trade associations.
- Designate specific chapter members involved in other local organizations to act as the official chapter liaison to each organization.
- Coordinate with other organizations for at least one joint meeting every year.
- Work with Product Show Committee in arranging support of other associations for the chapter's annual Product Show.
- Present to the Board any requests by other associations for joint activities or sponsorships.
- Review and update the Chapter Operating Guide every odd numbered fiscal year. Forward any recommended revisions to Planning Chair.

Additional Information

Refer to the Appendices for additional information as needed.

SECTION 2.10

MEMBERSHIP COMMITTEE

Purpose

The purpose of the Membership Committee is to recruit new members for the Chapter and to promote retention of existing members. The Committee is responsible for planning and implementing membership development programs for the chapter. This Committee is the backbone of the Chapter and where the strength of the Chapter is derived. It is important to involve new members early in their membership for retention purposes and to provide diversity to the chapter.

Chair Responsibilities

- Select Co-Chair in consultation with the Board with a goal that the Co-Chair will become future Chair.
- Select Committee members in consultation with Co-Chair.
- Prepare internal budget consistent with Chapter operating budget.
- Prepare monthly report on membership including retention rate and new members for each Board meeting.
- Arrange for a membership drive annually.
- Submit new member information each month to Newsletter Chair for inclusion in the newsletter.
- Provide email communications chair with new member information for inclusion in the communications distribution list.
- Provide President and House Chair with names of visitors or new members attending monthly programs.
- Provide applications to new member prospects.
- Assign mentor to new members.
- Provide new member orientations each year.
 - The New Member's Orientation program is preferably held the hour before the regular Chapter meeting. This program should include the Chapter President, Chapter Board Members, and Membership Committee Members, as well as all new members who have joined during that period (and any other members who have not been through an orientation). Topics to be covered should include the following:
 1. The Institute orientation video
 2. Chapter activities and events (seminars, certification, Product Show, etc.)
 3. Chapter communication media
 4. Contact info for committees and board if they have questions
- Arrange Committee Members to welcome guests and new members at monthly meetings.
- Contact non-renewing members to encourage renewal of membership.
- Send reminder emails to members regarding membership renewals and benefits of CSI membership.
- Communicate with CSI members in the area who have non-affiliated Institute membership.
- Work with Product Show Committee to set up a Membership Information Booth at the Product Show.
- Work with House Committee to set out membership applications at monthly meetings.
- Coordinate with Awards Chair to give service chevron pins at Awards Celebration to members who have reached 10, 20, 30, etc. year anniversaries.
- Submit year-end report to President for inclusion in Chapter report to Region Officers.
- Review and update the Chapter Operating Guide every odd number fiscal year. Forward any recommended revisions to Planning Chair.

Additional Information

Refer to the "Chapter Administrative Guide" and Membership Committee resources online at www.csinet.org as needed. See Appendices in this guide for additional information.

SECTION 2.11 NOMINATING COMMITTEE

Purpose

The purpose of this committee is to recommend a slate of candidates for submittal to the membership. The goal of this committee is to provide the Chapter with a flow of officers that balances experience with new people. The committee should include the Immediate Past President as Chair, current President, and 3 past presidents that are well acquainted with the administration and membership of the Chapter.

Chair Responsibilities

- Hold necessary meetings to produce the required Slate of Officers.
- Present the Slate of Officers for Board approval at the February Board meeting.
- Publish the Slate of Officers in the chapter newsletter before the elections with a request that any other nominations be sent to the chair one week before the March Chapter Meeting.
- Present the nominated Slate of Officers at the March Chapter Meeting adding any nominations submitted by the general membership.
- Tally votes from April Chapter Meeting and announce new Officers.
- Prepare an announcement for newsletter editor listing new Officers.
- Prepare list of new officers for President to send to the Region Officers and Institute.
- Review and update the Chapter Operating Guide every odd year. Forward any recommended revisions to Planning Chair.

Additional Information

Refer to the "Chapter Administrative Guide" online at www.csinet.org and to the Appendices for additional information as needed.

SECTION 2.12 PLANNING COMMITTEE

Purpose

The purpose of the Planning Committee is to propose short range (1-3) and long range goals for the Chapter and to monitor the progress of the Chapter in reaching those goals.

Chair Responsibilities

- Select Co-Chair in consultation with the Board. The goal is that the Co-Chair will become future Chair.
- Chair shall be a past officer or Board Director or a member has an interest in advancing to the office of President. The Immediate Past President and Board Advisor shall be members of this Committee.
- Propose goals and monitor progress toward reaching the goals that have been adopted by the Chapter board.
- Submit year end report to President for inclusion in Chapter report to Region Officers.
- Coordinate with all Chapter Board Members and Chairs on updating the chapter Operating Guide.
- Publish and distribute updated Operating Guide each year that changes are made.
- Act as facilitator for annual Chapter Planning (Transfer of Power) Meeting.

Additional Information

Refer to the "Chapter Administrative Guide" online at www.csinet.org and to the Appendices for additional information as needed.

SECTION 2.13

PRODUCT SHOW COMMITTEE

Purpose

The purpose of the Products Show Committee is to produce the Chapter's annual Products Show. The Products Show provides new construction technology and information to the construction industry, serves as a means for promoting CSI in the Chattanooga tri-state area, and provides a significant source of revenue for the Chapter including funds for the Marshall Hildebrand Scholarship.

Chair Responsibilities

- Select Co-Chair in consultation with the Board. The goal is that the Co-Chair will become the future Chair.
- Chair shall serve on the Finance Committee.
- Prepare and distribute annual calendar with all deadlines to all Committee members and to President.
- Select location, show theme, and date.
- Prepare internal budget consistent with Chapter operating budget. Coordinate with Treasurer.
- Prepare articles and info for newsletter editor to use in Chatta Data.
 - Booth sales contact info
 - Promotion of show
- Appoint committee members to work with Education Chair on Product Show Seminar.
- Appoint committee member to handle catering.
- Appoint committee member to prepare and mail thank you letters to exhibitors, sponsors, etc.
- Appoint committee member to work with Liaison Committee for group to handle registration and name tags.
- Arrange for an emcee at the Product Show.
- Appoint committee member to handle vendor check-in day of show.
- Appoint committee members to sell booths.
- Appoint committee members to serve as judges for booth awards and purchase awards.
- Attend and present progress report at all Chapter Board Meetings.
- Receive and approve all invoices for payment and all revenues and forward to Chapter Treasurer.
- Update Product Show notebook for future Chairs.
- Submit year end report to President for inclusion in Chapter report to Region Officers.
- Review and update the Chapter Operating Guide every odd number fiscal year. Forward any recommended revisions to Planning Chair.

