

The Construction Specifications Institute
Northeast Region
Region Administrative References dated August 6, 2005

Part 4 – Region Policy – Adopted August 27, 2005, revised April 22, 2006, August 23, 2007, August 21, 2008, and April 4, 2009

Purpose – The following are policy decisions made by the Region Board for conducting the affairs of the Region. Region Policy expands and supplements the provisions of the Certificate of Incorporation and Region Bylaws; defines roles and responsibilities; establishes requirements for Region Committees and Task Teams; provides a broad procedural framework; and reserves for the Board the authority to make certain decisions.

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

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1. Region Board

- A. Composition – The composition of the Region Board is defined by the Region Bylaws
- B. Duties and responsibilities
 - 1. General duties as defined by the Region Bylaws.
 - 2. Read and become familiar with the Institute Certificate of Incorporation, Institute Bylaws, Institute Policy, Region Certificate of Incorporation, Region Bylaws, and Region Policy.
 - 3. Abide by the Region Certificate of Incorporation, Bylaws, and Region Policy.
 - 4. Develop and support a vision of the Region.
 - 5. Guard the Region’s values.
 - 6. Review external issues that will affect the Region in the future.
 - 7. Identify and foster relationships with relative constituencies.
 - 8. Develop Region Policy and projects.
 - 9. Approve and adopt an annual budget for the Region.
 - 10. Take appropriate and timely action on all “Recommendations” submitted to the Board.
 - 11. Identify future Region Leaders.
 - 12. Develop an effective Region Leadership Development Program.
 - 13. Make recommendations to amend the Region Bylaws.
 - 14. Assist in the development of new Chapters.

2. Region Directors

- A. Term of Office, Number and Selection Process - As defined by Region Bylaws
- B. Duties and responsibilities
 - 1. Attend all Region Board Meetings.
 - 2. Prepare and submit reports for each Board Meeting according to the schedule provided by the Region Secretary. Reports to cover:

- a). Summary of Chapter activities since last report.
 - b). Status of current Chapter programs
 - c). Changes in Chapter Membership since last report.
 - d). Problems confronting Chapter
 - e). Chapter “success stories”.
 - f). Schedule of Chapter seminars, product shows, and programs planned for time period prior to next Board Meeting.
- 3. Review all material distributed for each Board Meeting, prior to the meeting.
 - 4. Recommend items to the Secretary for inclusion in Region Board Meeting Agenda.
 - 5. Serve as Chapter’s Representative by bringing appropriate Chapter concerns to the Board.
 - 6. Report Board action and items of interest to their Chapter.
 - 7. Promote attendance at Region Conferences or other Region events.
 - 8. Promote their Chapter’s participation in Region Committee activities.

3. Executive Committee

- A. Composition and duties – As defined in the Region Bylaws.
- B. Meetings – As defined by Region Bylaws
- C. Other duties and Responsibilities
 - 1. If no Region Conference is scheduled, set date, time and location of Annual Meeting.

4. President

- A. Duties and term of office – As defined in Region Bylaws.
- B. Other duties and Responsibilities
 - 1. Consult with members of the Executive Committee prior to appointing Committee and Task Team Chairs and members.
 - a). Committee appointments are only for those committee positions that do not result from holding a Chapter Committee Chair position
 - 2. Prepare or approve Agenda for all Region Meetings.
 - 3. Maintain liaison with Chapter Presidents.
 - 4. Attend all Region Board Meetings.
 - 5. Coordinate Region assignments and commitments.
 - 6. Sign checks from Region accounts payable to the Treasurer.
 - 7. Along with Secretary, sign all contract on behalf of Region.
 - 8. Ex officio member of all Region Committees (see Bylaws).
 - 9. Report on “The State of the Region” at the Annual Meeting.
 - 10. Make Chapter visitations or participate in other activities that assure personal contact between Region Leadership and Leadership of each Chapter at least once every two years (Duty to be shared with Vice President)

5. Vice President

- A. Duties and term of office – As defined in Region Bylaws
- B. Other duties and Responsibilities
 - 1. Preside at Region Board Meetings and other Region Meetings in the absence of the President.
 - 2. Assist in the selection of members to serve on Region Committees.
 - 3. Assist in the preparation of Region Meeting Agendas.
 - 4. Attend all Region Board Meetings

5. Maintain liaison with Chapter Presidents.
6. Assist the President in the Administration of the Region.
7. Serve as alternate signatory for checks from Region accounts payable to the Treasurer.
8. Ex officio member of all Region Committees (see Bylaws).
9. Make Chapter visitations or participate in other activities that assure personal contact between Region Leadership and Leadership of each Chapter at least once every two years (Duty to be shared with President)

6. **Secretary**

- A. Duties and term of office – As defined in Region Bylaws.
- B. Other duties and Responsibilities
 1. Assist the President in the preparation of Agendas for Executive Committee, Board, Special and Annual Meetings.
 2. Notify Directors of location of all Meetings they are expected to attend at least 20 days prior to the meeting.
 3. Request and assemble reports and other documentation for distribution for Executive Committee, Board, Special and Annual Meetings. Distribution to be by generally acceptable methods, mail fax or e-mail, at least two weeks prior to meeting.
 4. Maintain a permanent file of Official Correspondence and through Meeting Minutes.
 5. Serve as the “Official mail or e-mail address” for communications directed to the Region.
 6. Assure prompt response to Official Correspondence addressed to the Region.
 7. Prepare an Annual Report for the Region and distribute to Region Executive Committee Members, Region Directors, Region Committee Chairs and Chapter Presidents not later than July 31st of the fiscal year following the year covered by the report.
 8. Send copy of Minutes of Annual Meeting to Region’s legal counsel.
 9. Along with President, sign all contract on behalf of Region.
 10. Acquire bonding for Treasurer and other Officers authorized to sign checks on behalf of the Region.
 11. Review all “Recommendations” for modification to “Region Policy” to determine if there are any conflicts with other governance documents or other parts of “Region Policy” and report the results of this review to the Board after the “Recommendation” has been moved at the Board Meeting.
 12. Review and approve as appropriate, all proposed changes to Committee Guidelines and notify appropriate Committee Chair of the action.
 13. Update and maintain the “Official Copy” of the Region Administrative References.
 14. Post “Draft Minutes” of Board Meetings and Annual Meeting to Region Website within 6 weeks following meeting.
 15. Post “Final Minutes” of Board Meetings and Annual Meeting to Region Website within 30 days following approval.
 16. Ex officio member of Region Awards, Publications, and Website Committees.
 17. Provide reports to Institute Director on Region and Chapter activities and issues as required by the Institute including reports on the use of the “Region Allocation”.

