

The Construction Specifications Institute Memphis Chapter Operating Guide

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The Construction Specifications Institute

Memphis Chapter Operating Guide

Section I - INTRODUCTION

A. Purpose

The purpose of the “Memphis Chapter Operating Guide” is to delineate the responsibilities of the elected officers, directors and appointed positions of the Memphis Chapter of Construction Specifications Institute (CSI), and to facilitate the accomplishment of the goals of the Institute and the Chapter, consistent with the By-Laws of both entities and the State of Tennessee.

B. Meetings

1. **Chapter Meetings:** All Chapter members are invited and encouraged to attend. There will be eight meetings scheduled per fiscal year, to be held on the third Thursday of each month, except March, June, July and December. The March meeting will be represented by the annual Products Display Show which will be held on the third Tuesday of the month. The June meeting will be represented by the annual Awards and Recognition Banquet. Historically, the membership is invited to attend a holiday party in December. The Chapter President shall set the date, time and place of such meetings after consulting with the Board members.
2. **Board of Directors Meetings:** The 12 voting members of the Board of Directors (hereinafter referred to as the Board) are required to attend all Board meetings. Committee chairmen and appointed positions are encouraged to attend and give reports to the Board. Members of the Chapter may also attend. There will be a minimum of 11 meetings per fiscal year. Each meeting shall precede the Memphis Chapter meetings or other Chapter events.
3. **Special Board of Directors meetings:** The Chapter President may, considering the urgency of the business, call a special Board of Directors meeting. If required to obtain a proper quorum, the President may hold the meeting via electronic means provided they are conducted by an audio, video, computer-based teleconferencing technology that allows all persons participating to hear each other at the same time.
4. **Annual Business Meeting:** The annual business meeting, required by Tennessee law, may be incorporated in the April Chapter meeting.

(Section I B 2 revised and Board approved 1/16/12)

C. Governing Board of Directors

The Memphis Chapter (hereinafter referred to as the Chapter) as defined by its By-laws and the written Chapter Policy document consists of a 12 member Board of Directors composed of the: President, President-Elect, Vice President, Secretary, Treasurer, six elected Directors and the Immediate Past President. This Board, elected by the Chapter membership, is charged with management and direction of the Chapter. The immediate Past President is a member of the Board by virtue of his past elected position.

1. The Board is charged with the responsibility of the management and direction of the Chapter.
2. It shall be the Board's responsibility to ensure that all activities and programs are consistent with the Institute's "Code of Ethics" and general intended goals of the construction industry.
3. The Board of Directors shall meet a minimum of once a month during the year, to carry out their required functions of leadership.
4. The Chapter President shall set the date, time and place of such meetings after consulting with the Board members.
5. Members of the Board are required to attend all meetings, but any member of the general membership may attend Board meetings. Members of the Board missing three consecutive meetings for other than health reasons or other serious obligations should resign or be replaced.

(Section I C revised and Board approved 1/16/12)

D. Applicable Governing Documents

The Chapter shall be governed by the Institute by-laws, the Chapter by-laws, the written Memphis Chapter policy manual, and the State of Tennessee Articles of Incorporation.

E. Internal Revenue Code (IRC) tax exempt status

The Chapter is organized as a Tennessee Corporation with federal tax exempt status as defined by the IRC in Section 501 (C) (6) "Business League" organization. The Chapter Internal Revenue Service EIN number is 58-1984948.

1. The Chapter has a Tennessee state sales tax status as a Section 501 (C) (6) organization, but DOES NOT qualify for Tennessee sales tax exemptions.
2. Donors MAY NOT deduct contributions to the Chapter since we are not an organization described in Section 170 (C) of the IRC.
3. Donors may deduct contributions made directly to the Dempsie B. Morrison, Jr., Scholarship Fund on their federal income tax returns.
4. Other pertinent information may be found in Appendix A at the end of this Operating Guide.

Section II – ELECTED OFFICERS / DIRECTORS

The following officers and directors shall be elected by the Chapter membership annually: President, President-Elect, Vice President, Secretary, Treasurer, and two Directors.

1. Officers are elected to serve a one-year term.
2. Directors are elected to serve a three-year term with staggered start dates.
3. The five elected officers and six directors and the Past President are the 12 voting members of the Board. These positions and their duties will be listed in Section II of this Operating Guide

Section II revised and Board Approved 1/16/12

A. OFFICE OF PRESIDENT

The duties of President:

1. Conduct all Board and Chapter meetings in a professional manner, utilizing Roberts Rules of Order, latest edition.
2. Serve as chairman of the Board; preside at all Chapter meetings; select the chairman of all temporary committees; appoint the Chapter delegates to the annual meeting of the Institute; be an ex-officio member of all committees; and sign all agreements and formal instruments.
3. Prepare an annual Chapter calendar of meetings, events and deadlines, Region meetings and Institute meetings, updating as necessary. A copy is to be transmitted to the Student Affiliate Chapter.
4. Schedule all Board meetings.
5. Present a written agenda for all Board meetings.
6. Responsibly manage the business of the Chapter, monitor, motivate or replace appointees who fail to or who are unable to perform their duties.
7. Monitor Chapter finances to assure adherence to the Board approved budget. All exceptions must be Board approved and clearly noted in the meeting minutes.
8. Schedule the Chapter meetings and locations to avoid obvious conflicts.
9. Represent the Chapter in all legal affairs per the State of Tennessee Articles of Incorporation.
10. Represent the Memphis Chapter at all Gulf States Region and Institute meetings while serving as Chapter liaison to both entities.
11. Write an article for each published issue of the monthly magazine, *The Memphis Perspective*.
12. Attempt to coordinate with other professional construction industry groups in the area.
13. Identify and encourage Chapter members who would be future leaders of the Chapter and Region and provide them an opportunity to advance in the Chapter.
14. Promote and encourage member attendance at Region and Institute meetings.
15. Ensure the appointment of a nominating committee in January.
16. Ensure the budget for the next fiscal year is prepared by the Treasurer and President Elect by March, and approved at the April Board Meeting.

17. Transmit any Chapter funds to the Treasurer not later than the following Board meeting.
18. Attend the annual Products Display Show and act as the “Master Host”.

Section II- A revised and Board approved 10/16/06

B. OFFICE OF PRESIDENT-ELECT

The President–Elect will have had 12 months to learn the duties of President of the Chapter, and is expected to make himself/herself available to as a candidate for the office of President.

The President Elect has the responsibility to perform all duties of the President in his absence plus the following:

1. As a voting member of the Board, attendance at all Board meetings is required.
2. Serve as the Chapter Program Chairman.
3. Introduce guest speakers and ensure that any required program presentation needs are met.
4. Distribute and collect program evaluation reports at Chapter meetings.
5. Ensure that the meeting room is in proper order by arriving early to hang banners, assuring that an American flag is available and displayed and dining and seating arrangements are adequate.
6. Appoint a Nominating Committee by February 1.
7. Chair the Nominating Committee and complete the nominations by the March Board meeting to facilitate membership voting at the April Chapter meeting.
8. Prepare the next FY budget by chairing the budget committee, secure a preliminary new FY budget from the Treasurer, gather input from committees, prepare a budget and present to the Board for approval at the April Board meeting.
9. Identify and encourage Chapter members who would be future leaders of the Chapter and Region and provide opportunities to serve and advance in the Memphis Chapter.
10. Attend Gulf States Region Conferences and Institute Conventions.
11. Historically, the President Elect has the responsibility for securing a gift for the outgoing President

Section II-B revised and Board approved 10/16/06

C. OFFICE OF VICE PRESIDENT

1. As a voting member of the Board, attendance at all Board meetings is required.
2. Preside over meetings in the absence of the President and President Elect.
3. Assist President in the oversight of committees as assigned by the President.
4. Attend all Chapter meetings and other Chapter functions.
5. Perform such duties as assigned by the President and the Board.
6. Attend Gulf States Region Conferences and Institute Conventions.

Section II-C revised and Board approved 1/16/12

D. OFFICE OF SECRETARY

1. As a voting member of the Board, attendance at all Board meetings is required.
2. Attend all Chapter meetings.
3. If the Secretary is unable to attend meetings, ensure that the Assistant Secretary attends the meetings.
4. Keep accurate and complete meeting minutes of Board meetings, accurately record Board action by recording all motions, reports and significant discussion details.
5. Keep and maintain a *historical binder* of all meeting minutes and pass this binder on to the newly elected Secretary at the end of the term of office.
6. Give a summary of the Board meeting minutes to the Editor for printing in the *Perspective* magazine by the required deadline.
7. Ensure that a copy of the minutes is received by all Board members at least seven days in advance of Board meetings.
8. Provide a copy of the annual minutes to the Historian.

