

Memphis Chapter Policy
Adopted _____

P R E F A C E

Purpose

These rules are policy decisions made by the Board of the Memphis Chapter of The Construction Specifications Institute (CSI) for conducting the affairs of the Chapter. Chapter Policy expands and supplements the provisions of the Certificate of Incorporation and Bylaws; States Chapter philosophy; defines roles; provides a broad procedural framework; and reserves for the Board the authority to make certain decisions.

Since Chapter policy can be revised and amended by a majority vote of the Board, it is a more flexible instrument of direction and administration than Chapter Bylaws, which can only be modified by a vote of the CSI membership.

Detailed administrative procedures are not included in Chapter Policy. The Memphis Chapter Operating Guide and other written procedures of CSI give guidance and further define administrative practices for implementing Chapter Bylaws and Chapter Policy.

Organization

Chapter Policy is organized into sections of related items. At the beginning of each section are printed the dates of initial adoption and of the last revision. Dates when specific items were added or revised will be recorded to maintain a historical record of the growth and modification of chapter Policy.

I. GENERAL

Adoption Date: 00/00/02 Last Revision Date: 00/00/02

1. Core Purpose: CSI's core purpose is to improve the process of creating and sustaining the built environment.
2. Chapter Goal: CSI Memphis will be: insert Memphis Goal .
3. Mission Statement: The Construction Specifications Institute advances the process of creating and sustaining the built environment for the benefit of the construction community by using the diversity of its members to exchange knowledge.
4. Code of Ethics: Believing that honesty and integrity, high ideals, and concern for the welfare of the construction industry are both desirable and necessary, and in a sincere effort to promote the mission of the Institute, members of CSI shall pledge themselves to:
 - a. Establish and maintain high standards of professional conduct.
 - b. Freely interchange information and experience with members of the construction community.
 - c. Maintain confidentiality of privileged information.
 - d. Avoid conflicts of interest.

- e. Avoid misrepresentation of products and services.
- f. Promote improvement of construction communications, techniques, and procedures.

II. Chapter Administration

Adoption Date: 00/00/02 Last Revision Date: 00/00/02

- A. Memphis Chapter Chartered by Institute : August 1959
- B. Chapter Incorporation: State of TN September 13, 1989
The Construction Specifications Institute – Memphis Chapter
Chartered and recorded by Shelby County, TN recorder.
- C. Chapter Registered Agent: Clifton Watson (requires TN street address)
- D. Chapter Bylaws: *Adopted September 20, 1992 by member vote*
- E. Chapter Operating Guide: Adopted _____ by Board Vote
- F. Chapter Insurance: Liability-carrier: The Hartford Insurance Co.
10/96-drop chapter bar due to liquor liability issues.
Crime Carrier: The Hartford Insurance Co.
2/1989 bond limits set at:
president and treasurer \$35,000.00 each
Product display chair \$ 25,000.00
Magazine business agent \$ 5,000.00
- G. Bank: Checking: The Bank of America
Scholarship savings: The Bank of America.
Scholarship Investment: CD at Independent Bank*
* subject to change by treasurer to obtain best rates.

III. Memphis Chapter

Adoption Date: 00/00/02 Last Revision Date: 00/00/02

- A. Chapter Member Classification: Professional, Industry, Associate, Intermediate, Student, Honorary, Member Emeritus, Lifetime, and Retired.
- B. Chapter Officers and Directors responsibilities (*13 member board* _____)
President: Shall represent Chapter at all Institute and region functions.
President-elect:
Vice President, Industry
Vice President: Professional
Secretary:
Treasurer
Director, Industry (3)
Director, Professional (3)
Immediate Past President
- C. Nomination & election of Chapter officers and directors :*April Meeting*
March 9, 2001
- D. Chapter Meetings:
 1. 10 per year, no meeting in July and December
 2. March meeting is the annual product show
- E. Chapter History:

1. First 30 years written by Joseph Haas with 5 year update for 35th.
2. (Board action required to update at regular interval.)
3. *Anniversary Celebration every 5 years beginning in 1994 November 15, 1993 and 10-18-93 Board Action.*

IV. Region Relations: Adoption Date: 00/00/02 Last Revision Date: 00/00/02

The Gulf States Region of CSI, Inc.

- A. Annual Region Conference (annual business meeting of the region)
 1. Chapter president is voting director on region board and required to attend.
 2. Chapter president required to present Memphis Chapter Annual report to the region at the annual meeting of it's members.
 3. Region officers are the Institute Directors with, the region elected Secretary and Treasurer.
- B. Annual Region Leadership Conference
 1. Chapter President is required to attend; president elect, officers and committee chairs are encouraged to attend. ("a how to do" meeting")
 2. Students are encouraged to attend.
 3. Chapter is obligated to promptly pay region dues upon receipt of invoice.
- C. Region Caucus:
 1. Meeting of voting members prior to institute annual meeting. All region members and student affiliates are invited to attend, (delegates are required to attend.)