7. **Treasurer**

- A. Duties and term of office – As defined in Region Bylaws.
- B. Other duties and Responsibilities

1. At the end of each fiscal year, arrange for an audit of the Region's financial records by either a Region ad hoc Committee or an outside certified accountant.
2. Upon assumption of duties, arrange with outgoing Treasurer for any necessary transfer of bank accounts and signature authorizations for authorized officers.
3. Upon assumption of duties by new Region Vice President, arrange for necessary signature authorization for bank accounts.
4. Maintain all financial records for the Region showing income and expense.
5. Pay all approved Region invoices.
6. Receive and deposit all payments made to the Region.
7. Prepare and submit a financial report for each Executive Committee, Board or Annual Meeting.
8. Prepare and submit all necessary Federal Income Tax and any other tax reports required by authorized jurisdictions.
9. Serve as a member of the Finance Committee.
10. On behalf of the Finance Committee, submit the Finance Committee's recommended budget to the Region Board for action.
11. Invoice Chapters for Region Assessment based on approved Budget.
12. Oversee Region Conference income and expense accounting.
13. Acquire appropriate liability insurance covering the Region's activities.
14. Ex officio member of Region Product Show Committee, Conference Host Chapter Committee and Planning Committee.
15. Provide financial reports to the Institute on the use of the "Region Allocation" as required by the Institute.

8. Executive Committee Meetings

- A. Executive Committee Meetings may be called at any time by the President. Executive Committee Meetings may be requested by any Member of the Executive Committee.
- B. Arrangements of meeting rooms shall be made by the President or member of the Executive Committee designated by the President. Executive Committee Members will be notified by the Secretary of date, time and location at least 20 days prior to meeting.
- C. The Agenda for the Meeting should be limited to the purpose for which it is called. The Meeting Agenda is prepared by the President following consultation with the Executive Committee member requesting the meeting.
- D. Quorum - As defined in Region Bylaws.
- E. Minutes of the Meeting are prepared by the Secretary and distributed to members of the Executive Committee.
- F. The president shall report the results of an Executive Committee to the Board at their next scheduled meeting unless the subject is time/date sensitive. If the subject is time/date sensitive, the Secretary will distribute the results to Board members by mail, fax or e-mail.

9. Board Meetings

- A. Arrangements of meeting rooms shall be made by the President or member of the Executive Committee designated by the President. Directors will be notified by the Secretary of date, time and location at least 20 days prior to meeting.
- B. Agendas for meetings shall be prepared or approved by the President and distributed by the Secretary at least 14 days prior to the meeting along with all reports submitted for that meeting.

1. Any Reports prepared for the Board Meeting that are not delivered to the Secretary in time for this distribution must be delivered to the Board Meeting in a sufficient quantity for distribution to all Region Leaders in attendance.
2. Recommendations requiring Board action may be submitted by any member of the Board. Committee/Task Team Chairs may submit “Recommendations” related to their Committee/Task Team responsibilities. Recommendations must be submitted to the Secretary in time for inclusion in the Agenda and distribution with the reports for the Meeting. Recommendation not included in the Meeting distribution must be delivered to the Meeting in a sufficient number of copies for distribution to all Region Leaders in attendance.
- C. Quorum - As defined in Region Bylaws.
- D. The Secretary prepares the Minutes of the Board Meeting recording actions taken and a brief summary of discussions. Minutes record the name of the member making each motion but the name of the member seconding the motion is not recorded. Any Board Member wishing to file a minority opinion on an action for inclusion in the Minutes must notify the Secretary, in writing, within one hour of the Meeting adjournment and provide a written minority opinion within seven days of the date the meeting adjourned.
- E. Minutes will be distributed to Board Members by any generally accepted method within four weeks following the meeting adjournment.
- F. All Board Meetings will be conducted in accord with *Robert’s Rules of Order, Newly Revised*.

10. Special Meetings

- A. Calling of Special Meetings - As defined in Region Bylaws.
- B. Agendas for Special Meetings shall be limited to the purpose for which the meeting was called
- C. Preparation of the meeting Agenda, preparation of Minutes and distribution of Minutes is the same as for Board Meetings.

11. Annual Meeting – Location, Rules and Regulations

- A. Time / Place: The Annual Meeting of the Northeast Region is held at the Region Conference; if for any reason whatsoever, a Region Conference is not held, the Annual Meeting may be held at the Institute Convention or on a date and location to be established by the Executive Committee.
 1. The Annual Meeting is open to all members in good standing.
- B. Authority.
 1. These regulations comprise the instructions of the Region Board for conducting affairs of the Region at Annual Meetings, and supplement the provisions of the Region Bylaws.
- C. Distribution of Regulations.
 1. Each chapter shall make a copy of these regulations available to each of its members that anticipate attending the Annual Meeting
- D. Delegates
 1. Each member of the Region in attendance at the Annual Meeting shall be considered a “Delegate”.
 2. Each Chapter shall appoint a “Delegate Leader” who shall be responsible for verification of CSI membership of Chapter Delegates

