



Advancement
of Construction
Technology

The Construction Specifications Institute

Indianapolis Chapter CSI
Established 1961

Indianapolis Chapter CSI Administrative Guide

2009 Edition

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President

History

When the Chapter was founded in 1961,

Past Presidents

By-Law Description

ARTICLE V - Officers, Section 1:

The President shall serve as chairperson of the Board; preside at all Chapter meetings; select the chairperson of temporary committees; appoint the Chapter delegates to the annual meeting of the Institute; be an ex-officio member of all committees; and sign all agreements and formal instruments.

President Tasks:

1. Upon successful completion of a term as President, the President shall succeed without election to the office of Immediate Past President.
2. As a Director and Chapter Officer, the President has XXXX responsibilities during the term of office:
 - a. .
 - b. .
 - c. .
 - d.
- 3.
- 4.
5. As a Chapter Officer, the President is eligible be a signatory to official papers and accounts if desired by the Board.
6. Additional responsibilities may include:
 - a. Presiding at regular Chapter meetings or Board meetings.
 - b. Attending the annual meeting of the Advisory committee (Past-President's Forum) prior to succeeding as both President and Immediate Past President.

END OF SECTION



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President-Elect-David Fryman

History

When the Chapter was founded in 1961, there was not a President-Elect position included as an officer. In 19xx, the position was created in the wake of the sudden departure of President XXXXXX.

By-Law Description

ARTICLE V - Officers, Section 2:

The President-Elect shall serve as chairperson of the meetings upon the absence of the President, and shall perform other duties assigned by the Board. A Board member can be elected as President-Elect only after serving a minimum of one year on the Board, except in the event all such eligible Directors refuse the nomination. In the event, the President resigns or is unable to continue his obligation of office, the president Elect shall succeed to the office of President for the duration of the unexpired year. Should the President-Elect be unable to continue his obligation of office, the Board shall elect a new President-Elect from the eligible Board members.

Immediate Past President Tasks:

1. Upon successful completion of a term as President-Elect, the President-Elect shall succeed without election to the office of President.
2. As a Director and Chapter Officer, the President-Elect has three responsibilities during the term of office:
 - a. Serve as Great Lakes Region Conference coordinator.
 - b. Divest oneself of any previously held chairmanships.
 - c. Work closely with the President.
3. Great Lakes Region Conference Chair: The President-Elect serves as Chapter coordinator for the Spring Great Lakes Region Conference. Duties include:
 - a. Promotion of the Conference to the Chapter at large.
 - b. Encouragement of Chapter chairs, Board members, and potential Chapter leaders to attend the Conference
 - c. Assist Chapter Treasurer in reimbursement of Indianapolis Chapter attendees as chapter budget permits
4. Divestiture of previous Chairmanships: Upon ultimate succession as President, this individual will not be able to devote the requisite time as a committee chair. Thus it is strongly encouraged that any chairmanships be relinquished by the end of the CSI year.

5. Work with the President: As Steve Cain once said "The best thing you can do as President-Elect is to follow the President around and see what the President does". In other words, be aware of important Chapter events and major committee meetings and attend them in the company of the President. Ask lots of questions. Volunteer to assist whenever possible.
6. As a Chapter Officer, the President-Elect is eligible be a signatory to official papers and accounts if desired by the Board.
7. Additional responsibilities may include:
 - a. Presiding at regular Chapter meetings or Board meetings if the president is unable to attend.
 - b. Attending the annual meeting of the Advisory committee (Past-President's Forum) prior to succeeding as both President-Elect and President.

END OF SECTION



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Vice President

History

When the Chapter was founded in 1961,

By-Law Description

ARTICLE V - Officers, Section 3:

The Vice-President shall serve as chairperson of the meetings upon the absence of the President and President-Elect, and shall perform other duties as assigned by the Board. In the event the President and President-Elect resign or are unable to continue their obligations of office, the Vice-President shall succeed to the office of President and the Board shall elect a new Vice-President from the Board. The Vice-President may succeed to the office of President without regard to the eligibility requirements. If the Vice-President is unable to serve in the office of President, the Board shall elect a new President from the Board.

Vice President Tasks:

1. Upon successful completion of a term as Vice President, the Vice President shall succeed without election to the office of President Elect.
2. As a Director and Chapter Officer, the Vice President has XXXX responsibilities during the term of office:
 - a. .
 - b. .
 - c. .
 - d.
- 3.
- 4.
5. As a Chapter Officer, the Vice President is eligible be a signatory to official papers and accounts if desired by the Board.
6. Additional responsibilities may include:
 - a.