Additional Information

Refer to the "Chapter Administrative Guide" online at www.csinet.org and to the Appendices for additional information as needed.

SECTION 2.14 PROGRAM COMMITTEE

Purpose

The purpose of the Programs Committee is to select and coordinate programs for the Chapter meetings. Programs should be planned not only for the members, but also to attract prospective members.

Chair Responsibilities

- Select Co-Chair in consultation with the Board. The goal is that the Co-Chair will become the future Chair.
- Coordinate proposed programs with Education Chair and Technical Chair.
- Prepare and distribute annual calendar with anticipated programs for the months of September, October, January, March, and April to Board and Communications Chair.
- Coordinate November Joint Meeting with Liaison Chair.
- Coordinate January Program with Events Chair to celebrate Chapter Anniversary. Larger celebrations should be held every 5th anniversary year (20, 25, 35, 40, etc.).
- Coordinate May Awards Celebration with Awards Chair.
- Determine topics, speakers, locations, dates, and times.
- Coordinate programs eligible for CEUs with Education Chair.
- Coordinate with Technical Chair for Tech Talk table.
- Prepare monthly announcement of Program and forward to Communications Chair.
- Coordinate programs needs such as projection equipment, etc. with facility.
- Follow-up all meetings with "thank you" letter to speakers.
- Receive and approve all associated invoices for payment. Forward to Chapter Treasurer for payment.
- Assist Product Show Seminar Chair in preparation of seminars.
- Develop advertising of programs to promote interest in seminars among all persons in the construction industry.
- Submit year end report to President for inclusion in Chapter report to Region Officers.
- Review and update the Chapter Operating Guide every odd numbered fiscal year. Forward any recommended revisions to Planning Chair.

Additional Information

Refer to the "Chapter Administrative Guide" online at www.csinet.org and to the Appendices for additional information as needed.

SECTION 2.15 SCHOLARSHIP COMMITTEE

Purpose

The purpose of the Scholarship Committee is to provide assistance via the Marshall Hildebrand Scholarship to worthy students who are majoring in construction industry related curricula.

Chair Responsibilities

- Select Co-Chair in consultation with the Board. The goal is that the Co-Chair will become the future Chair.
- Select Committee members in consultation with Co-Chair and assign individual tasks to each member.
- Prepare annual calendar with deadline dates for application submittals, committee review dates, and recipient announcement dates.
- Coordinate with the Awards Chair to recognize recipients and present certificate at annual Awards Banquet.
- Coordinate with Chapter Board and Treasurer on the number and amount of scholarships to be awarded.
- In conjunction with committee members and Chapter Board, establish set criteria and guidelines for the award of scholarships.
- Promote and encourage scholarship applicants.
- In conjunction with committee members, review applicants and make selections.
- Prepare correspondence to successful and non-successful applicants.
- Prepare article for newsletter requesting applicants to apply for scholarship.
- Prepare article for newsletter announcing those selected for scholarship.
- Submit year end report to President for inclusion in Chapter report to Region Officers.
- Review and update the Chapter Operating Guide every odd numbered year. Forward any recommended revisions to Planning Chair.

Additional Information

Refer to the "Chapter Administrative Guide" online at www.csinet.org and the Appendices of this document as needed.

SECTION 2.16 TECHNICAL COMMITTEE

Purpose

The purpose of the Technical Committee is to direct the technical efforts of the chapter. This may be accomplished by arranging for corresponding members to Institute Committees, reviewing technical documents, writing technical articles, or coordinating technical presentations before chapter meetings.

Chair Responsibilities

- Select Co-Chair in consultation with the Board. The goal is that the Co-Chair will become the future Chair.
- Select Committee members in consultation with Co-Chair. Members of this committee shall each prepare articles for the chapter newsletter.
- Support Education Chair in developing seminars before chapter meetings.
- Coordinate with Program Chair for technical programs.
- Arrange for Spec Competition within the Chapter.
- Coordinate chapter submittals for Region Spec Competition.
- Develop a technical project or program to benefit the local building community.
- Submit chapter members who are interested in serving on corresponding committees to Chapter President.
- Submit year end report to President for inclusion in Chapter report to Region Officers.
- Review and update the Chapter Operating Guide every odd numbered fiscal year. Forward any recommended revisions to Planning Chair.

Additional Information

Refer to the "Chapter Administrative Guide" online at www.csinet.org and to the Appendices for additional information as needed.

DIVISION 3

Ad Hoc Committees



SECTION 3.01 BY-LAWS AD HOC COMMITTEE

Purpose

The purpose of this ad hoc committee is to update the chapter by-laws to stay in agreement with the Institute by-law model. Chair is appointed by the Chapter President.

Chair Responsibilities

- Select other committee members as needed in consultation with President and President-Elect. Committee members should be active, experienced members who are thoroughly familiar with the administration of the Institute and Chapter.
- Interpret intent and assist Board in maintaining operation within by-laws.
- Ensure by-laws are approved by chapter members and Institute Secretary.
- Update and maintain chapter bylaws.
- Review by-laws every year to ensure conformance to Institute by-laws. Forward any recommended revisions to Planning Chair.

Additional Information

Refer to the "Chapter Administrative Guide", Institute Bylaws, and "Leaders" section posted online at www.csinet.org. See the Appendices of this document as needed.

SECTION 3.02 FELLOWSHIP AD HOC COMMITTEE

Purpose

The purpose of this ad hoc committee is to study and recommend potential candidates for submittal to Institute Fellowship. This committee shall be separate from the Awards Committee. Past Fellowship recipients shall be committee members with the chair appointed by the President and Awards Chair.

Chair Responsibilities

- Committee members should be active, experienced members who are thoroughly familiar with the administration of the Institute and the Fellowship process.
- Submit potential candidate to Board for approval.
- Develop systematic process for preparation and submittal of nominated candidates.
- Review and update the Chapter Operating Guide every odd numbered fiscal year. Forward any recommended revisions to Planning Chair.

