

The logo for the Construction Specifications Institute (CSI) is a large, stylized shield shape. Inside the shield, the letters 'CSI' are written in a bold, sans-serif font. The 'C' and 'S' are white, and the 'I' is blue. The shield has a grey border.

CONSTRUCTION SPECIFICATIONS INSTITUTE

KNOXVILLE CHAPTER

OPERATING GUIDE

ABOUT THE KNOXVILLE CHAPTER

The Knoxville Chapter of CSI has served the East Tennessee construction industry since 1959. Our members are active at all levels of the Institute and have received numerous honors and awards recognizing them as leaders in their field.

CHARTER DATE

May 3, 1959

INCORPORATION DATE

January 13, 1967

MEETING DATE

Second Tuesday of Each Month

NEWSLETTER

The Speck

ABOUT THE INSTITUTE

The Construction Specifications Institute is a national technical society dedicated to the advancement of construction through service, education, and research. Founded in 1948, the Institute's Headquarters is in Alexandria, Virginia. CSI's membership includes well over 19,000 architects, specifiers, engineers, contractors, drafters, and product manufacturers and suppliers...people who write and use construction documents and specifications every day.

Local chapters throughout the United States and Canada, together with the Institute, provide a forum for all members of the construction industry...to discuss new developments and exchange ideas on how to improve and develop construction communications.

[Legally our name is "Construction Specification Institute Knoxville Chapter". Someone, either inadvertently or intentionally, left the 'S' off the end of Specification when the corporate documents were filed with the Tennessee Secretary of State.]

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RESPONSIBILITIES

1. Prepare agenda for, schedule, and chair all meetings of the Executive Committee.
2. Prepare agenda for, schedule, and chair all Board meetings.
3. Prepare and make announcements at all Chapter meetings.
4. Prepare President's Message for each issue of the Newsletter.
5. Prepare and present Chapter reports at all Region and Institute events.
6. Prepare and distribute, as required, all information received on behalf of the Chapter.
7. Provide leadership and direction for the Chapter.
8. Work with House chairman to secure a location for Chapter meetings and negotiate agreement with facility.
9. Preside at annual Chapter Planning Retreat/Meeting typically held in June.
10. Review this section of the Chapter Operating Guide and forward any recommended revisions to Chapter Secretary.

FORMAT/CONTENTS

CHAPTER EXECUTIVE COMMITTEE MEETINGS

The Executive Committee shall include the President (Chair), the Past-President, the President-Elect, and the Vice President. Meetings shall be scheduled on an as needed basis to discuss and make recommendations to the Chapter Board of Directors regarding Chapter operating budget, policy, slates of proposed Officers and Directors and to select committee chair assignments. It is the responsibility of the Board, by majority vote, to determine Chapter operating budget, policy, and to propose a slate of Officers and Directors to the Chapter general membership. It is the responsibility of the Executive Committee to determine Committee Chairs. Committee Co-Chairs should be determined jointly by the Executive Committee and the Committee Chair.

CHAPTER BOARD OF DIRECTORS' MEETINGS

Schedule Board meetings monthly. Typically, Board meetings are held in conjunction with and just prior to Chapter meetings. The agenda should include the following:

1. Review and accept Minutes from previous month's meeting.
2. Treasurer's Report
3. Standing Committee Reports
4. Ad Hoc Committee Reports
5. Convention/Conference Status
6. Policy Discussion
7. New Business

Board meetings should be limited from 1 to 1-1/2 hours. The focus should remain on committee reports and Chapter Policy. Care should be taken to refrain from involved committee discussions that should reside in committee meetings.

CHAPTER MEETINGS

Preside at all Chapter meetings, making introductions, announcements, and closing remarks.

INSTITUTE AND REGION FUNCTIONS

Attend all Region and Institute functions. Make all reports on behalf of the Chapter in accordance with the proscribed formats in the **Institute Administrative Guide or Region Operating Guide**.

TIMETABLE

ANNUALLY

1. Schedule Nominating Committee meeting not later than February 1 and direct them to develop new slate of Officers, Directors, and Committee Chairs.
2. At the January board meeting, discuss any change in the Chapter dues structure and direct Treasurer to submit to Institute by February due date..
3. Present Nominating Committee recommendations with regard to slate of Officers and Directors in the March Board meeting.
4. Finalize proposed slate of Officers, Directors, and Committee Chairs and report list to Institute for 'Quickie Roster' by April 30.
5. Notify Institute of any change in Chapter dues by February due date.
6. Finalize list of attendees, travel arrangements, and travel budget for Region Conference at April Board meeting.
7. Announce proposed slate of Officers and Directors at March Chapter meeting for April elections. Accept additional nominations from the floor at this Chapter meeting.
8. Finalize list of attendees, travel arrangements, and travel budget for Institute Convention at June Board meeting and handle registration for all attendees prior to early registration date.
9. Prepare and recommend list of Chapter members for Region and Institute Committees to Institute Directors from the Gulf States Region by March 1.
10. Schedule Executive Committee meeting not later than May 15 to prepare Chapter operating budget for next fiscal year. Include out-going and in-coming Chapter Treasurers in this meeting.
11. Present proposed Chapter operating budget at June Board meeting for discussion.
12. Prepare and present Chapter Report at Region Conference in Spring.
13. Present proposed Chapter operating budget for adoption at the July Board meeting by the new Board of Directors.
14. Finalize list of attendees, travel arrangements, and travel budget for August Region Leadership Conference at August Board meeting.

MONTHLY

1. Prepare agenda for monthly Board meeting and distribute at least five days prior to meeting.
2. Prepare President's Message for Newsletter and deliver to Editor by 20th of each month preceding publication.

AS REQUIRED

1. Sign Membership Committee correspondence.
2. Execute any contracts or agreements on behalf of the Chapter.

ADDITIONAL INFORMATION

Refer to the "Chapter Administrative Guide" in the **Institute Administrative Reference** for additional information as needed.

PAST PRESIDENT

RESPONSIBILITIES

1. Serve on the Executive Committee. Refer to 'President' section of the Chapter Operating Guide for function of the Executive Committee.
2. Serve as an advisor to the Board of Directors.
3. Consult with the President to render advice as needed.
4. Act as Chapter liaison to other industry organizations.
5. Review this section of the Chapter Operating Guide and forward any recommended revisions to Chapter Secretary.

ADDITIONAL INFORMATION

1. Work with the Chapter Awards Committee Chair in regards to Chapter, Regional, and Institute Awards.
2. Work with Education Committee Chair and Student Chapter President(s).
3. Represent the Chapter at various events to promote the growth and value of CSI.
4. Review the Chapter Operating Guide for necessary changes and modifications.

Refer to the "Chapter Administrative Guide" in the **Institute Administrative Reference** for additional information as needed.

PRESIDENT-ELECT

RESPONSIBILITIES

1. Serve on the Executive Committee. Refer to 'President' section of the Chapter Operating Guide for function of the Executive Committee.
2. Serve on the Board of Directors.
3. Consult with the President to become familiar with all of the President's responsibilities and duties, as well as all Chapter activities.
4. Serve as acting President in his/her absence.
5. Serve as Chair of the Planning Committee.
6. Organize the annual Planning Retreat.
7. Review this section of the Chapter Operating Guide and forward any recommended revisions to Chapter Secretary.

CHAPTER PLANNING RETREAT

Schedule each June as a half-day orientation and planning retreat for all out-going and incoming Board Members and Committee Chairs.

ADDITIONAL INFORMATION

Refer to the "Chapter Administrative Guide" in the **Institute Administrative Reference** for additional information as needed.

VICE PRESIDENT

RESPONSIBILITIES

1. Serve on the Executive Committee. Refer to 'President' section of the Chapter Operating Guide for function of the Executive Committee.
2. Serve on the Board of Directors.
3. Direct and coordinate the activities of Chapter Committees.
4. Attend meetings of the Committees assigned to report to the Vice-President. The Vice-President is an ex-officio member of the Committees.
5. Consult with the President to become familiar with all of the President's responsibilities and duties, as well as all Chapter activities.
6. Serve as acting President in the absence of both the President and President-Elect.
7. Attend Region meetings.
8. Act as Chapter liaison to other industry organizations.
9. Review this section of the Chapter Operating Guide and forward any recommended revisions to Chapter Secretary.

ADDITIONAL INFORMATION

Refer to the "Chapter Administrative Guide" in the **Institute Administrative Reference** for additional information as needed.

RESPONSIBILITIES

1. Record and distribute the minutes of all Board meetings.
2. Record and distribute all Chapter general correspondence.
3. Maintain a permanent record of all Chapter correspondence, meeting minutes, membership roster, newsletters, and non-technical publications.
4. Receive, review, and execute all membership applications and forward originals and copies to Institute and Chapter Membership Chair.
5. Receive from Institute and file with Institute all accreditations of delegates related to the Institute Annual Meeting. Execute and distribute delegate certification credentials to all Chapter members that are attending the Annual Meeting as Chapter Delegates.
6. Review this section of the Chapter Operating Guide and note any recommended revisions in the file.
7. Coordinate with Chapter Awards Chair the Institute Certificate of Appreciation to be presented to outgoing President.
8. Solicit and receive recommendations for revisions to the Chapter Operating Guide from each Officer and Committee Chair. Collate and file. This file should be turned over to the Chapter Operating Guide Ad-Hoc Committee for review and revisions every five years (years ending in '0' or '5') or as designated by the Board.

FORMAT/CONTENTS

CHAPTER BOARD MEETINGS

Record minutes of the Chapter Board meetings and attach Treasurer's Report. Type and distribute minutes to all Officers, Directors, and Committee Chairs. Prepare synopsis of minutes for publication in the chapter newsletter and submit to Publication Chair by 20th of each month.

MEMBERSHIP APPLICATIONS

Receive all Chapter Membership applications from Institute or Membership Committee, review for correct membership category, execute, and forward originals to Institute. Forward copy to Membership Chair.

CHAPTER DELEGATE CERTIFICATION

Receive and process all delegate certification for the Institute Annual Meeting in accordance with the **Institute Administrative Reference**.