3. The Region Secretary shall be responsible for verification of membership of Delegates who are not affiliated with a Chapter.
 4. Any challenge to the membership status of a delegate shall be addresses by the Executive Committee and the decision of the Executive Committee shall be final.
- E. Quorum
1. A minimum of one (1) Chapter Delegates each from at least 70% of the Chapters in the Region plus a combined total of at least 25 additional voting members of the Region, no more than 25% of whom may be from any one chapter shall constitute a quorum.
 2. Not less than 30 Delegates shall be in attendance.
 3. A Quorum shall be required to transact any Region Business or to take any formal action on motions or resolutions.
- F. Business at the Annual Meeting.
1. Agenda:
 - a). An agenda shall be prepared by the President of the Region on behalf of the Region Board and distribution to the chapters shall be no later than fourteen (14) days prior to the Annual Meeting.
 2. Reports:
 - a). The Region President shall report on “The State of the Region”.
 - b). The Treasurer shall report on the financial state of the Region.
 - c). Other reports shall be as requested by the presiding officer,
- G. Motions:
1. Priority of Motions
 - a). Written motions, in the order received by the Region President, received at least three (3) weeks prior to Annual Meeting for inclusion in the Meeting Agenda
 - b). Written motions submitted to the Region President prior to the Annual Meeting but too late for inclusion on the Agenda.
 - c). Motions presented from the floor.
 2. Three (3) motions may be heard with written motions taking precedence.
 - a). If time permits, additional motions may be considered.
 3. Any motion that is voted in the affirmative for changes or modification to Region Policy or Region Guides shall be considered a “Recommendation” to the Region Board and will be placed on the Agenda for the next Region Board Meeting for final action. This final action shall be reported to the Chapters through the Region Directors.
- H. Contents of Motions and other business.
1. Motions shall be items of specific concern to the membership.
 - a). Region purposes
 - b). Region policies
 - c). Region programs
 - d). Region Bylaws
 - e). Region construction industry concerns
 - f). Actions to acknowledgment, sympathy and like import.
 2. Other business shall be subjects of general concern to the membership.
 - a). To obtain preliminary consensus of the delegates
 - b). To provide guidance to the Board with meaningful suggestions with the understanding that any action is at the discretion of the Board.

- c). To explore the desirability of developing a subject for submission as a motion the following year.
 - d). To request the Institute Directors address specific Institute matters.
 - 3. Inappropriate matters shall be matters which should be resolved at the Chapter level and those involving personalities
- I. Other business:
 - 1. Matters concerning items of other business shall be called for by the presiding officer if time permits and he shall rule on acceptability of each request with no appeal of his decision.
- J. Standing Rules:
 - 1. Standing Rules for the Annual Meeting shall be distributed with the Meeting Agenda with additional copies available at the Annual Meeting for adoption at the Annual Meeting and shall require a majority vote of the Delegates in attendance for approval. A two-thirds (2/3) vote of the Delegates in attendance shall be required for any revision.
- K. Voting:
 - 1. Each Delegate shall be permitted to cast one ballot on each question.
 - 2. Absentee and proxy ballots are not permitted.
- L. Tellers:
 - 1. Tellers shall be the Region Secretary and Treasurer.
 - 2. Tellers shall tally, record and certify all roll-call votes.
- M. Admittance and seating:
 - 1. Only Delegates and invited guests may attend the Annual Meeting.
 - 2. Members shall be seated by chapter, and invited guest of the presiding officer shall be seated in designated areas.
- N. **STANDING RULES FOR THE ANNUAL MEETING.**
 - 1. Admittance to the Annual Meeting shall be by verifiable membership or by invitation of the presiding officer.
 - 2. Only Delegates may make motions, participate in debate or vote.
 - 3. Delegates wishing to speak shall address the Chair, wait to be recognized, and state name and chapter affiliation.
 - 4. No Delegate shall speak more than twice on each motion without the unanimous consent of the members present.
 - 5. When requested by the presiding officer, motions made from the floor shall be in writing, signed by the member making the motion.
 - 6. The sponsor of a motion shall be given first opportunity to speak on the motion.
 - 7. Debate on any motion or other issue shall be limited as determined by the presiding officer.
 - 8. Voting may be by voice, cards, or by roll call at the option of the presiding officer. A member may make a motion for a roll call vote by Chapter which shall require a majority vote of approval.
 - 9. The Executive Committee shall be responsible for recording and approval of the minutes of the Annual Meeting.

12. **Standing Committees**

A. **PURPOSE**

- 1. The Region shall have committees to conduct its education, orientation, procedures and activities. Each committee is responsible to :

- a). Stimulate interest in Region activities throughout the chapters of the Region.
- b). Exchange ideas and resources for the improvement of chapter activities.
- c). Become familiar with the duties of their committee as defined in the Institute Administrative References.
- d). Promote related Institute programs.
- e). Serve as a two-way communications link between related Institute Committee and related Chapter Committee
- f). Prepare and submit a report of Committee activities for each Board Meeting in accordance with the schedule and requirements distributed by the Secretary
- g). Other activities as defined by the Board.

B. COMMITTEE APPOINTMENTS

- 1. Committee Chairs shall be appointed by the President following consultation with the Executive Committee.
 - a). Appointments shall be made in time prior to April 25th for the following fiscal year.
 - b). Appointments shall be reported to the Institute by the Secretary.
 - c). Where possible, a Committee Co-chair will be appointed with their term staggered with the Chair to provide continuity within the Committee
- 2. Committee Members will be appointed by the President following consultation with the Executive Committee where the Committee Membership is not the result of Chairing a Chapter Committee.
- 3. All Committee Region appointments unless defined elsewhere, shall be for two fiscal years unless the appointment is to fill an unexpired term.

C. FUNDING

- 1. The committees' activities shall be funded through Region's budget as approved by the Board of Directors.
- 2. The Chairmen of each committee shall submit a request for a committee operating budget to the Finance Committee in response to the call for budget proposals.