Additional Information

Refer to the "Chapter Administrative Guide" and the Honors & Awards Guide online at www.csinet.org and to the Appendices for additional information as needed.

SECTION 3.03

REGION CONFERENCE HOSTING AD HOC COMMITTEE

Purpose

The purpose of this committee is to make preparations for hosting either the spring Gulf States Region (GSR) Conference or the GSR Leadership Conference. Chair is appointed by Chapter President. Neither the Chapter President nor President-Elect should serve as Chair of the Conference Hosting Committee.

Chair Responsibilities

- Select date
 - An early spring date should be chosen for Region conference approximately 1 year in advance. Date should be selected to avoid Easter holidays, Income Tax due date, and other scheduled Region and Institute meetings. Coordinate date with Institute Director.
 - A mid to late summer date should be chosen for the Leadership Conference.
- Establish committees for
 - Conference Promotion
 - At conference one year ahead (general info and handouts)
 - At conference prior to hosting (hotel info, pins, tentative plans)
 - Info to GSR Chapter Newsletter editors
 - Brochure packages to GSR Institute Director, GSR Officers, Chapter Presidents, Region Committee Chairs, etc.
 - Facility arrangements
 - Block hotel rooms
 - Meetings rooms
 - Catering
 - Programs
 - Technical programs
 - Business meetings
 - Annual meeting
 - Awards Banquet (spring conference only)
 - Finance and Budget
 - Hospitality
 - Pre-conference activities
 - Spouse Program
- Prepare conference report according to GSR Operating Guide
- Review Region Operating Guide and Conference Planning Guide. Forward any recommended revisions to Chapter Operating Guide to Planning Chair.

Additional Information

Refer to the Gulf States Region Operating Guide, Gulf States Region's [How To Plan Conference Guide](http://gulfstates.csinet.org/) at <http://gulfstates.csinet.org/>, and the Appendices for additional information as needed.

APPENDICES



APPENDICES

Appendix A - Bylaws



BYLAWS OF THE CHATTANOOGA CHAPTER OF THE CONSTRUCTION SPECIFICATIONS INSTITUTE, INC.

ARTICLE I. NAME

- Section 1.** The name of this organization is The Chattanooga Chapter of The Construction Specifications Institute, Inc., hereinafter referred to as the "Chapter"; said Chapter being an affiliate chapter of The Construction Specifications Institute, Inc., a Maryland not-for-profit corporation hereinafter referred to as the "Institute."
- Section 2.** The Chapter shall be affiliated with a region of the Construction Specifications Institute. Regions are geographically designated by the Institute Board. Currently the Chapter is affiliated with the Gulf States Region hereinafter referred to as the "Region."

ARTICLE II. GOVERNING AUTHORITY

- Section 1.** The Chapter is governed and operated in accordance with the laws of the State of Tennessee, provisions of the Institute Bylaws, these bylaws, the regulations and requirements for the conduct of chapters of the Institute as adopted from time to time by the Institute Board, and the rules and instructions of the Chapter's board issued through its officers.

ARTICLE III. PURPOSE AND POLICY

- Section 1.** The purpose of the Chapter is to provide a medium at the local level for advancement of the objectives of the Institute.
- Section 2.** The name, funds, or influence of the Chapter may be used only in support of this purpose.

ARTICLE IV. BOARD

- Section 1.** The management and direction of the Chapter shall be delegated exclusively to its board.
- Section 2.** The board shall consist of nine members: president, president-elect, vice president, secretary, treasurer, immediate past president, and three directors. The student affiliate representative and the board advisor shall be non-voting members of the board.
- Section 3.** All members of the board, except the student affiliate representative and the board advisor, are eligible to vote on Chapter business.
- Section 4.** The board shall consider requests for change to retired or emeritus status, and submit certified requests to the Institute.
- Section 5.** The board shall select all standing and special committees, select representatives to the Region board, designate duties, and may authorize compensation for justifiable expenses.
- Section 6.** The board shall schedule monthly business meetings. Special meetings shall only be held upon the call of the president or a majority of the board upon seven days written or electronic notice. Board meetings may be held via electronic means provided they are conducted by an audio, video, or computer-based teleconferencing technology that allows all people participating to hear each other at the same time.
- Section 7.** A majority of the board shall constitute a quorum.

BYLAWS OF THE CHATTANOOGA CHAPTER OF THE CONSTRUCTION SPECIFICATIONS INSTITUTE, INC.

- Section 8. Should a vacancy occur in any office of the Chapter, the board shall by two-thirds affirmative votes of the board's membership fill such a vacancy by appointment of a member eligible by all other criteria for the duration of the unexpired term.
- Section 9. The Chapter board shall appoint a student affiliate committee to support the student affiliate.

ARTICLE V. OFFICERS

- Section 1. The president shall serve as chair of the board; preside at all Chapter meetings; select the chairs of temporary committees; be an ex officio member of all committees; and sign all agreements and formal instruments. The president shall serve for a term of one year or until a successor is elected.
- Section 2. The president-elect shall serve upon the absence of the president and perform other duties as assigned by the board. The president-elect shall serve for a term of one year or until a successor is elected.
- Section 3. The vice president shall perform such duties as assigned by the president or board and serve upon the absence of both the president and president-elect. The vice president shall serve for a term of one year or until a successor is elected.
- Section 4. The secretary shall see that notices are sent at least seven days in advance of all meetings of the board and of the Chapter and shall keep accurate minutes thereof. The secretary shall maintain a file of all correspondence; keep a roster of members and committees; co-sign all agreements and formal instruments, except those pertaining to the office of treasurer; and submit a report of office at the annual meeting. The secretary shall perform other duties as assigned by the president or board. The secretary shall serve for a one year term or until a successor is elected.
- Section 5. The treasurer shall collect and receipt for monies and securities; deposit funds and disburse and dispose of the same subject to the direction of the board; keep accurate books of account; submit a report at board meetings; and submit a report of its office at the annual meeting. The treasurer shall perform other duties as assigned by the board. The treasurer shall serve for a one year term or until a successor is elected.
- At the close of the fiscal year, the treasurer shall determine if informational forms and tax returns are required, and shall cause same to be filed with, and shall pay any taxes due, to the Internal Revenue Service and other authorities within the prescribed time limits.
- Section 6. The immediate past president shall be the former president of the Chapter who has completed the most recent term. The immediate past president shall serve as chair of the nominating committee and have other assignments as prescribed by the president or the board.
- Section 7. The Board Advisor is nominated by the Nominating Committee and shall serve a one year term. The Board Advisor should be thoroughly familiar with the operations of the chapter and knowledgeable of Region and Institute policies.