END OF SECTION



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Secretary-Amy Baker

History

When the Chapter was founded in 1961,

By-Law Description

ARTICLE V - Officers, Section 4:

The Secretary shall issue notices of all meetings of the Board and of the Chapter and keep accurate minutes thereof. Secretary shall maintain a file of all correspondence; keep rosters of members and committees; co-sign all agreements and formal instruments, except those pertaining to the office of treasurer; and submit a report of his office at the annual meeting. The Secretary shall perform other duties as assigned by the Board. The Secretary shall serve as chairperson of the Board and Chapter meetings upon the absence of the President, President-Elect and Vice President.

Secretary Tasks:

1. As a Director and Chapter Officer, the Secretary has XXXX responsibilities during the term of office:
 - a. .
 - b. .
 - c. .
 - d.
- 2.
- 3.
4. As a Chapter Officer, the Secretary is eligible be a signatory to official papers and accounts if desired by the Board.
5. Additional responsibilities may include:
 - a.

END OF SECTION



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Treasurer-Bill McGuire

History

When the Chapter was founded in 1961,

By-Law Description

ARTICLE V - Officers, Section 5:

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

Treasurer Tasks:

1. As a Director and Chapter Officer, the Treasurer has XXXX responsibilities during the term of office:
 - a. .
 - b. .
 - c. .
 - d.
- 2.
- 3.
4. As a Chapter Officer, the Treasurer is eligible be a signatory to official papers and accounts if desired by the Board.
5. Additional responsibilities may include:
 - a.

END OF SECTION

**CSI Indianapolis Chapter
Ex-Officio-Gene King**

1. As a member of the chapter Board, he has three principal responsibilities:
 - a. Advisor to the Board.
 - b. Liaison with local professional and trade associations.
 - c. Assist the region and section directors in the development of new chapters.
2. From his experience as president of the chapter, his knowledge will enable him to give guidance and counsel to the chapter Board consistent with the aims and objectives of the Institute.
3. The Institute encourages liaison with local professional and trade associations (AIA, ACEC, AGC, PC, and others). This is a very important assignment, which can, when done properly, alleviate much misunderstanding. Cooperation with such associations can further the image of the Institute.
4. When assisting the region and section directors in the development of new chapters, careful scrutiny should be made of the members of the Institute without chapter affiliation residing in the geographical area. Members of architectural or engineering associations should be contacted to ascertain if there is potential for a new chapter.
5. *Maintain correspondence with CSI National, with reference to National Convention registration of delegates and yearly guide for reimbursement from local chapter funds.*
6. *Arrange for and invite past presidents to the Presidents Forum dinner, generally to be held in May, prior to the new president taking over the full time responsibilities of president. The purpose of the forum is for past presidents to offer advice to the new president with reference to his duties, and give insight to the current needs of the chapter.*



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Immediate Past President

History

None

By-Law Description

None (There is no By-Law Description)

Immediate Past President Tasks:

1. According to Article IV, Section 2 of the Indianapolis Chapter Bylaws (Revised July 1992), upon successful completion of a term as Chapter President, the Immediate Past President remains a Chapter Officer, acting as an "Advisory Member".
 - a. The term "Ex-Officio" (meaning "by virtue of one's office or position") is a popular albeit unofficial title by which the Immediate Past President is often referred.
2. As a Director and Chapter Officer, the Immediate Past President has three primary responsibilities:
 - a. Advisor to the Board
 - b. National Convention 'Ambassador'
 - c. Chair of the Advisory Committee.
3. Advisor to the Board: From the experience gained as Chapter President, the Immediate Past President attends monthly Board of Directors meetings and gives guidance and counsel to the Board consistent with the aims and objectives of the Institute.
4. National Convention 'Ambassador': As Ambassador, the Immediate Past President maintains correspondence as needed with Institute national offices regarding National Convention. Duties generally include:
 - a. Registration of delegates to the Convention
 - b. Encouragement of chapter individuals to attend the Convention
 - c. Assist Chapter Treasurer in reimbursement of Indianapolis Chapter attendees if chapter budget permits
5. Chair of the Advisory Committee: The Immediate Past President schedules, coordinates and arranges the annual meeting of the Advisory Committee, popularly known as the Presidents Forum.
 - a. Refer to Advisory Committee section for complete description
6. As a Chapter Officer, the Immediate Past President may remain a signatory to official papers and accounts if desired by the Board.

7. Additional responsibilities may include:
 - a. Liaison with local professional and trade associations
 - b. Assisting the Great Lakes Region in the development of new chapters.

END OF SECTION



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Academic Affairs Committee-Joel Young

History

Institute Academic Affairs Task Team

*Reports to:*Region Academic Affairs Chairman

Reports to: Chapter Academic Affairs Chairman

*Reports to:*Chapter Student Affiliate Chairman

*Reports to:*Student Affiliate Officers and Faculty Representative

Mission

To involve students from Indiana Colleges and Universities in CSI.

Committee Tasks

The duties and responsibilities of the Academic Affairs Committee Chair are included in the Institute Administrative Guide. The Academic Affairs Chair reports to a designated board member at the Chapter level and the Great Lakes Region Academic Affairs Chair at the Region level.