TIMETABLE

ANNUALLY

1. Receive and execute delegate certification forms for the Institute Annual Meeting and forward to Institute no later than April 1.
2. Receive and execute delegate certification cards and distribute to Chapter delegates prior to departure for the Institute Convention.
3. Submit to Awards Chair each May the certification of appreciation from Institute for framing and presentation at the annual awards banquet.

MONTHLY

1. Prepare and distribute Minutes of the Board meetings prior to the following Board meeting.
2. Prepare and distribute synopsis of meeting minutes to Publication Chair by 20th of month.

ADDITIONAL INFORMATION

Refer to the “Chapter Administrative Guide” in the **Institute Administrative Reference** for additional information as needed.

RESPONSIBILITIES

1. Prepare annual Chapter operating budget in conjunction with the Executive Committee.
2. Review procedures for handling revenue and invoices with all Board Members and Committee Chairs.
3. Receive, review, record, and pay all invoices.
4. Receive, review, record, and deposit all sources of revenue.
5. Prepare and present financial report at Chapter Board meetings.
6. Prepare and execute all required governmental forms such as tax returns, etc. on behalf of the Chapter.
7. Review and select banking institution and type of accounts for all Chapter monies.
8. Receive and balance all statements received from banking institution.
9. Review this section of the Chapter Operating Guide and forward any recommended revisions to Chapter Secretary.

FORMAT/CONTENTS

ACCOUNTING SYSTEM

The Chapter's accounting system uses **Quicken** accounting software. This software will operate on almost any personal computer. This system will record revenue and expenditures and post them against various accounts. The system also will accept budget information for each account and produce a wide variety of reports that compare budgeted revenue and expense against actual revenue and expense.

REVENUE AND EXPENDITURE

The Treasurer shall deposit all monies and issue all payment checks for expenditures. In no event will Committee Chairs be permitted to handle their committee accounts. Committee Chairs shall, however, receive and approve all invoices and revenue checks associated with their committee prior to forwarding to the Treasurer.

REPORTS

1. Every Committee Chair shall receive a transaction report for all of the activity that occurs for his/her Committee's account. This report should list each source of revenue and expenditure. This report shall be presented on an as needed basis, but not less than once per year.
2. Every Board Member and every Committee Chair shall receive a 'Budget vs. Actual' report for all accounts. This report shall be presented monthly at the Board Meeting.
3. Every Board Member shall receive a 'Net Worth' report showing all account balances and account payables. This report shall be presented monthly at the Board Meeting.

ACCOUNTS AND BUDGETS

Budgets and accounts should be structured in the same detail as the Chapter Committee structure. Some committee accounts, such as Product Show, may be further broken down with regard to revenue and cost. Refer to Attachment "A" for the current account structure that is set up in Quicken. Additional accounts shall be established for one-time special events such as Region events that are hosted by the Knoxville Chapter, etc.

TIMETABLE

ANNUALLY

1. Prepare annual Chapter operating budget for Executive Committee review in May and present the Committee-approved Chapter operating budget at the June Board meeting. Ratification of the Chapter operating budget will occur at the July Board meeting by the new Executive Committee and Board of Directors. Chapter operating budget format shall include a categorized list of actual income and expenses for the previous two years similar to Attachment "B".
2. Prepare a transaction report for each Committee at the end of the fiscal year (or more often as needed).
3. Prepared detailed tax information and turn over to outside consulting accountant for preparation of all filings at least two weeks prior to due date.
4. Receive, review, execute and forward all tax filings by due date.

MONTHLY

1. Prepare and distribute Budget and Net Worth financial reports at each Board meeting.
2. Receive, record, and make deposits and issue checks at least monthly, preferably just prior to Board Meeting.

ADDITIONAL INFORMATION

Refer to the "Chapter Administrative Guide" in the **Institute Administrative Reference** for additional information as needed.

CERTIFICATION COMMITTEE

PURPOSE

The purpose of the **Awards Committee** is to submit deserving Chapter members and/or publications for Institute, Region, and Chapter awards.

COMMITTEE MEMBERS/RESPONSIBILITIES

CHAIR

1. Select Committee members. Select Co-Chair in consultation with President and President-Elect with the goal that the Co-Chair will become Chair in the future.
2. Prepare and distribute annual calendar with all deadlines. Distribution should include all Awards Committee members and the President.
3. Prepare internal budget consistent with Chapter operating budget.
4. Negotiate agreement with printing and/or framing contractor for Chapter awards.
5. Collect information and resumes required for submissions.
6. Receive and approve all associated invoices for payment and revenue checks. Forward to Chapter Treasurer for payment.
7. Review this section of the Chapter Operating Guide and forward any recommended revisions to Chapter Secretary.

RECOMMENDED BUDGET FORMAT

The Awards Program is not expected to produce any income. The budget should be established as follows:

INCOME

1. None.

EXPENSES

1. Typesetting/Framing Costs for Chapter Awards.
2. Costs for binders for Institute and Region submissions.
3. Costs of Certificates Blanks from Institute for Chapter Awards.
4. Mailing Expenses.
5. Sales Tax on above items.
6. Costs of gifts or awards.

FORMAT/CONTENTS

Use of the standardized format and proscribed procedures is essential in submissions for Institute and Region Awards. Refer to the **Institute Administrative Reference , Gulf States Region Operating Guide, or Institute Chapter and Chapter and Regions Award Guide** for requirements. Suggested Chapter awards are as follows:

Chapter Certificate of Appreciation	Chapter President's Citation
Chapter New Member of the Year	Chapter Cooperation Award
Chapter Specification Proficiency Award	Chapter Craftsmanship Award
Chapter Education Award	Chapter Technical Excellence Award
Organizational Certificate of Appreciation	Specialty Awards
Gunnar Kraft Special Merit Award	Miller Euler Memorial Award

CERTIFICATION COMMITTEE

TIMETABLE

1. Select all Committee members by September 1.
2. Prepare internal budget by June 1 and submit to Treasurer and President for incorporation into the Chapter operating budget.
4. Solicit and collect all resume information, letters of recommendation, and supporting data for candidates for Institute and Region Awards by January 1.
5. Prepare documentation and present the proposed Institute awards at the January Chapter meeting for adoption as a Chapter resolution (required by Institute.)
6. Prepare and forward submissions for Institute and Region Awards so that they are **received** by February 1.
7. Meet with Committee members and President to determine Chapter Awards by May 1.
8. Obtain Chapter Award Certificate blanks from Institute or use Chapter copies?
9. Present Chapter Awards at June Chapter Awards meeting.

ADDITIONAL INFORMATION

Refer to the “Awards Guide” in the **Institute Administrative Reference** for additional information as needed.

Chapter Awards
Region Awards
Institute Awards

Institute guidelines are continually changing, Awards Chair must keep track of dates and deadlines. In general, two months are required to prepare for Region Awards which can then be used for Institute Awards.

CERTIFICATION COMMITTEE

PURPOSE

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

COMMITTEE MEMBERS/RESPONSIBILITIES

CHAIR

1. Select Committee members. Select Co-Chair in consultation with President and President-Elect with the goal that the Co-Chair will become Chair in the future. Members of this committee shall have successfully completed appropriate portions of the certification process and have attained a minimum of a CDT certificate.
2. Prepare and distribute annual calendar with dates for all review sessions and examination dates.
3. Determine need for other courses, CCS, CCPR, and CCCA
4. Confirm with Board by vote whether we will offer a class and/or a review session.
5. Prepare internal budget consistent with Chapter operating budget.
6. Review the pricing structure, recommend increase/decrease in fees.
7. Secure a facility or schedule with UT for the class and/or review session.
8. Promote interest in the certification process among all persons in the construction industry through CSI.
9. Assign instructors for various sessions of the review course.
10. Write articles for chapter newsletter promoting certification.
11. Notify President, Membership Committee Chair, and Newsletter editor of all candidates who successfully complete the certification process.
8. Receive and approve all associated invoices for payment and revenue checks. Forward to Chapter Treasurer for payment.
9. Coordinate continuing education with Chapter Education Chair for attendees and instructors.
10. Coordinate with testing facility.
11. Review this section of the Chapter Operating Guide and forward any recommended revisions to Chapter Secretary.

RECOMMENDED BUDGET FORMAT

The Certification Program is not expected to produce any income. The budget should be established as follows:

INCOME

1. Fee for CDT class will be \$75 for CSI members and \$200 for non-members. Fee for students will be free if the class is a registered course at UT and \$25 if the course occurs outside of UT.

EXPENSES

1. Facility rental for review sessions and exam if required.
2. Teaching documents, must be current with Institute.
3. Reproduction costs (UT provides when the class is offered)
4. Sales Tax on above items.

CERTIFICATION COMMITTEE

FORMAT/CONTENTS

Conduct weekly review sessions with all candidates for the CDT, CCS, CCPR and CCCA.

TIMETABLE

ANNUALLY

1. Prepare announcement of Certification Review Sessions and distribute to Newsletter editor, and for publication in various organizational newsletters.
2. Arrange for facility in which to conduct review sessions no later than two months prior to first session.
3. Coordinate test date with Institute.
4. Prepare article for chapter newsletter listing all students who achieve certification.

MONTHLY

1. Prepare and present status reports at Board meetings during period of review sessions and at end of exam.

ADDITIONAL INFORMATION

Refer to the “CDT, CCS, and CCPR Program Guides” in the **Institute Administrative Reference** for additional information as needed.

EDUCATION COMMITTEE

PURPOSE

The purpose of the Education Committee is to develop continuing education programs to advance the knowledge of members and others in the construction industry. The Education Committee is responsible for establishing educational seminars, Assist in the creation of AIA-approved Learning Units, recording attendance in the AIA-CES Discovery system , maintaining records in the CSI CEN system, and working with the University and technical institutions to offer courses as part of their curricula.