BYLAWS OF THE CHATTANOOGA CHAPTER OF THE CONSTRUCTION SPECIFICATIONS INSTITUTE, INC.

ARTICLE VI. NOMINATION AND ELECTION OF OFFICERS & DIRECTORS

Section 1. Officers and directors shall be elected to those offices as established by Article IV by the members of the Chapter. When the new president assumes office, the current president shall assume without election the office of immediate past president.

Section 2. Each elected board member shall take office on July 1.

Section 3. The president shall not hold the same office for more than two consecutive terms.

Section 4. The term of office for directors shall be two year terms with no more than two directors being elected each year.

Section 5. A nominating committee shall be appointed by the board not later than February 20. The nominating committee shall endeavor to select candidates so the composition of the board reflects the diversity of the chapter membership.

The nominating committee shall prepare a list of nominees showing at least one name for each elective position on the board due to become vacant, and present the list to the Chapter at a Chapter meeting not later than the regular meeting in March. At this time, the members may present nominations from the floor.

Section 6. The nominating committee shall prepare the ballot, which shall include the original list of nominees and those nominated from the floor. Each voting member of the Chapter shall be provided with a ballot at least two weeks prior to the ballot count. For purposes of chapter elections, voting members shall include Professional members and Emerging Professional members. The winner shall be the candidate who receives the most votes for the position. Ties shall be resolved by coin toss.

Section 7. The ballots shall be counted and certified no later than the April chapter meeting, by tellers appointed by the president, and the results shall be reported to the members.

Section 8. Not later than April 30, the Chapter secretary shall notify the Institute office and the Region secretary of the results of the election and shall submit to them a complete listing of the Chapter officers for the coming year, with their contact information.

ARTICLE VII. MEMBERSHIP

Section 1. The qualifications for membership shall conform to the requirements of the Institute Bylaws.

Section 2. Membership in the Institute is a prerequisite to membership in the Chapter.

Section 3. A Chapter member may be classified as an Honorary Member, Distinguished Member, or a Lifetime Member only by action of the Institute.

Section 4. The provisions of the Institute Bylaws for disqualification, suspension, expulsion, and reinstatement of members shall govern.

BYLAWS OF THE CHATTANOOGA CHAPTER OF THE CONSTRUCTION SPECIFICATIONS INSTITUTE, INC.

ARTICLE VIII. MEETINGS OF MEMBERS

- Section 1. The annual meeting of the Chapter shall be held before the end of the fiscal year, at which time committee reports shall be submitted. The secretary shall submit a report on the activities of the Chapter during the past term of office. The treasurer shall submit an annual report of the finances of the Chapter. A copy of these reports shall be sent to the Region secretary.
- Section 2. Regular meetings shall be held monthly, except when otherwise decreed by the board. Not less than 9 regular meetings or events shall be held in the fiscal year.
- Section 3. Special meetings may be called whenever the majority of the board deems it necessary or upon written request by not less than one-tenth of the Chapter members. The business at special meetings shall be limited to that for which the meeting was called.
- Section 4. Minutes of regular and special meetings shall be distributed to the members with a copy to Region Secretary.
- Section 5. These bylaws, together with the applicable provisions of the Institute Bylaws and *Robert's Rules of Order Newly Revised*, shall govern the conduct of business of the Chapter.

ARTICLE IX. FISCAL ADMINISTRATION

- Section 1. The fiscal year shall be from July 1 to June 30.
- Section 2. The annual chapter dues shall be set by the board. Any change in the dues structure shall be approved by a two-thirds majority of those board members present at a regularly scheduled meeting. Members Emeritus, Distinguished Members, Honorary Members, and Lifetime Members shall not be subject to dues.
- Section 3. Institute and Chapter dues shall be paid to the Institute with the Chapter dues being returned to the Chapter by the Institute.

ARTICLE X. AUDIT

- Section 1. The board shall appoint a committee to audit the books and transactions of the treasurer at the close of the fiscal year. This report shall be read at the next regular meeting of the members of the chapter.

ARTICLE XI. AMENDMENTS

- Section 1. Proposed amendments to these Chapter bylaws shall first be submitted to the Institute secretary for approval, in the manner and form prescribed by the Institute. After Institute secretary approval, they shall then be publicized in the regular chapter newsletter or otherwise sent to each member two weeks prior to a regular meeting or a special meeting.
- Section 2. Following publication, the amendments must be approved by at least two-thirds of the board.