Coordinate activities with Student Affiliate Chairman to assure presence is maintained or established at academic institutions.

Maintain Chapter student recognition programs including the Comprehensive Design Competition for third year, Joseph J. McGuire Award for fourth year, and CSI Student Medal for fifth year at Ball State University.

If universities begin student affiliates, suggest having one liaison per university.

At beginning of each month, e-mail topic and speaker information to student affiliate officers and perspective student affiliates (i.e. Officers, professors, department chairs, etc.) Encourage students to attend Indianapolis chapter meetings.

Submit articles to Newsletter editor to update Chapter of student activities.

Refer to attached Student Affiliate Guide (from Institute Administrative Guide).

There is currently no money allocated in the Chapter budget specifically for this committee. The Chapter does currently provide for the purchase of the CSI Student Medal and CSI Manual of Practice which is awarded each year to a graduating thesis student at Ball State University.

Activity reports are due to the Region Academic Affairs Chairman on a quarterly basis.

Timetable

Academic Affairs Calendar for CSI Fiscal Year 2018

July: No activity planned

August:

September:

Quarterly report due to Region Academic Affairs Chair.

October:

November:

December:

Quarterly report due to Region Academic Affairs Chair.

January:

February:

March:

April:

May:

Budget

Expenses:

Attachments

END OF SECTION



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08 - Administrative Guide Committee

History

The Administrative Guide was first started in 1985(?) and held in green colored binders. These “Green Binders” were distributed to Board Members for their use with the intent that yearly revisions be made by Chairs and Board Members. These green binders disappeared and were never maintained. The Administrative Guide was taken up again in 2001. The intent will be to maintain hard copies and electronic copies on the Chapter web site.

Mission

To maintain the Indianapolis Chapter CSI Policy Guidelines.

Past Chairs

Ivette Bruns

Current Chair

D. Blake Wagner

Committee Tasks

Maintain updates for all committees and Board Positions.

Collect binders from departing Chairs and Board Members, update and distribute to new Chairs and Board Members.

Post updates on web site.

Timetable

July: Collect and update binders.

Budget

Attachments

END OF SECTION



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Advisory Committee

History

The Advisory Committee began in 1976 as the Past Presidents Committee. The original group - Joe McGuire (Chair), Art Burns, Max Boots, Fran Schroeder, Ken Richhart, Charlie McGuire, Ray Kirchoff and Bud Lawrence - met on May 27, 1976 at the Carmel Lotus Garden restaurant. The group met twice a year and produced reports which were presented to the Chapter Board. In 1978, the current year chapter President became a member of the Past Presidents Forum. In 1981, the current format, of each member having the floor in turn, was established. In 1983, the Forum began convening only once a year. In 2003 the incoming President -Elect became an invited guest along with the incoming President.

Mission

To collect the wisdom and experience of Past Presidents of the chapter and pass on their advice and counsel to the incoming President-Elect and President.

Past Chairs

Joe McGuire, 1976, Fran Schroeder 1977-84,

Current Chair

Since 19xx, the current year Immediate Past President acts as Chair of the Committee.

Committee Tasks

The Immediate Past President schedules, coordinates and arranges, and records and distributes minutes of the annual meeting of the Advisory Committee, known as the Presidents Forum.

1. The Forum is convened in May. This affords the incoming President-Elect and President the opportunity to meet with the group prior to taking office in June.
2. The Immediate Past President selects the venue, often (but not always) with the input of the invited guest(s).
 - a. Meeting locations have historically been a private room in a restaurant, suitable for the group. Since the 1990's the Forum has become a large and unwieldy group, so a large room is important.
 - b. Privacy is key. A room with a door and/or well separated from the main dining room is best, as the older members of the Forum often have trouble with outside noise.
 - c. The room should be able to be arranged with tables in a horseshoe shape so members can all see and be seen by each other. The current year President and guests are seated at the closed end.
 - d. For the convenience of the wait staff and to make best use of everyone's time, negotiate a limited menu of three or four menu items. If available, include a vegetarian option.

