BYLAWS OF  
NORTHWEST REGION CSI

ARTICLE I - NAME
The name of this organization is Northwest Region CSI, hereinafter referred to as the “Region,” said Region being an affiliate region of the Construction Specifications Institute, Inc., hereinafter referred to as the “Institute.”

ARTICLE II - GOVERNING AUTHORITY
The Region is governed and operated in accordance with the laws of the State of Washington, provisions of the Institute Bylaws, these Bylaws, the regulations and requirements for the conduct of members, chapters of the Region, and regions of the Institute as adopted from time to time by the Institute Board of Directors, and the rules and instructions of the Region’s Board of Directors, hereinafter referred to as the “Board.”

ARTICLE III - PURPOSES AND POLICY
Section 1. Purposes
The purposes of the Region are: (i) to foster and promote the interests of persons and organizations engaged in any phase of the business of writing, preparing, compiling, or in any way utilizing construction documents in the construction and allied industries; and (ii) to provide a forum at the regional level for the advancement of the objectives of the Institute.

Section 2. General Policy
The name, funds, or influence of the Region shall be used only in support of this purpose.

ARTICLE IV - DOMAIN AND MEMBERSHIP
Section 1. Domain
The domain of the Region shall be the northwest region of the United States of America as designated by the Institute.

Section 2. Membership
The membership of the Region shall be comprised of members of the Institute within the domain of the Region.

ARTICLE V - BOARD
Section 1. Composition
A. The Board shall consist of the Executive Committee, Institute Director, and Region Directors.
B. Each chapter of the Region shall select a Region Director from its primary chapter members to represent it in Region Board meetings. Each chapter shall determine the method by which its Region Director will be selected.
C. No member may hold more than one position on the Board.

Section 2. Duties
The Board shall manage the affairs of the Region, and shall have authority to conduct the business of the Region.
Section 3. Meetings

A. The Board shall hold an annual meeting, the time and place of which shall be fixed by the Board. Special meetings shall be held only upon the call of the President or by a majority of the Board upon two days’ notice. Such notice shall be in the form of a record, in a tangible medium, or in an electronic transmission. If a Region Director is unable to attend a meeting, the Director may appoint a member of the Director’s primary chapter to represent the chapter by notifying the Secretary the day prior to the meeting. The presence of a majority of the Board constitutes a quorum. A majority of the quorum carries any action, except where provided otherwise by law or by these Bylaws.

B. Any action that is required to be taken, or that may be taken, at a meeting of the Board may be taken without a meeting if a consent in writing, setting forth the action so taken, is signed by all members of the Board. Such consent in writing shall have the same force and effect as a unanimous vote of the Board and shall be filed with the corporate records with the minutes of Board of Directors meetings.

C. Members of the Board, or any committee designated by the Board, may take any action permitted or authorized by these Bylaws by meeting using any means of communication by which all Directors may simultaneously hear each other during the meeting.

Section 4. Committees and Task Teams

A. The Board shall elect an Executive Committee responsible for the management of the Region when the Board is not in session. The Executive Committee shall consist of the President, President-Elect, Secretary, and Treasurer. This committee may exercise power of the Board between meetings.

B. The Board shall appoint all standing and special committees and task teams, designate their duties, and may authorize compensation for justifiable expenses.

C. All members serving on Region committees shall be members of the Region. Members serving on task teams need not be members of the Region or of the Institute.

Section 5. Vacancies

A. Vacancies that occur on the Board shall be filled as follows for the duration of the unexpired term:
   1. A Region Director vacancy shall be filled by the chapter where the vacancy exists.
   2. A vacancy in the office of the President shall be filled by the President-Elect.
   3. A vacancy in the office of President-Elect, Secretary, or Treasurer shall be filled by the Board by election.

Section 6. Order of Business

The order of business for meetings shall be determined by the presiding officer. These Bylaws and Robert’s Rules of Order Newly Revised shall govern the conduct of the meetings.

ARTICLE VI - OFFICERS

Section 1. President

A. The President shall serve as Chair of the Board and of the Executive Committee, preside at all Region meetings, select the chairs of committees, be an ex-officio member of all committees, and sign all agreements and formal instruments on behalf of the Region.
B. The President, having been elected as President-Elect by the Board the previous year, shall assume the office of President without subsequent election and shall serve a term of one year, or until a successor is elected.

Section 2. President-Elect

A. The President-Elect shall be an ex-officio member of all committees, and shall have such assignments as may be made by the President, Executive Committee, or the Board.

B. The President-Elect shall be elected by the Board each year, and shall serve a term of one year, or until a successor is elected. At the conclusion of the President-Elect’s one year term, he or she shall assume the office of the President, without subsequent election.

C. The President-Elect shall, in the absence of the President, preside at Region meetings.

Section 3. Secretary

A. The Secretary shall keep the minutes of all meetings of the Region and Board; preserve all papers, letters, and transactions of the Region; and have custody of the corporate seal. The Secretary shall issue notices for all meetings for which notice must be given. The Secretary shall have such other duties as may be prescribed from time to time by the Board.

B. The Secretary shall be elected by the Board in odd-numbered years, and shall serve a term of two years, or until a successor is elected.

Section 4. Treasurer

A. The Treasurer shall collect and receipt for monies and securities; deposit funds and disburse and dispose of same, subject to the direction of the Board; keep accurate books of account; submit a report at Board meetings; and submit a report of office at the annual meeting. The Treasurer shall perform other duties as assigned by the Board.

B. The Treasurer shall be elected by the Board in even-numbered years, and shall serve a term of two years, or until a successor is elected.

C. At the close of the fiscal year, the Treasurer shall determine if informational forms and tax returns are required, and shall cause same to be filed with, and shall pay any taxes due, to the Internal Revenue Service and other authorities within the prescribed time limits.