D. COMMITTEES

- 1. The following committees are established by the Board as standing committees:
 - a). **ACADEMIC PROGRAMS COMMITTEE (Formerly Academic Affairs Program Committee)**
 - 1) Membership
 - (a). Chair and Co-chair appointed by President
 - (b). Members of the committee are the Academic Affairs Program Committee Chairs of each chapter.
 - 2) Purpose and responsibilities
 - (a). Promote the inclusion of CSI practices, procedures and documents in academic programs at higher education institutions.
 - (b). Develop programs that encourage students to become familiar with the fundamentals and principles of written and graphic construction documentation and procedures as prescribed by the Institute.
 - (c). Assist in the establishment and support of Student Affiliates.

- (d). Promote student and faculty participation in CSI chapter, region, and institute events.
 - (e). Promote the Dale C. Moll Student Activity Fund Award.
 - (f). Promote nominations for the Institute Andrew J. Drozda Academic Affairs Commendation and the Student Liaison Award.
 - (g). Encourage the Region and Chapters to provide educational resources and guest lecturers to institutions of higher learning.
 - (h). Other duties as defined by the Board.
- b). AWARDS COMMITTEE
- 1) Membership
 - (a). The Chairman shall be a member of the chapter scheduled to host the next FY Region Conference.
 - (b). The Co-Chairman shall be a member of the chapter scheduled to host the Region Conference following that of the Chair's chapter.
 - (c). Members of the committee are the Awards Committee Chairs of each chapter.
 - 2) Purpose and responsibilities:
 - (a). Organize, implement, and administer the Region Awards Program in accordance with Part 5, REGION AWARDS GUIDE.
 - (b). Solicit, obtain, and review nominations for all Region awards and make recommendations to the Executive Committee.
 - (c). Obtain and prepare awards certificates.
 - (d). Participate in the presentation of awards at the Region Conference.
 - (e). Other duties as defined by the Board.
- c). CERTIFICATION COMMITTEE
- 1) Membership
 - (a). Chair and Co-chair appointed by President
 - (b). Members of the committee are the Certification Committee Chairs of each chapter.
 - 2) Purpose and responsibilities:
 - (a). Develop programs to promote interest and understanding of the Institute Certification Program.
 - (b). Maintain contact and assist chapter Certification Chairmen in developing local study programs for certification.
 - (c). Assist the Institute in selecting Certification Examination locations.
 - (d). Other duties as defined by the Board.
- d). EDUCATION COMMITTEE (Formerly Professional Development Committee)
- 1) Membership
 - (a). Chair and Co-chair appointed by President
 - (b). Members of the committee are the Education or Professional Development Committee Chairs of each chapter.
 - 2) Purpose and responsibilities:
 - (a). Develop programs to promote interest and understanding of the Institute Education Program

- (b). Maintain contact with chapter Education or Professional Development Chairs. Advise chapters in conducting seminars, workshops, and other educational programs.
 - (c). Assist chapters in increasing the value of their meeting programs.
 - (d). Make recommendations for the Region Education Awards in accordance with the Region Awards Guide.
 - (e). Other duties as defined by the Board
- e). FINANCE COMMITTEE
- 1) Membership
 - (a). Chair and Co-chair appointed by President
 - (b). Current Region Treasurer.
 - (c). Other members appointed by President to make a total Committee membership of 5
 - 2) Purpose and responsibilities:
 - (a). Formulate, prepare and recommend the annual budget for the next fiscal year by March 15th of the current fiscal year.
 - (b). Analyze the Region monthly financial statements in relation to the budget.
 - (c). Make recommendations for budget adjustments and controls when required.
 - (d). Review year-end financial statement and present a review and analysis at the first scheduled meeting of the fiscal year.
 - (e). Other duties as defined by the Board
- f). MEMBERSHIP COMMITTEE
- 1) Membership
 - (a). Chair and Co-chair appointed by President
 - (b). Members of the committee are the Membership Committee Chairs of each chapter.
 - 2) Purpose and responsibilities:
 - (a). Develop programs and promote interest and understanding of the Institute Membership Program.
 - (b). Maintain contact with chapter Membership Chairman. Advise chapters of membership awareness programs available from the Institute.
 - (c). Make recommendation for the Membership Award in accordance with the Region Awards Guide.
 - (d). Other duties as defined by the Board
- g). NOMINATING COMMITTEE
- 1) Membership - As defined in Institute and Region Bylaws.
 - 2) Purpose and responsibilities
 - (a). As defined in Institute and Region Bylaws for Nomination of Institute Directors.
 - (b). Nominate members for election to positions as Region Officers as required by Region Bylaws.
 - (c). Identify Members having potential to serve in Region Leadership positions.

h). PLANNING COMMITTEE

1) Membership

- (a). Chair and Co-chair appointed by President
- (b). Other members appointed by President to make a total Committee membership of 5, one of whom shall be a former Institute Director.

2) Purpose and responsibilities

- (a). Formulate, evaluate, and update goals and objectives for consideration by the Board.
- (b). Develop a long range planning program to promote growth of Region Programs.
- (c). Update the Region Strategic Plan at 5-year intervals or more frequently if directed by the Board.
- (d). Make recommendations to the Board on actions necessary to implement the “Goals and Objectives” listed in the current Region Strategic Plan.
- (e). Annually plan and organize a series of Chapter Leadership Workshops covering all chapters in the Region. These workshops are to provide opportunities for Region and Chapter Leadership Training and exchange of “Best Practices” between Chapters.
- (f). Other duties as defined by the Board

i). PRODUCT SHOW COMMITTEE

1) Membership

- (a). Chair and Co-chair appointed by President
- (b). Members of the committee are the Product Show Chairs of each chapter.

2) Purpose and responsibilities

- (a). Maintain contact with the chapter Product Show Chairmen. Encourage improvements and programs as a means of improving membership and chapter interest.
- (b). Act as a central clearing house to obtain and disseminate data on current and planned product show events throughout the Region.
- (c). Maintain a current schedule of product show of each chapter and other competing and/or complementary organizations.
- (d). Make data accumulated available to the Board, Region Committees, chapters and interested product manufacturers.
- (e). Other duties as defined by the Board

j). PUBLICATIONS COMMITTEE

1) Membership

- (a). Chair and Co-chair appointed by President
- (b). Members of the committee are the Editors or Publications Committee Chairs of each chapter.