COMMITTEE MEMBERS/RESPONSIBILITIES

CHAIR

1. Select Co-Chair in consultation with President and President-Elect with the goal that the Co-Chair will become Chair in the future.
2. Select Committee Members in consultation with Co-Chair and assign individual tasks to each member.
3. Work with the Programs Committee to prepare / distribute annual calendar with dates and proposed topics for anticipated seminars. A minimum goal of creating 4 AIA-approved seminars utilizing the chapter's AIA-provider status.
4. Determine topics, speakers, locations, dates, and times. Coordinate with Program Chair and President.
5. Prepare status report for each Board meeting.
6. Develop seminars to complement the annual Product Show and coordinate same with Product Show Chair for inclusion in all promotional materials.
7. Coordinate activities with Certification Chair, Technical Chair, and Program Chair. Create an AIA-approved program to provide Learning Units / Professional Develop Units for any classes or events held by those committees when applicable.
8. Prepare internal budget consistent with Chapter operating budget.
9. Determine mailing/advertising program to promote interest in seminars among all persons in the design and construction industry.
10. Submit attendance records via AIA-CES Discovery system for AIA members, CSI's CEN system and provide certificate of completion to attendees upon request.
11. Provide CEUs for each seminar and provide certificate of completion.
12. Submit year end report to President for inclusion in Chapter report to Region Directors including total number of CECs offered.
13. Maintain notebook of all programs, sign-in sheets, evaluation sheets, and registration sheets with continuing education entities. (AIA, CSI, etc.)
Maintain records of learning opportunities and attendance for all monthly chapter programs and seminars presented by members utilizing the chapter's AIA-provider status.

ADDITIONAL INFORMATION

Refer to the "Education Guide" in the **Institute Administrative Reference** for additional information as needed.

Added Attachments:

AIA/CES Sign in sheet
AIA/CES Form A
AIA/CES Form B
CSI/CEN Form

GOLF TOURNAMENT COMMITTEE

PURPOSE

The purpose of the Golf Tournament Committee is to produce an annual golf tournament to raise funds for Chapter focused student / educational initiatives.

COMMITTEE MEMBERS/RESPONSIBILITIES

CHAIR

1. Select Committee members. Select Co-Chair in consultation with President and President-Elect with the goal that the Co-Chair will become Chair in the future.
2. Prepare and distribute annual calendar with key dates.
3. Prepare internal budget consistent with Chapter operating budget.
4. Select facility to host the tournament.
5. Determine mailing/advertising program to promote interest in the tournament.
6. Award prizes immediately following the tournament and also announce winners in the chapter newsletter.
7. Receive and approve all associated invoices for payment and revenue checks. Forward to Chapter Treasurer for payment.
8. Coordinate activities with Dean of the College if appropriate.
9. Review this section of the Chapter Operating Guide and forward any recommended revisions to Chapter Secretary.

CO-CHAIR

1. Receive entry forms and assign teams and handicaps.
2. Solicit corporate sponsors and prizes.
3. Maintain list of all players including addresses for use in future mail-outs and to distribute to Membership Chair as prospective Chapter members.

RECOMMENDED BUDGET FORMAT

The Golf Tournament budget should be structured so that revenues exceed costs with a target net surplus of between \$4,000 - \$7,000. The budget should be established as follows:

INCOME

1. Entry Fees.
2. Mulligan Sales.
3. Hole Sponsorships.
4. Beverage Cart Sponsorships
5. Food
6. Other contests (i.e. marshmallow driving)

EXPENSES

1. Facility Rental/Green and Cart Fees.
2. Catered lunch
3. Trophies and prizes.
4. Reproduction costs for mailings/advertisements.
5. Postage.
6. Sales tax on above items.

GOLF TOURNAMENT COMMITTEE

FORMAT/CONTENTS

The Golf Tournament should be held annually in the Fall. Play will be a four person scramble with preferred lies. Handicaps and/or flite-ing will be at the Chair's discretion.

TIMETABLE

ANNUALLY

1. Select and negotiate for site and date at least one year prior to event. This event has been held at Gettysvue Golf Course, Holston Hills Country Club and other local venues.
2. Prepare and distribute promotional literature/entry forms three months prior to event.
3. Provide list of all entrants with addresses to Membership Chair within two weeks after the event.
4. Solicit and assign tournament day responsibilities to all Committee Members at least two weeks prior to event.
5. One month prior to event, solicit help from Chapter members in making phone calls for sponsors and/or players. This is the most effective timeframe to get sponsorships.
6. Arrange someone to make signs for sponsors. Cutoff for sponsorships will need to be based on lead times to get signs made. Several sponsors will carry over year to year, so signs may already be made for some. This will generally be about a week before the event.

Added attachments:

2010 CSI Golf Money (budget spreadsheet)

2010 CSI Golf Tourney Entry Form

2010 Fax Invite Form

2010 CSI Golf Players Form

2010 CSI Golf Sponsors Form

MEMBERSHIP COMMITTEE

PURPOSE

The purpose of the Membership Committee is to recruit new members for the Chapter and to promote retention of existing members.

COMMITTEE MEMBERS/RESPONSIBILITIES

CHAIR

1. Select Committee members. Select Co-Chair in consultation with President and President-Elect with the goal that the Co-Chair will become Chair in the future.
2. Prepare internal budget consistent with Chapter operating budget.
3. Coordinate the maintenance of membership lists with Institute and Chapter.
4. Determine mailing program to persons that are not members of Chapter in consultation with President.
5. Plan and coordinate membership incentives including annual Membership Drive, New Member's Orientation programs, New Member's Buddy System, and correspondence program for prospective members and renewals.
6. Introduce new members and guests at Chapter meetings.
7. Award service chevron pins at June Chapter Awards Meeting to members that have reached 5, 10, 15, 20, 25, and 30 year anniversaries.
8. Receive and approve all invoices for payment. Forward invoices to Chapter Treasurer for payment.
9. Review this section of the Chapter Operating Guide and forward any recommended revisions to Chapter Secretary.

CO-CHAIR

1. Assist Chair in preparing and chairing periodic New Member's Orientation programs.
2. Issue the following correspondence related to membership.
 - Recruitment letters to potential members (Exhibits A and B).
 - Welcome letter to new members (Exhibit C).
 - Invitation letter to New Member's Orientation program (Exhibit D).
 - Congratulatory letter for member's special anniversary (Exhibit E).
 - Exit letters to non-renewing members (Exhibit F).
 - Letter to non-attending member (Exhibit G).
 - Letter to all guests who attend Chapter meetings (Exhibit H).
 - Reminder letter to all members for membership renewals on their anniversary dates.
 - Letters to locally-based CSI members who have non-affiliated Institute membership but live in the Knoxville area.
 - Thank you letter to all participants in the Golf Tournament along with membership packets (for all non-members).

BUDDY SYSTEM COORDINATOR

1. Assign a Chapter member to telephone each new member about attending their first Chapter meeting and to greet them and introduce them to other members during the Social Hour.
2. Coordinate assignment of each new member to a committee assignment.

MEMBERSHIP COMMITTEE

RECOMMENDED BUDGET FORMAT

The Membership Committee is not expected to produce any revenues. The following is a recommended budget format:

INCOME

1. None.

EXPENSES

1. Membership Pins and Service Chevrons.
2. Membership Drive Prizes.
3. Postage.
4. Sales tax on above items.

FORMAT/CONTENTS

NEW MEMBER'S ORIENTATION PROGRAM

The New Member's Orientation program should be held quarterly or semi-annually during the hour prior to the Chapter meeting. This program should include the President, Board Members, and Membership Committee member, as well as all new members who have joined during that period (and any other members who have not been through an orientation). Topics to be covered should include the following:

1. Institute orientation video.
2. Introduction of Chapter committees and their role.
3. Assignment of each new member to a committee.

MEMBERSHIP DRIVE

A membership drive should be held annually. The drive should last three months with prizes awarded to members who sponsor the most new members. This drive should include at least one Chapter meeting that serves as "Guest Night" whereby prospective new members can attend without charge.

CORRESPONDENCE

See attached exhibit letters.

TIMETABLE

ANNUALLY

1. Select all Committee members by June 1.
2. Prepare internal budget by June 1.
3. Complete annual membership drive format by December 1.

MEMBERSHIP COMMITTEE

QUARTERLY OR SEMI-ANNUALLY

1. Sponsor New Member's Orientation program.
2. Mail out letters to all non-renewing members.
3. Mail out letters to all non-attending members.
4. Mail out letters to all locally-based CSI members who have not associated with the Knoxville Chapter.

MONTHLY

1. Mail change of address information to Institute.
2. Mail out renewal letters to members by tenth day of the month preceding their anniversary month.
3. Mail out prospective letters to all guests who attend a Chapter meeting not later than ten days following the meeting which they attended.
4. Mail out special anniversary and new member letters two weeks prior to Chapter meeting.
5. Write monthly article for newsletter highlighting new members and list renewal dates for existing members.

ADDITIONAL INFORMATION

Refer to the "Membership Guide" in the **Institute Administrative Reference** for additional information as needed.

MEMBERSHIP COMMITTEE

EXHIBIT 'A'

Date

Name

Firm

Address

City/State/Zip

Dear

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

What is CSI? The Construction Specifications Institute (CSI) is the only national association dedicated to the establishment of written document standards - the universal language through which the whole construction industry communicates.

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

In addition to automatic subscriptions to *The Construction Specifier*, the association's award-winning monthly magazine, and *NewsDigest*, CSI's monthly newsletter, you'll receive our local Chapter newsletter, *The Speck*. If you have a flair for writing, we welcome your contributions as well.

Our Chapter sponsors study groups for CSI's Construction Documents Technology (CDT), Certified Construction Specifier (CCS), and Certified Construction Project Representative (CCPR) exams. These programs provide the platform for qualified members to demonstrate their knowledge and attain industry-wide recognition. Local Chapter workshops also provide numerous learning opportunities.

To join immediately, simply fill out the enclosed application and mail it, along with your dues payment, in the envelope provided. If you would like to know more about membership, I'd be happy to talk with you about CSI's benefits or send you more information.

In the meantime, the Knoxville Chapter meets the second Tuesday of every month at Calhouns on Bearden Hill. Our next meeting is scheduled for _____ at _____. Please consider this letter a personal invitation to attend a chapter meeting. Call me if I can answer any questions or arrange to meet you at a meeting.