ARTICLE VII - NOMINATING COMMITTEES

Section 1. Institute Director

A. The Region shall conform to Institute Bylaws when selecting nominees for Institute Director.

B. For Region elections, voting members shall include Professional members and Emerging Professional members.

C. Nomination of Institute Director

1. Not later than eleven months before the expiration of the term of the Institute Director, the Board shall convene a Region Nominating Committee.

2. The Nominating Committee shall be chaired by the Region’s Institute Director, and shall include four additional Region members, none of whom are current Region officers. Committee members shall be primary chapter members of different chapters, and no committee member shall serve on the Nominating Committee more than two consecutive terms.

3. The Nominating Committee shall submit to the Board the names of one to four qualified candidates.
4. Not later than the date designated by the Institute, the Chair of the Nominating Committee shall notify the Institute Secretary of the results of the nomination, including a list of names, addresses, telephone numbers of the nominees, and other information as requested by the Institute.

5. Election of Institute Directors shall be as prescribed by the Institute.

Section 2. Region Officers

A. The Nominating Committee shall endeavor to select candidates so the composition of the Board reflects the diversity of Region membership.

B. Nomination and Election of Region Officers

1. Not later than six months before the expiration of the term of Region officers chosen by election, the Region Board shall convene a Region Nominating Committee.

2. The Nominating Committee shall include five Region members, none of whom are current Region officers. Committee members shall be primary chapter members of different chapters, and no committee member shall serve on the Nominating Committee more than two consecutive years. The Nominating Committee Chair shall be elected by the committee members.

3. Not later than forty-five days before the Board meeting at which elections will be held, the Chair of the Nominating Committee shall submit to the Region Board at least one nominee for each office that will be open in the next fiscal year.

4. Not later than thirty days before the Board meeting at which elections will be held, the Secretary shall notify each Region chapter of the election, and of the nominees selected by the Nominating Committee.

5. At each Board meeting during which an election will be held, the Secretary shall present the names of nominees selected by the Nominating Committee.

6. Following the presentation of nominees, the Secretary shall call for nominations from the floor.

7. After accepting nominations from the floor, the Secretary shall present the names of all nominees.

8. Immediately after the presentation of nominees, the Board shall elect officers.

C. Eligibility

1. Members eligible to serve as officers of the Board shall have served on the Board during at least one of the three years preceding the date of election.

2. If no eligible members can be found by the Region Nominating Committee, it shall nominate one or more members who are otherwise qualified for the position.

3. If the Nominating Committee nominates one or more members who do not meet the eligibility requirement for a given office, the eligibility requirement shall be waived for nominees from the floor for the same office.

ARTICLE VIII - DISQUALIFICATION OF OFFICERS AND DIRECTORS

Board members who cease to be members of the Region for more than three months shall be removed from the Board.

ARTICLE IX - MEETINGS OF THE REGION

Section 1. Annual Meetings
The Region shall meet annually at such times and places as fixed by the Board. Any member of the Region in good standing may attend the Region annual meeting.

Section 2. Special Meetings

Special meetings may be called by the President or by the Board upon written request of a quorum of the Board to the President of the Region. Any member of the Region in good standing may attend special meetings.

Section 3. Announcement of Meetings

The time and place of the annual meeting and special meetings of the Region shall be announced to all members of the Region at least ten but no more than fifty days in advance. Such notice shall be in the form of a record, in a tangible medium, or in an electronic transmission.

Section 4. Order of Business

The order of business for meetings of the members of the Region shall be determined by the Board. Robert’s Rules of Order Newly Revised shall govern except where otherwise provided in these Bylaws.

Section 5. Quorum

One member in good standing from a majority of the chapters of the Region and one presiding Region officer present at an annual or special meeting shall constitute a quorum. A majority of the quorum carries any action, except where provided otherwise by law or by these Bylaws.

ARTICLE X - FISCAL ADMINISTRATION

Section 1. Fiscal Year

The fiscal year of the Region shall commence on July 1 of each year.

Section 2. Funding

A. The principal funding for the operation of the Region shall be provided by the Institute.

B. At the discretion of the Board, additional funding may be provided by assessment of the chapters for each chapter’s primary chapter members. This assessment shall be approved by the Board at the annual Region Board meeting.

C. Within fifteen days after the annual Region Board meeting, the Treasurer shall notify each chapter in the Region as to the amount of the assessment to be remitted to the Treasurer, based on the primary chapter membership as published in the official Institute report of membership recorded on the June 30 following the annual Region Board meeting. Assessment payments from the chapters shall be due not later than the following September 30.

ARTICLE XI - ADMINISTRATIVE YEAR

Terms of office for Region officers shall begin July 1.

ARTICLE XII - AMENDMENTS

Section 1. Proposed Bylaws Amendments.

A. Any member of the Board may recommend amendments to the Bylaws.

B. Proposed amendments shall be accompanied by detailed justification of the proposed changes.

Section 2. Institute Approval
A. After preliminary approval by the Board, proposed amendments shall be submitted to the Institute Secretary for approval.

B. Comments of the Institute Secretary shall be sent to each Board member at least fourteen days before a Board meeting at which action will be taken.

Section 3. Region Approval

An affirmative vote by at least two-thirds of the Board members at a Board meeting is required to approve an amendment to these Bylaws.

ARTICLE XIII - INDEMNIFICATION

Directors, officers, and other authorized employees, volunteers, or agents of the Region shall be indemnified by the Region against claims for liability arising in connection with their positions or activities on behalf of the Region to the fullest extent permitted by law, except in relation to matters as to which he or she shall be adjudged in such action, suit or proceeding to be liable for gross negligence or intentional misconduct in the performance or omission of a duty.
APPENDIX A

NOMINATING COMMITTEE GUIDE

NORTHWEST REGION
THE CONSTRUCTION SPECIFICATIONS INSTITUTE

I INTENT

A. To guide and assist Region Nominating Committee in its operations.

II APPLICABLE INSTITUTE BYLAWS (from the Institute Bylaws)

A. Article VI - Nomination and Election of Officers and Directors

Section 2. Nomination of Directors

a. Not later than November 1 of the administrative year in which the term of the Director expires the following June 30, the Region Nominating Committee shall submit nominees for Director. Not more than four qualified members of that region may be submitted as nominees for Director. The Secretary shall validate the names submitted by the Region Nominating Committees as the nominees to appear on the election ballot for the office of Director of that particular region.

b. In the event that a Region Nominating Committee should fail to act by stipulated time, Institute Nominating Committee shall select the names of not more than four qualified nominees from that Region to be placed on the election ballot.