Section II-D revised and Board approved 10/16/06

E. OFFICE OF TREASURER

1. As a voting member of the Board, attendance at all Board meetings is required
2. Receive and disburse Chapter funds, maintain accurate and complete financial records, report monthly on the status of the budget and account balances and oversee the activities of the Assistant Treasurer to ensure prompt receipt and deposit of Chapter funds.
3. Maintain the Chapter's financial records (books) received from the previous Treasurer, with the beginning account balances verified by the report of the Audit Committee.
4. Ensure that the President, President-Elect, Past President, Treasurer and Assistant Treasurer sign the bank signature cards.
5. Serve as a member of the Finance Committee which is appointed by the Chapter President for the formulation of the Chapter budget.
6. The President Elect, assisted by the Treasurer, shall present a detailed Chapter budget for the next fiscal year for approval no later than the April Board meeting.
7. Maintain prompt and accurate bookkeeping, with proper posting to the appropriate Chapter accounts.
8. Promptly pay authorized and documented invoices and make payment as may be directed by the Board and pay required bank service fees.
9. Distribute copies of the Treasurer's report at monthly Board meetings relating Chapter account balances to the current FY budget.
10. Advise committee chairs on the status of receipts and expenses for their committee.
11. Schedule fixed and annual payments to ensure that the Chapter incorporation fee is paid to the State of Tennessee, post office box rental fee is paid to the USPS,

and insurance policy premiums are paid when due.

12. Make payment to the bulk mail postage account to ensure the balance is adequate to cover the mailing of the monthly magazine, product show mailings and other mailings that exceed the piece count for bulk mailing.
13. Present an annual financial report at the annual Chapter meeting. Make the books available for the Chapter Audit committee and the Chapter tax accountant as required. At the completion of the term of Treasurer, turn over the Chapter books with all monies and checks, with an audited balance to the incoming Treasurer.
14. Prepare a fiscal year-end closing report and provide required data and assist in the annual audit.
15. Close the Chapter books on June 30 and ensure that all checks, deposits, withdrawals and required fund transfers are posted. Ensure that all money is deposited and checks are written for expenses for the current fiscal year.
16. Make a copy of the current fiscal year Chapter books in electronic format upon completion of the annual audit, for the permanent Chapter record. The disc shall be transmitted to the Chapter Operations Manager / Audit Committee Chairman.
17. Require payment requests to be signed and approved by the appropriate officer or committee chairman prior to the actual payment of the obligation.
18. Make arrangements for meal payment at monthly meetings.

Section II-E revised and Board approved 10/16/06

F. OFFICES OF DIRECTOR (6 total)

1. As a voting member of the Board, attendance at all Board meetings is required.
2. Attend all Chapter meetings and other Chapter functions.
3. Preside over meetings in the absence of the President and President Elect.
4. Assist in the oversight of committees as assigned by the President
5. Perform such duties as assigned by the President and the Board.
6. Attend Gulf States Region Conferences and Institute Conventions.

Section II-F revised and Board approved 4/21/11

G. OFFICE OF PAST PRESIDENT

1. As a voting member of the Board, attendance at all Board meetings is required.
2. Serve as advisor to the Chapter President.
3. Conduct a minimum of two planning sessions per year.
4. Serve as chairman of the Past Presidents Council and call meetings of this advisory body as needed.
5. Serve as Planning Committee Chairman – see Section VI – R Planning Committee

Section II-G revised and Board approved January2010

Section III – APPOINTED OFFICER POSITIONS

The Assistant Secretary and Assistant Treasurer are appointed by the President Elect and will serve one-year terms:

A. ASSISTANT SECRETARY

1. This is not a voting position, but attendance at all Board and Chapter meetings is encouraged.
2. Attend all meetings and perform the duties of the Secretary when the Secretary will not be able to attend.
3. Coordinate activities of the Database Chairman and the Membership Chairman in the assembly and maintenance of a current Chapter roster of members.
4. Compile a written annual (fiscal year) summary of approved Board actions for inclusion in the Secretary's *historical binder*.

Section III-A revised and Board approved 10/16/06

B. ASSISTANT TREASURER

1. This is not a voting position, but attendance at all Board meetings is encouraged, and attendance at Chapter meetings is required.
2. Arrive at the Chapter meetings at least 15 minutes in advance to set up the reception desk for member and guest registration and meal payment.
3. At Chapter meetings, greet all members and guests, verify made reservations, have an adequate supply of coin change and bills, receive payments, give receipts as required, issue nametags and distribute meal menus.
4. Compile an accurate account of the meeting attendance and money received. Complete a bank deposit slip, make the deposit within five working days of the meeting and submit the deposit receipt to the Treasurer.
5. Prepare numbered slips for the attendance drawing and conduct the drawing.
6. Coordinate with the Membership Chairman to ensure that an adequate supply of CSI lapel pins and blank and preprinted nametags are on hand.

Section III-B revised and Board approved 10/16/06

Section IV – APPOINTED COMMITTEES & POSITIONS

The chairmen of the following committees shall be appointed annually. The primary functions and activities of the Chapter shall be the responsibility of these chairmen who are appointed by the President Elect, who is chairman of the nominating committee. Appointments shall be made during the last months of his term and prior to being elected and beginning to serve as Chapter President on the first day of July.

Each chairman is to appoint a co-chairman or vice-chairman and is strongly urged to form a committee. Every possible effort should be made to involve members not committed to some other area in the Chapter. These positions shall be filled no later than the middle of April so all parties can be involved in the “Transfer of Power” meeting.

The following positions are listed by title in alphabetical order as well as consecutive section numbers to promote locating the data.

Section IV revised April 2006

A. ACADEMIC AFFAIRS COMMITTEE:

The purpose of this committee is to establish and maintain a system of contacts, promote communications with colleges and universities in the greater Memphis area and to aid in the advancement of the construction industry. To work toward these objectives, the chairman, acting as a student liaison, should perform the following:

1. Work with the Education Committee Chairman to develop a committee and plan.
2. Develop a program that offers faculty support to the Memphis Chapter, and a faculty advisor should be involved with all planning meetings.
3. Advise the Board of the status of the scholarship recipients.
4. Solicit Memphis Chapter member participation in program presentations held on campus.
5. Ensure student participation in the annual Chapter Products Display Show including a Student Affiliate booth.
6. Encourage students to submit articles for the *Perspective* magazine. These articles will include such topics as the Student President’s message, reports from students who have attended conferences and conventions and other pertinent news items. Each student should be asked to provide an article from different workshops and meetings for greater coverage.
7. Develop an appropriate Student Affiliate budget and be certain that the Student Affiliate President understands all facets of the budget.
8. Encourage students to attend and actively participate in Gulf States Region conferences and Institute conventions.
9. Coordinate Convention and Conference details with the Conference and Convention Chairman – refer to requirements in Appendix “E”, Student Affiliate Conference and Convention Funding.
10. Assist students in preparing a budget for the conferences and conventions.
11. Establish dates for conference and convention attendance registrations.
12. Prepare committee budget for coming fiscal year and submit to the Treasurer at least 30 days prior to the April Board meeting.
13. Assist students in arranging for hotel reservations and travel arrangements for conferences and conventions.

14. Promote a student mentoring program and help secure volunteer mentors.
15. Ensure that Student Affiliate leadership is familiar with Chapter guidelines that relate to Student Affiliate activities.
16. Attend the annual Student Affiliate membership drive and assist in distributing CSI material.
17. Assist Student Affiliate officers in setting up a calendar of events prior to the beginning of the fall semester.
18. Committee members shall consist of Student Affiliate Chair, Faculty Advisor, Student President, and others the Chair deems appropriate.
19. Advise the Student Affiliate of any Student By-Laws revisions.
20. Advise the Student Affiliate President on the Trades & Trends Show, the Annual Scavenger Hunt, and the Student Booth at the Memphis Chapter's Annual Products Display Show.
21. Attend the Trades & Trends Show, the Annual Scavenger Hunt, and other student events as the Chapter representative.

Modified January 2010

B. AWARDS COMMITTEE:

The Awards Committee is composed of a Chairman, Co-Chairman and at least two committee members. The Chairman is responsible for selecting the Co-Chairman and the committee members.

The committee's purpose is to recognize deserving Memphis Chapter members, firms and organizations. Membership in the Memphis Chapter is not a prerequisite to becoming a nominee, as the criteria for an award is to recognize those whose contributions to the construction industry support the purpose of CSI. There are three levels of awards: Institute, Gulf States Region and the Memphis Chapter.

This Chairman should be a person who regularly attends all Memphis Chapter functions which will enable him/her to become knowledgeable of all potential nominees. The Chairman should work closely with the Chapter President, as he/she probably is the most knowledgeable of all deserving candidates.