3. After the location is selected, a date is chosen, and a reservation is made, invitations are prepared and delivered via email or fax. Request an RSVP to establish a head count. This will be important to the restaurant.
 - a. A spreadsheet database of committee member's addresses and contact information will be made available. It should be updated and corrected prior to being passed on to your successor.
 - b. The invitation should specify the gathering time, typically 5:30 p.m.
4. Arrange in advance with the current year Treasurer to have a check available to pay the venue at the end of the evening. Arrange that evening with the wait staff for payment at the conclusion of the meeting.
5. On the day of the meeting, arrive early to make sure the room is properly arranged. Be on hand as members arrive.
 - a. You will be taking the minutes so be prepared with pad and pencil.
 - b. Make sure to meet the wait staff and invite them to interrupt as will be required to take orders, etc.
6. After everyone has arrived and has had an opportunity to enjoy a cocktail (approximately 6:00 p.m.) invite the group to be seated and call the meeting to order.
 - a. Explain the order of the evening. This is well understood by most attendees:
 - i. Begin with a welcome to the guests of honor and with recognition of members who may have not been able to attend recent meetings. Invite the current year President to say a few brief words.
 - ii. Explain that time is limited and brevity is important. Mention that the Forum discussion will be halted briefly for dinner orders to be taken and then again during the meal. Drink orders and table clearing can go on during the discussion.
 - iii. Begin with the most senior Past President and continue through in order to the current year President. Each will offer words of advice, encouragement, suggestions, etc.
 - iv. The final remarks are made by the guest(s). At the conclusion of their remarks close the meeting.
7. Realize that you are the presiding chair and moderator of the panel. Take necessary steps to move the meeting along briskly, considering the number of speakers.
8. Pay the tab as pre-arranged with the wait staff.
9. Prepare and issue minutes. Deliver a copy to all attendees and to the current year Secretary.
10. Update and correct the committee member database.

Timetable

March: Contact current year President-Elect for location ideas

April: Make reservations. Prepare and deliver invitations. Record RSVPs.

May: The week before the meeting, confirm final attendance tally with venue.

June: Prepare and issue minutes or else you may forget until the last minute. Once delivered, you have completed your final task as Immediate Past President.

Budget

A line item for the Advisory Committee will have been included in the current year budget. It is intended to be sufficient to accommodate the needs of the committee. Be cognizant of the budget when selecting a location for the meeting.

Attachments

(to be updated annually)

Previous year committee member contact database printout

Previous year invitation

Previous year meeting minutes

END OF SECTION



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Awards Committee-Henry Stellema

Committee Tasks

Recommend to Board list of Awards (Region or Institute) that the Awards Committee would like to prepare for submission.

Establish committee assigned to the preparation of each award.

Monitor progress and submittal deadlines. Prepare submittal forms with required signatures.'

Prepare additional copies of award submittals for future reference.

Timetable

July: Review and critique awards received and failure to win award(s) for previous FY. Try and determine problems with failure to win.

August: Recommend and determine Institute Awards, as well as Great Lakes Region Awards to be submitted to Institute and region for consideration, including Fellow and Honorary Member presentations. Determine mandatory submittal dates for all awards. Check current Institute Awards Guide for application and application forms, and possible changes from previous FY. Assign committee members, and or chapter members to be responsible for each Application preparation.

September: Collect information for development of each award. Present Chapter Board of Directors with information as to award applications to be submitted. Note timetable as to dates awards to be received. This is very important since date for receipt of various awards varies, i.e. Fellowship is due before general awards. Region awards are due at earlier dates depending on Region Conference Date.

October: Pursue the gathering of award application material and to put applications together.

November: Applications should be finalized and reviewed by entire committee in detail. It is surprising how many awards are denied due to incorrect or incomplete submittal. This is very disappointing to the chapter, and particularly the individuals. Remember that the chapter or individuals are deserving of the award or they would not have been submitted.

December: Nominations for Fellowship must be received in the Institute offices on or before December 1. Final applications must be completed and forwarded to the Institute this month.

January and February: Institute committees, and jury review and determine award winners in all categories except Honorary Members. Notification of award recipients given in February.

March: Institute Board of Directors acts upon Honorary Member submittals.

April and May: Work with chapter president and committee to determine chapter awards for presentation at June chapter Awards meeting. Meet with Board of Directors to determine types and budget for the awards to be given. Collect chapter member CSI pins for exchange or addition of year attachment for perfect attendance.

June: Chapter Awards. Committee Chair assist chapter President in presentation ceremony.

Applications for Fellowship, Honorary Member and Outstanding Chapter awards take an inordinate amount of preparation time. Fellowship and Honorary Member award application take an inordinate amount of time so be sure the responsible application person stays with it and has assistance. Fellowship Nomination is detailed and lengthy while Honorary Member is lengthy and must thoroughly delineate the reasons for the award. Honorary Member award may be from inside or outside CSI, so the reasons must be well defined.

Follow awards guide for region awards. These are not quite as detailed and are easy to determine because of chapter or member participation at region level.

Budget

Attachments

END OF SECTION



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Awards Banquet Committee

History

Mission

To coordinate Chapter Awards Banquet.

Past Chairs

Current Chair

Kimberly Monteleone

Committee Tasks

The Chairmanship is appointed by the New Chapter President, right after installation at the June Awards Banquet.

Two (2) or three (3) persons should be appointed or enlisted as a committee to help with planning and execution of the Awards Banquet. The most important item in planning is the determination of a total budget and expenses.

Budget may be made up from Chapter subsidy, charges, or donations.

Expenses may include, if applicable, place rental, meals, centerpieces, invitations, postage, printing, and tips.