III PROCEDURES FOR SUBMITTING NOMINATIONS

A. Nominators: Nominations may be submitted by a chapter, an individual member of the Region, or a group of members of the Region.

B. It is desirable, but not required, that nominees have the following minimum longevity and service:

1. Membership Longevity 6 continuous years
2. Chapter President 1 year
3. Other Chapter Offices 2 years
4. Chapter Committee Member 2 years
5. Region Conference Attendee 3 years
6. Institute Convention Attendee 2 years

C. Candidate's Agreement to Serve: Before proposing a candidate for nomination as Institute Director or Region President-Elect, obtain verification of willingness to serve if elected. Make perfectly clear that candidate is only being considered as a candidate for nomination and nomination is not assured.

D. Nominee's Chapter Affiliation: It is desirable that highest qualified candidates be nominated. Nominating Committee shall base selection of nominees exclusively on candidate’s experience in chapter and region activities regardless of chapter affiliation. It is also desirable that Nominating Committee appoint nominees from other than current Institute Director’s and Region President-Elect’s chapters. However, it is neither mandatory nor desirable that nominees be selected on rotation from among chapters within Region or that candidates be excluded because members of their home chapters are already serving as Institute officers or directors, or as Region officers.

IV COMMITTEE PROCEDURES

A. The Nominating Committee consists of the Region President, President-Elect, Secretary, and one delegate appointed by each Chapter in the Region. The Institute Director and Region Treasurer are not members of the Nominating Committee.
B. Each chapter's delegate shall be the chapter president unless the chapter president appoints another chapter member to serve in his or her place.

C. Ninety (90) days prior to Nominating Committee Meeting:
   1. Region President notifies the chapter presidents of the offices for which nominations will be received that year. The Nominating Committee nominates candidates for Institute Director every other year and candidates for President-Elect every year.
   2. Region President requests that chapter presidents submit names of potential nominees from their chapters.
   3. Region President advises the chapter presidents of the date, time, and location of the Nominating Committee meeting.

D. Thirty (30) days prior to Nominating Committee Meeting:
   1. Chapter Presidents submit, to the Region President and Secretary, the name, telephone number, and email address of Chapter's appointee to Nominating Committee.
   2. Nominators submit, to the Region President and Secretary, the names, telephone numbers, email addresses, and biographical information for nominees. Submit biographical information using CSI Biographical Information Format (see Appendix E).

E. Fifteen (15) days prior to the Nominating Committee Meeting:
   1. Secretary advises members of the Nominating Committee and nominees of the date, time, and location of the Nominating Committee Meeting.
   2. Secretary furnishes each member of Nominating Committee with a copy of biographical information form for each nominee.
   3. Secretary furnishes each nominee for Region President-Elect with a copy of the Region Operations Guide and each candidate for Institute Director with a copy of information on the duties and responsibilities of an Institute Director from the Institute Bylaws and the Institute Administrative References.

F. Prior to the Nominating Committee Meeting:
   1. Members of the Nominating Committee review the biographical information submitted by each nominee.

G. The Nominating Committee Meeting shall be a closed door meeting with attendance limited to Nominating Committee members.

H. In addition to reviewing, discussing and considering nominees' biographical information, the Nominating Committee shall, if possible, personally interview each nominee. A nominee's failure to appear before the Nominating Committee will not, of itself, be grounds for disqualification.

I. The Nominating Committee shall place into nominating not more than four candidates for Institute Director and not more than three candidates for Region President-Elect. It is desirable, though not required, that there be two candidates for each office.

J. After the Nominating Committee has selected candidates, the Secretary publicly identifies the candidates by written report to each Chapter and by public announcement to those attending the Council Meeting held during Region Conference.

K. Personal and travel expenses incurred by Committee members and nominees while attending Nominating Committee Meeting are not reimbursable by the Region.
V CAMPAIGNING BY CANDIDATES

A. Campaigning by candidates is prohibited. Neither candidates nor supporters of candidates are permitted to make personal or written contact with Chapters or individual members to promote a candidate.

B. Each candidate may prepare a 500 maximum word paper outlining candidate’s reasons for wanting to become Region President and an Institute Director and include any changes candidate proposes for administration of Region or Institute affairs. Candidates submit paper to Secretary. Secretary forwards papers to Newsletter Editor of each Chapter for publication, requesting that the papers be published within a single newsletter not later than January.

END OF APPENDIX A
APPENDIX C

EDUCATION CHAIRPERSON JOB DESCRIPTION

NORTHWEST REGION
THE SPECIFICATIONS CONSTRUCTION INSTITUTE

I APPOINTMENT

A. Prior to the beginning of each fiscal year, Region President appoints a Region Education Co-Chairperson, who serves a total of two years. The Co-Chairperson’s first year is a learning position and he or she advances to Chairperson the second year.

II DUTIES OF REGION EDUCATION CHAIRPERSON:

A. Under direction of Region Officers and Region Council, the coordinate educational activities within Region, including following:

1. Establish and maintain direct communications with each Chapter Education Chairperson.

2. Provide Chapter Education Committees with information concerning activities of Institute Professional Development Committee. Make sure that each Chapter is aware of available Institute education programs and requirements necessary to participate in these programs.