1. Research the nominee's qualifications, CSI resume, personal history, and any other pertinent materials to determine the candidate's merit and eligibility for an award.
2. Invite the Chapter President to all committee meetings.
3. Distribute a copy of the Chapter, Region, and Institute Awards guidelines to the committee members.
4. Be aggressive in the search for deserving candidates.
5. At the CHAPTER level, it is the responsibility of the Chapter President to recognize individuals for their service to the Memphis Chapter. It is the responsibility of the Awards Committee Chairman to provide the award certificates, seals, plaques, suitable framing, and gifts for the awards ceremony, which occurs in June in lieu of the monthly Chapter meeting.
 - a. Historically, the President Elect has the responsibility for securing a gift for the outgoing President.
 - b. Receive nominations for the Donald W. Manley Award and forward to the

- Donald W. Manley jury chairman by February 1. Refer to Appendix “D” for additional information and guidance.
- c. If warranted, nominate a member for the Donald W. Manley Award and forward to the jury chairman.
 - d. Prepare budget figures for the committee and submit to the Treasurer at least 30 days prior to the April Board meeting.
6. At the REGION level, it is the responsibility of the Awards Chairman to provide nominations for the awards listed in Appendix A of the Region Awards publication.
 - a. Review the Gulf States Region website to determine the latest applicable requirements and forms required.
 - b. Seek input from the Chapter President and Board of Directors to determine qualified and deserving individuals.
 - c. Announce available awards and due dates for submittals to the Board not later than the November Board meeting.
 - d. Prepare nominations in strict adherence with the directions listed in the Region’s awards publication, Appendix A.
 - e. Awards will be presented at the Gulf States Region Conference: date, time and location, to be announced.
 4. At the INSTITUTE level, it is the responsibility of the Awards Chairman to provide nominations for the awards described in Appendix D, “Honor Awards Guide”, an excerpt from the CSI’s administrative references.
 - f. Review the Institute website to determine the latest applicable requirements and forms required.
 - g. In June, distribute to other committee chairmen and officers pertinent parts of the Outstanding Chapter Commendation nomination form and begin gathering information for this nomination.
 - h. Announce nominations to the Board at the October Board meeting and present resolution as required for those nominations.
 - i. Prepare nominations in strict adherence with the instructions and directions described in Appendix D.
 - j. Send in nominations packets to the Institute before the submittal deadline.
 - k. Awards will be presented at the Institute Convention: date, time and location to be announced.
 - l. Institute Fellowship Awards are the responsibility of the Fellowship Committee, refer to Section IV – J of this Operating Guide.
 - m. Awards Committee tasks relating to the Institute Fellowship Award are listed below:
 - n. Identify other Institute Awards (Ben J. Small, Robert P. Brousseau, etc.) for which potentially worthy Fellowship candidates may be eligible.
 - o. Advise unsuccessful candidates of awards for which they should be submitted to enhance their future eligibility.
 - p. Chairman of Awards Committees is to be notified of the Fellowship Committee’s recommendations of individuals for other Institute Awards and request that steps be taken for submissions.

C. BANQUET / PARTIES COMMITTEE:

The Banquet Committee has the responsibility for all banquet type meetings including the Annual Awards and Recognition Banquet and the Annual Holiday Party.

1. The Committee must work within the funds established in the Banquets budget.
2. The Committee is responsible for selecting the location, time and date, and determining the costs of the banquets / parties and must advise/consult with the Chapter President, who has the final approval. Ideally, this date should be selected two to three months prior to the event to allow time for planning, promotions and advertising.
3. Inspect the proposed facility to be sure that it is adequate in size and ensure the privacy required. Discuss set-up of tables and chairs and seating arrangements.
4. Determine whether a lectern and public address (PA) system are included in the cost – if required by the Master of Ceremonies and/or President.
5. After the facility and the menu have been selected, meet with the President to establish the cost per attendee if applicable. The Chapter *may* subsidize a portion of the cost to encourage attendance, but this is subject to approval by the Board.
6. The Committee Chairman has the responsibility to arrange for the President's signing any required contracts and paying the required retainer.
7. Coordinate with the Program Chairman to secure a speaker for the function, if applicable.
8. Submit appropriate information to the *Perspective* magazine Editor to allow notification to the membership beginning three months in advance of the function.
9. Banquet / party decorations are the responsibility of this committee.
10. This committee is not responsible for Anniversary Celebrations (like the Chapter's 50th), as they are the responsibility of a specially appointed committee.

Section IV-C revised and Board approved 1/15/07

D. CERTIFICATION COMMITTEE:

The purpose of the Chapter Certification Chairman (CCC) is to serve as a liaison with the Region Certification Chairman (RCC) and the Institute Certification Committee (ICC) and to promote the Institute examination programs within the Chapter.

1. Establish and maintain direct communication with the Chapter President, the Chapter Board and the RCC.
2. Contribute articles or awareness bulletins to the Chapter magazine on a regular basis.
3. Assist the RCC and the ICC in locating exam proctors and sites for exams to be held in the Chapter's area.
4. Attend Board meetings to keep officers and directors informed of the CCC's activities.
5. Coordinate educational programs pertaining to CDT, CCS, CCPR and CCCA exam preparation with the Chapter Education Chairman.
6. Distribute materials provided by the ICC and RCC to Chapter members.
7. Encourage potential candidates from the Chapter to participate in the CDT, CCS, CCPR and CCCA certification programs.
8. Make reports at Chapter meetings.

9. Promote and explain the CDT, CCS, CCPR and CCCA programs.
10. Publicize and promote planned exam study sessions.
11. Announce names of Memphis Chapter members successfully passing the examinations, as well as non-members in the Mid-South area.
12. Assist membership in CSI orientation meetings.
13. Maintain a list of CDT's, CCS's, CCPR's and CCCA's in the Chapter for inclusion in the Chapter roster.
14. Keep RCC informed of activities within the Chapter.

Section IV-D Board approved 1/15/07

E. CHAPTER OPERATIONS COMMITTEE:

The purpose of the Operations committee is to ensure that the Memphis Chapter is operating within the law and protected against all liability.

1. Develop a committee to review and update the Chapter Operations Guide as required.
2. Act as registered agent for the Construction Specifications Institute – Memphis Chapter Corporation with Tennessee Secretary of State.
3. Assure that the corporation annual report is mailed before the due date.
4. Maintain IRS 501(c)(6) tax-exempt status records from Internal Revenue Service.
5. Assure that all insurance policies are renewed as required.
6. Obtain special certificates of insurance for the Products Display Show.
7. Maintain a current copy of the approved Chapter By-Laws.
8. Assist the President in ensuring that all meetings are conducted in accordance with the Memphis Chapter and Institute By-Laws, rules and regulations, and the State of Tennessee incorporation laws.
9. Oversee the Memphis Chapter post office box and pick up and distribute all mail.
10. Give checks received to the Treasurer prior to each Board meeting.

Section IV-E Board approved 1/15/07

F. CONVENTION AND CONFERENCE COMMITTEE:

The goal of the committee is to ensure that the Memphis Chapter is represented at the Gulf States Region Leadership Conference, Gulf States Region Conference, the Construction Specifications Institute Convention and CSI University. The purpose for Chapter member attendance is to enhance member understanding of Chapter activities, exchange best practices, and train and develop future Chapter leadership skills. The committee is responsible for establishing a budget and providing funds to subsidize Memphis Chapter member's expenses to attend and participate in Institute conventions and Gulf States Region conferences subject to the rules and limitations established by the Memphis Chapter Board of Directors. The committee chairman will prepare budget figures and submit to the Treasurer no later than 30 days prior to the April Board meeting.

1. Convention and/or Conference subsidy regulations/requirements:
 - a. The purpose of subsidizing attendance is to conduct CSI business and to offer CSI leadership development to members with a goal of providing a

better understanding and knowledge of the operations and activities of the Institute, the Region and the Chapter. Not all CSI sponsored activities are eligible for subsidies.

- b. Delegates have the responsibility to know and abide by the rules and regulations regarding subsidies. The Convention and Conference Chairman *will* provide a copy of the subsidy rules and an updated listing of reimbursable expense amounts to each delegate/ attendee prior to the event.
 - c. To receive funding subsidies, delegates must complete a reimbursement form, attach receipts, get the signature of the Convention and Conference Chairman and forward to the Treasurer for reimbursement.
 - d. All subsidies are contingent upon available budgeted funds.
 - e. Delegates must be members of the Institute and the Memphis Chapter
 - f. Dues must be current as of the first day of the Convention or conference
 - g. Chapter funding will in no case exceed the delegate's actual cost to attend.
 - h. Institute delegates must attend the Region caucus and Institute business meeting and cast ballots in behalf of the Memphis Chapter.
 - i. Delegates attending Gulf States Region conferences must attend business meetings and cast ballots in behalf of the Memphis Chapter.
 - j. Delegates attending Conventions and/or Conferences are required to write at least one article, relating to their experiences, for the Memphis Perspective magazine.
 - k. Make notes of officer and/or leadership workshop presentations, get copies of workshop hand-outs, and share with applicable Memphis Chapter members who were not able to attend.
 - l. Members should practice the highest ethical standards regarding subsidies, especially when total subsidies from the Chapter, employers and other sources exceed the actual cost of attendance.
2. Delegate selection: The President, who has responsibility for selecting delegates, shall follow this priority and make the selection as to who will be designated as delegates, and communicate this to the Chapter Secretary and the Conference and Conventions Chairman. Delegate selection shall be made in the following order: President, President Elect, active members of the Board, committee chairs. Next, not necessarily in this order, consideration will be given to Chapter members who are scheduled to receive an award, Chapter members who are active at the Institute or Region level, active committee members, active non-voting officers such as Assistant Secretary and Assistant Treasurer, and lastly, any Chapter member who meets the participation criteria. Chapter members who have attended six or more Memphis Chapter meetings in the current fiscal year are eligible to be considered as a delegate.
- a. Institute Convention – The number of authorized voting delegates is established by the Institute prior to the Convention. The Institute records must show Institute and Chapter membership current as a condition of being subsidized for attending. The Memphis Chapter Secretary will be advised of the authorizations for delegates prior to the convention.
 - i. Institute delegate funding:

1. Chapter President:
 - a. Fund advance discounted registration.
 - b. Fund the cost of the President's Banquet ticket.
 - c. Fund the cost of advance purchased coach class air fare or ground transport at the IRS recognized rate per mile, whichever is the most reasonable in cost.
 - d. Fund hotel expense at a rate not to exceed the cost for Institute arranged hotels.
 - e. Fund up to 5 night's hotel expense to permit the President to attend the President's breakfast and continue attendance throughout the Annual Meeting and closing ceremony.
 2. Chapter President Elect:
 - a. Fund advance discounted registration for the Convention and CSI University.
 - b. Fund the cost of advance purchased coach class air fare or ground transport at the IRS recognized rate per mile, whichever is the most reasonable in cost.
 - c. Fund hotel expense at a rate not to exceed the cost for Institute arranged hotels.
 - d. Fund up to one additional night's hotel cost if needed to attend CSI University.
 3. Delegates share:
 - a. Pending available budgeted funds, fund advance discounted registration, up to four night's hotel cost and the cost of advance purchased coach class air fare or ground transport at the IRS recognized rate per mile, whichever is the most reasonable in cost.
 - b. Delegate's share amounts are determined by deducting Chapter President's and the President-Elect's funding from the budgeted amount, then dividing the balance by the number of authorized delegates attending, excluding the President and President-Elect (Example: If there are 16 attending delegates, deduct two and divide the balance by 14 delegates or the actual number in attendance.) In no case would the delegate's share be permitted to exceed the actual cost to attend, additionally, there may be cases where the share may not fully cover the cost of registration and hotel.
 - c. Subsidized delegates shall not exceed Institute authorized number;
 - d. Alternate delegates *may* be selected from member attendees meeting qualifications and funded in the event that a delegate is unable to attend.
- b. Region Leadership Conference delegate funding: The goal is to have as many Chapter members as possible, especially officers and committee chairmen,

to attend and learn the leadership responsibilities of the various Chapter offices and positions.

- i. Fund transportation costs for drivers at the IRS mileage rate for medical or moving purposes.
 - ii. Fund early discounted registration and one night hotel cost for all delegates will be the budget goal.
 - iii. Divide the remaining budgeted amount by total Chapter delegates.
 - iv. Reimbursement shall not exceed the delegate's cost for registration and hotel cost for one night.
 - v. Meals and other expenses are not to be subsidized by the Chapter. Delegates are encouraged to carpool.
 - vi. Total reimbursed cost for the Conference is not to exceed the budgeted amount.
- c. Region Conference delegate funding - Gulf States Region annual business meeting:
- i. The goal is to have the President and as many Chapter members as possible in attendance. The President is expected to represent the Chapter and cast votes as required in the Business Meeting, and the delegates are expected to attend and cast votes as required in the Annual Meeting of the Region. The budget goal will be to provide funding for early discounted registration and two nights hotel cost for all delegates.
 - ii. Fund transportation costs for drivers at the IRS mileage rate for medical or moving purposes.
 - iii. Fund the President's advance discounted registration and two night's hotel cost.
 - iv. Fund the other delegates two nights hotel cost and advance discounted registration cost.
 - v. Total reimbursed cost for the Conference is not to exceed the budgeted amount.
 - vi. Total reimbursed expenses per delegate shall not exceed actual cost.
 - vii. Meals and other expenses are not to be subsidized by the Chapter. Subject to available budgeted funds, the Chapter Board may, on a case by case basis, elect to fund a portion of the expense of transportation. Delegates are encouraged to carpool.

Section IV-F Board approved 9/18/08

G. DATABASE COMMITTEE:

The mission of the Memphis Chapter CSI database committee is to provide a current, flexible and available mailing list to the Chapter Committee Chairs and related networking groups upon request.

1. Develop a complete database system of the Chapter membership, non-affiliated members, magazine advertisers, and Region and Institute leaders.
2. Acquire database of Product Display Show vendors and attendees as well as Golf Tournament participants and sponsors from the respective Committee Chairmen.
3. Secure from the Board a list of local construction community groups with which

- the Chapter desires to liaison and to which the Chapter is willing to provide Chapter database information. Database information should not be given out to anyone requesting such information unless agreed to by the Board, including requests by Chapter members for any use other than general Chapter use. This information is to be used only to promote CSI's interests.
4. Develop open communications with Membership Chairman to maintain an accurate listing of all members. Any changes made to a Chapter member's contact information should be updated immediately in the Chapter database and noted as such until the Institute updates the same information in the Institute database.
 5. Provide database information in an electronic format (Microsoft Word or Adobe PDF) for the requested label template, i.e. Avery #5160, to the Committee Chairman. The Committee Chairman will print the labels on the label template that they have chosen. The appropriate database information should be provided for the specific request. Examples follow:
 - a. Magazine labels: Chapter membership, non-affiliated Institute members, magazine advertisers, Region and Institute leaders, special requests;
 - b. Annual Banquet: Chapter membership;
 - c. Golf Tournament: Chapter membership, Golf Tournament database;
 - d. Product Display Show: Chapter membership, non-affiliated Institute members, Region and Institute leaders, Golf Tournament database, Product Display Show database;
 - e. Product Show Education Classes: (same as Product Display Show);
 - f. Roster: Chapter membership.
 6. Due to the various sorting that may be requested, the information should include assigned identifiers such as: "Region leader", "non-affiliated", "advertiser", etc. This will be beneficial when sorting for the specific request as listed above.
 7. Provide Chapter Roster for inclusion in the Chapter magazine for publication prior to the Product Display Show. Information should be given to the Magazine Editor in the desired format requested. The information provided should honor the requests of those who have stated they do not wish to be contacted by fax, by email, and/or by mail. This information is included in the Chapter database downloaded from the Institute.
 8. Obtaining Database Information:
 - a. All database information should be maintained in a Microsoft Excel file.
 - b. The Chapter Roster can be obtained from the Institute website (www.csinet.org) under the Chapter and Region Leaders Toolbox, or Roster Report. Authorization to access this database must be requested by the Chapter President to the Institute once the Database Chairman has been selected.
 - c. Non-affiliated members within the state may also be downloaded from the same website. Members within the Chapter's city may be extracted and included within the database.
 - d. Gulf States Region leaders may be found on the same website under Chapter Locator or Gulf States Region Information. This information will most likely have to be entered manually into the database Excel file.
 - e. Magazine advertisers' information to be provided by the Magazine

Manager or Magazine Editor.

- f. Product Display Show vendors and attendees information to be provided by the Product Display Show Chairman.
- g. Golf Tournament participants and sponsors information to be provided by the Golf Tournament Chairman.
- h. Prepare budget and submit to the Board 30 days prior to the April board meeting.

Section IV-G - Board approved 12/17/07

H. EDUCATION COMMITTEE:

It is the purpose of the Education Committee to present to the Chapter members any and all document preparation communications. Responsibilities of the Chairman are:

1. Coordinate with the Program, Certification and Technical committees to establish learning unit credits for all Chapter sponsored workshops/seminars and program presentations.
2. Develop a committee of at least three members.
3. Establish and publish available learning units.
4. Schedule a minimum of one CEU eligible seminar per year.
5. Coordinate with the Academic Affairs chairman to establish program presentations for colleges and universities.
6. Prepare budget figures and give to the Treasurer at least 30 days prior to the April Board meeting.

Section IV-H Board approved August 2007

I. FINANCE COMMITTEE:

The purpose of the Finance committee is to monitor and ensure that Chapter financial matters are accurate.

1. Form a committee of no less than two members.
2. Promptly analyze the Chapter monthly bank and financial statements.
3. Coordinate with the Treasurer and Assistant Treasurer to maintain financial records and audits deemed necessary by the Board.
4. Offer suggestions on handling of funds and record keeping.
5. Recommend budget adjustments when required.
6. Develop necessary instruments in the By-Laws that will give protection against liability for actions of the Board and Chapter activities.
7. Advise any and all members of the Board of issues of concern regarding potential liability.
8. Assure that all tax returns are filed with the Internal Revenue Service.
9. Act as Chairman of the Annual Audit Committee.

Section IV-I Board approved August 2007

J. FELLOWSHIP COMMITTEE:

1. The purpose of this committee is to select a candidate for elevation to Institute Fellowship status.

- a. Convene the Fellowship Committee – on or about November 1.
 - b. Committee is composed of five members - ideally all members are FCSI
 - c. Memphis Chapter Past Presidents may be solicited to serve if there are insufficient FCSI members available.
 - d. Reserve meeting place (luncheon works fine).
 - e. The committee will discuss candidates for nomination effort and establish slate of worthy candidates.
 - f. Discuss format of nomination submission.
 - g. Establish deadlines for activities.
 - h. Prepare budget figures and give to the Treasurer at least 30 days prior to the April Board meeting.
 - i. Discuss funds to be budgeted for next fiscal year for Fellowship nomination and advise Chapter President.
 - j. Notify worthy candidates of their consideration for nomination on or about December 1, and obtain commitments for their active participation if selected.
 - k. Request CSI candidate resume by January 15.
 - l. Receive CSI resumes from worthy candidates no later than February 15.
 - m. Non-responses from candidates simplifies the selection process.
 - n. Copy and mail resumes to committee members by March 1.
 - o. Establish mutually convenient meeting date on or about March 2.
 - p. Convene Fellowship Committee on or about March 2.
 - q. Review resumes and discuss merits of each candidate. The Committee shall select the nominee by consensus if possible; a majority vote is very desirable (deliberations are advised to remain in confidence). Utilize “Selected by the Fellowship Committee” as the appropriate response to any question about how individual committee members may have voted.
 - r. Discuss merits of potentially worthy candidates and steps that should be taken to enhance their future eligibility.
 - s. Notify Nominee of his/her selection and outline steps needed for submittal on or about March 3.
 - i. Schedule meeting with Nominee.
 - ii. Notify other worthy candidates of committee’s decision.
2. Convene Fellowship Committee and meet with nominee on or about April 1.
- a. Reserve meeting place (a luncheon meeting works fine.)
 - b. Review examples of prior successful nomination packets.
 - c. Review forms that will be required for the nomination submittal.
 - d. Review information needed to complete the nomination package.
 - e. Review list of individuals for potential endorsement letters.
 - f. Review need for photograph.
 - g. Establish June 1 as the date for receipt of all required information.
 - h. Discuss committee member assignments for completion of the submittal.
 - i. At the April Board meeting notify the members of the Fellowship Committee’s selection of the Nominee for Fellowship. Fellowship Chairman is to have CSI Awards Form 201 printed and in hand for Chapter President and Chapter Secretary to sign after the vote.