Sincerely,

Membership Chair

Telephone

MEMBERSHIP COMMITTEE

EXHIBIT 'B'

Date

Name

Firm

Address

City/State/Zip

Dear

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

What is CSI? The Construction Specifications Institute (CSI) is the only national association dedicated to the establishment of written document standards - the universal language through which the whole construction industry communicates.

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

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Our chapter sponsors study groups for CSI's Construction Documents Technology (CDT), Certified Construction Specifier (CCS), and Certified Construction Project Representative (CCPR) exams. These programs provide the platform for qualified members to demonstrate their knowledge and attain industry-wide recognition. Local chapter workshops also provide numerous learning opportunities.

To join immediately, simply fill out the application which was sent to you by the National Institute, and mail it along with your dues payment in the envelope provided. If you would like to know more about membership, I'd be happy to talk with you about CSI's benefits or send you more information.

In the meantime, the Knoxville Chapter meets the second Tuesday of every month at Calhouns on Bearden Hill. Our next meeting is scheduled for _____ at _____. Please consider this letter a personal invitation to attend this chapter meeting. Call me so I can arrange to have a board member meet you at the meeting.

Sincerely,

Membership Chair

Telephone

MEMBERSHIP COMMITTEE

EXHIBIT 'C'

Date

Name

Firm

Address

City/State/Zip

Dear

Welcome to CSI's Knoxville Chapter. As a chapter member, you are invited and encouraged to attend our next meeting, which will be held at Calhouns on Bearden Hill on _____ at _____.

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

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

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

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

Sincerely,

Membership Chair

Telephone

MEMBERSHIP COMMITTEE

EXHIBIT 'D'

Date

Name
Firm
Address
City/State/Zip

Dear

Welcome to CSI's Knoxville Chapter. We look forward to working with you to implement many fine programs to further CSI's influence in the world of construction and to build more rewarding careers.

In order to acquaint you with the policies and procedures of CSI membership, you are invited to attend a new member orientation program on _____ at _____ from _____ to _____. At that time, you should gain answers to any questions you may have regarding membership and its benefits.

Don't hesitate to call us with any questions in the meantime. If you would like, we can meet you or accompany you to the orientation. Just give us a call to make arrangements. As the orientation meeting date nears, we will contact you to make sure that you have all the information you need. Or, if you find you cannot attend this meeting, we can advise you when the next orientation meeting will be held.

Sincerely,

Membership Chair
Telephone

Membership Co-Chair
Telephone

MEMBERSHIP COMMITTEE

EXHIBIT 'E'

Date

Name
Firm
Address
City/State/Zip

Dear

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

This letter is in recognition of the time and effort you have contributed to the chapter and the national CSI organization.

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

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

Sincerely,

Chapter President

MEMBERSHIP COMMITTEE

EXHIBIT 'F'

Date

Name

Firm

Address

City/State/Zip

Dear

Your participation at the CSI Knoxville Chapter meeting is missed. Maybe we failed to let you know sooner that we considered you a valuable member of the chapter. Is there a specific reason you chose not to renew? We are open to suggestions for improvement and the best place to get them is from the members we fail to retain. Was it meeting location? Dues amount? Lack of adequate programming? Change in job status? Please give us a call or write your suggestions in the space provided below and mail to us.

If relocation is the reason for non-renewal, did you know your CSI membership goes with you? We'd be happy to put you in touch with the chapter nearest your new location. Just return this letter with your new address noted below, and we'll take it from there.

If you'd like to give us another chance before you definitely decide not to renew, the next Knoxville Chapter meeting will be held on _____ at _____ from _____ till _____.

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

Sincerely,

Membership Chair
Telephone

Membership Co-Chair
Telephone

Suggestions for improvements:

MEMBERSHIP COMMITTEE

EXHIBIT 'G'

Date

Name
Firm
Address
City/State/Zip

Dear

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

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

If we've missed the mark, we'd like to know. If you feel the chapter has let you down, or has room for improvement, please give me a call at _____, or simply write your suggestions on how the chapter can better serve you and others in the space provided below and mail to me at _____.

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

Sincerely,

Membership Chair
Telephone

Suggestions for improvement:

MEMBERSHIP COMMITTEE

ATTACHMENT 'H'

Date

Name

Firm

Address

City/State/Zip

Dear

All of us in the CSI Knoxville Chapter would like to thank you for joining us at our last meeting. We hope you found it to be informative, as well as a great opportunity to mingle with your peers and fellow construction professionals.

Thank you again for working us in your busy schedule, and we hope to see you again!

Sincerely,

Chapter President

PUBLICATIONS COMMITTEE

PURPOSE

The purpose of the Publications Committee is to provide a newsletter, "The Speck", to be issued each month as a forum for conveying information from the Chapter, Region, and Institute leadership to every member of the Chapter and for distribution to non-members to convey the image and promotion of the Knoxville Chapter. Since the newsletter is primarily distributed via electronic mail, printing costs are negligible.

COMMITTEE MEMBERS/RESPONSIBILITIES

CHAIR - EDITOR

1. Select Committee members. Select Co-Chair in consultation with President and President-Elect with the goal that the Co-Chair will become Editor in the future.
2. Prepare and distribute annual calendar with all deadlines. Distribution should include all Publication Committee members, President, Program Chair, Membership Chair, Products Show Chair, and any other committee chairs that may have announcements or articles.
3. Prepare internal budget consistent with Chapter operating budget.
4. Determine mailing program to persons that are not members of Knoxville Chapter in consultation with President and Membership Chair.
6. Collect articles, etc. and prepare layout.
7. Proof-read final copy prior to publishing.
8. Receive and notify Membership Chair of address changes resultant from mailings.
9. Receive and approve all associated invoices for payment. Forward to Chapter Treasurer for payment.
10. Review this section of the Chapter Operating Guide and forward any recommended revisions to Chapter Secretary.

CO-CHAIR - ASSISTANT EDITOR/ADVERTISING MANAGER

1. Plan advertising program with Editor.
2. Determine advertising rates.
3. Obtain enough advertisements to fulfill program/budget requirements.
4. Prepare and mail invoices to advertisers. Receive and record payments before forwarding to Chapter Treasurer for deposit
5. Collect copy-ready advertisements for publication.
6. Assist Editor in gathering information and articles for publication and in layout.
7. Collect all extra copies of each issue. Maintain 1 copy to be turned over to the next year's Newsletter committee. Maintain 16 copies for awards submittal. Forward all remaining copies to Membership Chair (minimum of 5 copies) for distribution to prospective members and as hand-outs to guests at monthly Membership meetings..

CHAPTER PHOTOGRAPHER

1. Attend and photograph all Chapter events which require photography. Suggested events include; Golf Tournament, Christmas Party, Awards Banquet and Products Show.
2. Arrange for photographs to be made at all conventions/conferences if unable to attend in person.
3. Arrange for film development and distribution of photos to Editor.

PUBLICATIONS COMMITTEE

REPORTERS/CONTRIBUTING EDITORS

1. Prepare and submit typed articles/guest editorials to Editor for publication.
2. Prepare and submit typed summary of conventions/conferences.

RECOMMENDED BUDGET

The Newsletter is expected to take in income but not necessarily to cover all costs. The budget should be established as follows:

INCOME

1. Advertisements.

EXPENSES

1. Mailing Labels.
2. Postage.

FORMAT/CONTENTS

Determination of a standardized format and selection of the contents of the Newsletter is important for readability and to promote the Chapter's image. The following shall serve as a guideline for format and content:

1. Each issue shall contain a masthead which contains the newsletter name, the Chapter name, the date of the issue (expressed as month and year) and the CSI logo printed either in black or terra cotta (PMS 180) consistent with Institute requirements.
2. Each issue shall also contain the following information in standardized location:
 - A. List of Chapter Officers, Directors, Committee Chairs and telephone/fax numbers.
 - B. Announcement of the next meeting with location, time, and program information.
 - C. Calendar of events for the upcoming 2 - 3 months.
 - D. President's Message.
 - E. Advertising rates and Advertising Manager's name and telephone number.
 - F. Membership anniversary renewals for the upcoming month.
 - G. New Members' names and company.
 - H. Publication disclaimer.
 - I. Editor's name and return address on mailing block.
 - J. The April and issue shall include the proposed slate of Officers and Directors for the upcoming fiscal year.
3. Suggested information that may be included is as follows:
 - A. Board meeting summaries.
 - B. Convention/conference summaries.
 - C. Monthly Products Show reports in each of the 3 or 4 issues prior to the show.

PUBLICATIONS COMMITTEE

- D. Promotion of special events such as Golf Tournament, Christmas Party, and Region and Institute conventions/conferences.
- E. Wrap-up reports for all events.
- F. Technical articles, preferably from Chapter members.
- G. Guest Editorial articles.
- H. Newsworthy items about members.
- I. Announcement of Events that are sponsored by other construction industry organizations.
- J. Articles of interest from other Region newsletters.
- K. Advertisements.

EDITORIAL POLICY

All articles and editorial should meet the following criteria:

1. Be generic in nature and not serve as an advertisement or endorsement for any product or company.
2. Be tasteful and avoid sarcasm, arrogance, insult, or libelous statements that might embarrass or injure anyone.
3. Credit source if reprinted from other publications or newsletters.
4. Include the author's name.

ADVERTISING POLICY

Advertising should be consistent with the following guidelines:

1. Advertising should fill no more than 30% of the publication.
2. Advertisements may range from business card size to full page advertisements. Rates and quantities should be determined to meet the budget goals.
3. Advertisements should be limited to products and services related to the building construction industry.

DISTRIBUTION POLICY

The Newsletter shall be distributed as follows:

1. All Chapter members.
2. Region Directors.
3. All Gulf States Region Chapter Presidents and Editors.
4. All Institute Officers.
5. Prospective members and firms as determined by President and Membership Chair.
6. Other construction industry organizations as determined by President.