3. Provide liaison between Chapter Education Committees and Institute Professional Development Committee.

4. Encourage Chapters to produce their own seminars and other education programs.

5. Provide opportunities for Chapters to share education programs.

6. Assist Region Officers in promoting and coordinating region activities in support of Institute’s education programs.

7. Maintain close communications with Region Officers regarding activities of Institute Professional Development Committee and Chapter Education Committees.

8. Keep Institute Professional Development Committee informed of progress of Chapter education programs. Assist Institute Professional Development Committee in identifying resources within Region which are capable of contributing to Institute’s education programs. Provide feedback to Institute Professional Development Committee concerning education programs produced within Region. Advise Institute Professional Development Committee about educational programs which would be beneficial to membership.

9. Attend and report to Council Meetings about educational activities at Institute, Region and Chapter levels.

III COMMUNICATIONS

A. Route communications to Institute Professional Development Committee through committee member designated as Northwest Region Liaison.

B. Include Region President and President-Elect in all correspondence with Chapter Education Chairs.

C. Include Region President and President-Elect in all correspondence with Institute Professional Development Committee and other Region Education Chairs.
### IV REGION EDUCATION COMMITTEE CALENDAR

<table>
<thead>
<tr>
<th>Time</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>• Attend Region Education Committee Chairperson Orientation (if offered) at Institute Headquarters in Alexandria, VA. Disseminate information received at Orientation to Chapter Education Chairpersons.</td>
</tr>
</tbody>
</table>
| August| • Initiate contact with Chapter Education Chairpersons.  
• Send list of speakers for each chapter from prior year to Chapter Education Chairpersons. |
| September| • Monitor chapter education events.                                                                                                              |
| October| • Request that Chapter Education Chairpersons submit preliminary report and list of speakers for the current year by October 15.  
• Prepare preliminary report for Professional Development Committee and submit by November 1. Include evaluation of Institute Orientation Program.  
• Identify upcoming events and establish Region Education Calendar of Events. |
| November| • Contact and assist Chapter Education Chairpersons.                                                                                              |
| December| • Contact Chapter Education Chairpersons.  
• Monitor chapter education events.  
• Update Region Education Calendar of Events.                                                                                                      |
| January| • Request that Chapter Education Chairpersons submit updated report and list of speakers for the current year by January 1.                                                                               |
| February| • Monitor chapter education events.                                                                                                               |
| March | • Monitor chapter events.  
• Update Region Education Calendar of Events.  
• Submit individual recommendations to Region Awards Chairperson and assist Chapters in preparing award submittals.                                                                                     |
| April | • Request that Chapter Education Chairpersons submit final report and list of speakers by April 15.  
• Submit budget request for following year to Treasurer.  
• Submit name(s) of possible co-chairperson for following year to Region President and Region President-Elect.                                                                                 |
| May   | • Attend Region Conference.  
• Provide committee report at Council Meeting.  
• Submit final report and speakers list to Professional Development Committee by May 15.                                                                                                    |
| June  | • Send letters of Appreciation to deserving Chapter Education Chairpersons with copies to Chapter Presidents, Region President, and Region President-Elect.  
• Submit final expenses to Treasurer.  
• Send Region Education Committee files to new Region Education Chairperson.                                                                                                                                 |

**END OF APPENDIX C**
APPENDIX D

AWARDS GUIDE

NORTHWEST REGION
THE CONSTRUCTION SPECIFICATIONS INSTITUTE

I APPOINTMENT

A. Prior to the beginning of each fiscal year, Region President appoints a Region Awards Co-Chairperson, who serves a total of two years. The Co-Chairperson’s first year is a learning position and he or she advances to Chairperson the second year.

B. It is desirable, but not required, that the Awards Committee Chairperson be a member of the Region Conference host chapter.

II INTENT

A. The NW Region Awards Program is intended to recognize notable contributions and service that are regional in nature. The NW Region Awards Program is intended to supplement the Institute and Chapter awards programs.

B. Region Awards Guide is intended to describe various awards available at Region level. Also described herein are procedures and formats for submission to Region Awards Committee.

C. This guide is a reminder that recognition of talent, contribution, effort and service is a "Thank You" to deserving members and to our industry for their efforts on behalf of Northwest Region.

D. Many members give of themselves beyond a normal call of duty. It is important that recognition be given for these efforts. A gracious and grateful recognition for extraordinary efforts in form of an award may encourage continuing contributions.

E. An Awards Program has many by-products in that it intensifies membership interest, gains new members, and stimulates interest in chapter growth and, therefore, in CSI’s growth. It encourages continued participation, membership contributions, and liaison with others in the construction industry assists growth and public recognition of CSI.

III REGION AWARDS COMMITTEE

A. Region Awards Committee is a standing committee whose responsibilities are:

1. Review efforts by members and others to determine and recommend to Region President and Region President-Elect those worthy of region award recognition.

2. Assist Institute Awards Committee in carrying out aims and objectives of Institute Awards Program.

3. Nominate candidates for Region Awards, review other nominations for Region Awards and cooperate in proper recognition.

4. Assist chapters in preparing and submitting nominations for Institute Awards to Institute Awards Committee.

5. Region Awards Committee consists of Awards Chair of each Chapter, a Chairperson, and a Co-Chairperson.

6. In event no nominations for awards are received, awards are at discretion of Region President, Region President-Elect, and Region Awards Chairperson.
IV  REGION AWARDS

A.  Following Region Awards may be presented each year. Region Awards Committee determines which awards are to be bestowed according to merits of nominees. Region Awards Committee is not required to recommend every available award each year.

1.  Frank Stanton Memorial

   Awarded to an individual who has rendered outstanding service to Region or contributed greatly to Region or to CSI in general far above and beyond normal expectations. This award is given with due deliberation and is highest award Region can bestow. This award may be bestowed posthumously. Not more than one award given yearly.

   Form of Award: Certificate.