This Budget should be put in an 8-1/2 by 11 inch format that the Chairman, Committee Members, and the Board of Directors can look to for guidance.

The Awards Banquet date should be the third Thursday of June. Place and date should be determined and confirmed as early as possible. Start in February confirming dates.

Make choice of place, meals, buffet, drinks, wine, etc. for meal price determination. This must be done before invitations are finalized for printing. Keep within whatever budget has been determined during planning.

When the place and date have been set and confirmed, invitations should be worded, style selected, and printed. Remember the chapter is tax exempt. Determine and include on the invitation who receives the reservations.

Make a deposit, or see that the Treasurer makes a deposit, if required, to hold the facilities. Write all letters of confirmation as required.

Prepare an 8-1/2 by 11 inch page, art insert for the "Winners Circle" newsletter and furnish to the Editor. Requires that it be in the April and May issues.

Obtain a copy of the most current computer printout of membership list from Membership Chairman in early May. Check to see if there are any required special lists from the membership chairman, or the Board of Directors. Include student award winners.

Stuff, address and stamp the invitations as time permits, one month before event.

Update President of progress for monthly Board of Directors Meetings.

Attend and report in person any Board of Directors Meeting , as needed, to ask for help, advice, concurrence, or just keep them informed. Present any unpaid bills for approval and payment.

Mail out the invitations, on or about the May 15th.

Purchase centerpieces. The total will be determined by total reservations.

Prepare nametags as the reservations and checks come in. Keep an excel spreadsheet with attendees names, company names, dinner selection, check number, and amount received.

Give final dinner count 1 week prior to event.

Two or three days before the party, check with the host/management for last minute needs. Do you have a table and chairs for door registration table?

See that everything runs smooth the night of the party.

During registration, pass out vegetarian tickets to those that have made that selection to place on their dinner plate.

Check in all guests, pass out name bags, and take money that has not been paid ahead of time.

Ensure that the Treasurer has a check to pay for the expenses that evening, less deposit.

Check after the party to see that everything has been picked up by members.

Carry along anything which has been forgotten, and take to the July meeting.

Present the Board of Directors with all final outstanding bills, not presented and paid for, by the party date. Turn over all checks to treasurer and make a final budget/expenses tabulation for presentation to the Board of Directors.

Write any thank-you letters that may be required.

Review and revise this guide for improvement.

Timetable

July:

August:

September:

October:

November:

December:

January:

February:

March:

April:

May:

June:

Budget

Attachments

Previous year meeting minutes

END OF SECTION



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Budget Committee-Bill McGuire

History

Mission

To review and develop the Chapter's fiscal budget.

Past Chairs

Current Chair

The Chair is the current (outgoing) treasurer.

In case of an interim appointment, an appointment should be made as soon as possible after the chairmanship is vacated.

The size of the committee should be determined by the Chair and is dependent on the knowledge and available time of the member(s). This committee consists of the Outgoing Treasurer (Chair), Incoming Treasurer, Incoming President and any other as selected by the Chair.

Committee Tasks

The Budget Committee is convened in advance of the end of the current fiscal year, in order to create a budget for the upcoming fiscal year. The final budget is used by the new Board of Directors of the Chapter in the conduct of its business, and therefore it is the Board of Directors that make all final determinations. The Budget Committee's duties consist of researching fiscal needs and sources of income, and preparing a budget for the Board of Directors review and ultimate approval.

The duties of the Budget Committee consist of the following:

Determine all projected sources of income and expenditures for the new fiscal year and estimate the annual amounts for each item.

Submit a proposed budget to the Board of Directors by the July board meeting for review. Make revisions to the budget as suggested by the Board and resubmit at the following meeting for review and approval

Review and revise this guide for improvement. If revised, retype and furnish copies to all Board of Directors for replacement in their Administrative Guide loose-leaf binder.

Other duties as assigned by the President.

Pertinent Information:

Typically, the budget and actual expenses for the previous several years and the projected expenses (based on the previous years) are the basis of the new budget. Items in the previous budget are adjusted or deleted as appropriate and new items may be added as needed.

Budget format should be based on ease of maintaining accounts and comprehension by the board members. The layout should be based on a uniform accounting system to be used by the Treasurer in maintaining and reporting accounts to the Board of Directors.

Timetable

June: Chairman should obtain copies or files for current and previous fiscal years accounts. Committee should meet and prepare proposed budget for the following fiscal year before Board of Directors' July meeting.

July: Chairman should distribute copies of the proposed budget for the Board's approval. Following meeting, the chairman should make any revisions dictated by the Board and prepare a final budget for final Board approval.

August: Chairman should distribute copies of the proposed budget for the Board's final approval.

Budget

There is no budget requirement for the Budget Committee.

Any expense should be anticipated before the budget is established for the new fiscal year and a detailed request for funds made to the Board of Directors.