V. Institute Relations:

Adoption Date: 00/00/02 Last Revision Date: 00/00/02

1. Annual Meeting
2. Members Forum

VI. Chapter Fiscal

Adoption Date: 00/00/02 Last Revision Date: 00/00/02

- A. Chapter Annual Dues: Professional Industry Associate \$ 30.00

Intermediate	\$
Student	\$
Retired	\$
Member Emeritus	\$ 0.00
Honorary, Lifetime Members	\$ 0.00
- B. Chapter Budget:
 1. *Chapter annual proposed budget shall be voted on at May meeting.*
- C. Financial reports: *treasurer reports to board on monthly basis and year-end to membership at annual meeting.*
- D. Fiscal Records: Treasurer retains a minimum of ____ years records beyond the current year, meeting IRS requirement.
- E. Annual Audit: Chapter Operations Chair shall chair an annual audit committee at the end of each fiscal year, reporting results to the board. Membership ???..publish a summary statement in news letter???

- F. Tax Returns:
 - 1. Chapter Operations Chair will insure that the accountant has the necessary information and filing is done on time.
- G. Corporate Reporting:
 - 1. Registered Agent, the Chapter Operations Chair will insure that the president fills out the required annual report and observes the deadline.
- H. Fiscal Authorization:
- I. Authorized signatures for chapter checks and financial documents are the President, Treasurer, Past President, President elect, who, sign bank form annually.
- J. Scholarship Fund -Dempsie B. Morrison, Jr., FCSI, Scholarship Fund
 - 1. Established 1976
 - 2. Memphis State University agreement (2 scholarship for cost of 1) 12/21/1979
 - 3. Board approved protected investment of funds to improve interest receipts. _____
- K. Asset Accounts:
 - 1. Board approved asset accounts be maintained 10/18/93
- L. Travel Expense and Reimbursement
February 21, 1994 Board adopted " rules and regulations for conference and conventions" based upon report of ad-hoc committee chair, Clif Watson.
 - 1. Construct America Institute Product Show
 President, member delegates
 Student affiliate members
 - 2. June Meeting
 President, member delegates
 Student affiliate members
 - 3. Region Annual Meeting
 President, member delegates
 Student affilliate members
 - 4. Region Leadership conference
 President, member delegates
 Student affiliate members.
- M. Gulf States Region Dues assessment:
 Annual dues based upon member count, paid upon presentation of invoice by the region treasurer. (Usually invoiced in August)

VII Chapter Committees

Adoption Date: 00/00/02 Last Revision Date: 00/00/02

- A. Establishment of Committees
 - 1. Board action required to establish standing committees.

2. President may appoint ad-hoc committees or task teams.
- B. Members of committees
 1. Standing Committee Members must be chapter voting members.
 2. Ad-hoc members or task teams, may include non-members.
- C. Terms
 1. Standing Committee member terms subject to board appointment.
 2. Ad-Hoc is annual or task completion appointments.
- D. Duties
 1. Standing Committee duties defined by Memphis Chapter Operating Guide.
 2. Ad-Hoc duties determined by specific charge by the President.
- E. Standing Committees
 1. Awards
 2. Certification
 3. Education
 4. Membership
 5. Technical
 6. Academic Affairs / student affiliate
 7. Product Show
 8. Chapter Operations / Finance
 9. Planning Chaired by immediate Past President _____
 10. Web Page 4/14/97 continued 3/19/01
 11. (add balance with dates of adoption)
- F. Ad-hoc committees
 1. Nominating-annual appointment, Pres. Elect is chair.
 2. Audit-annual appointment by Chapter Operations Chair
 3. (task oriented, add or dissolve as required)

VII Chapter Programs

Adoption Date: 00/00/02 Last Revision Date: 00/00/02

- A. Establishment of chapter programs
- B. Student Affiliate
 - 8/16/93 Student meal subsidy ½ cost of meal
 - 9/2000 Sponsor membership dues for faculty advisor for FY 01
 - 5/14/01 Student affiliate members would receive lapel pin.
- C. Chapter Awards
- D. Chapter Donald W. Manley Award
 - 10/15/90 Chapter's highest honor that could be bestowed on a member.
 - _____/02 history, criteria and presentation procedure adopted.
- E. Professional Development
 1. Monthly Chapter Meetings
 2. Certification, Education classes
 3. Special Seminars

IX Chapter Events

Adoption Date: 00/00/02 Last Revision Date: 00/00/02

- A. Annual Product Show- 1976 to present
- B. Golf Tournament
- C. Annual Meeting and Banquet
- D. Christmas Gathering
- E. Hosting Gulf States Region conferences

X Chapter Communications

Adoption Date: 00/00/02 Last Revision Date: 00/00/02

- A. Chapter Publication
 - 1. Name _____ Memphis Perspective
 - 2. Purpose
 - 3. Editorial Policy
 - 4. Editor
 - 5. Advertising Policy
 - 6. Business Manager
 - 7. Advertising Rates
 - 8. Distribution
- B. Chapter Web Site
 - 4/14/97 Web Page Standing Committee approved.
 - 1. Site Address
CSI Memphis.org
 - 2. Website Policy
 - 3. Webmaster
- C. Chapter and Board meeting notification
 - 1. Telephone -----/02 Student affiliate fund raiser.
 - 2. Chapter Publication
 - 3. Website
- D. Gulf States Region Communication
- E. Institute Communication

Note:

Minutes of meetings reviewed for board action
(objective, record board action from chapter incorporation forward first)

1993, 1994

missing 1995

1996, 1997

missing 1998

1999 thru 9/19/2002