   History: Frank Stanton was a member of both Puget Sound and Portland Chapters. Frank was a professional specification writer who during his career helped many young architects as they were coming up in a career in architecture. He also published guide specs in a hard copy, originally in AIA format and later in CSI format. Frank was an excellent storyteller. During his career Frank was employed by several prominent Seattle architects.

2.  Certificate of Appreciation

   Awarded to an individual who has rendered distinguished service to Region in advancement of its objectives or its administration. The Certificate of Appreciation is second highest Award that Region can bestow. This award may be bestowed posthumously. Not more than one award given yearly.

   Form of Award: Certificate.

3.  Organization Certificate of Appreciation

   Awarded to a Chapter, firm or organization for distinguished achievement in objectives of Region and/or Institute for construction standards developed by a trade industry for a recognized part of a construction specification.

4.  Citation

   Awarded to an individual or organization for some single outstanding specification writing accomplishment, such as better format, brevity but complete expression, separation of work by trades, or similar endeavors.

   Form of Award: Certificate.

5.  Cooperation

   Awarded to a trade association, trade union, contractor association, or professional association for exceptional liaison work with Region Chapters. Not more than one award given yearly.

   Form of Award: Certificate.
6. **Specification Proficiency**

Awarded to a member attaining particular proficiency in specification writing. Not more than one award given yearly.

Form of Award: Certificate.

7. **Education**

Awarded to a member, committee or Chapter attaining special advancement in education or establishment of educational programs in specification writing such as obtaining college recognition and establishment of a course in specifications. Not more than one award given yearly.

Form of Award: Certificate.

8. **Technical Excellence**

Awarded to a member, committee or Chapter which has made greatest effort toward technical activity during year prior to Region Annual Meeting. Judge technical activity by Region Technical Program Committee, review and recommended by Region Awards Committee to Region Directors for approval. Not more than one award given yearly.

Form of Award: Certificate.

9. **Newsletter Excellence**

Eligibility: Publish a monthly newsletter for each month (minimum nine issues per 12 month period). Award is made to Chapter. Criteria include format, appearance, reporting, technical coverage, interest appeal, and evidence of total Chapter involvement. Not more than one award given yearly.

Form of Award: Certificate.

10. **Publications Commendation**

Awarded to an individual, chapter, firm, or organization for their production of an outstanding special or continuing publication in areas related to purposes of CSI. This award may recognize a chapter or non-chapter publication. Submission for award may be made by a Chapter or by any three members within Region. Entries include one copy of special publication being judged or, in case of a continuing publication, one copy of each issue circulated during a twelve-month period. Submit entries to Region Awards Committee Chairperson 60 days prior to Region Conference. Not more than three awards given yearly.

Form of Award: Certificate.

11. **Chapter Growth**

Awarded to that Chapter within Region showing greatest percentage of growth for portion (July 1 to April 30) of fiscal year of the Region Conference as determined from membership records of Institute. Eligibility requires Chapter chartered at least 18 months prior to July 1 of award year.

Form of Award: Certificate.
12. President’s Citation

Awarded by Region President yearly to not more than five individuals at the President’s sole discretion for exceptional work performed in behalf of Region. Award recipient’s identities are not disclosed until presentation of award at Region Conference.

Form of Award: Certificate.

V PROCEDURES

A. Submit nominations for a Region Award other than Chapter Growth and President’s Citation to Region Awards Committee two months prior to Region Conference. Region Awards Chairperson notifies each Chapter of submission deadline at least 30 days before that date. Region Awards Committee submits recommendations to Region Directors at least 30 days prior to Region Conference.

B. Region Awards Committee considers nominations for awards and presents their recommendations for awards to Region President and President-Elect. Chairperson of Awards Committee makes arrangements for Certificates of Award and assures their delivery to Awards Banquet at Region Conference. Region President and President-Elect are responsible for presentation of Awards at Awards Banquet.

C. Refer to Appendix K - Past Awards

VI REGION AWARDS COMMITTEE CALENDAR

<table>
<thead>
<tr>
<th>Time prior to Conference</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 months prior</td>
<td>• Contact committee to start thinking about submittals. Remind Region Directors to start thinking about awards.</td>
</tr>
<tr>
<td>3 months prior</td>
<td>• Ask for submittals and give one month to respond. Send a reminder at two week period. Don't forget to ask for Region Director's Awards from Directors.</td>
</tr>
<tr>
<td>6 weeks prior</td>
<td>• Receive ballots and tally them.</td>
</tr>
<tr>
<td>5 weeks prior</td>
<td>• Price and order frames.</td>
</tr>
<tr>
<td>4 weeks prior</td>
<td>• Prepare awards and send to Region President and President-Elect for their signatures.</td>
</tr>
<tr>
<td>1 week prior</td>
<td>• Frame awards and relax. You made it.</td>
</tr>
</tbody>
</table>

VII HELPFUL HINTS

A. Get committee on board early in the year.

B. Review Institute Awards Program and seek out possible candidates for Institute awards.

C. Get budget amount from Region Treasurer early so that you know how much you can spend on framing so you can be reimbursed for your expenses.
D. Verify award forms work with laser or other printer you are planning to use. You don’t want to end up having to cut down width of award forms to fit your printer or end up unexpectedly having to pay to have the certificates professionally printed.

E. Shop around for frames. Use mats if possible.

F. Allow time for signing of Awards by Region President and President-Elect, who may not live nearby, and for framing of awards. Some frames can be put together in your hotel room at the Region Conference. Some frames need to be professionally assembled ahead of time.