Attachments

Previous year meeting minutes

END OF SECTION



*Advancement
of Construction
Technology*

The Construction Specifications Institute

Indianapolis Chapter CSI
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Indianapolis Chapter CSI Policy Guide Certification Committee

History

Mission

Past Chairs

Joe McGuire

Current Chair

Chuck Thompson

Committee Tasks

Coordinate and teach Certification Classes in the Spring.

Consecutive Saturdays

Fee: \$20 to cover copies

Manual of Practice – reduced cost for those passing exam

Inform Chapter at monthly meetings of test dates and registration deadlines.

Track those members that pass the certification exams.

Timetable

July:

August:

September:

October:

November:

December:

January:

February:

March:

April:

May:

June:

Budget

Attachments

END OF SECTION



Indianapolis Chapter CSI
Established 1961

Indianapolis Chapter CSI Administrative Guide

14 - Education Committee-Listed as Laura Frye. Is this correct?

History

Mission

To plan and execute Seminars.

Committee Tasks

The Chairmanship is appointed by the Chapter President. Appointment should be made before the end of the year to allow time for planning.

Four (4) or five (5) persons should be appointed or enlisted as a committee to help with planning and execution of the education seminars. The most important items in planning of seminars are the selection of a speaker, determination of a place, and expenses.

Budget may be made up from Chapter subsidy, charges, or _____.

Expenses may included, if applicable, place rental, meals (hors d'oeuvres), advertisement, printing, tips and speaker fees/expenses.

This Budget should be put in an 8-1/2 by 11 inch format that the Chairman, Committee Members, and the Board of Directors can look to for guidance. See attached example.

The education seminars should occur in the Spring, in the Fall and in conjunction with the Trade Show. Place and date should be determined and confirmed as early as possible. January and February is not too early.

Make choice of place, meals, etc. for total price determination. Keep within whatever budget has been determined during planning.

Make a deposit, or see that the Treasurer makes a deposit, if required, to hold the facilities. Write all letters of confirmation as required.

Prepare copy of an 8-1/2 by 11 inch page, art insert for the "Winners Circle" newsletter and furnish to the Editor. Request that it be in the two issues prior to the seminar. It should include the statement in bold type, "MARK YOUR CALENDARS". Give summary of seminar, speaker information, time, place, cost, etc.

Apply for AIA Continuing Education credits. Include Learning Units information in seminar advertisement.

If appropriate, invite manufacturers for table tops prior to the seminar.

Attend and report in person any Board of Directors Meeting you think need to be attended, to ask for help, advice, concurrence, or just keep them informed. Present any unpaid bills for approval and payment.

Two or three days before the seminar, check with the host management for last minute needs. Do you have a table and chairs for door registration table? Confirm number of attendees early during the week of seminar and notify the facilities.

During the day of the seminar, make sure everything runs smooth plus give special attention to the following:

- a. Registration
- b. Seating
- c. Learning Unit list.
- d. Table Tops
- e. Food and drink
- f. Handouts
- g. CSI membership forms
- h. Trade Show registration

Ensure that the Treasurer has a check to pay for the expense that seminar, less deposit.

Check after the seminar to see that everything has been picked up by members. Carry along anything that has been forgotten, and take to the next Chapter meeting.

Present the Board of Directors with all final outstanding bills, not presented and paid for, by the seminar date. Make a final budget/expenses tabulation for presentation to the Board of Directors.

Write any thank-you letters that may be required.

Review and revise this guide for improvement. If revised, retype and furnish copies to all Board of Directors for replacement in their Administrative Guide loose-leaf binder.

Budget

Attachments

Previous year meeting minutes

END OF SECTION



Indianapolis Chapter CSI
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Educational Memorial Trust-Glen Baines

History

The Educational Memorial Trust of the Indianapolis Chapter was established in 19xx. *There is more to the history but we need to check with Mark Smith because he knows it by heart.*

Mission

The Educational Memorial Trust was established to operate exclusively for charitable educational purposes.

An goal of the Trust since 1998 has been to build the principal balance of the Trust Fund to a minimum of \$100,000. A \$100,000 balance will enable the Trust Fund to generate income sufficient to support scholarships and other worthy educational purposes without having to rely on Chapter funds.

Previous Chairs

The Trust has no Chair per se. The current year Board of Directors and Chapter Officers serve as the Trustees. The Chapter Officers mirror their chapter positions as Officers of the Trust.

Trustee Tasks

Overview

The Educational Memorial Trust is a Contract between the Indianapolis Chapter of the Construction Specification Institute ("Donor") and the Indianapolis Chapter Board of Directors ("Trustees"). The purpose of the Trust is to operate exclusively for charitable educational purposes.

A Scholarship Committee was formed in 1991, charged by the Trustees with administering the annual scholarship program. Refer to the Scholarship Committee section of the Guide for a detailed description.