- ii. Receive nomination submittal information from Nominee on or about June 1. The submittal information should include:
 1. Photograph
 2. Narratives
 3. Awards & Dates
 4. Positions & Dates
 5. Services & Dates
 6. Endorser names and addresses
 - iii. Assign tasks for completion of the nomination package
 - iv. The following should be completed on or before July 15:
 1. Verify the accuracy of the Chairman of the Jury of Fellows name and address.
 2. Confirmation of deadline for nomination submission.
 3. Chapter Chairman's letter to endorsers.
 4. Endorser's names and address in mail merge file.
3. Preparing the nomination package for endorsers
 - a. Package contents should be reviewed and checked for accuracy, spelling, syntax, etc.
 - b. Package contents should be on a computer disc.
 - c. Obtain sufficient Memphis Chapter CSI letterhead and envelopes for letters to endorsers.
 - d. Print letters of endorsement and information in endorser's packages – approximate date, August 5.
 - e. Assemble information for the endorser's package
 - f. Include the name and address of the Chairman, Jury of Fellows.
 - g. Deadline for receipt of endorsement letters is October 1.
 - h. Include the article "Writing Effective Letters of Endorsement."
4. Make final changes, upgrades or enhancements to the nomination package by September 5.
5. Make final check of package contents
6. Compose cover letter to Jury Chairman and print.
7. Print nomination packages by September 10.
8. Print a minimum of 10 copies:
 - a. Seven – actual submission packages
 - b. One – Fellowship Chairman
 - c. One – Nominee
 - d. One – Chapter President
 - e. One – Chapter Historian
9. Transmit nomination packages to the Chairman, Jury of Fellows, prior to the October 1 deadline.
10. A total of seven copies (one original and six copies.) will be sent to the Chairman.
11. Enclose in a rigid box or package to maintain pristine condition of nomination packages.
12. Send via FedEx or other traceable means.
13. Advise the Board at the November meeting of the completion of the submission.

- a. Present copies of nomination package to Chapter President and Chapter Historian (and to Nominee, if in attendance.)
- b. Submit copies of all invoices to Chapter Treasurer for reimbursement.

Section IV-J Board approved 12/17/07

K. GOLF SCRAMBLE COMMITTEE:

The duties of the Golf Scramble Chairman are to coordinate the activities of the July event and to preside over the on-site presentation of all associated awards, and distribution of door prizes and make announcements at the end of the golfing activities. The goal of the Golf Scramble is to serve as a social networking environment and provide an interaction for the CSI members and potential new members. The success of this event is of great importance, as the Golf Scramble is only second in Memphis Chapter exposure to the local construction community representatives - the annual Products Display Show being first in attendance and exposure.

1. The Chairman shall form a committee of not less than 4 members by November 1st.
2. Announce the date, inform the Board of activities and plans and promote this event in all newsletters and at all meetings.
3. The golf sign-up form should be in the *Perspective* magazine beginning in April and continue to be published through the June edition. In addition, send promotional material and sign-up sheets via e-mail and/or FAX to the CSI and AIA databases.
4. Secure sponsors for the event and see that they are properly recognized.
5. Establish entry fee levels, select a golf course for the event, arrange for a vendor for dinner after the scramble, secure door prizes and determine appropriate prizes for all event winners.
6. Prepare budget figures and submit to the Board prior to the April meeting. Expenses must not exceed the income produced, with any incidental overages going to the Student Affiliate budget.
7. Give checks received to the Treasurer at each Board meeting unless other direct bank depositing systems have been previously arranged.
8. Recognize event winners at the August Chapter meeting
9. Make arrangements for an on-site photographer to capture the event on film.
10. It is imperative that the Treasurer be in attendance at the event to allow closing out the financial obligations that day, and if it is impossible for the Treasurer to attend, he must assure that the Assistant Treasurer or an authorized representative attends.
11. The committee should strive to place at least one architect or engineer on every team to allow networking with product representatives. The committee should also strive to include one "A", "B", "C", and "D" player on each team to make the event competitive.

Section IV-K Board approved 1/14/08

L. CHAPTER HISTORIAN

The Historian shall endeavor to maintain a record of the history of the Memphis Chapter of CSI.

1. Maintain copies of all Chapter publications, including, but not limited to, the Chapter monthly magazine, Board meeting minutes, photographs of Chapter events and all other types of memorabilia pertaining to the Chapter.
2. Keep and maintain a record of all notable “historic” events.
3. Contribute, on a regular basis, articles to the *Perspective* magazine recognizing notable events, either by the Chapter, the Institute, the Gulf States Region, other groups or Chapter members.
4. Remind and refresh the Chapter membership of notable by-gone achievements by individual members, groups or the Chapter.
5. Store and maintain the Chapter Charter, the William E. Kaiser, CSI memorial plaque and all Chapter awards.
6. Attend monthly Board meetings as regularly as possible.
7. Prepare budget figures and give to the Treasurer at least 30 days prior to the April Board meeting.

Section IV-L Board approved 1/14/08

M. MEMBERSHIP COMMITTEE:

The Membership Committee shall consist of a chairman and a minimum of three members and carry out the following activities:

1. Have one member at the registration table at the Chapter meetings to greet members, new members and guests.
2. Introduce new members and guests to those in attendance.
3. Each committee member should have a supply of membership applications at all Chapter meetings.
4. Conduct a minimum of two new member orientation meetings a year.
5. Develop and maintain a Photo/Bio system for all new members.
6. Display CSI promotional materials at Chapter meetings.
7. Liaison with Education, Certification and Product Display Show committees for opportunities to promote membership.
8. Give monthly membership total reports to the Board and at Chapter meetings.
9. Each February, promote recognition of the engineering fields.
10. Maintain a supply of CSI lapel pins to present to new members at Chapter meetings.
11. Award chevrons for anniversaries at the annual Awards and Recognition Banquet.
12. Secure correct mailing addresses from the Institute for all new members and immediately forward this to the *Perspective* magazine Editor.
13. Promote membership through advertising in trade journals and any other publications deemed profitable by the committee.
14. Develop competitive programs for members to secure new members.
15. Promote membership awareness of Institute credits for membership references.
16. Develop a follow-up system to ensure that the Institute has received all new member applications.
17. Contact all “non-affiliated” members on a monthly basis.

18. Contact all “non-renewed” members each month to encourage renewal of membership.
19. Coordinate with the Student Affiliate Chapter to promote Chapter membership.
20. Prepare budget figures and give to the Treasurer at least 30 days prior to the April Board meeting.
21. Submit membership status reports to the Perspective Editor monthly

Section IV-M Board approved 2/18/08

N. MAGAZINE EDITOR

1. Attend all Board and Chapter meetings.
2. Publish The Memphis *Perspective* magazine monthly, except for July and December.
3. Establish and announce deadlines for articles.
4. Solicit articles from the membership for the magazine.
5. Establish guidelines for articles.
6. Establish mailing dates for the *Perspective* magazine, ensuring delivery prior to all Chapter meetings.
7. Solicit and encourage all Board members to write articles for the magazine.
8. Advise the *Perspective* Business Manager of financial needs for advertising and promotions.
9. Prepare budget figures with the *Perspective* Business Manager and give to the Treasurer at least 30 days prior to the April Board meeting.

Section IV-N Board approved 3/17/08

O. MAGAZINE ASSISTANT EDITOR

This position gives an opportunity to work under the tutelage of the Magazine Editor to learn the duties and responsibilities of the Editor, and positions the assistant to become Editor when the position comes open.

1. Responsible for all the duties of the Editor in his/her absence.
2. Perform any tasks that are assigned by the Editor.
3. Understand the relationship between the Editor and the Magazine Business Manager.
4. Understand the needs of acquiring news articles, photos and announcements on a timely basis.
5. Learn to work to established deadlines which will assure that the magazine is distributed and received by members on a timely basis.
6. Understand the layout procedure, printing process and distribution system of the magazine.

Section IV-O Board approved 3/17/08

P. MAGAZINE BUSINESSS MANAGER:

The committee should consist of at least 2 members. One of the members should be trained to fulfill the duties, should the Business Manager become unavailable on a temporary basis.

PURPOSE: Advertising subscriptions are sold to help offset the cost of composing, printing and distributing the *Perspective* magazine.

GOAL: For the revenue generated from the sale of the advertising space to equal or exceed the cost of publishing and distributing the magazine.