END OF APPENDIX D
APPENDIX E

BIOGRAPHICAL INFORMATION FORM
NOMINEES FOR INSTITUTE DIRECTOR AND REGION PRESIDENT-ELECT

NORTHWEST REGION
THE CONSTRUCTION SPECIFICATIONS INSTITUTE

NAME: ___________________________________________ DATE: ______________________

HOME ADDRESS: ______________________________________________________________
(Street) (City) (State) (Zip)

BUSINESS FIRM NAME: __________________________________________________________

BUSINESS ADDRESS: ____________________________________________________________
(Street) (City) (State) (Zip)

TELEPHONE: ______________________ EMAIL ADDRESS: _____________________________

MAILING ADDRESS (Check one): ________ HOME ________ BUSINESS

MEMBERSHIP CLASSIFICATION: ______________________ JOINED CSI: ________________

CHAPTER AFFILIATIONS AND DATES: _____________________________________________

BUSINESS ACTIVITY INFORMATION AND TYPE OF BUSINESS:

___ Specifications Writer ___ Draftsperson (A&E)

___ Specifications Consultant ___ Manufacturer

___ Architect, Design Consultant ___ Distributor or Supplier

___ Engineer, Engineering Consultant ___ Attorney

___ Contractor, Contracting Consultant ___ Manufacturer’s Representative

___ Publications ___ Sales or Distribution Executive

___ Architectural/Engineering Management ___ Association Executive

___ Educator ___ Facility Manager

___ Other, describe ______________________________________________________________

FIRM IS CONSIDERED (small) (medium) (large) IN ITS FIELD.

FIRM’S OPERATIONS ARE PRIMARILY (local) (regional) (national).
PROFESSIONAL EXPERIENCE:

Identify your professional or business background. Briefly describe the activities and responsibilities that you are primarily engaged in or concerned with in your business, firm or institution, such as specifications writing, architectural or other design, engineering, administrative, marketing, product representation, direct sales, field representative, estimating/expediting, construction or similar description.
SERVICES TO CSI:

List offices, committee appointments, awards received, Institute conventions and region conferences attended, speaking engagements, and other related activities. Use additional sheets if necessary. List all dates consecutively (list both month and year) ending with most recent.

<table>
<thead>
<tr>
<th>DATES</th>
<th>SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>From – To</td>
<td>(month/year)</td>
</tr>
</tbody>
</table>

CHAPTER

REGION

INSTITUTE

AWARDS

MEMBERSHIP IN OTHER RELATED ASSOCIATIONS OR SOCIETIES

REGISTRATIONS  (List States)

EDUCATION  (List High School, College/University and Other)
I accept nomination and, if elected, agree to serve as ______ President-Elect or ______ Institute Director.

Signature of Nominee: __________________________. Date: __________________________

NOMINEE: Please enclose recent 3 X 5 color photograph or electronic image, head and shoulder shot with coat and tie for men and appropriate dress for women.

END OF APPENDIX E
APPENDIX F

CHAPTER REPORT TO COORDINATING COUNCIL

NORTHWEST REGION
THE CONSTRUCTION SPECIFICATIONS INSTITUTE

A. Prepare Chapter Report to Coordinating Council on form located after this page.

B. Send copies to both Region Directors at least two weeks prior to Council Meeting held concurrently with Annual Region Meeting.

C. Distribute copies to each Chapter at Region Meeting or send copies to each Chapter President not less than two weeks prior to Annual Region Meeting.

END OF APPENDIX F
1. Chapter:

2. Date:

3. Chapter Meeting Location: Meal Price $

4. Contact Person and Phone:

5. Approximate Average Chapter Meeting Attendance:

6. Total Chapter Membership:

7. Size of Chapter Board of Directors:

8. Special Committees:

   Summarize key income producing activities (Product Shows/Fairs, Seminars, CSI Products, other income etc.).
   Type information requested then delete instructions.

10. Best Chapter Meeting Program Subjects From Last Year and Why?:
    List as many as appropriate. Attach list of programs from previous year if available.
    Type information requested then delete instructions.

11. Special Activities: (educational, technical etc. Delete this after information is typed).
12. Awards:
   Region Awards:

   Institute Awards:

13. Chapter Strengths:

14. Chapter Weaknesses:

15. Chapter Improvement Suggestions:

   Delete these notes upon completion of Report.

NOTES
Adjust above paragraphs above as needed.
It is anticipated each Chapter prepares this report by electronic media. Either copy this form onto your computer or request a 3-1/2" disk from Region Directors. Adjust headings and information as needed to complete this form.

Send copies of report to both Region Directors at least **two weeks** prior to Council Meeting held concurrently with Annual Region Meeting (usually in September each year).
APPENDIX G
CERTIFICATION COMMITTEE
THE CONSTRUCTION SPECIFICATIONS INSTITUTE
NORTHWEST REGION

I

Prior to each fiscal year, presiding Director appoints a Region Certification Co-Chairperson for Certified Construction Specifier – CCS, Construction Documents Technologist - CDT, Certified Construction Products Representative – CCPR and Certified Construction Contract Administrator -CCCA. (Refer to Article VII, Paragraph C, Page 6).

II

Region Certification Chairperson, under direction of Region Directors and Council coordinates certification activities within Region including following:

A. Establish and maintain direct communications with each Chapter Certification Chairperson (CCC).

B. Provide guidance and support to Chapters by keeping them current on information concerning Certification activities including activities of Institute Certification Committee (CERTCOM). Provide liaison between CCCs and CERTCOM.

C. Encourage study courses, both single and group within each Chapter, to assist in preparing for tests. Provide information available for study courses to each Chapter Certification Chairperson. Provide opportunities for Chapters to share certification study session techniques and information.

D. Assist Region Directors in promoting and coordinating Region Activities in support of Institute’s Certification programs. Maintain close communications with Region Directors.

E. Inform CERTCOM of progress of Chapter certification programs. Identify Region resources and certification programs capable of contributing to CERTCOM and general membership.

F. Attend and report to Council Meeting and Region Annual Meeting on certification activities at Institute, Region and Chapter levels. Lead Roundtable discussions with CCCs at Region meetings.

G. Expenses. (Refer to Article V, Paragraph D6, Page 5).

III

Direct communications to CERTCOM through CERTCOM member designated as Northwest Region Liaison.