TIMETABLE

ANNUALLY

1. Select all Committee members by June 1.
2. Prepare internal budget by June 1.
3. Complete formatting requirements by June 15.
4. Complete advertising program by June 15.

PUBLICATIONS COMMITTEE

5. Complete advertising solicitations by July 10.
6. Obtain digital advertisements in time for submission of first issue.

MONTHLY

1. Obtain all articles and information by 10th of each month.
2. Complete layout 5 days prior to mailing date (typically 3 Mondays prior to 1st Tuesday of each month).
3. Insure that mailing labels are prepared by 20th of each month.
4. Issue is to be mailed US post 11 calendar days prior to meeting (typically 2 Fridays prior to 1st Tuesday of each month) or distributed electronically before the monthly board meeting.

ADDITIONAL INFORMATION

Refer to the "Editor's Guide" in the **Institute Administrative Reference** for additional information as needed.

PLANNING COMMITTEE

PURPOSE

The purpose of the Planning Committee is to propose short and long range goals for the Chapter and to monitor the progress of the Chapter in reaching those goals

COMMITTEE MEMBERS/RESPONSIBILITIES

CHAIR

1. The Chair or Co-Chair of the Planning Committee is the President-Elect.
2. Select Committee members. Select Co-Chair in consultation with President and President-Elect with the goal that the Co-Chair will become Chair in the future. The Committee should include a cross-section of both industry and professional members and should include the Chapter's Immediate Past President, President, and President-Elect.
3. Hold annual Planning Meeting in summer with Committee Chairs, Executive Committee and Board to develop goals and the plan for the next fiscal year.
4. Prepare and distribute annual calendar with all deadlines. Distribution should include all Committee members, all other Chapter committee chairs, and the President.
5. Propose goals and monitor progress toward reaching the goals that have been adopted by the Chapter board.
6. Review this section of the Chapter Operating Guide and forward any recommended revisions to Chapter Secretary.

RECOMMENDED BUDGET FORMAT

The Planning Committee is not expected to produce any revenue or incur any consequential cost. Generally, a meal and snacks are served.

DEVELOPING A CHAPTER LONG RANGE PLAN

FORMAT/CONTENTS

This planning methodology was developed and used by the Minneapolis Chapter and has since been adopted by the Institute. Minneapolis established a LRPC in 1982. In its second year, the Chapter decided to retain a local long range planning consultant. The concepts that will be presented here come from the methodology prepared by that chapter in conjunction with the consultant, Futures Unlimited.

BACKGROUND

The key ingredient to the planning process is to define terms and set standards. Most importantly, this must be done in writing. So in developing goals, make sure that they are:

- realistic and worthy
- are written in terms that are understandable
- that some method is used to track and monitor the success or lack of success of the objectives, and
- that a way is provided to get volunteers involved easily

PLANNING COMMITTEE

TERMINOLOGY

Terminology definition is most critical to the planning process. Understanding the differences between a **Mission** Statement, a **Goal** Statement, an **Objective** Statement, and an **Action Plan** is imperative. On what level of the organization you are working with determines which of these concepts you will be dealing with.

A **Mission** Statement is used to describe an organization at its best and expresses the highest aspirations of the organization. It is not governed by time-lines. There is no responsibility assigned to it. There is no accountability. The **Mission** Statement typically will be used at the Institute level in an organization such as CSI.

A **Goal** Statement on the other hand is a little more specific. It's must be something that can be achieved. It must be believable, and must be consistent with the norms, the values, and the traditions of the organization. It must be something that is important - not only must it be something that can be achieved - but also something that is worthy of achieving - something that should provide a challenge for the organization. A **Goal** must be understandable. Whoever reads the **Goal** Statement must be able to understand it without having to receive an interpretation or an explanation, and it must be time specific.

The next step is to write **Objective** Statements based on the Goals. An **Objective** Statement differs slightly from a Goal Statement. It must be goal focused. It must be understandable. It must be accountable. It must be feasible with regard to available resources - time, money, volunteers, etc. It must be time limited - a goal may have a time line of 2-3 or 4 years, whereas the time table associated with an objective statement is much shorter - typically one year or less. And most important of all -it must require **Action**.

Once **Goals** have been established and **Objective** Statements developed from those Goals, it is time to develop **Action** Plans. This is the step where volunteers become involved. An action plan very simply states:

1. What task will be done.
2. Who's going to do it.
3. When will it be done.
4. Where will it happen, and
5. How much is it going to cost.

This is the basic task of the Planning Committee. To prepare **Goal** Statements and, once the Board has selected which **Goals** it wants the Chapter to pursue, work with each committee to help them formulate their own **Objective** Statements and develop their own **Action** Plans.

The Board needs to make sure that its selected goals are communicated to the membership and to each of the standing committees, and that each committee should develop their own objective statements and action plans with help from the Planning Committee.

PLANNING COMMITTEE

PLANNING GUIDELINE

SEQUENCE OF EVENTS

1. Selection of Planning Committee.
2. Establish a time line for the process.
3. Gathering base line data.
4. Creating a forecast.
5. The speak up meeting.
6. Writing goals based on information from the speak up meeting.
7. Getting the BOD to select a Goal or Goals.
8. Meeting with committees to teach them how to write an objective and an action plan.
9. Evaluation and follow up.
10. Start at the beginning.

SELECTING A COMMITTEE

A Planning Committee should ideally have at least 8 people. It should consist of 3 professionals, three industry members, Past President and the President-Elect.

The chair is the key. His/her job is to "see it gets done," not to "do it". (The other members of the committee must be ready to commit at least 3-5 hours per month to this committee.) It would be preferable to have members who have been involved with your chapter long enough to "know their way around".

Planning Committee members should attend other committee meetings on a regular basis to help the other committees try and understand how the Planning process can help them set and achieve goals. This also keeps the planning standards fresh in everyone's mind.

Each year new Planning Committee members will be joining the Committee. It will be necessary to take time at Planning Committee meetings to bring them up to speed with the process. Part of the Committee's responsibility should be to identify those people on other committees who have taken an interest in this process so that they can be rotated into the Planning Committee.

GATHERING BASE LINE DATA

What is base line data? This is gathering information about your chapter in many different categories. This is done by documenting information in the categories on a time line. The "time line" is also open for selection as are the categories. If the planning process is to be a two year cycle, then information be should documented in each of the chosen categories as it was two years ago and as it is today. "Today" is defined as the end of your last fiscal year.

CREATING A FORECAST

In order to "forecast," a trend must first be established. This now forms the basis for the forecast in the documented categories. Write out each of your chosen categories. What is the documentation five years ago as compared to today? Increasing, decreasing or no change. Print this information for use at the Speak Up Meeting.

PLANNING COMMITTEE

THE SPEAK UP MEETING

The Speak Up Meeting should be held once every two years to gather new input for selecting goals. Be sure to allow adequate time and effort into following the guidelines for this program. Details are important: Make sure tables are arranged properly; make sure adequate pencils, legal pads, black marker pens, masking tape, newsprint, and forecasts are at each table. Timing is very important at this meeting. You want to make sure each step is timed and when time is up, move on. Make sure each table appoints a secretary to make notes.

STEPS IN THE PROGRAM

1. Introduction - 10 min.
2. Forecast, keeps and changes - 20 min.
3. List ideas (Hinders) holding association back - 15 min.
4. List ideas (helps) that move association forward - 15 min.
5. Brainstorm (Ideas) - 15 min.
6. Cluster: Ideas against (Hinders), ideas for (Helps), Brainstorm (Ideas) - 30 min.
7. Tape up and review all the clusters - 30 min.
8. Allow 10 minutes for closing - remind members that their information will be processed by the Planning Committee and that several Goal statements will be presented to the BOD within 1 month.

WRITING GOALS FROM SPEAK UP MEETING

Now the Planning Committee should collate all of the information gathered:

1. All of the forecasts with keeps and changes must be tabulated to determine overall keeps and changes desired by the membership.
2. Lists of ideas against (Hinders), ideas for (Helps) and brainstorming (Ideas) must be clustered. Some suggestions for titles of clusters might be Communication, Education, Membership, Program, Technical.

From all of these clusters several GOALS should be written following the criteria for a GOAL. Obviously much care must be taken in the wording of the GOAL. It is very easy to write Mission Statements instead of GOALS. There is no particular problem with this as long as the statements are properly identified.

GETTING THE BOD TO SELECT A GOAL

Once the Planning Committee has done its job, it is up to the Chapter Board to select the most appropriate Goal Statements and then make sure that the Goal Statements are communicated to the rest of the membership. All standing committees should be informed that they should do whatever they can to gear their activities towards accomplishing the Goal. Each committee should be responsible for writing Objectives and Action Plans and submitting these to the Board.

If the Board does not feel that the Goal Statements are accurate, appropriate, or achievable, they should return them to the Planning Committee with instructions to modify. Obviously the Board should include some recommendation of direction for the Planning Committee to work with.

PLANNING COMMITTEE

MEETING WITH COMMITTEES - WRITING OBJECTIVES

Once the Board has selected a Goal, the Planning Committee shifts its focus to educating the various committees in how to write proper objectives and action plans. Attempting to make sure the STANDARDS are followed as well as possible.

This procedure also makes it much easier to document what's happening. This documenting makes it possible to track performance and allows things to be broken down into a step by step format. This format makes each step predictable, plan-able and doable.

EVALUATION AND FOLLOW-UP

As the Planning Committee is helping other committees to write objectives and action plans they can be documenting the progress of the committees. At the Planning Committee meetings this documentation can be evaluated and reported to the Board. At the end of the second year the Planning should present the Board with a summary evaluation of the overall movement toward the Goal. The Planning Committee should also recommend either continuing another year of monitoring or recommend re-evaluating the Goal.

Re-evaluating the Goal may mean re-doing the baseline data, trying to get SPEAK UP MEETING type of feedback from a smaller group of members, re-evaluating the information from the original SPEAK UP MEETING, and rewriting Goal Statements for the Board to review.