2) Purpose and responsibilities.

- (a). Develop programs to improve chapter publications including newsletters and rosters.

- (b). Act as editor and publisher for region newsletters with number of issues during the year as provided in Region Budget allocation. Copies to be distributed to Region Membership by any normally accepted communications method. Timing of issues should be appropriate for number of issues that are budgeted.
- (c). Act as central clearing house to obtain and disseminate informative articles, news of Region importance and regional affairs.
- (d). Arrange for the interchange of chapter publications between all chapters of the Region.
- (e). Make recommendations for the Region Newsletter Award in accordance with the Region Awards Guide.
- (f). Other duties as defined by the Board.

k). TECHNICAL COMMITTEE

1) Membership

- (a). Chair and Co-chair appointed by President
- (b). Members of the committee are the Technical Committee Chairs of each chapter.

2) Purpose and responsibilities:

- (a). Develop programs to promote interest and understanding of the Institute Technical Documents Program.
- (b). Maintain contact with the chapter Technical Documents Committee Chairman.
- (c). Make recommendations for the Region Technical Award in accordance with the Region Awards Guide.
- (d). Other duties as defined by the Board.

l). WEBSITE COMMITTEE (Formerly Electronic Communications Committee)

1) Membership

- (a). Chair and Co-chair appointed by President
- (b). Members of the committee are the Webmasters or Electronic Communications Committee Chairs of each chapter.

2) Purpose and responsibilities.

- (a). Maintain the Region Website
- (b). Assist Chapters in maintaining Chapter information on Region website
- (c). Develop programs to improve chapter websites and other electronic communications methods.
- (d). Other duties as defined by the Board.

13. Task Teams and ad hoc Committees

A. Purpose

1. The Executive Committee or the Board can create Task Teams or ad hoc Committees to perform specific functions that are outside of the duties of a Standing Committee or to supplement the work of a Standing Committee where the extent of the work or the time schedule makes it difficult for the Standing Committee to perform their normal activities.

- a). The adopted motion creating the Task Team or ad hoc Committee will state the specific purpose of Task Team or ad hoc Committee and the time expected for completion of activity.
 - b). The Task Team or ad hoc Committee will automatically cease to exist when action has been completed on the assigned task.
- B. Membership
- a). Chair and members appointed by President following consultation with the Executive Committee or Board, as appropriate
 - b). Number of members as appropriate for the specific duties of the Task Team or ad hoc Committee.
 - c). Task Team membership may include non-members of CSI.
- C. Funding
- a). Source of funding for Task Team or ad hoc Committees will be defined in the adopted motion that created the Task Team or ad hoc Committee.

14. Region Conference Host Chapter Committee

- A. Purpose
- 1. The Committee shall be responsible for the planning, promotion and operation of the Region Conference including necessary fund raising.
- B. Membership
- 1. Membership in the Committee shall be from the Host Chapter or other Region members who have agreed to assist the Host Chapter.
- C. Funding
- 1. Financial controls and accounting for Conference income and expense will be under the supervision of the Region Treasurer.
 - 2. The Region Conference is intended to be self-supporting through registration fees, Conference Journal, other advertising, sponsors or other methods approved by the Executive Committee.
 - 3. Start-up funding shall be available through a “line item” in the Region Budget to the extent that it appears in the approved Region Budget and may be requested by the Committee up to one year prior to the Conference. These “Start-up Funds” are a loan from the Region and must be repaid within 60 days following the Conference.
 - 4. In the event the Conference ends with a “surplus”, 75% of the surplus will be retained by the Host Chapter with 25% being going to the Region Treasury.
- D. Reports
- 1. The Committee will submit periodic reports to the Board.
 - a). Prior to the Conference, the Committee will provide summary reports to each Board Meeting. These reports shall cover:
 - 1) Progress since the last report
 - 2) Program development
 - 3) Facility arrangements
 - 4) Schedule and identification of promotional activities

- b). No later than 3 months after the Conference, the Committee shall submit a “Final Conference Report” which shall include:
 - 1) Financial Report
 - 2) Attendance statistics covering:
 - (a). Member Registrations
 - (b). Adult non-member Registrations including guests.
 - (c). Children Registrations
 - (d). Member Registration by Chapter
 - (e). Member Registration from outside of Region.
 - (f). Registration by Membership classification
 - 3) A critique of the Conference identifying activities that were successful, unexpected problems and suggestions for future Conferences.

15. Region Finances

A. Budget

- 1. Budget information from Bylaws
 - a). Fiscal Year – Coincides with Institute - As defined in Region Bylaws.
 - b). Principal funding for operations from Assessments - As defined in Region Bylaws.
 - c). Chapters notified of assessments prior to June 1 - As defined in Region Bylaws.
- 2. Budget Preparation
 - a). Proposed budget developed by Finance Committee based on:
 - 1) A review of the current year and prior year comparisons between budgeted and actual income and expenses.
 - 2) Budget requests from Executive Committee members and Region Chairs based on current activities
 - 3) Budget requests from the Executive Committee, Board Members or Region Committee Chairs for new or expanded activities.
 - 4) Projected surplus or deficit from Region Conference.
 - b). Proposed budget shall include sufficient “line items” to properly record the income and expenses from individual program activities.
 - c). Proposed budget will include narrative explanations of major changes in the budget from previous year and the basis for the change.
 - d). Proposed budget shall be submitted to the Board for action during the third quarter of the fiscal year along with Finance Committee recommendation.
- 3. Budget approval
 - a). The Board may not authorize expenditure in excess of cash reserves.
 - b). Budget approval at a Board Meeting requires a majority vote of those Board Members in attendance.
 - c). In event Board Meeting is not held during third quarter, the budget may be approved by mail, e-mail or teleconference vote with approval requiring a majority vote of entire Board.
- 4. Budget Assessments
 - a). Each Chapter will be assessed their proportional share of the Income generated from assessments as shown on the approved budget. Assessments will be based

on “Home Chapter” Membership, excluding Lifetime, Distinguished, Emeritus, Honorary and Student Members, as of December 31 of the fiscal year the budget is prepared.