A. If correspondence is to:

1. CCC - Copy to Region Directors and CERTCOM rep.
2. Others RCCs - Copy to Region Directors and CERTCOM rep.
3. CERTCOM Rep - Copy to Region Directors.
4. Region Directors - Copy to CERTCOM rep.

B. If correspondence is from:

1. CCCs - Copy to Region directors and CERTCOM rep.
2. Other RCCs - Copy to Region Directors and CERTCOM rep.
<table>
<thead>
<tr>
<th>Time</th>
<th>Action</th>
</tr>
</thead>
</table>

**IV Region Certification Committee Calendar**
July  Attend RCC Orientation at Institute Headquarters in Alexandria, Virginia. Disseminate information received at orientation to Chapter CCCs.

Aug  Initiate contact with CCCs.

Sept Attend Region Conference. Lead Roundtable discussions with CCCs. Provide report at Council meeting and Region Annual Meeting. Disseminate summary of Roundtable discussions to CCCs, CERTCOM Rep and Region Directors.

Oct Request preliminary report and study session schedule from CCCs (Due RCC by October 15). Prepare preliminary report for CERTCOM Rep (Due November 1). Identify upcoming events and establish Region Certification Study Session Calendar.

Nov  Contact and assist CCCs. Promote certification exam participation.

Dec  Contact CCCs, monitor Chapter study session organization and update RCC Study Session Calendar.

Jan  Request updated report and study session schedule from CCCs (Due RCC by January 15).

Feb  Monitor Chapter study sessions. Assist CERTCOM Rep in arranging for proctors and exam locations.

March Monitor Chapter study sessions. Update RCC Study Session Calendar. Contact Region Directors in reference to Leadership Conference Program.

April Certification exams are first Saturday in April. Submit budget to Finance/Treasurer and Region Directors. Submit name(s) of possible Co-Chairpersons for forthcoming year to Region Directors.

May  Contact CERTCOM rep for exam statistics. Assist CCCs with study session evaluation.

Attend Leadership Conference. Lead Roundtable discussion with CCCs. Provide report at Council Meeting and at General Membership Meeting. Submit final report to CERTCOM Rep, CCCs and Region Directors (Due May 15).

Submit letters of Appreciation to deserving CC's with copies to Chapter President and Region Directors.

Submit individual recommendations to Region Awards Chairperson and assist Chapters in preparing award submittals.

Submit expenses to Finance/Treasurer. (Refer to Article V, Paragraph D6, Page 5)

Deliver records and information regarding Certificate Committee activities to successor or to Region Directors upon completion of appointment.

END OF APPENDIX G
APPENDIX I

MEMBERSHIP COMMITTEE

NORTHWEST REGION
THE CONSTRUCTION SPECIFICATIONS INSTITUTE

I  Prior to each fiscal year presiding Director appoints a Region Membership Co-Chairperson.  (Refer to Article VII, Paragraph G, Page 6)

II Region Membership Chairperson under direction of Region Directors coordinates Membership activities within Region including following:

A. Establish membership goals and manage membership promotion and retention in cooperation with Chapter Membership Committees within Region.

B. Establish and maintain direct communications with each Chapter Membership Committee throughout year facilitating, motivating and monitoring membership development.

C. Provide guidance and support to Chapters by keeping them current on information concerning membership activities.

D. Conduct an orientation briefing and leadership training for Chapter Membership Committees at Region and Council meetings.

E. Provide written report of Membership Committee to Region Directors no later than two weeks prior to Region and Council meetings.

F. Perform other related duties as assigned by Region Directors.

G. Expenses. (Refer to Article V, Paragraph D6, Page 5).

END OF APPENDIX I
APPENDIX J

OPERATIONS GUIDE COMMITTEE
NORTHWEST REGION
THE CONSTRUCTION SPECIFICATIONS INSTITUTE

I  INTENT

A. Maintain yearly updating and maintenance of Operations Guide. (Refer to Article VII, Paragraph I, Page 7)

B. Committee Chair reports to Region Directors

C. In addition to yearly update and maintenance of Operations Guide, maintain and update following:

Northwest Region Plan Centers List
Northwest Region Substitution Request Form w/Instructions
Northwest Region Officers and Committee Chairs
Northwest Region Chapter Presidents, Chapter Newsletter Editors and Region Newsletter Editor
Northwest Region Conferences
Northwest Officers and Committee Chairs

Refer to Appendix S Page 56 for copies of these publications)

II  OPERATIONS GUIDE PUBLISHING

A. Publish yearly after inclusion of updates and revisions.

B. Distributions of Operations Guide 2003-2004 as follows:

  14 to Region Officers and Directors
  4 Spares to Region Directors (2 to each Director)
  8 to Chapter Presidents
  5 to selected CSI members and other Region exchanges
  4 to Operations Guide Chair (For later distribution as needed)
Print not less than 35 Operation Guides

C. Expenses: (Refer to Article V, Paragraph D6, Page 5)

END OF APPENDIX J
APPENDIX M

PUBLICATIONS COMMITTEE

NORTHWEST REGION
THE CONSTRUCTION SPECIFICATIONS INSTITUTE

I. Prior to each fiscal year, Presiding Director appoints a Region Editor. (Refer to Article VII, Paragraph K, Page 7).

II. Region Editor under direction of Region Directors and Council is responsible to coordinate news information and publish a Region Newsletter including following:

A. Publish one issue just before Leadership and Region Conferences and one issue mid-fiscal year.

B. Newsletters include promotion of Region Conferences and Institute Conventions, Institute Director's Reports, Council and Business Meeting Notes and Region Budget.

C. Region Editor responsible for leading Publications Roundtable discussions at Region Conferences and providing annual committee report to Council.

D. Expenses. (Refer to Article V, Paragraph D6, Page 5).

END OF APPENDIX M
APPENDIX O

CHAPTER PRODUCTS SHOW/FAIR SCHEDULING

NORTHWEST REGION
THE CONSTRUCTION SPECIFICATIONS INSTITUTE

To avoid conflicts, contact each Chapter within Northwest Region holding this type of event that could involve participation by other Chapters. Also contact AIA Chapters to avoid any conflicts involving any special events scheduled for their organization.