TIMETABLE

The Planning Process can be a two or three year process. The following timetable is based on a two year process:

1. By July 1, select committee members.
2. By September 1, committee orientation should be complete. The Planning Committee will need two months of training and practice to understand what their task is. To learn the definitions and to learn the concepts - the difference between mission statements, goal statements, objective statements, and action plans.
3. By October 1, complete gathering of base-line data.
4. By November 1, complete the forecast.
5. The Speak Up meeting will then be held in November.
6. By January 1, complete collation of data from speak up meeting and the writing of several possible Goals for the Board to decide on.
7. Presentation of the Board selected Goals should be presented in the February Chapter meeting.
8. The next four months will then be spent in working with the various committees and training them in developing objectives and action plans consistent with the Board-approved goals.

The second year is spent monitoring the application of the Goal/s.

ADDITIONAL INFORMATION

THE DEFINITIVE GUIDE TO LONG RANGE PLANNING, Thomas and Rosemary Hatcher, FUTURES UNLIMITED, 1981, 18525 Texas Ave., Prior Lake, Minnesota, 55372.

Refer to the "Awards Guide" in the **Institute Administrative References** for additional information as needed.

PRODUCTS SHOW COMMITTEE

PURPOSE

The purpose of the Products Show Committee is to produce Knoxville Chapter's annual Products Show. The Products Show provides new construction technology and information to the construction industry, serves as a means for promoting CSI in the East Tennessee area, and provides a significant source of revenue for the Chapter operating budget.

COMMITTEE MEMBERS/RESPONSIBILITIES

CHAIR

1. Select Committee members. Select Co-Chair in consultation with President and President-Elect with the goal that the Co-Chair will become Chair for the following year.
2. Prepare and distribute annual calendar with all deadlines to all Committee members and to President.
3. Determine show format and times. Select show theme and date.
4. Prepare internal budget consistent with Chapter operating budget.
5. Attend and present progress report at all Chapter Board Meetings.
6. Prepare and mail thank you letters to exhibitors, sponsors, etc.
7. Receive and approve all invoices for payment and all revenues and forward to Chapter Treasurer.
8. Review this section of the Chapter Operating Guide and forward any recommended revisions to Chapter Secretary.

CO-CHAIR - SALES MANAGER

1. Select sales Sub-Committee consisting of 2 to 3 persons to assist with booth sales.
2. Maintain electronic database file for all booth sales Knoxville Chapter.
3. Prepare and distribute post-show questionnaire to all exhibitors and Chapter members.
4. Obtain attendee list from Registration Manager and distribute to all exhibitors.
5. Prepare and mail out invoices for booth sales.

ADVERTISING/PROMOTION MANAGER

1. Select artwork/graphics for all promotional materials in consultation with Chair.
2. Negotiate printing contract for show and implement printing of invitations and programs.
3. Forward exhibitor packages to Sales Manager for mailing.
4. Forward show programs to Host Manager for distribution.
5. Schedule & coordinate mailing party for invitations mail out.
6. Coordinate with Region Website Chair to post schedule on GS Region Website.

FOOD/BEVERAGE MANAGER

1. Negotiate catering contract for Food Services.
2. Determine menus. Arrange for tables etc. required for food/beverage service thru Facilities manager.
3. Obtain and/or arrange for all beverages.
4. Coordinate all food service activities.

PRODUCTS SHOW COMMITTEE

FACILITIES MANAGER

1. Negotiate contract with show facility.
2. Arrange for tables and chairs for booths, food services and registration.
3. Arrange for garbage removal if not provided by facility.
4. Coordinate setup of booth curtains, dividers and tables & chairs with facility.
5. Obtain table cloths, extension cords, etc. and distribute to exhibitors as they check in. Arrange for and coordinate CSI volunteers to be available for this task during all hours of the Show.
6. Coordinate setup of CSI booth and all decorations. CSI booth design is the responsibility of the Chapter. Decorations will be obtained from the Promotions Manager.
7. Coordinate all clean up/take down operations.

HOST MANAGER

1. Invite and coordinate NAWIC or ACW hostesses.
2. Select CSI hosts/hostesses to man the CSI booth and to greet attendees at the door.

REGISTRATION MANAGER

1. Negotiate contract with Registration service.
2. Obtain exhibitor representatives' names from Sales Manager and forward to Registration service.
3. Obtain attendee preregistration forms from President (if return address is the Chapter's P.O. Box), and forward to Registration service.
4. Obtain CSIBIG data base from Chapter ADP Chair and deliver to Registration service.
5. Obtain post-show revision of CSIBIG from Registration service and deliver to EDP Chair.

AWARDS MANAGER

1. Select and obtain CSI sponsored door prizes.
2. Coordinate exhibitor door prize giveaways on day of show.

BUDGET

The Products Show budget should be structured so that revenues exceed costs with a target net surplus of between \$15,000 and \$20,000. The following is the recommended budget format:

INCOME

1. Booth Sales.
2. Sponsorships.

EXPENSES

1. Facilities Rental.
 - A. Facility.
 - B. Tables & Chairs.
 - C. Curtains & Dividers (may be included as part of facility rental).

PRODUCTS SHOW COMMITTEE

- D. Public Address System (may be included as part of facility rental).
2. Promotion.
 - A. Artwork for Invitations, Posters, and Exhibitor Registration Packages.
 - B. Printing/Reproduction Costs.
 - 1) Posters & Invitations.
 - 2) Exhibitor Registration Packages.
 - 3) Show Program.
 - 4) Exhibitor Questionnaires & Thank You letters.
 - 5) Attendee Lists to be distributed to Exhibitors.
3. Food/Beverage.
4. Decorations and tablecloths.
5. Registration Service (should include on-site registration forms).
6. Prizes/Awards/Ribbons.
7. Postage & Mailing.
8. Insurance.
9. Sales tax on above items.

FORMAT

The following format should serve as a guideline for each annual Products Show. The Chair and Committee members should be encouraged to exercise their own ingenuity and make changes where warranted within the overall guidelines.

LOCATION AND DATE

1. Location: The location for the show is currently as follows:
 - A. Knoxville Convention Center (Crowne Plaza Hotel).
 - B. Reevaluate every five years (years ending in "0" and "5").
2. Date: The show is traditionally held in the spring as follows:
 - A. Second Tuesday in March.
 - B. Avoid week before and after Easter.
 - C. Coordinate with Gulf States Region Products Show. Chair to avoid conflicts w/ Chattanooga and Nashville products shows.
3. Note: In 2011 a Joint Industry Tradeshow was held with AIA and IIDA.

PROMOTION

1. Exhibitor Package (300 required), include pre-registration form - see attachment.
2. Invitation (6,000 required) - see attachment.
3. Show Program (1,000 required) - Alphabetized listing of all exhibitors & booth numbers with a booth layout plan to be given to all attendees..
4. Exhibitor mailing labels - obtain previous 3 or 4 years from Sales Manager. Obtain mailing lists from other chapter shows (Nashville, Birmingham, Chattanooga, etc.).
5. Invitation labels - obtain from Chapter EDP Chair.
6. Schedule mailing party for invitations. 10-12 people required for four (4) hours.
7. Consider using Knoxville Business Journal or other media for promotion.

PRODUCTS SHOW COMMITTEE

SHOW TIMES

Select one of the following formats:

1. 11:00 am to 7:00 pm.
2. 3:00 pm to 8:00 pm.
3. 11:00 am to 1:30 pm and 4:30 pm to 7:00 pm.
4. 3:00 pm to 7:00 pm.

BOOTH SALES

1. Minimum of 2 rates (CSI Member/ Non Member).
2. May also set reduced rates for early sign-up or multiple booth discount (typically 10% for 2 or more booths). This method is optional.
3. Provide complimentary booths for AIA, ABC, AGC , USGBC, and NAWIC. Other complimentary booths may be offered as "fillers" for non-profit organizations (TN Fire Marshall, UT, Knox County Codes officials, etc.).
4. Provide mail out to all exhibitors from previous three years.
5. Provide complimentary booth to Show Chair and Co-Chair.
6. Consider providing complimentary booth in exchange for printing services.

BOOTH LAYOUT

1. Determine show size (Crowne Plaza Hotel +/- 50 booths).
2. Do not block exits.
3. Spread food/beverage areas around.
4. Prepare large and small scale layout plan.

FOOD/BEVERAGE

1. Negotiate catering contract for food and non-alcoholic beverages at lunch (happy hour). If lunch is provided, sandwiches/BBQ is recommended with light hors d'oeuvres at happy hour.
2. Liquor/beer must either be gratis by CSI or sold by catering contractor. Catering contractor must provide bartenders and setups for a fee if beverages are gratis.
3. Concessionaire should keep concession booths open during day of show to sell beverages to exhibitors and attendees.

TIMETABLE

PRE-SHOW

1. Prepare internal budget by June 1.
2. Select and negotiate for Show site and date one year in advance.
3. Select Caterer and reserve date by June 1.
4. Select all Committee members by August 1.
5. Complete formatting requirements by September 1.
6. Complete design of promotional literature by October 1.
7. Negotiate printing contract by October 1.
8. Receive Exhibitor Registration Packages from printer and complete initial mailing to last year's exhibitors by November 1.
9. Follow up mail out to additional exhibitors to be completed by December 1.

PRODUCTS SHOW COMMITTEE

10. Complete food & beverage service arrangements by February 1.
11. Schedule mailing party to be held approximately three weeks prior to show.
12. Receive Invitations, posters, and CSIBIG mailing labels and arrange for use of postage meter(s) (approximately \$1,500 postage required) prior to mailing party.
13. Complete mail out of invitations two weeks prior to show.
14. Receive exhibitor representative names and pre-registration attendee names and forward to Registration Service as received.

POST-SHOW

1. Receive updated CSIBIG from Registration Service and distribute Attendee List and Exhibitor Questionnaire to all Exhibitors within two weeks after show. Also include questionnaire in next issue of Newsletter to receive feedback from Members /attendees.
2. Hold debriefing meeting with Committee to establish any modifications required for next year's show. This meeting should be held after receiving completed Exhibitor Questionnaires and ideally within one month after show date.