In 19xx, a portion of the Trust Fund was invested in mutual funds administered by Waddell and Reed (Phone 317-xxx-xxxx), with a reserve set aside for disbursement of annual scholarships.

1. Sources of Trust Fund income include (in descending order):
 - a. Proceeds of the Bud Reed Memorial Golf Outing
 - b. Contributions from the Chapter
 - c. Income from the investment
 - d. Proceeds from monthly meeting 50-50 raffles
 - e. Contributions from the "C-Note Club"
 - f. Contributions from individuals.

Timetable

1. The Trustees convene quarterly as a body (or more often if required), usually immediately after the Chapter Board meetings. Suggested agenda:
 - a. Minutes of previous meetings are submitted for review. The Secretary records minutes.
 - b. Treasurer's report is issued for review.
 - c. The status of the Trust is reviewed, along with suggestions for increasing the principal balance in furtherance of the Goal.
 - d. When appropriate, the Scholarship Committee Chair reports to the Trustees the status of committee activities.
 - e. When appropriate, the Scholarship Committee Chair recommends to the Trustees potential scholarship candidates for their review and approval.
2. After review by the Trustees, minutes of previous Trust meetings are forwarded to the Newsletter Editor for publication.
3. The Treasurer arranges for annual tax filing with the IRS and the Indiana Department of Revenue.
 - a. It is recommended that the Trustees have access to adequate legal counsel and a qualified accountant.

Budget

At the discretion of the chapter Board of Directors, Chapter funds may be contributed to the Trust in order to increase scholarship awards. The Trust has no other budget requirements.

Attachments

Copy of the Trust Document, dated xx xx 19xx.

END OF SECTION



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Golf Outing Committee-David Fryman

Committee Tasks

The Chairmanship is appointed by the Chapter President. Appointment should be made before the end of the year to allow time for planning.

Two (2) or three (3) persons should be appointed or enlisted as a committee to help with planning and execution of the golf outing. The committee is to determine a place, total budget and expenses.

Budget may be made up from Chapter subsidy, charges, donation or prize fund.

Expenses may include, if applicable, place rental, meals, prizes, invitations, postage, printing, tips and entertainment and any other expenses approved by the Board.

This Budget should be put in an 8-1/2 by 11 format that the Chairman, Committee Members and the Board of Directors can look to for guidance.

The golf outing date should be scheduled for the third Thursday of July. Place and date should be determined and confirmed as early as possible. January is not too early.

Make choice of place, meals, and green fees for total price determination.

Make a deposits or see that Treasurer makes a deposit, if required, to hold the facilities. Write all letters of confirmation as required.

Prepare full page application for inclusion in the newsletter ("Winners Circle") and furnish to the Editor for the April and May issues. Include the statement in bold type "Mark Your Calendars".

Prepare a copy for the June "Winners Circle" newsletter with the final data on the Golf Outing. Give tee times, place, who takes reservations (sometimes the golf pro will handle), green fees, meal cost, etc. Note when the banquet is to start, and awards are to be given.

Send out special invitations. Check to see if there are any required special invitation lists from the membership co-chair, or the Board of Directors.

Keep Program Chair informed as to progress for his monthly Board of Directors Meeting.

Attend in person to any Board of Directors Meeting to ask for help, advice concurrence or just to keep them informed. Present any unpaid bills for approval and payment.

Establish prize fund. Some industry members will contribute, or you may add prize fund fee to golf costs.

Solicit sponsors in Newsletter and at Chapter Meetings. Recognize sponsors at Chapter Meetings and at Golf Outing with signs.

Establish ground rules for golf (have chart?) including a) Handicap system, b) long drive hold, c) closest to pin hole, d) beer cart with photographs, if possible.

Purchase trophies for low net, low gross, longest drive and closest to pin.

Check with the host management for last minute needs, two or three days before the party,. Have a table and chairs for door registration at the door. Confirm number of golfers and number for dinner early during the week of outing and notify the club.

During the day of the outing, make sure everything runs smoothly. Give special attention to the following:

Assign someone to keep scores and figures Handicaps (pro?)

You have a prize for all golfers.

Someone to drive beer cart and take pictures.

Someone to collect money for dinner.

Dinner arrangements and rooms are suitable.

Make sure that the Treasurer has a check to pay for the expenses that evening, less deposit, if required.

Check for personal items left behind after the outing and bring to the August meeting.

In August, present the Board of Directors a final accounting of attendance and budget, including any outstanding bills, not presented and paid for by the outing date.

Write any thank you letters that may be required.

Review and revise this guide for improvement.

Timetable

July:

August:

September:

October:

November:

December:

January:

February:

March:

April:

May:

June:

Budget

Attachments

Previous year meeting minutes

END OF SECTION



Advancement
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Handshaker Committee-Mark Smith

Committee Tasks

Designate handshaker for each monthly meeting.