- b). Failure of a Chapter to pay their Chapter Assessment in full within one year following the invoice date will result in loss of voting privileges at Board Meetings.
5. Budget Adjustments after approval.
 - a). The Executive Committee may adjust individual line items in the budget to meet requirements during the year so long as the adjustments do not exceed the overall expense budget.
 - b). The Board may vote to adjust the budget so long as any adjustment does not result in a deficit budget.

B. Expense Reimbursement

1. All members of the Executive Committee shall be reimbursed for normal business/administrative expenses related to the operations of the Region
2. Travel Expenses for meetings not associated with Institute Convention or Region Conference
 - a). All members of the Executive Committee and Directors except Non-voting Institute Director
 - 1) Automobile mileage at Institute established rate, tolls and parking fees.
 - (a). In lieu of mileage, airline coach fare and taxi or train fare and taxi, where driving time exceeds 4 hours.
 - 2) Overnight stay in meeting hotel if so scheduled.
 - 3) Meals at meeting that are not provided by Region.
 - b). All travel expenses must be documented and submitted to Treasurer within 14 days of meeting.
3. Travel expenses for Committee Chairs are reimbursed at same rate as Directors if Committee Chairs are specifically requested to attend the meeting.
4. Normal business/administrative expenses of Committee Chairs in fulfilling their Region obligations may be reimbursed if properly documented and up to the amount provided in the approved Region Budget.

16. Scholarship Auction and Scholarship Procedures

A. Auction

1. The scholarship auction shall be held at the Annual Region Conference and controlled by the Region Executive Committee.
2. The auction may be live or silent at the discretion of the Region Executive Committee.
3. The purpose of the auction is to raise funds through the donations of members and others with the proceeds to be awarded as scholarships.

4. The conference host chapter shall promote the scholarship auction through its promotional material.

B. Scholarship Award Eligibility

1. Names of eligible candidates may only be submitted by those in attendance at the auction or by those contributing in advance of the auction.
2. Candidates eligible for a scholarship must be: a current member of a chapter in CSI Northeast Region or their spouse, child, niece, nephew, grandchild, step-relative, in-law or sibling and be accepted at or enrolled in an institute of higher education.

C. Scholarships

1. Scholarships shall be awarded following each auction, in the amount of \$1,000 each and shall be randomly selected from those names entered.
2. One scholarship shall be awarded for each \$1,000 raised at the auction and the Region shall contribute up to \$500, if required, to attain the next \$1,000 increment. A minimum of 3 Scholarships shall be awarded annually. If insufficient funds are raised through the auction for this minimum, the funds for the additional scholarships shall be taken from the Region Scholarship Account. (Amendment March 2007)

- D. Non-distributed funds shall be deposited in a separate scholarship account controlled by the Region Treasurer.

- E. Scholarship winners shall submit proof of eligibility to the Region Treasurer as verification of their enrollment.

- F. The Executive Committee shall have the authority to decide on any questionable issues.

17. Contact with Chapters

As a minimum, once every 2 years the Region President or Region Vice President will have personal contact with each Chapter's Leadership through Chapter Visitations, or through other activities that assure personal contact between Region Leadership and Leadership of each Chapter.

18. **Code of Conduct** (This article revised Aug. 14, 2008)

- A. The purpose of this section is to communicate Region Policy regarding the deterrence and investigation of suspected misconduct and dishonesty by Region Officers, Board Members, all appointed Committee and Task Team Members, and Members, and to provide specific instructions regarding appropriate action in case of suspected violations.

B. Antitrust/Confidentiality

1. For purposes of this policy, misconduct and dishonesty include but is not limited to:
 - a). acts which violate any provision of this Code of Conduct Policy

- b). theft or other misappropriation of assets, including assets of the Region, our customers, suppliers or others with whom we have a business relationship
 - c). misstatements and other irregularities in Region records, including the intentional misstatement of the results of operations
 - d). wrongdoing
 - e). forgery or other alteration of documents
 - f). fraud and other unlawful acts
 - g). any similar acts.
2. The Northeast Region of the Construction Specification Institute ("NERCSI") intends to operate in compliance with the antitrust laws of the United States and, as applicable, the antitrust laws of the state of New Hampshire of the United States and the antitrust / competition laws of other countries (generally, "Antitrust Laws"). The Antitrust Laws are intended to preserve and promote free, fair and open competition. This competition benefits consumers and companies which are innovative and efficient. A violation of the Antitrust Laws can have serious consequences for NERCSI and members. Accordingly, NERCSI hereby issues the following guidelines for itself and its members, as guidance in connection with participation in NERCSI activities. The activities of NERCSI are not intended to restrain competition or to harm consumers. The purpose of NERCSI is to bring businesses and business people in the construction industry together to promote business, exchange ideas and to take advantage of the vast amount of experience and information that we can all derive from and share with each other.
- a). Neither NERCSI nor any of its committees or activities shall be used for the purpose of bringing about or attempting to bring about any understanding or agreement, written or oral, formal or informal, express or implied, between and among competitors with regard to their prices, terms or conditions of sale, distribution, volume of production, territories, customers, or credit terms.
 - b). In connection with membership or participation in NERCSI, there shall be no discussion, communication, agreement or disclosure among members which are actual or potential competitors, regarding their prices, discounts or terms or conditions of sale or licensing of products or services, pricing methods, profits, profit margins or cost data, production plans, market shares, sales territories or markets, allocation of territories or customers, or any limitation on the timing, cost or volume of their research, production or sales.
 - c). Each member of NERCSI is obligated and expected to exercise its independent business judgment in pricing its services or products, dealing with its customers and suppliers, and choosing the markets in which it will compete.
 - d). No activity or communication of NERCSI, or that of members in connection with their participation in NERCSI, shall include any discussion which could reasonably be construed as an attempt to prevent any person or business entity from gaining access to any market or customer for goods and services, or to prevent any businesses entity from obtaining a supply of goods or services or otherwise purchasing goods or services freely in the market.
 - e). The qualifications for membership in NERCSI are as established by the Board of Directors of NERCSI and its Bylaws. No application for membership, which meets the qualifications set forth there in, shall be denied membership for any

anti-competitive purpose. No member shall be excluded from a working group of NERCSI for an anti-competitive reason.