PROGRAM COMMITTEE

PURPOSE

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

COMMITTEE MEMBERS/RESPONSIBILITIES

CHAIR

1. Select Co-Chair in consultation with President and President-Elect with the goal that the Co-Chair will become Chair in the future.
2. Select Committee members in consultation with Co-Chair and assign individual tasks to each committee member.
3. Prepare internal budget consistent with Chapter operating budget.
4. Coordinate proposed programs with Education and Technical Chairs.
5. Coordinate June Awards Meeting with the Awards Chair.
6. Select each month's program and assign it's implementation to a Committee member.
7. Prepare monthly announcement of Program and forward to Newsletter Editor.
8. Coordinate programs needs such as projection equipment, etc with facility.
9. Follow-up all meetings with a thank you letter to speakers.
10. Receive and approve all associated invoices for payment. Forward to Chapter Treasurer for payment.
11. Prepare status report for each Board meeting.
12. Submit year end report to President for inclusion in Chapter Report to Region Directors.
13. Review this section of the Chapter Operating Guide and forward any recommended revisions to Chapter Secretary.
14. To encourage and invite prospect and potential speakers to the Tuesday meetings. This way they will interact with the group and listen to other presenters which may help in their future presentation.
15. To coordinate and review with Educational Committee chair the program Feedback sheet template. Each program must have Feedback sheet with date, program title and the speaker name printed on the form and distributed to participants by the educational committee chair prior to the program. Template once updated need to be with the Educational Committee Chair. Copy of the latest form is attached.
16. Committee Chair to keep all Programs paperwork including copies of the evaluation sheets (Forwarded from educational chair), the signup sheet (Forwarded form House chair) and other related matter in a 3-Ring binder.

RECOMMENDED BUDGET FORMAT

This Programs Committee is not expected to produce any income. The budget should be established as follows:

INCOME

1. None.

PROGRAM COMMITTEE

EXPENSES

1. Special speaker's honorariums and/or travel expenses
2. Costs for special equipment rentals such as projection equipment, etc.

Meals are accounted for elsewhere.

FORMAT/CONTENTS

Chapter meetings are typically held on in the evening of the second Tuesday of each month in all months except March (Products Show), July (Summer Picnic) and December (Christmas Party). Programs Committee is not responsible for any of these months. The format for evening meetings should begin with Social Hour at 5:30 pm, dinner at 6:30 pm, and program from 7:00 pm to 8:00 pm.

The June Chapter meeting is the Awards banquet and election of Officers and Board members. A special program should be planned for this meeting and needs to be light and on the social / cultural side or something other than technical that goes well with the atmosphere of the evening

At least one joint meeting should be planned with AIA with each organization acting as host in alternate years. A second joint meeting may be held with other industry organizations.

Two or three luncheon meetings should be scheduled each year to accommodate some of the Chapter members that are unable to attend evening meetings. These meetings should be limited to 1-1/2 hours maximum including registration and lunch.

TIMETABLE

ANNUALLY

1. Select all Committee members by July 1.
2. Prepare internal budget by June 1 and submit to Treasurer for incorporation into the Chapter operating budget.
3. Prepare list of target program topics for the remainder of the year by September 1.

MONTHLY

1. Assign a Committee member to chair each program at least two months in advance of meeting. Responsibilities should include verification of arrangements with speaker, obtaining resume from and introduction of speaker, and notification to Chair of any special needs or equipment.
2. Issue a Thank You letter to speaker within one week after meeting.

ADDITIONAL INFORMATION

Refer to the "Programs Guide" in the **Institute Administrative References** for additional information as needed.

PROGRAM COMMITTEE

Introduction of a full year of Lunch and Learn program (Place TBD) as another educational opportunity especially to those who cannot attend the Tuesday evening program. These will also offer an opportunity for non-members to participate and see the benefit of being part of the group to entice them to join. These session need to be also looked at as a perk for those supplier who are members Thus, giving them the flexibility and opportunity to interact and network by introducing their products what is new in their technology through table tops and specific discussion before and after the presentation. it will encourage other non-members suppliers to join in once they see that there is a networking and marketing benefit for them. Needless to say that knowing about new products is educational too...and there is nothing wrong in having Lunch and learn about a specific product or system.

Introducing table tops during Tuesday meetings. This to be coordinated by one person in the committee with suppliers matching the topic of the presentation. Priority is given to the presenter if they wish to have a table top otherwise other suppliers can be invited to participate with a TBD fee.

Arranging for a field trip to a newly completed project that is unique or during construction or a visit to a local manufacturing facility that produces construction related product to learn more about the product.

Recommended attachment:
CSI Program Feedback

COMMUNICATION COMMITTEE

PURPOSE

The primary purpose of the Communications Committee is to create appropriate materials to publicize Knoxville Chapter events within the community.

COMMITTEE MEMBERS/RESPONSIBILITIES

CHAIR

1. Select Co-Chair and Committee members the goal that the Co-Chair will become Chair in the future.
2. Coordinate Calendar of Events with Program Chair, as well as other Committees holding events, in order to distribute appropriate advertising for each event. Distribution may include other groups or members of organizations which may be interested.
3. Prepares/assists in preparation of posters, mailers, and other advertising materials appropriate to advertise or provide publicity for chapter events.
4. Determine the target-advertising group and acquire information for distribution list.
5. Prepare/proof final copy of advertisement for print.
6. Send appropriate advertising with assistance of Co-Chair.
7. Give invoices for expenses to Chapter Treasurer, with notes regarding which committee incurred the expenses.
8. Work within appropriate committee's events budget to publicize event for which assistance has been requested.
9. Review this section of chapter Operations Guide and forward any recommended revisions to Chapter Secretary.

CO-CHAIR

1. Coordinate Calendar of Events and distribution of Advertising with Chair.
2. Preps/assists in preparation of posters, mailers, and other advertising vehicles to provide publicity for chapter events with Chair.
3. Aid in determining target-advertising group and acquire appropriate information for distribution list with Chair.
4. Send advertising information through appropriate entity (i.e. post office, local newspaper, etc.).
5. Aid in coordination with database maintenance.
6. Maintain an electronic record of all forms of advertisements in order to start a resource library for future use and provide a record of past advertising distribution and ideas.

BUDGET FORMAT

Publicity for events should come from the appropriate Committee's Event Budget

INCOME

1. None.

EXPENSES

1. Printing costs
2. Artwork, if any.
3. Mailing expenses.

COMMUNICATION COMMITTEE

4. Paper goods.
5. Ad space in local publications, including run-time and sales tax.

FORMAT/CONTENTS

Determine type of advertising required, and the target group, graphics, layout and content for readability and to promote the Chapter's image. The following shall serve as a guideline for format and content:

1. Selection of paper color, weight and type and print style for readability and image.
2. The ad text should contain the Chapter name. The CSI logo may be used but must be printed either in black or terra cotta (PMS 180) consistent with Institute requirements.
3. The following information should be considered for inclusion in text body:
 - A. Chapter and Institute general information.
 - B. Name and Date and Location of Event.
 - C. Event Description.
 - D. Beneficiaries of Event.
 - E. Map to Event.
 - F. Any prizes to be awarded.
 - G. Sponsors of Event.
 - H. Possible list of Participants in Event.
 - I. Any applicable contact information, with approval.

DISTRIBUTION POLICY

Distribute advertising to appropriate groups

1. Any Chapter members.
2. Any Gulf State Regional Chapters
3. Prospective Members and firms as determined by President, Membership Chair, and Coordinating Committee.
4. Other Construction industry organizations as determined by President and Coordinating Committee.
5. Any other organization seen fit to benefit or hold interest by or to event.

TIMETABLE

The advertisements should be coordinated with event coordinators as to when distribution should occur within the event's timetable.

ADDITIONAL INFORMATION

Refer to the previous chair or co-chair for any critique, questions or comments for additional information as needed.

TECHNICAL COMMITTEE

PURPOSE

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

CHAIR RESPONSIBILITIES

1. Select Co-Chair in consultation with the Board. The goal is that the Co-Chair will become the future Chair.
2. Select Committee members in consultation with Co-Chair. Members of this committee shall each prepare one article for the chapter newsletter.
3. Support Education Chair in developing seminars before chapter meetings.
4. Coordinate with Program Chair for technical programs.
5. Coordinate chapter submittals for Institute and Region Competition.
6. Develop a technical project or program to benefit the local building community.
7. Request study assignments from Institute offices and assign members to review.
8. Submit chapter members who are interested in serving on corresponding committees to President.
9. Submit year end report to President for inclusion in Chapter report to Region Directors.
10. Review and update the Chapter Operating Guide every odd year. Forward any recommended revisions to Chapter Secretary.

ADDITIONAL INFORMATION

Refer to the "Technical Guide" in the **Institute Administrative Reference** for additional information as needed.

CHAPTER BY-LAWS

BYLAWS Of the Knoxville Chapter Of THE CONSTRUCTION SPECIFICATIONS INSTITUTE, INC.

ARTICLE I – NAME

The name of this organization is the Knoxville Chapter of the Construction Specifications Institute, Inc., hereinafter referred to as the “chapter”; said chapter being an affiliate chapter to The Construction Specifications Institute, Inc., hereinafter referred to as the “Institute”.

ARTICLE II – GOVERNING AUTHORITY

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

ARTICLE III – PURPOSE AND POLICY

Section 1 - The purpose of the chapter is to provide a medium at the local level for advancement of the objectives of the Institute.

Section 2 – The name, funds or influence of the chapter may be used on in support of this purpose.

Section 3 – The chapter enforces a nondiscriminatory policy as to membership and does not restrict membership based on a classification ratio or any other practice.

Section 4 – The chapter is to have all the powers and authority conferred upon non-stock, non-profit corporations under the provisions of the Articles of Incorporation and Bylaws of the Institute and Laws of the State of Tennessee.

ARTICLE IV – BOARD

Section 1 – The management and direction of the chapter shall be delegated exclusively to its board.