APPENDICES

Appendix B - Chapter Calendar Guide



CHAPTER PLANNING		President	President-Elect	Vice President	Secretary	Treasurer	Immediate Past President	Board Directors	Board Advisor	Academic Programs Chair	Awards Chair	Certification Chair	Education Chair	Events & House Chair	Membership Chair	Nominating Committee	Planning Chair	Product Show Chair	Program Chair	Publication Subcommittee Chair	Scholarship Chair	Technical Chair	Website & Social Media Subcommittee
Item																							
JULY																							
1st	Beginning of new fiscal year																						
	Set Up Chapter Planning Mtg (Transfer of Power)	X																					
	Review Operating Guide and attend Chapter Planning Meeting	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Determine attendees and arrangements CSI Show and Convention (held in Sept.)	X				X																	
	Prepare brief chapter update for GSR Leadership Conf	X					X																
	Determine attendees and arrangements for GSR Leadership Conference (held in Aug)	X				X																	
AUGUST																							
	Board Meeting	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Prepare outline of programs and seminars for the year and submit to Board																		X				
	Attend GSR Leadership Conference	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Prepare invoice/letter to Chatta Data advertisers					X																	
	Send information to Publications Chair and Webmaster for end of month updates	X								X	X	X	X	X	X		X	X	X	X	X	X	X
SEPTEMBER																							
	Board Meeting	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2nd Mon	Publish Roster & First Issue of Chatta Data (1.5 - 2 weeks before monthly meeting)																				X		
	Institute Convention and CSI Show																						
3rd Thurs	Monthly Chapter Meeting																						
	Set date and location for Product Show																	X					
	Send information to Publications Chair and Webmaster for end of month updates	X								X	X	X	X	X	X		X	X	X	X	X	X	X
OCTOBER																							
	Board Meeting	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2nd Mon	Publish newsletter (1.5 - 2 weeks before monthly meeting)																				X		
3rd Thurs	Chapter Meeting																						
	File corporate status with state					X																	
	Begin preparing nominations for the GSR Wetzel and Bishop Award (due Jan. 15th)										X												
	Mail exhibitor letters for Product Show																	X					
	Plan Christmas Party	X												X									
	Send information to Publications Chair and Webmaster for end of month updates	X								X	X	X	X	X	X		X	X	X	X	X	X	X
NOVEMBER																							
	Board Meeting	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2nd Mon	Publish newsletter (1.5 - 2 weeks before monthly meeting)																				X		
3rd Thurs	Joint Industry Meeting																						
	Send information to Publications Chair and Webmaster for end of month updates	X								X	X	X	X	X	X		X	X	X	X	X	X	X

CHAPTER PLANNING		President	President-Elect	Vice President	Secretary	Treasurer	Immediate Past President	Board Directors	Board Advisor	Academic Programs Chair	Awards Chair	Certification Chair	Education Chair	Events & House Chair	Membership Chair	Nominating Committee	Planning Chair	Product Show Chair	Program Chair	Publication Subcommittee Chair	Scholarship Chair	Technical Chair	Website & Social Media Subcommittee
Item																							
DECEMBER																							
	Board Meeting	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2nd Mon	Publish newsletter (1.5 - 2 weeks before monthly meeting)																			X			
	Christmas Party																						
	Send information to Publications Chair and Webmaster for end of month updates	X								X	X	X	X	X	X		X	X	X	X	X	X	X
JANUARY																							
	Board Meeting	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Jan. 8th	Mail Region submittal(s) for Bishop Award (if applicable)										X												
2nd Mon	Publish newsletter (1.5 - 2 weeks before monthly meeting)																			X			
	Make official board nominations for Institute and Region awards submittal(s)										X												
3rd Thurs	Chapter Meeting																						
	Celebrate Anniversary of the Chapter's Charter	X												X					X				
	Begin preparing GSR and Institute Awards submittals										X												
	Set up Lick & Stick Product Show Invitation Addressing																	X					
	Set up certification exam study courses											X											
	Send recommendations for Institute & Region Committees to GSR Director	X																					
	Send information to Publications Chair and Webmaster for end of month updates	X								X	X	X	X	X	X		X	X	X	X	X	X	X
FEBRUARY																							
	Board Meeting	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2nd Mon	Publish newsletter (1.5 - 2 weeks before monthly meeting)																			X			
3rd Thurs	Product Show																	X					
	Begin preparation for Outstanding Chapter Award										X												
	Update/revise application for Scholarship																				X		
	Nominating Committee establishes slate of officers															X							
	Coordinate Engineers Month with CSI meeting														X				X			X	
	Determine Chapter dues for submittal to Institute	X	X	X	X	X																	
Feb 22	Mail Region submittal for GSR Wetzel Award										X												
	Send information to Publications Chair and Webmaster for end of month updates	X								X	X	X	X	X	X		X	X	X	X	X	X	X

CHAPTER PLANNING		President	President-Elect	Vice President	Secretary	Treasurer	Immediate Past President	Board Directors	Board Advisor	Academic Programs Chair	Awards Chair	Certification Chair	Education Chair	Events & House Chair	Membership Chair	Nominating Committee	Planning Chair	Product Show Chair	Program Chair	Publication Subcommittee Chair	Scholarship Chair	Technical Chair	Website & Social Media Subcommittee
Item																							
MARCH																							
	Board Meeting	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Publish Slate of Officers in Chatta Data; Publish Scholarship Application in Chatta Data															X							
2nd Mon	Publish newsletter (1.5 - 2 weeks before monthly meeting)																			X			
15th	File tax forms					X																	
	CSI Awareness Month													X					X				
	Determine attendees and arrangements for GSR Spring Conference	X				X																	
	Prepare Chapter Report for GSR Conference	X																					
	Prepare GSR award submittals										X												
	Request nominations for chapter awards										X												
	Send information to Publications Chair and Webmaster for end of month updates	X								X	X	X	X	X	X		X	X	X	X	X	X	X
APRIL																							
	Board Meeting	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2nd Mon	Publish newsletter (1.5 - 2 weeks before monthly meeting)																			X			
3rd Thurs	Chapter Meeting																						
3rd Thurs	Chapter Meeting - Annual Business Meeting (Vote on Officers for next fiscal year)															X							
15th	Deadline for Scholarship Applications																				X		
	GSR Conference (may be held in May)	X	X	X	X	X					X	X	X	X	X	X	X	X	X	X	X	X	X
	Submit any changes to chapter dues to Institute	X				X																	
	Prepare awards for chapter awards banquet										X												
30th	Quickie Roster Deadline (President-Elect)		X																				
	Finalize, review and sign all Institute award submittals	X			X						X												
	Send information to Publications Chair and Webmaster for end of month updates	X								X	X	X	X	X	X		X	X	X	X	X	X	X
May																							
	Board Meeting	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	First Friday in May - Institute Awards Submittal Due										X												
	Review scholarship applications & name recipients																				X		
2nd Mon	Publish newsletter (1.5 - 2 weeks before monthly meeting)																			X			
3rd Thurs	Awards Celebration (depending on Region Conference and GSR Planning Meeting)										X		X						X				
	Prepare annual budget and spend plan for Board					X																	
	Send information to Publications Chair and Webmaster for end of month updates	X								X	X	X	X	X	X		X	X	X	X	X	X	X
JUNE																							
2nd Mon	Publish newsletter (1.5 - 2 weeks before monthly meeting)																			X			
	Complete year end summary for Chapter Plng mtg.	X	X	X	X	X				X	X	X	X	X	X	X	X	X	X	X	X	X	X