- f). NERCSI and each member, in connection with the activities of NERCSI, shall use its best reasonable efforts to comply in all respects with the Antitrust Laws.
 - g). These Guidelines are conservative and intended to promote compliance with the Antitrust Laws, not to create duties or obligations beyond what the Antitrust Laws actually require. In the event of inconsistency between these Guidelines and the Antitrust Laws, the Antitrust Laws shall control.
 - h). These Guidelines shall be promulgated to all members of and participants in NERCSI. All members and participants shall abide by these Guidelines.
3. The protection of confidential business information and trade secrets, subject to disclosures as required by law, is vital to the interests and the success of NERCSI. Such confidential information includes, but is not limited to, the following examples:
- a). personal compensation data
 - b). computer processes
 - c). computer programs and codes
 - d). customer lists
 - e). financial information
 - f). marketing strategies
 - g). new materials research
 - h). pending projects and proposals research and development strategies

C. Whistleblower Protection

- 1. The reporting of an act of misconduct or dishonesty shall be considered privileged and subject to protection. Said protection is intended to cultivate an open door approach to Region Policy compliance and no Officer, Director, Committee or Task Team member, or member who in good faith reports a violation of the Code of Conduct shall suffer harassment, retaliation or adverse consequences. A Region Officer, Board, Committee or Task Team member, or member who retaliates against someone who has reported a violation in good faith is subject to discipline in accordance with section 5.10 of this Policy.
- 2. This Whistleblower Protection is intended to encourage and enable Officers, Directors, Committee or Task Team members, or members to raise serious concerns within Region prior to seeking resolution outside the association.

D. Ethics/Conflict of Interest

- 1. The Region Board commits all Region Officers, Board Members, all appointed Committee and Task Team Members, and all Members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Region Officers, Board, Committee, or Task Team Members, and as Members. Accordingly; Region Officers, Board, Committee, and Task Team Members, and Members:
 - a). Must conduct themselves with unconflicted loyalty to the interests NERCSI and its stakeholder members. This accountability supersedes any conflicting loyalty, such as loyalty to other advocacy or interest groups, membership on other boards, and

professional responsibility to an employer. It also supersedes the personal interests of any Region Officer, Board, Committee, or Task Team Member.

- b). Must not breach their fiduciary responsibility to NERCSI and must avoid conflict of interest, as well as the appearance of any conflict of interest, with respect to the following:
 - 1) There must be no self-dealing, nor any private business activity, nor personal services between any Region Board, Committee, or Task Team Member or Member and the Region regardless of whether or not the services or products comprising the business activity are rendered for free or for compensation, including expenses. For purposes of this section a “Region Board, Committee, or Task Team member” includes any organization in which the Region Board, Committee, or Task Team member, or any member of his/her immediate family, has a beneficial equity ownership interest of at least ten percent or is an officer or member of the organization’s Board of Directors or Executive Committee, or is an Officer.
 - 2) When the Region Board, a Committee, or a Task Team is to decide upon an issue in which a Director or member has an unavoidable conflict of interest, that Director or member shall excuse herself or himself, without comment, from both all voting, and from the entire deliberation.
 - 3) Region Board, Committee, or Task Team members must not use their positions to obtain Region employment for themselves, family members, or close associates. Should a member desire such an employment offer, he or she must first resign from the position of Director, Committee, or Task Team member.
 - 4) Region Board and Committee members will disclose their involvement with other organizations, vendors, or any other associations that might produce a potential conflict under this Policy.
 - 5) The Region Board of Directors may not participate in the nomination review process of any NERCSI related award for which they, a family member, or a firm they work for or represent, may be eligible or which may otherwise present a conflict of interest or perception of self dealing.
 - 6) Region Board and Committee members are expected to be familiar with and abide by NERCSI policies.
 - 7) The Board may for good cause exempt the members, members of a Board, Committee, or Task Team from one or more of the provisions of this Section by affirming the exemption in a Board vote or by stating the exemption in that Board’s, Committee’s, or Task Team’s charter, provided that the exemption is adopted by an affirmative majority of the Board of Directors and provided that the exemption does not permit an actual conflict of interest or actual self-dealing. The action of the Region Board will, by virtue of the hierarchical relationship, be implicitly adopted as superseding, in whole or in part, this Policy and thereby enable eligibility of members, Region Officers, Board, Committee, and Task Team members to act accordingly.
2. Region Officers, Board, Committee, and Task Team Members may not attempt to exercise individual authority over the organization, except as explicitly set forth in Region Board Policies, Committee, or Task Team charters.

- a). Interaction with the Region Officers, Executive Director, or with Region staff must recognize the lack of individual Director and Member authority, except when explicitly authorized by Region Policy, Committee, or Task Team charters.
 - b). Interactions with the public, press, or other entities must recognize the same lack of individual authority and the inability of any Region Board, Committee, or Task Team member to speak for the Region Board, Committee, or Task Team, except to repeat explicitly stated Region Board decisions.
 - c). Region Officers, Board, Committee, and Task Team Members will give no consequence or voice to individual judgments of the Executive Director or staff performance, except as part of the performance evaluation.
3. Region Officers, Board, Committee, and Task Team Members will respect the confidentiality concerning Region Officers, Board, Committee, and Task Team issues and information of a sensitive nature.
 4. Region Officers, Board, Committee, and Task Team Members will annually acknowledge compliance with this Code of Conduct Policy Section D by completing an appropriate consent form(s) as provided by the Secretary of the Region. Compliance with this requirement is achieved in part through inclusion of all NERCSI positions held on the NERCSI member profile and annual reporting by Regions and Chapters of Officers and Committee Chairs. The Secretary of the Region shall review each submitted form for general compliance with this policy and properly file the forms.