Section 2 – The board shall consist of thirteen members: president, president-elect, vice president, secretary, treasurer, immediate past president (advisory member), six (6) directors and a student affiliate representative. Student affiliate representative shall be a non-voting member of the board. Professional members shall constitute a minimum of thirty-three percent of the chapter board and industry and associate member shall constitute a minimum of thirty-three percent of the chapter board.

Section 3 – All members of the board are eligible to vote on chapter business.

Section 4 – The board, through the action of authority delegated to the chapter secretary or membership chairman shall receive and promptly consider applications for membership in the chapter received from prospective members meeting the qualifications for Institute membership; may accept resignations from the chapter; and shall report its actions on membership to the Institute promptly.

Section 5 – The board shall select all standing and special committees, designate duties and may authorize compensation for justifiable expenses. All committee chairmen shall be members of the chapter.

CHAPTER BY-LAWS

Section 6 – The board shall schedule monthly business meetings. Special meetings shall be held upon the call of the president or a majority of the board upon seven days written notice.

Section 7 – A majority of the board shall constitute a quorum.

Section 8 - Should a vacancy occur in any office of the chapter, the board shall by two-thirds affirmative vote of its total membership fill such vacancy by appointment of a member eligible by all other criteria for the duration of the unexpired term.

Section 9 – The chapter board shall appoint a Student Affiliate Committee of three or more members. This committee shall be responsible for conducting liaison in the name of the chapter with the student affiliate by providing an advisor, support, guidance, program speakers, etc.

ARTICLE V – OFFICERS

Section 1 – The president shall serve as chairman of the board, shall preside at all chapter meetings, shall select the chairmen of temporary committees, shall appoint the chapter delegates to the annual meeting of the Institute, unless they are otherwise elected by the chapter members, shall be an ex-officio member of all committees, and shall sign all agreements and formal instruments.

Section 2 – The president-elect shall serve upon the absence of the president and perform other duties as assigned by the board.

Section 3 – The vice president shall perform other duties as assigned by the president or board and serve upon the absence of both the president and president–elect.

Section 4 – The secretary shall see that notices are sent out at least seven days in advance of all meetings of the board and of the chapter and shall keep accurate minutes thereof. The secretary shall maintain a file of all correspondence; shall keep a roster of members and committees; shall co-sign all agreements and formal instruments, except those pertaining to the office of treasurer; and shall submit a report of his/her office at the annual meeting. The secretary shall perform other duties as assigned by the president or board.

Section 5 – The treasurer shall collect and receipt for monies and securities; deposit funds and disburse and dispose of the same, subject to the direction of the board; shall keep accurate books of account; shall submit a report at board meetings; shall submit a report of his/her office at the annual meeting. The treasurer shall perform other duties assigned by the president or board.

ARTICLE VI – NOMINATION AND ELECTION OF OFFICERS AND DIRECTORS

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

Section 2 – Each elected board member shall take office on July 1 and shall serve for a minimum of two years.

Section 3 – The term of office for directors shall be staggered two-year with half of the directors being elected each year.

Section 4 – The president/president-elect or vice president(s) shall not hold the same office for more than

CHAPTER BY-LAWS

two consecutive terms.

Section 5 – A nominating committee shall be appointed by the board not later than February 20. The nominating committee shall prepare a list of nominees, showing at least one name for each elective position on the board due to become vacant, and shall present the list to the chapter not later than the regular meetings in April. At this time the members may present nominations from the floor. Election shall be by written ballot. Each voting member of the chapter shall be provided with a ballot at least two weeks prior to the ballot count. Eligibility to vote shall be as defined in the Institute Bylaws. The winners shall be determined by a simple majority of votes cast before and during the meeting.

Section 6- The ballots shall be counted and certified by tellers appointed by the president and the results shall be reported to the members.

Section 7 – Not later than April 30, the chapter secretary shall notify the Institute directors and the Institute office of the results of the election, and shall submit to them a complete listing of chapter officers for the coming year, with their addresses, telephone numbers and email addresses.

ARTICLE VII - MEMBERSHIP

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

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

Section 3 – A chapter member may be classified as an Honorary Member by the chapter only by action of the Institute.

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

ARTICLE VIII – MEETINGS OF MEMBERS

Section 1 – The annual meeting of the chapter shall be held during the month of June at which time committee reports shall be submitted, the secretary shall submit a report on the activities of the chapter during the past term of office, and the treasurer shall submit an annual report of the finances of the chapter. A copy of these reports shall be sent to the Institute.

Section 2 – Regular meetings shall be held monthly, except when otherwise decreed by the board. Not less than ten regular meetings shall be held in the fiscal year.

Section 3 – Special meetings may be called whenever the majority of the board deems it necessary, or upon written request by not less than one-tenth of the chapter membership. The business at special meetings shall be limited to that for which the meeting was called.

Section 4 – Minutes of regular and special meetings shall be distributed to the members. with a copy to the Institute directors.

Section 5 – These bylaws, together with the applicable provisions of the Institute bylaws and Robert's Rule of Order Newly Revised, shall govern the conduct of business of the chapter.

ARTICLE IX – FISCAL ADMINISTRATION

Section 1 – The fiscal year shall be from July 1 to June 30.

CHAPTER BY-LAWS

Section 2 – The annual chapter dues shall be set by the board. Members Emeritus, Honorary Members and Lifetime Members shall not be subject to dues.

Section 3 – Annual dues notices shall be mailed by the Institute at least two months in advance of each member's anniversary date and are payable when rendered. Initial dues shall accompany the membership application. A qualified applicant may select introductory membership in accord with Institute Bylaws Article XIV, Section 2.c.

Section 4 - Institute and chapter dues shall be paid to the Institute with the chapter dues being returned to the chapter by the Institute.

Section 5 - If the chapter is dissolved by the Institute Board, the organization's assets will be used to establish a scholarship fund.

ARTICLE X – AUDIT

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

ARTICLE XI – AMENDMENTS

Section 1 – Proposed amendments to these chapter bylaws shall first be submitted in duplicate, accompanied with two copies of the complete, current bylaws, to the Institute secretary for approval. After Institute secretary approval they shall then be publicized in the regular chapter newsletter issued prior to a regular meeting or by letter issued at least two weeks prior to a special meeting.

Section 2 –Following publication, the amendments must be approved by a two-thirds vote of the professional and industry, and associate members present at the regular meeting or a special meeting.

Approved by Chapter vote 04-08-08

*The Mission of The Construction Specifications Institute
is to advance construction technology through
communication, education, research, and service.*

Mission Statements

1. **Solidify the purpose, image, and understanding of CSI throughout the construction industry.**

CSI is striving to be recognized as the leader in construction communications and has stated the objective of: "**Advancement of Construction Technology.**" CSI's programs are more readily accepted when CSI's role and purpose are understood.

2. **Extend CSI principles throughout the world.**

The construction industry in the United States knows and appreciates the benefits of having specifications and other contract documents prepared according to CSI principles. These principles are also the standard in Canada. There is a growing interest in the construction industry in other countries in having CSI principles adapted to their documentation procedures. The standardization of practices would benefit international construction participants.

3. **Establish CSI as the primary resource for information related to construction technology.**

The construction industry is fragmented and diverse in its collection and dissemination of construction-related information. CSI established its identity through construction documentation formats and organizational principles. CSI's diversity of membership places it in the unique position to become the focal point for the collection and dissemination of construction technology information.

4. **Provide an effective mechanism for all construction participants to become an integral part of CSI.**

CSI endeavors to serve the interests of owners, architects, engineers, specifiers, contractors, product manufacturers, and others in the construction industry. The principles promulgated by CSI become effective with the participation of all members of the construction team. CSI activities and programs must be beneficial to all participants.

5. **Enhance the image of CSI.**

The role of construction technologists, such as specifiers, product representatives, estimators, construction administrators, and inspectors should receive appropriate recognition in the construction industry. The value of the contributions of these technologists should be clearly understood and recognized by all participants in the construction industry.

6. **Achieve the adoption and implementation of CSI principles in the public sector.**

Government agencies at the federal, state, and local levels and public utilities have a profound influence on the practices and principles in the construction industry through their position as a major source of funding of construction programs. CSI principles and formats have been adopted by the Department of Defense and are being utilized by other agencies

CSI MISSION

at all levels of government. CSI should work to influence more agencies to adopt CSI principles and facilitate their implementation.

7. Educate larger and more diverse audiences through CSI programs.

It is important that construction industry participants learn CSI principles. These principles are propagated through CSI programs. CSI should provide the means for wider acceptance of its programs.

8. Integrate advanced methods and resources in creating document delivery systems.

Currently the construction industry functions with many fragmented tools, including hardware, software, and data resources. The number of these tools is expanding each year. CSI should assist in the evaluation, selection, and implementation of these tools into coordinated construction document delivery systems.

9. Develop the tools and educate those responsible for the enforcement of contract documents.

Higher quality specifications and other contract documents result from the application of CSI principles. To achieve the benefits from these higher-quality documents, the level of enforcement and compliance must be raised.

10. Improve the organizational and operational efficiency of CSI.

Voluntary efforts are the foundation of CSI. The strength of CSI is sustained by providing effective organization and support of these voluntary efforts. It is imperative that efficiency increase as programs expand.

11. Secure and insure continuing sources of revenue to achieve CSI objectives.

In order to continue the advancement of CSI principles and programs, CSI must remain financially strong through planning to serve future needs.

12. Encourage the use of construction materials that will ensure the health, safety, and welfare of the public, protection of the environment, and conservation of resources.

Example forms:

Sign in sheets

- Board Meeting sign in sheet
- Education Credit sign in sheet
- Product Show Attendee sign in sheet
- Chapter Meeting sign in sheet

Chapter Budget

- Yearly budget format
- Monthly report formats (quicken reports)

Scavenger Hunt

- Solicitation for donations letter
- Solicitation for volunteers letter
- Thank you letter
- Congratulations to winners letter

Product Show

- Contract with vendor
- Contract with venue
- Invitation

Board Resolutions

A section documenting everything we have voted on that created a change in the way we operate, from the change to Joint Industry show to changes in fees should be included.

Graphic Images

- CSI shield in black and terracotta
- CSI Knoxville logo
- Graphics used on website