APPENDICES

Appendix C - Transfer of Power Committee Duties



Transfer of Power - List of Committee Duties

<u>Committee</u>	<u>Tasks</u>	<u>Timeframe</u>
Awards		
	Look for potential candidates for GSR Wetzel or Bishop Award	October
	Submit nominations for GSR Wetzel and/or Bishop Award	January
	Develop submittals for region awards	January
	Develop one or more Institute awards besides OCC	February
	Develop Institute Outstanding Chapter Commendation (OCC)	March
	Submit 3 or more region awards	March
	Submit Institute Awards including OCC	1st Fri in May
	Develop awards for Chapter Celebration in May	April
	Plan Chapter Awards Celebration	April
Academic Programs		
	Meet with Academic Advisors/Liaisons	September
	Attend Student Meetings & Special Events	Aug - May
	Find mentors/sponsors for students	Aug - May
	Provide information from students to Communications Chairs	Aug - May
Certification		
	Advertise certification programs.	Fall & Spring
	Provide study material.	Fall & Spring
	Offer study course	Fall & Spring
	Recognize successful candidates.	Winter & Late Spring
Education		
	Regular 2-4 seminars outside of monthly meetings	Fall & Spring
	Provide CEUs and certificates for all seminars and qualified programs	Sept - April
	Assist Program Chair in locating speakers	Sept - April
Events & House		
	Coordinate meetings - calling tree, reservations, etc	Sept - May
	Greeter	Sept - May
	Name Tags	Sept - May
	Special Events - Tailgate party, Chili Cookoff, etc.	Varies
	Christmas Party - arrange location and caterer	Nov-Dec
	Chapter anniversary celebration (January 1967)	January
	Assist with special celebrations, e.g., CSI Awareness, Chapter Celebration	Varies
Finance / Treasurer		
	Prepare fiscal year budget	June
	Coordinate region conference registrations and payments	March & July
	Prepare monthly finance report	Aug - June
	Collect money at meetings and special events	Sept - May
	Arrange independent audits	Once A Year
	File tax and state forms	Varies
	Deposit and deisperse funds.	All Year
Historian		
	Maintain list of chapter officers and documents	All Year
	Archive documents electronically	All Year
Membership		
	Provide membership applications to prospects.	All Year
	Contact members with upcoming renewal dates	All Year
	Add new members to Chatta Data mailing list	All Year
	Assign mentor to new members	All Year
	Email new member bio to Chatta Data	All Year
	Set up new member orientation session	Once A Year
Nominating		
	Provide nominations for upcoming officers.	February
Planning		
	Review and update operating guide.	July
	Review and update operating guide	July

Transfer of Power - List of Committee Duties

Product Show		
Oversee February Product Show		Sept - March
Arrange location, book vendors, show layout		Sept - Feb
Product Show Sponsors		Sept - Feb
Lick and stick party		January
Designate Emcee		February
Name tags		February
Coordinate with Education Committee on seminar		Nov - Feb
Booth sales		Sept - Feb
Booth Judging		February
Check in vendors and setup		February
Food and Drinks		Jan - Feb
CSI membership booth		February
Programs		
Develop programs at regular monthly meetings		Sept - April
Line up speakers, equipment needs, etc.		Sept - April
Provide flyer or other information on program to Communications Chairs		Sept - April
Coordinate with Education Committee on CEUs		Sept - April
Make program introductions		Sept - April
Publications		
Produce Chatta Data		Sept - June
Produce Chapter Roster		September
Provide copy of Chatta Data to Webmaster and Email Distributor		Sept - June
Sell ads for newsletter, roster, etc		All Year
Scholarships		
Revise scholarship application		February
Solicit and review scholarship applicants		March
Award scholarships		April
Recognize recipients		May
Technical		
Provide articles to Chatta Data.		Sept - April
Review technical documents		All Year
Promote CSI technical documents		All Year
Webmaster & Social Media		
Post newsletter, President's Message, and Meeting Notices on website		Aug - June
Coordinate information with Social Media Chair		All Year
Oversee Webpage and electronic information		All Year

APPENDICES

Appendix D - Sample Forms, Letters, & Certificates



AWARDS INFORMATION

For award and other CSI mementos, go to www.csinet.org and click on Leaders, then Chapter and Region Leaders, and then Get CSI Stuff

New Member Pins

New member should be ordered from the DC Metropolitan Chapter. See Institute website for additional information.

Chevron For Member Pins

Chevrons can be ordered from the Puget Sound Chapter. Order gold plated for Fellows of the Institute; sterling silver for all others. Chevrons are available in 5, 10, 20, 30, & 40 years. See Institute website for additional information.

Optional CSI Recognition Items

Other CSI logo options for award gifts include:

- Golf caps
- Chef's apron
- Polo shirt
- Necklace
- President's gavel and chain pin for lapel pin
- Wine Glass
- Mousepad

For a complete listing of CSI logo items see Institute website.

Other Type Of Awards

The following are examples of other appropriate awards:

- Framed certificates
- Plaques
- Desktop award or item
- Other custom award purchased through trophy/award company
- Specific item related to the recipient

President's Recognition

Each year the Institute will send a Certificate of Appreciation for the Chapter President. This will be mailed to the Chapter Secretary. Awards chair should have this certificate framed for presentation at the Awards Banquet.

Outgoing President should also receive a President's Name Badge indicating Past President and term years as president.

Other individualized gift(s) should be given to the President in recognition of his/her service to the chapter.