E. Sexual Harassment/Harassment/Discrimination

1. Region is committed to providing an environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of misconduct that is demeaning to another person, undermines the integrity of the organization, and is strictly prohibited.
2. Sexual harassment is unwanted sexual attention of a persistent or offensive nature made by a person who knows, or reasonably should know, that such attention is unwanted. Sexual harassment includes sexually oriented conduct that is sufficiently pervasive or severe to unreasonably interfere with a person's performance or create an intimidating, hostile, or offensive working environment. While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include:
 - a). Promising, directly or indirectly, a reward, if the person complies with a sexually oriented request;
 - b). Threatening, directly or indirectly, to retaliate against a person, if the person refuses to comply with a sexually oriented request;
 - c). Denying, directly or indirectly, a person's opportunity, if the person refuses to comply with a sexually oriented request;
 - d). Engaging in sexually suggestive physical contact or touching another person in a way that is unwelcome;

- e). Displaying, storing, or transmitting pornographic or sexually oriented materials using Region equipment or facilities;
 - f). Making sexual-related comments that can be overheard by others;
 - g). Engaging in indecent exposure; or
 - h). Making sexual or romantic advances toward a person and persisting despite the person's rejection of the advances.
3. Sexual harassment can be physical and/or psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing.
 4. Persons are prohibited from harassing other persons whether or not the incidents of harassment occur at Region or Chapter events. Sexual harassment can involve males or females being harassed by members of either sex. Sexual harassment can involve a person in a greater position of authority as the harasser, and individuals in positions of lesser or equal authority also can be found responsible for engaging in prohibited harassment. Consensual sexual or romantic relationships between persons are deemed unwise and are strongly discouraged if one person has authority over the other person.
 5. Harassment on the basis of any other protected characteristics is also prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, age, national origin, disability, or any other characteristic protected by law that:
 - a). has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
 - b). has the purpose or effect of unreasonably interfering with an individual's performance; or
 - c). otherwise adversely affects an individual's opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail.)

6. All incidents of sexual harassment or inappropriate sexual conduct must be reported regardless of their seriousness. Publicizing information about alleged harassment without following the reporting procedures or filing a formal complaint might be considered evidence of a vexatious intent on the part of the accuser.

F. Administration

1. Region Officers must deal expeditiously and fairly with allegations of violations of this Code of Conduct whether or not there has been a written or formal complaint. Region Officers must:
 - a). Ensure that any claim of alleged inappropriate conduct is reported to the entire Region Board within one day of knowledge of an alleged incident;
 - b). Cooperate with the Region Officers conducting the investigation; and
 - c). Implement corrective action to prevent prohibited conduct from reoccurring.

Region Officers who knowingly allow or tolerate harassment are in violation of this policy and subject to disciplinary action as set forth in Section F.5 below.

2. Region Officers or their designee is responsible for:
 - a). Ensuring that both the individual filing the complaint (hereafter referred to as the complainant) and the accused individual (hereafter referred to as the respondent) are aware of the seriousness of a harassment complaint;
 - b). Explaining Regions harassment policy and investigation procedures to the complainant and the respondent;
 - c). Exploring informal means of resolving harassment complaints;
 - d). Arranging for an investigation of the alleged harassment and the preparation of a written report.
3. Violation
Any member who believes a violation of this policy has been committed may raise the incident or concern to the chief officer of a Chapter or Region for resolution.
4. Investigation
In the circumstance of an allegation, assertion, or act of misconduct, breach of the Code of Conduct, or unprofessional behavior on the part of a Region Officer, Board, Committee, or Task Team Member Region Officers or their designee will conduct an immediate investigation into the alleged harassment. A final report with recommendations will be generated and submitted to the Region Board of Directors for resolution in accordance with Item F.5 below.

In the circumstance of an allegation, assertion, or act of misconduct, breach of the Code of Conduct, or unprofessional behavior on the part of a Member the procedure set forth in *Institute Policy Section III – Members, Part 4, Misconduct* shall prevail.

5. Discipline
Any Region Board, Committee, Task Team Member, or Member that is determined to have violated any provision of this policy shall be subject to sanctions up to and including a request of the Institute for expulsion from membership and loss of any and all honors, awards, designations, titles, and privileges as have been provided by NERCSI, as determined by the Board. If an investigation results in a finding that this policy has been violated, the mandatory minimum discipline is a written reprimand. The minimum discipline for very serious or repeat violations is expulsion from membership. Persons who violate this policy also are subject to civil damages or criminal penalties as permitted by law.

19. Revisions to Board Policy

- A. Board Policy can only be revised by action of the Board. A recommendation to add, revise or rescind a policy shall be submitted to the Board at a regularly scheduled meeting. The recommendation shall specifically state those portions to be added, revised or rescinded.
- B. The Secretary shall review recommendations to revise Board Policy prior to the Board Meeting where the recommendation will be considered to determine if the recommendation is in conflict with the Institute Bylaws, Region Certificate of

Incorporation, Region Bylaws, other Board Policy or other portions of the Region Administrative References. The Secretary shall report the results of this review after the recommendation has been moved and seconded.

- C. After review by the President, the Secretary is authorized to renumber items in Board Policy and other portions of the Region Administrative References as necessary to correspond with revisions approved by the Board, to correct typographical or obvious grammatical errors, and to modify any listings of references to correspond with changes made to referenced documents.

End of Part 4