1. Provide training to a committee member who could become the Business Manager if the position should become permanently vacant.
2. Coordinate with the appropriate Board member concerning the status of advertising subscriptions.
3. Coordinate with the Editor to determine space available for advertising.
4. Solicit new advertising subscriptions.
5. Invoice companies or individuals for published advertising subscriptions.

6. Receive subscription artwork and layout, and forward to the Editor.
7. Continually monitor subscriptions and notify participants of impending expiration and renewal requirements.
8. Notify the Editor to remove the ad from the publication if a subscription expires and is not renewed.
9. Review rates for various size ads annually and consult with the Board regarding increasing or maintaining the cost of the subscriptions.
10. Promptly forward checks for the new or renewed subscriptions to the Treasurer.

Section IV-P Board approved 4/14/08

Q. NOMINATING COMMITTEE

The Nominating Committee is to provide a slate of officers for presentation to the membership at the March Chapter meeting for voting at the April meeting.

1. The Nominating Committee Chairman shall be the President Elect.
2. Appoint a nominating committee by February 1.
3. Select all elected and appointed nominees in accordance with the Chapter Operating Guide.
4. Explain the duties and responsibilities of the position(s) to the candidate(s) for nomination.
5. Identify and encourage Chapter members who are capable of being future leaders and provide opportunities to serve and advance in leadership positions in the Memphis Chapter.

Section IV-P Board approved 4/14/08

R. PLANNING COMMITTEE

The immediate Past President of the Memphis Chapter shall be the Chairman of the Planning Committee. The Committee is responsible for reviewing and reporting the health of the Chapter and analyzing any problem areas that would impact the growth and stability of the Chapter.

Monitor and evaluate Chapter activities on a continuing basis. Observe successes, shortcomings and trends regarding the following Chapter operations and report findings to the Memphis Chapter Board of Directors on a monthly basis.

- Membership trends – evaluate the last 3 – 5 years of membership levels to determine trends.
- Attendance – monitor attendance at Chapter meetings and Board meetings to track trends.
- Attendance – consult members to determine if meeting locations are satisfactory to encourage attendance by the membership.
- Attendance – poll members to determine if the programs are of sufficient interest to the membership.
- Succession Planning – Monitor members being given opportunities to fill chapter positions which should lead to progressions in leadership. Encourage “grooming” of members to accept positions of responsibility which could ultimately lead to

the highest positions of leadership. The Chairman shall be a member of the nominating committee.

- Set Chapter goals and maintain a continuing 5-year plan for resolving areas for improvement, updating the plan each year.
- Conduct a minimum of two sessions of long-term planning per year.
- Review the progress toward achieving the Memphis Chapter's Mission Statement and report to the Board

Attend Board and Chapter meetings and other Chapter activities on a continuing basis to allow opportunity for observations and progress reports.

New section created January 2010

S. PROGRAMS COMMITTEE:

It is the responsibility of the Programs Committee to plan programs involving products, technical, and legal matters that best meet the needs of the membership of the Chapter.

1. Maintain a schedule of programs not less than six months in advance.
2. Meet with the incoming Program Chairman at the beginning of February to assure program continuity.
3. Develop the awards banquet program with Awards Chairman if required.
4. Be responsible for scheduling a location to hold all Chapter meetings.
5. Publish a meeting topic calendar in the *Perspective* magazine.
6. Make every effort to assure that all programs offer Continuing Education Network (CEN) and Continuing Education System (CES) Learning Units (LU).
7. Publish the availability of learning units in the *Perspective* magazine prior to the meeting.
8. Prepare budget figures and give to the Treasurer at least 30 days prior to the April Board meeting.

Section IV-Q Board approved 3/17/08

T. PRODUCTS SHOW COMMITTEE:

The purpose of the annual Product Show

1. Raise funds for the Chapter's operations
2. Afford outstanding networking opportunity among members and attendees.
3. Assure displayers of maximum return on dollars spent.
4. Select booth participants to introduce new products to the users, i.e. Architects – Engineers, Contractors and Owners.
5. The Products Show Chairman shall:
6. Develop a committee of not less than four people.
7. Secure show location by September 1 of preceding year.
8. Develop a products show database for mailing to potential participants and attendees.
9. Target January 1 of year as “sold out” deadline.
10. Establish booth pricing.
11. Secure “Door Prize” sponsors.
12. Ensure all exhibitor money's are paid prior to set-up.

13. Secure judges for booth prizes.
14. Secure individuals of groups for registering attendees at the show.
15. Prepare budget figures and give to the Treasurer at least 30 days prior to the April Board meeting.
16. Council with Chapter Operations Chairman to ensure all legal and insurance needs are met.
17. Give checks received to the Treasurer prior to the following Board meeting, unless other systems have been put into effect.

Section IV-R reviewed and Board approved 5/12/08

U. PUBLICITY COMMITTEE:

The purpose of the Publicity Committee is to advise the public of scheduled Memphis Chapter meetings, significant press releases and special activities.

1. Secure local media contact names including, but not limited to: Newspapers, Construction Publications, Trade Magazines, Local Business Journals, Radio and TV stations.
2. Press releases to most all media can be submitted via e-mail for prompt communication.
3. Submit to the media, well in advance of the meeting or activity, to assure publication 2-3 days prior to the event. Chapter meeting notices should include: Date, time, location, program, and cost (*see sample ad below*).
4. Submit to the media, the name and picture of any Chapter member who receives a significant honor relating to The Construction Specifications Institute or the
5. Submit to the media the name of the individual who receives the Donald W. Manley Award immediately after the awarding occurs.
6. Each year, as Chapter officers are elected, submit to the media a picture and brief biographical article of the incoming President - also list other elected Officers and Directors.
7. Submit to the media the names of Memphis Chapter members and other area residents who achieve certification through CSI.
8. Submit to the Institute any newsworthy items with pictures for publication.
9. Only the Chapter President has the authority to request any press releases in addition to the aforementioned items.
10. The Chairmen of the following committees are responsible for their publicity: Awards, Products Display Show, Golf Scramble, and the Banquets / Parties.

Sample Chapter meeting announcement containing all the key elements:

The Memphis Chapter of the Construction Specifications Institute is meeting Thursday, April 17, 2008, 5:30 – 8:30 p.m. at the Spaghetti Warehouse, 40 W. Huling Ave. Speaker: Ms Della Adams, GIS Program Manager, City of Memphis. Topic: GIS Transformation “Leaping out of the Box”. Meal cost \$20.00

Section IV-S Board approved 4/14/08

V. SCHOLARSHIP:

The primary responsibility is to solicit scholarship donations through sponsorships from professional organizations, industry organizations and individual donors. The goal is to raise money to be put in a scholarship fund which will ultimately generate enough interest to pay for scholarships at the University of Memphis which matches our contribution. The number of scholarships is limited by the Memphis Chapter Board of Directors and the available matching funds from the University of Memphis.

1. The Chairman has the latitude to choose the method of solicitation.
2. Initially, determine a list of potential sponsors.
3. Call or visit potential sponsors, citing benefits, and sending information as requested regarding funding.
4. Inform/advise sponsors and potential sponsors that donations are tax deductible.
5. Sponsorships are not limited to Memphis Chapter members and organizations.
6. Upon a sponsor's acceptance of sponsorship, send an invoice for payment and follow up on collections. Morrison fund information may be included with the invoice.
7. Receive and acknowledge all sponsorships, forward sponsorship checks to the Treasurer on a timely basis and strive to collect all funds by December of the prior year of sponsorship.
8. Develop ways to generate interest among the Chapter members and potential donors.
9. Provide the *Perspective* Editor and Web Manager with the list of sponsors to allow publication and update this submittal as new sponsorships are secured.
10. Seek annual contributions from sponsors and offer alternate year contributions if annual sponsorships create a financial hardship.
11. Create a sponsorship display board, bring to each Chapter function and display in a prominent location at Chapter meetings, Annual Golf Scramble, Awards and Recognition Banquet and any other gathering deemed appropriate.
12. Sponsor period is January to December each calendar year.
13. Prepare budget figures for your committee and submit figures to the Treasurer at least 30 days prior to the April Board meeting.

NOTE: Refer to Appendix “B” for more details on the Dempsie B. Morrison Scholarship Fund.

Refer to Appendix “C” for the scholarship agreement with the University of Memphis.

Section IV-T Board approved 5/12/08

W. TABLETOP COMMITTEE:

This committee is responsible for making contact with Product Representatives who are willing to pay a small fee to make a brief presentation of a product to the attendees at the monthly Chapter meetings. Generally, the time is limited to a 5 minute presentation, with a question and answer period included. The Committee Chairman has the following responsibilities:

1. Strive to form a committee of at least 3 members.
2. Establish a fee for the Tabletop presentation and advise the Board.
3. Solicit a Tabletop Display at 8 Chapter meetings in the 12 month year (none for the Golf Scramble, the Awards Banquet, Holiday Party or the Products Display Show).
4. Advise the Publications Chairman of the Tabletop presentation in advance of the *Perspective* publications deadline and provide a few lines of verbiage describing the presentation and the presenter – this additional publicity can be used as an incentive to participate in the Tabletop Program.
5. Ensure that table space, electric power, etc. is available to facilitate the presentation and viewing of promotional materials by attendees during the social hour – the display area should be positioned for easy viewing and to avoid bottleneaking the meeting area.
6. Advise the Tabletop displayer of the time allotted for the presentation.
7. Introduce the Tabletop displayer and monitor the time to be sure the presentation is not too lengthy.
8. Thank the Tabletop displayer at the conclusion of his/her presentation.
9. Give the check from the Tabletop displayer to the Treasurer or Assistant Treasurer at or prior to the meeting.