The
Chattanooga Chapter
of the
Construction Specifications Institute

presents
the
CHAPTER APPRECIATION AWARD
to
Nominee's Name, CSI

in recognition of his dedicated service
to the chapter and his continued support
as Secretary of the chapter

2007 - 2008

Chattanooga Chapter President

Construction Specifications Institute

**The Chattanooga Chapter
of the
Construction Specifications Institute**

certifies that

**has attended
a seminar on**

“Epoxy Flooring”

held on September 16, 2004

Earning 1 Continuing Education Unit in Health, Safety, & Welfare

President, Jimmy Lail, CSI

Program Chair, Andrew Hausler, CSI



Knowledge for Creating & Sustaining the Built Environment

CONTINUING EDUCATION CERTIFICATE

This certificate of continuing education certifies that

Attendee's Name

*attended the continuing education seminar and earned
1.5 hours of continuing education credit*

CSI Product Show Seminar

ECO CONSCIOUS DESIGN

presented by

Holley Henderson

on

February 18, 2010

at the

Chattanooga CSI Product Show

Chattanooga, Tennessee

Brian Clarke, AIA, LEED AP, CSI
Chattanooga Chapter President-Elect of CSI

Date

**SAMPLE BUDGET FORM
(TREASURER MONTHLY REPORTING)**

	Actuals	Budget	Proposed
	FYxx	FYxx	FYzz
Income			
CHATTA DATA	3,095.00	3,000.00	3,000.00
SPECIAL EVENTS	455.00	700.00	450.00
DINNER INCOME	2,358.00	2,000.00	2,000.00
DUES	1,673.50	1,600.00	1,600.00
INTEREST INCOME	0.00	10.00	10.00
PRODUCT SHOW	21,037.00	22,000.00	21,000.00
SCHOLORSHIPS	0.00	100.00	0.00
Total Income	28,618.50	29,410.00	28,060.00
Expense			
ACCOUNTING	765.00	765.00	765.00
AWARDS	544.40	500.00	500.00
BANK CHARGE	0.00	100.00	0.00
CHATT DATA	0.00	20.00	20.00
SPECIAL EVENTS	0.00	100.00	0.00
CHRISTMAS PARTY	190.00	350.00	250.00
GSR SPRING CONFERENCE	0.00	1,000.00	0.00
GSR LEADERSHIP CONFERENCE	2,885.81	3,100.00	3,300.00
CONFERENCE INSTITUTE	2,698.00	2,500.00	3,000.00
CORP REGISTRATION	40.00	20.00	20.00
INSURANCE	250.00	300.00	300.00
MISCELLANEOUS	0.00	500.00	300.00
MONTHLY MEETING	2,699.41	3,000.00	3,000.00
P.O BOX RENT	92.00	80.00	100.00
PRODUCT SHOWS	10,626.72	12,000.00	11,000.00
REGION DUES	452.00	650.00	600.00
SCHOLARSHIP	3,750.00	3,000.00	3,000.00
UTC STUDENT CHAPTERS	0.00	100.00	100.00
TAX	0.00	150.00	100.00
Total Expense	24,993.34	28,235.00	26,355.00
	3,625.16	1,175.00	1,130.00

xx Past/Current Fiscal Year
zz Upcoming Fiscal Year



MARSHALL A. HILDEBRAND SCHOLARSHIP

PURPOSE

Applications are now being accepted for the Marshall A. Hildebrand Scholarship. The scholarship is named in honor of an Emeritus Member of the Chattanooga Chapter and a Fellow of the Construction Specifications Institute. This scholarship is awarded to encourage and assist qualified students who wish to pursue post secondary education in the field of architecture, engineering, interior design, or other construction related fields so they in turn might further the goals and exemplify the ideals of the Construction Specifications Institute.

ELIGIBILITY

- For the 2012-13 school year, applicant must be a college rising sophomore, junior, or senior with at least 2 semesters remaining prior to graduation.
- Have a minimum college grade point average of 3.0 (B) on a 4.0 scale for the past 2 semesters.
- Be attending an accredited college, university, or other post secondary institution.
- Be a child or grandchild of an active CSI member, be sponsored by an active member, or be an active student CSI member.

SELECTION CRITERIA

- Recommendation of school advisor and/or instructor
- Grade point average
- Enrollment in a construction related major such as architecture, engineering, interior design, construction management, etc.
- Evidence of serious scholastic attitude, good character, leadership qualities, well-rounded development, and solid reasons for choosing the area of study
- Preference is given to children and/or grandchildren of active CSI members, active CSI student members, and previous recipients who meet all other eligibility requirements. (An active member is defined as being a current member of CSI in good standing at the time of the application, who has held their current membership 3 months.)

OTHER INFORMATION

- Should the recipient withdraw from school or change majors to a non-construction related field during the academic year, the recipient is required to notify the CSI Chattanooga Chapter Board of Directors (at the address below) of this change within 45 calendar days.

Applications must be **received no later than April 13, 2012** and mailed to:

Chattanooga Chapter of CSI
Attention: Scholarship Chair
P.O. Box 3616
Chattanooga, TN 37404 - 3616



MARSHALL A. HILDEBRAND SCHOLARSHIP

GENERAL INFORMATION (Please print or type all information)

Student's Name: _____
Last First Middle

Current Mailing Address: _____
Street City State Zip

Permanent Mailing Address: _____
Street City State Zip

Current Telephone: _____ Permanent Telephone: _____

Email address: _____

Are either of your parents, legal guardians, or grandparents active members of the Chattanooga Chapter of the Construction Specifications Institute? Yes No

Are either of your parents, legal guardians, or grandparents active members of another chapter of the Construction Specifications Institute? Yes No

If the answer to either of the above questions is yes, please give the name of person, their relationship to you, and the member's chapter.

Last First Relationship CSI Chapter

Are you an active student member of the Construction Specifications Institute?
 Yes No If yes, what chapter? _____

If not a relative of an active member or an active student member, full name of sponsoring member.

Last First Middle

Check here if past recipient of Marshall A. Hildebrand Scholarship.

SAMPLE - PROSPECTIVE MEMBER EMAIL LETTER

Date

Name

Firm

Address

City/State/Zip

Dear

As a fellow construction professional and active member of the Construction Specifications Institute's Chattanooga Chapter, I'd like to invite you to join the organization designed specifically to help you further your career in the construction industry - CSI.

What is CSI? The mission of Construction Specifications Institute (CSI) is to advance building information management and education of project teams to improve facility performance. It is the only national association dedicated to the establishment of written document standards - the universal language through which the whole construction industry communicates.

As a CSI member you'll have the opportunity to network with numerous peers and fellow construction professionals, learning about the latest trends and new products, and possible job openings and upcoming projects often before they are advertised. As a member, you'll have the chance to work with other technical experts to author documentation guides that will be included in CSI's ever-growing technical library. When expanding your office library, it's nice to know that CSI members automatically receive a substantial discount on the documents they purchase.