If a Chapter wishes to hold an event during another Chapter's "Spring Window" (see below), contact other Chapter(s) if there is an apparent conflict.

Give consideration to avoid scheduling events during other Chapter's Dinner Meetings.

 Coordinate with other Chapters as appropriate to avoid conflicts.

See Appendix T

END OF APPENDIX O
APPENDIX P
REGION CONFERENCE REPORT TO COORDINATING COUNCIL
NORTHWEST REGION
THE CONSTRUCTION SPECIFICATIONS INSTITUTE

I  Conference Report Contents

A. Maintain accurate record of Conference Committee Actions to Facilitate Report Preparation.

B. Prepare Conference Report covering following items:

1. Budget Development.
2. Conference Facilities.
4. Conference Registration List.
5. Table Top Show and Other Fund Raising/Mailers and Flyers.
6. Selected Meeting Minutes.
7. Sample Letters - Speakers.
8. Sample Letters - Others.
9. Final Cost Accounting (Refer to Page 12, Paragraph M).
10. Other Pertinent Items.

II  Conference Report Submittal

A. Submit Conference Report not later than six weeks after Conference.

B. Submit copies of Report to each Committee Chair, both Directors and incoming Director (if applicable). Also submit copies to Chairpersons of next two Conferences.

C. Active Committees of Northwest Region as of August 2004:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archives</td>
<td>Nominating</td>
</tr>
<tr>
<td>Awards</td>
<td>Operations</td>
</tr>
<tr>
<td>Certification</td>
<td>Planning</td>
</tr>
<tr>
<td>Education</td>
<td>Publications</td>
</tr>
<tr>
<td>Leadership Conference</td>
<td>Region</td>
</tr>
<tr>
<td>Membership</td>
<td>Technical</td>
</tr>
</tbody>
</table>

(Excludes two Conference Committees. Refer to Article VII Region Committees, Paragraphs D & E, Page 8).

Names and addresses are shown on last page of Region Newsletter plus shown in Appendix S.

END OF APPENDIX P
APPENDIX Q
SAMPLE ANNUAL CHAPTER CALENDAR
NORTHWEST REGION
THE CONSTRUCTION SPECIFICATIONS INSTITUTE

I INTENT

A. Guide to assist new presidents and other Chapter leaders organize and anticipate events.

B. Input from users is welcome. Forward suggestions to either Region Director. Forwarding a copy of each chapter's Annual Calendar to Region would also be helpful.

C. It is suggested that this sample calendar be used in preparation of each Chapter's annual calendar with information shown as needed including Chapter Board and Chapter Meetings. Include other information pertaining to an individual Chapter such as upcoming Product Shows, Leadership and Region Conferences.

SAMPLE ANNUAL CALENDAR

July/August
Establish Chapter Goals for fiscal year.
Establish committee assignments for Directors.
Hold summer Chapter planning meeting.
Introduce new Board members, Board function and budget.

PREPARE CHAPTER REPORT TO COORDINATING COUNCIL AND FORWARD COPIES TO BOTH REGION DIRECTORS NOT LESS THAN 2 WEEKS PRIOR TO ANNUAL REGION MEETING.

Prepare Region award nominations.
Region assessment due.
Promote Region Conference attendance.

September
Leadership Conference.
Encourage Chairs and Board members to attend Leadership Conference.
Establish committee goals.
Establish committee rosters.
Final financial report from last fiscal year.
Audit committee reports.

November
File IRS non-profit return by December 1.

December
President second year option (if applicable).
Register certification candidates.
Sign up for certification exams study classes by December 15.

January
Prepare FCSI & Institute award nominations (by Feb. 1).
Activate Nominating Committee.
President-elect second year option (if applicable).
File State non-profit corporation certification.
Coordinate activities for National Engineers Week in February.

February
Nominating Committee report.
Publicize Chapter Award categories.
Commence Certification education classes.
April
Certification exams.
Election of Chapter officers.
Identify next years’ committee Chairs.
Region Conference.
Quickie Roster to Institute (by April 30).

May
Publish elected officers (Board) list for next year.
Prepare preliminary budget for next fiscal year.
Send in delegate list for National Convention to Institute.

June
Confirm incoming President's appointments.
Finalize and approve budget for next fiscal year.
Appoint audit committee.
Change authorized signatures on bank accounts.
Install new Board, announce committee chairs.
Annual report of Director's and committee's.
Annual Chapter Awards Banquet.
Annual National Convention last week of June.

END OF APPENDIX Q
APPENDIX R

ARCHIVES/HISTORIAN CHAIRPERSON JOB DESCRIPTION

NORTHWEST REGION

THE SPECIFICATIONS CONSTRUCTION INSTITUTE

I

Prior to each fiscal year, Presiding Director appoints an Archives/Historian Chairperson or confirms present Chairperson. (Refer to Article VII, Paragraph A, Page 6)

II

Region Archives/Historian Committee under direction of Region Directors and Council is responsible to maintain Archives, History and maintain and keep current including following responsibilities:

A. Region Operations Guides.

B. Institute Administrative References.

C. Complete set of Region Newsletters

D. Maintain Region minutes of meetings including correspondence. Obtain meeting notes from Finance/Treasurer who serves as Secretary.

E. Member Service Record/Albums/Photographs.

F. Perform other related duties as assigned by Region Directors.

G. Expenses. Refer to Article V, Paragraph D6, Page 5.

END OF APPENDIX R
Northwest Region has produced several forms and documents including a Substitution Request Form.
Disk and printed form is available upon request. Contact either Region Director.

It is recommended that you make copies of Substitution Request disk and pass on to various contractors, subcontractors and suppliers so they can fill out Substitution Requests on their computers.

END OF APPENDIX S