Section IV-U Board approved 4/14/08

X. TECHNICAL COMMITTEE:

It is the responsibility of this committee to maintain a “technical watch” on changes in our industry. The Chairman is to remind the membership of problem areas in existing documents and suggest solutions. The Technical Chairman shall:

1. Develop a committee of not less than two members.
2. Write a minimum of five technical articles for the *Perspective* annually.
3. Develop and present “Tech Talks” for each Chapter meeting.
4. Ensure “Tech Talks” are brief and to the point.
5. Send the monthly “Tech Talk” to the *Perspective* Editor to be printed in the magazine.
6. Prepare budget figures and give to the Treasurer at least 30 days prior to the April Board meeting.

Section IV-V reviewed and Board approved 5/12/08

APPENDIX “A” – Legal requirements of the Memphis Chapter

Refer to Section I – E in this Operating Guide for other requirements.

- A. Fundraising Activities:
 - 1. IRS does not restrict or prohibit fundraising
 - 2. Exception: Illegal activities – In Tennessee, the State Constitution prohibits gaming.
 - 3. Contributions:
 - 4. Donors may not deduct contributions to the Memphis Chapter, since we are not an organization described in Section 170 (C).
 - 5. Donors may deduct contributions made directly to the Dempsie B. Morrison, Jr., Scholarship Fund on their federal income tax return. If annual receipts are \$100,000 or more, any solicitation must include a statement that contributions or gifts are not deductible.

- B. Required records retention in addition to the Memphis Chapter Treasurer’s records:
 - 1. The Determination Letter
 - a. The Determination Letter is the only evidence that the Memphis Chapter
 - b. Assignment of Employer Identification Number
 - c. Form 990
 - d. The Memphis Chapter is required to keep records for three years, but seven years is more appropriate.

- C. Documentation: Records must have supporting documents: purchases, sales, etc.
 - 1. Gross receipts records:
 - 2. Cash register tapes, bank deposit slips, invoices, etc.
 - 3. Purchases: Cancelled checks, sales slips, invoices, etc.
 - 4. Expenses: Cancelled checks, account statements, etc.
 - 5. Checks: Each check written must have documentation

- D. Political activities: The Memphis Chapter must not become involved in any political activity.

- E. Employees and Employment Taxes:
 - 1. The Chapter must deduct withholding and Social Security taxes from all employees and pay Social Security, Medicare and unemployment taxes if the employee is paid \$100.00 or more in 1 year or \$50.00 or more in 1 quarter.
 - 2. Employees are defined as any of the following: Independent Contractor, Common-law employee, statutory employee or Non-statutory employee.

- F. Payments:
 - 1. Payment for travel and other necessary expenses under a non-accountable plan are wages and subject to all withholding requirements. This includes payment to delegates to conventions, conferences, and business, etc., unless each check has

- supporting documents, invoices, receipts, etc.
2. Expenses listed for each check, to a member, may be more than the check, but if less than the check, the difference is subject to reporting and withholding tax.
 3. If the Chapter pays \$600.00 to an individual or partner for services in a calendar year, a Form 1099-Misc must be filed – generally the Independent Contractor.
- G. Public disclosure requirements: Records must be available for public inspection.
1. Must have employee (or member) present in room during inspection.
 2. Must allow individual to take notes.
 3. Must allow or provide photocopies of documents if requested.
 4. If exempt organization does not maintain a permanent office, must allow inspection at a reasonable location of its choice.
 5. Shall allow inspection within reasonable amount of time, and at a reasonable time of day.
 6. The public may request copies in writing to be mailed. Must mail copies within 30 days from the date of request. May charge a reasonable fee for providing copies - \$1.00 for the first page, and 15 cents for each additional page.
 7. Responsible persons of a tax exempt organization who fails to provide the documents as required may be subject to a penalty of \$20.00 per day for as long as the failure continues, with a maximum penalty of \$10,000.00.

Appendix "A" revised April 2006

APPENDIX “B”

The Memphis Chapter Dempsie B. Morrison Jr. Scholarship Fund – a historical document.

- A. Dempsie B. Morrison, Jr., CSI, was a practicing architect and teacher of architectural technology and specification writing at State Technical Institute in Memphis, Tennessee (now Southwest Tennessee Community College) and additionally, he practiced as a specifications consultant. He was active in the Memphis Chapter of CSI, serving as Chapter President in 1962, followed by his service as editor of the newsletter, and he chaired numerous committees. He served the Region (Region 5 as it was known) for three years as Director, followed by two terms as Institute Vice President.
- B. His untimely death in an accident provided valid reason for the Memphis Chapter to create the Dempsie B. Morrison Scholarship in his memory. An agreement with Memphis State University (now University of Memphis) providing up to one full year’s tuition matched by the University was signed by the Chapter and the University in December 1979.
- C. The vision of the Memphis Chapter founders of the Dempsie B. Morrison Fund was to create a fund through contributions, which would grow large enough to support the provision of a perpetual annual awarding of a scholarship, paid solely by the interest from the fund, leaving the principal intact. Growth in the principal by contributions might generate interest which would result in additional scholarship awards in the future. The scholarship awards sent to the University would be paid from current year receipts (the general fund) until such time as the fund reaches an amount large enough to create earned interest sufficient to pay for the annual scholarship. This interim funding is intended to permit our continued awarding of scholarships in years when scholarship receipts are not sufficient to pay for the scholarship.
- D. The Memphis Chapter support of the Dempsie B. Morrison Memorial Scholarship Fund have included two sponsorships per meeting, individual and corporate contributions (large and small), interest earned on the scholarship deposits, and funds from Chapter surplus rollovers in years when income exceeded expenses.
- E. The Scholarship Fund is managed by the Memphis Chapter Finance Committee, which is charged with investing the funds in a fiscally responsible manner to avoid loss, yet earning as much interest as possible in pursuit of the Memphis Chapter vision that might support a full scholarship through fund earnings. Funds will consist of investment Certificates of Deposit and a bank savings account. Accumulations of funds are from interest earned, Board approved Chapter surplus fund contributions, and from private contributions from individuals and

companies.

- F. Funds dedicated to the Memphis Chapter vision for the Dempsie B. Morrison Scholarship Fund and are not available for other Chapter uses. The balance has grown through contributions of many; however it has not yet reached its goal of the fund interest paying for the annual scholarship award.
- G. Focus on the vision by members and the Board of Directors of the Memphis Chapter is crucial for the continued growth of the Dempsie B. Morrison fund toward its goal and for the continued payment of annual scholarship awards from the general fund until it is reached.

APPENDIX “C”

Scholarship agreement with the University of Memphis

THE MEMPHIS CHAPTER OF THE CONSTRUCTION SPECIFICATIONS INSTITUTE DEMPSIE B. MORRISON, JR. MEMORIAL SCHOLARSHIP

In consideration of the desire of the Memphis Chapter of The Construction Specifications Institute to meet the changing needs of the Architecture Program in the College of Communication and Fine Arts at The University of Memphis, the Memphis Chapter of The Construction Specifications Institute, and The University of Memphis Foundation agree to the following amendments to the original agreement dated December 21, 1979.

1. Scholarships be awarded in the amount of full tuition and continue to be equally divided between the Memphis Chapter of the Construction Specifications Institute and the University of Memphis unrestricted scholarship account.
2. Scholarships shall continue to be awarded annually until the donor discontinues funding.
3. Scholarship recipient(s) shall be an undergraduate junior or senior pursuing a degree in the field of Architecture with an emphasis on construction specifications. In addition, recipient(s) must maintain a minimum cumulative GPA of 2.5, and demonstrate financial need. Applicants shall also submit to the coordinator of the Architecture Department a written essay outlining his/her view on the field of Architecture.
4. The coordinator of the Architecture Program shall be responsible for the formation and administration of the Scholarship Selection committee. This committee shall also include one representative of the Memphis Chapter of the Construction Specifications Institute. The selection process shall be coordinated through the University Scholarship Office.
5. Any individual, corporation or foundation may make contributions to this fund at any time. Such contributions shall be subject to the provisions of this instrument.
6. The Memphis Chapter of The Construction Specifications Institute shall be informed annually of the status of the fund and details of scholarship expenditures.
7. If at any time, a need does not exist for this Fund, or if the terms and provisions stipulated in the above paragraphs can no longer be met, The University of Memphis Foundation shall return any unused funds to the Memphis Chapter of The Construction Specifications Institute.
8. All funds shall be administered in accordance with current policies of The University of Memphis Foundation.
9. Any future amendments to the agreement may be made with the consent of the Memphis Chapter of the Construction Specifications Institute. The approval of the Presidents of the University of Memphis and the University of Memphis Foundation may also be required.