Our chapter sponsors study groups for CSI's Construction Documents Technology (CDT), Certified Construction Specifier (CCS), Certified Construction Contract Administrator (CCCA), and Certified Construction Project Representative (CCPR) certification exams. These programs provide the platform for qualified members to demonstrate their knowledge and attain industry-wide recognition. Local chapter workshops also provide numerous learning opportunities. Our chapter also has several seminars each year which qualify for Continuing Education Units, as do many of our monthly programs.

To join immediately, simply go online at www.csinet.org and click on the link "Join CSI". If you would like to know more about membership, I'd be happy to talk with you about CSI's benefits or send you more information.

In the meantime, the Chattanooga Chapter meets the third Thursday of every month from September through May. Our next meeting is scheduled for _____ at _____. The Social Hour begins at 5:30, followed by dinner at 6pm, and then monthly program. We typically adjourn by 8:00. Please consider this letter a personal invitation to attend a chapter meeting. Call me if I can answer any questions or arrange to meet you at a meeting.

Sincerely,

Membership Chair

Telephone

Email address

SAMPLE - NEW MEMBER EMAIL LETTER

Date

Name

Firm

Address

City/State/Zip

Dear

Welcome to CSI's Chattanooga Chapter. As a chapter member, you are invited and encouraged to attend our next meeting, which will be held at _____ on _____. We typically meet the 3rd Thursday of the month from Sept-May at _____. Meeting times and location occasionally change for special circumstance, but generally the Social Hour begins at 5:30, followed by dinner at 6pm, and then monthly program. We typically adjourn by 8:00

I look forward to personally meeting you at that time. If I can be of service to you prior to the meeting, or if you have any questions about membership or a project you are working on, please don't hesitate to call me. After all, the benefit of my experience and that of other members is one of the most valuable assets of your CSI membership-feel free to use it whenever you need.

As you can see from the enclosed program of scheduled activities, the Chattanooga Chapter is an active chapter. We have our share of fun (such as our Tailgate Party and Christmas party), but we also know how to get down to business when it comes to advancing our careers. Our roster of product exhibits, CDT/CCS/CCCA/CCPR training courses, professional development and leadership orientation seminars, tours and joint programs, and region conferences attest to that.

Like the national organization, the Chattanooga Chapter has numerous opportunities for interested individuals to help shape the future of the industry including technical, education, membership, program committees, and a newsletter in need of volunteers.

Once again, welcome to the Chattanooga Chapter of CSI. I think you'll find membership rewarding both for the career you have now and for the one you'll build through your CSI membership.

Sincerely,

Membership Chair
Telephone
Email address

SAMPLE - NEW MEMBER ORIENTATION EMAIL LETTER

Date

Name

Firm

Address

City/State/Zip

Dear

Welcome to CSI's Chattanooga Chapter. You have joined a professional association that fills a special niche in the construction industry - an association comprised of members from all parts of that industry who advance the process of creating and sustaining the built environment by using the diversity of its members to exchange knowledge.

As you know, we typically meet the 3rd Thursday of the month from Sept-May at _____. In order to acquaint you with all the benefits and advantages of CSI membership, you are invited to attend a new member orientation program on *(date)* prior to the start of our next monthly meeting from 5:00pm to 5:30pm. At that time, you will gain answers to any questions you may have regarding membership and its benefits.

You can check out our chapter website at www.chattanooga.csinet.org for chapter membership and other details. You can visit the CSI national website at www.csinet.org for a wealth of other information and resources.

Don't hesitate to call me with any questions in the meantime. Just give me a call to make arrangements. As the orientation meeting date nears, I will contact you to make sure that you have all the information you need. Or, if you find you cannot attend this meeting, we can arrange a special orientation meeting just for you.

Sincerely,

Membership Chair

Telephone

Email address

SAMPLE - MEMBER SERVICE RECOGNITION EMAIL LETTER

Date

Name

Firm

Address

City/State/Zip

Dear

You have been a steadfast and loyal CSI Chattanooga Chapter member for __ years now. Don't think we haven't noticed. We applaud you for your hard work and continued interest in CSI's growth.

This letter is in recognition of the time and effort you have contributed to the chapter and the national CSI organization. We would also like you to consider this a personal invitation to the May Awards Celebration where we will recognize you for __ years of service and membership to the chapter.

A lot has happened in the construction industry and in CSI during those __ years. Many changes and advances, in large part, are due to your efforts.

Congratulations on your achievements to date. We look forward to many more years of your valuable input in chapter policies and programs.

Sincerely,

Chapter President

SAMPLE – NON-RENEWED MEMBER EMAIL LETTER

Date

Name

Firm

Address

City/State/Zip

Dear

Your participation at the CSI Chattanooga Chapter meeting is missed. Maybe we failed to let you know sooner that we considered you a valuable member of the chapter. Is there a specific reason you are choosing not to renew? We are open to suggestions for improvement and the best place to get them is from the members we fail to retain. Was it meeting location? Cost of dues? Lack of adequate programming? Change in job status? Please give me a call or email your suggestions to me.

We'd like you to give us another chance before you definitely decide not to renew. Therefore I would like to extend a personal invitation to attend the next chapter meeting on at from till .

Working together, all of us in the Chattanooga Chapter can channel our efforts to build a better chapter and ultimately more rewarding careers.

Sincerely,

Membership Chair

Telephone

Email address

SAMPLE - INACTIVE MEMBER EMAIL LETTER

Date

Name

Firm

Address

City/State/Zip

Dear

It's nice to be busy, but we've missed seeing you at recent CSI chapter meetings. I hope things aren't so hectic that you don't have time to attend even an occasional meeting. The next Chattanooga Chapter meeting will be held on _____, at _____, from _____ till _____. I look forward to seeing you there.

We value your membership and would be disappointed if the Chattanooga Chapter failed to live up to your expectations. As you know, the whole purpose of our chapter is to share the benefit of our experiences with each other.

If we've missed the mark, we'd like to know. If you feel the chapter has let you down, or has room for improvement, please give me a call at xxx-xxxx, or simply email your suggestions to me on how the chapter can better serve you.

Working together, all of us in the Chattanooga Chapter can channel our efforts to build a better chapter and ultimately more rewarding careers.

Sincerely,

Membership Chair

Telephone

Email

APPENDICES

Appendix E - Year End GSR Committee Report