SIGNATURES (4 required)

The Memphis Chapter of the Construction Specifications Institute, Policy Controller

The University of Memphis for Marketing and Advancement

The University of Memphis, President

The University of Memphis

Appendix "C" added April 2006

APPENDIX “D” –The awarding criteria and history of the Memphis Chapter’s highest award: The Donald W. Manley Award

- A. The Board of Directors, Memphis Chapter CSI, at its scheduled, October 15, 1990 meeting, voted unanimous approval, for a proposal to adopt an award of excellence, in the form of a medal, worn on a ribbon, to be named after its first recipient, as the Chapter’s highest honor that could be bestowed upon a Member.
- B. The vision for this award was to recognize Memphis Chapter members for their contribution of time and talent, service to support the success of The Memphis Chapter and the principles of CSI, with it’s highest award, an honor similar in stature to: The New Orleans Chapter Albert G. Bear Memorial Award, The Gulf States Region Robert V. Bishop Award and Institute Fellowship. A criterion would be set and Memphis Chapter members who met the criterion would be considered for this great honor for their service to the Chapter without requirement for Region or Institute service.
- C. This award is the culmination of work started as a result of a suggestion to the board for development of a chapter award of excellence. Chapter President, Byron M Graves, appointed: Debbie Barclay Webb, Awards chair and Don Manley to research the idea and draft a recommendation to the board at the January 15, 1990 Board of Directors Meeting. The Board meeting of September 17, 1990, brought the appointment by Chapter President, James A. Neison, of: Byron Graves, Clifton Watson, Debbie Webb, and Fred Pierce to draft the award criteria. Action by this committee reported by Clifton Watson combined with an amendment offered by Chapter Director Professional, Gary R. Wagoner, provided the basis for the October 15, 1990 Board action.
- D. The criteria having been approved by the Board, Chapter President Thomas W. Smith encouraged the 1992 Chapter Board to provide funds and the jury, to act upon the criteria, resulting in the first presentation of the award. The criterion was modified by the jury, to reflect the name of the first recipient: Donald W. Manley, FCSI, awarded June 18, 1993.

CRITERIA FOR SELECTING A CANDIDATE FOR THE DONALD W. MANLEY AWARD

The following award criteria established by the Memphis Chapter CSI Board on October 15, 1990 with subsequent modifications. This award is considered the highest recognition and most prestigious award presented by the Memphis Chapter.

A. Donald W. Manley Award Criteria

- 1. This award is the highest honor that can be given a member by the Memphis Chapter.

2. The Donald W. Manley award is named in honor of its first recipient, presented June 18, 1993
3. The award is given for exemplary performance, service and devotion to the Memphis Chapter and to the principals of the Construction Specifications Institute.
4. The Award may be conferred for either contributions over an extended period of time or for a significant singularly outstanding act of service.
5. Only a single award may be given in any one year.
6. The award shall be presented to a Memphis Chapter voting member in good standing of professional, industry, or associate status at the time of the nomination deadline.
7. Nominations shall have a minimum of 12 years of continuous service in the Memphis Chapter, have attended Board and / or Chapter meetings on a supportive, frequent basis. While preferable to have served as a committee chair, an officer, and/or Director or conference and/or convention attendee, it is not necessary. Nominations may be made by three (3) Memphis Chapter voting members in good standing, or by the Awards Committee. Nominations for this award shall be submitted to the Chapter Awards Committee Chairman not later than January 15th, who shall submit the name or names to the Jury chair.
8. Nominations shall be accompanied by a signed petition of the nominator(s) and include sufficient biographical data on the nominee(s).
9. The recipient shall be selected by a five member jury consisting of: Chapter president, second past president and three past award recipients, or the Chapter's most current past presidents if required. The jury chair being the active senior recipient or selected by the jury. All recipients serve on the jury, only the immediate past three active recipients may vote. The jury may elect to make an award or to make no award. No member of the jury shall be eligible for the award. Any member of the Jury responsible for a nomination shall be ineligible to vote.
10. The Jury shall submit a list of Chapter members with at least 12 years continuous service to the *Perspective* Editor no later than July 20th, in time for publication of the Memphis Perspective August issue. This list shall be accompanied by Memphis Chapter of CSI – Donald W. Manley Award Criteria and The history of the Memphis Chapter CSI highest award – The Donald W. Manley Award.
11. The jury shall meet not later than the last day of February each year to consider potential nominees or award procedures.
12. The award presentation will be made by the Chapter President with assistance by Chairman of the Award Jury at the Chapter's Annual Award Banquet.
13. The award shall be a bronze medallion worn on a ribbon and accompanied with a plaque.

Recipients of the Memphis Chapter Donald W. Manley Award

Donald W. Manley, FCSI - June 18, 1993

*Joseph D. Haas, P.E, CSI - June 15, 1995

*Clifton Watson, CSI, AIA, CSI - June 20, 1996

*William R. Eades, Jr, CSI, AIA - June 17, 1997

*William E. Kaiser, CSI *** June 18, 1998

James A. Neison, FCSI, CDT - June 8, 2001

Gary R. Wagoner, CSI, CCS - June 14, 2002

Thomas W. Smith, CSI, CCS - June 20, 2003

Byron M. Graves, CSI, - June 18, 2004

Carl E. Drennan, Jr., CSI, CDT, - June 17, 2005

Ronald M. Roberts, PE, CSI, CCS, - June 8, 2006

Jack Moran, CSI, - June 7, 2007

Wally Bostlemann, FCSI – June 19, 2008

Scott G. Guidry, CSI – June 25, 2009

John D. Norman, CSI, CCS, CCPR, CCCA - June 24, 2010 **

Pamela Davidson, June 17, 2011

*Deceased

** Posthumously awarded

*** First industry member recipient

Revised ~~Sept 2002, Jan 2005, June 2005, April 2006, June 2006, June 2007, June 2010,~~

Appendix "D" Added April 2006

APPENDIX "E"
Conference and Convention Reimbursement Policy
for Student Delegates

Definitions: Conference and/or Convention attendees will be referred to as Delegates. Chairman, unless otherwise specified, will be the Academic Affairs Chairman. The words subsidy and reimbursement are used interchangeably.

1. **Communication with Student Affiliate President and President-Elect:** The Academic Affairs Chairman will provide Student Affiliate officers a copy of this policy, immediately upon their assumption of the role of President and President-Elect. The President and President-Elect are subject to the requirements listed under "Eligibility for Subsidy".
2. **Eligibility for Subsidy:**
 - a. Institute and Chapter membership must be current as of the first and last day of the Conference/Convention.
 - b. Active participation and attendance at Student Affiliate meetings and/or Memphis Chapter meetings may be used as criteria to determine who will be approved as a delegate, if an inordinate number of students apply for funding.
 - c. Student Affiliate members must express to the Academic Affairs Chairman his/her intent to attend, 30 days prior to the event.
 - d. Student President and President-Elect: The President and President-elect are fully funded for the three (3) approved expenses – other Student Affiliate officers are the next priority for funding, contingent on funds available.
3. **Reimbursement Limitations:**
 - a. Based on available funds, reimbursement will be limited to all, or a portion of, the following:
 - (1) Early registration cost;
 - (2) Early hotel rate;
 - (3) Transportation costs to the Conference or Convention. Transportation costs will be paid at whichever of the following amounts is least:
 - (a) Early air fare, or
 - (b) Driving mileage at the IRS Medical Mileage Rate
 - b. Because reimbursement is contingent on available funds, no attendee is assured of 100% reimbursement for items (1), (2) and (3) above.
 - c. Early registration rates, early hotel rates and early air fare rates will be as confirmed by the Conference/Convention Chairman – no exceptions will be made.
 - d. Subsidies will not exceed actual approved expenses.
4. **Funding Sources:**
 - a. **Memphis Chapter CSI Subsidies:** All delegate subsidies are contingent upon available budgeted funds for the Student Affiliate.
 - (1) Delegate funding will be drawn from the Memphis Chapter CSI Student budget line item – not from Memphis Chapter budgeted funding for Conference

- and/or Conventions.
- b. **Funds Provided by College/University:** If the college/university has funding available for student travel to conferences and conventions; the Chairman shall remind Student Affiliate leaders to request funds from the college/university in a timely manner and in accordance with the college/university requirements.
 - c. **Fundraisers for Travel:** The Student Affiliate may raise additional travel funds. Fund-raising activities are subject to Memphis Chapter CSI Board approval.
5. **Pre-approval to Exceed Budget:** The Board can approve expenditures above the budget amount prior to the event, but not after the event.
 6. **Determination of Subsidy Amounts:** The Chairman, after reviewing the budgeted amount, will determine how many Student delegates will be subsidized and the monetary amount, and will notify the Conference and Convention chairman the names of the approved Student Affiliate delegates.
 7. **Notification of Delegates:** The Chairman will advise the delegates of the reimbursement rate as soon as the number of delegates is determined.
 8. **Reimbursement Requests:** Written requests for reimbursements, along with original copies of the expense receipts, must be submitted within 45 days of the last day of the event to receive payment.
 9. **Delegate Responsibilities:** Delegates are expected to:
 - a. Attend business meetings, Region Caucus, educational workshops, and other scheduled activities such as opening ceremonies.
 - b. Immediately upon returning from a Conference or Convention, write an article, relating their experience, for publication in the upcoming issue of the Perspective magazine. The article is to be submitted through the Conference and Convention Chairman, as a condition of reimbursement.
 10. It is the responsibility of each delegate to understand the rules and regulations which govern qualifying for subsidies.

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Section added June 2010