Instruct each handshaker to select a means to determining which handshake during the social hour before the meeting will be the winner. Each handshaker is then to purchase a prize for the winner.

Announce winner at the end of the Chapter Program.

Timetable

Budget

Attachments

END OF SECTION



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Meeting Arrangements Committee-Open

Mission

To coordinate arrangements for monthly Chapter meetings.

Committee Tasks

1. The Meeting Arrangements Committee makes all arrangements for membership meetings, and special events. In the event the chapter maintains an office, management of the office has the responsibility of meeting arrangements. Meeting plans and arrangements are not the responsibility of the meeting arrangements committee unless the meetings are held in the chapter office.
2. Where possible, meetings of the chapter should be in a central location. If there is an industry building such as an architect's building or engineer's club, consideration should be given to using the location as a meeting place. Meeting rooms should be selected that are :
 - a. Segregated room other facilities of the establishment, free from noise, distractions and traffic.
 - b. Capable of efficient service that will not delay the start of the chapter meeting.
3. The chairman shall organize the following:
 - a. Obtain a convenient meeting place at a reasonable cost to the members. Cost of the Chapter meetings is included in the Chapter dues.
 - b. Arrange dates for meetings in consultation with the Chapter Boards of Directors.
 - i. Chapter Meetings are held every third Thursday of the month.
 - ii. A meeting place should be selected for the entire year. Where meetings are held in different cities, there should be a specific rotation, but always at the same locations in each of the cities.
 - iii. Register all prepaid reservations.
 - iv. Obtain meeting confirmation from voice mail two days prior to the Chapter Meeting for caterer.
 - c. Cares should be used to avoid foods that are religiously or culturally prohibited.
 - d. The price of meals should be standard within limits set by the Board and include required gratuities. Consideration should be given to a surcharge to cover invited guests, speakers, etc. (Are guests and speakers at different rates? What about students? What about Members at Large?)

- e. Inform the caterer within an agreed time prior to each meeting of the anticipated attendance. Constitute an agreement on charges for additional meals and meals not served.
 - f. Be completely familiar with the duties of the Program Committee Chairman.
4. Responsibilities at the meeting:
- a. Collect meeting tickets at the door.
 - b. Check with the caterer on the number of actual meals served and remit payment including gratuities. Provide nametags for all members and guests. Guest nametags should be conspicuously different from member nametags. Collect member tags at the close of meeting.
 - c. Offer AIA/CES and CSI Learning Units sign up on Form B for member credits for Program.
 - d. Coordinate duties with Program Committee Chairman.
 - e. Furnish a list of all persons attending by classification; include names of guests, individual and chapter with company affiliation and address to the chapter secretary.
5. No later than the first of July, submit a final report to the chapter Board showing attendance at each meeting, cost data and other pertinent information including recommendations.

Timetable

July:

August:

September:

October:

November:

December:

January:

February:

March:

April:

May:

June:

Budget

Attachments

Previous year meeting minutes

Form B

END OF SECTION



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Membership Committee-Ivette Bruns

Mission

To encourage new membership and retain current members of our chapter.

Committee Tasks

Track current membership. Call or write letters to those that have not renewed membership.

Invite potential members to Chapter.

Preside over New Member Orientation

Pins

Speakers

Held prior to Chapter Meeting

Timetable

July:

August:

September:

October:

November:

December:

January:

February:

March:

April:

May:

June:

Budget

Attachments

Previous year meeting minutes

END OF SECTION



Indianapolis Chapter CSI
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Newsletter - *The Winner's Circle*-Co-Editor Mike Halstead, Co-Editor Ryan Muzzillo

History

The *The Winner's Circle*

Mission

To provide Indianapolis Chapter members with a printed monthly source of Chapter News and Events.

Tasks/Schedule

1. *The Winner's Circle* shall contain:

- a. Monthly meeting description and information.
- b. 'The View From the Tower', the current year President's monthly column.
- c. Chapter and Great Lakes Region News.
- d. News and Promotions of upcoming Chapter Events and Programs.
- e. Heavy coverage of the Trade Show and Golf Outing
- f. Photographs from previous month's meeting.
- g. Certification trivia quiz.
- h. Chapter Board of Directors meeting minutes.
- i. Advertisements (in two sizes).
- j. Technical Articles written by Indianapolis (or other) Chapter individuals.
- k. Reimbursement-obligation articles written by Indianapolis Chapter individuals.
- l. Other informative or entertaining items as space permits.

2. *The Winner's Circle* distribution:

- a. Advance copies are provided to the Board of Directors at their monthly meeting.
- b. Chapter members are mailed one copy of *The Winner's Circle* each month.
- c. As a courtesy, a copy of the newsletter is mailed to each Great Lakes Region Chapter President and Newsletter Editor, and to each Institute Director and Officer.
- d. Copies of the *The Winner's Circle* are made available at the sign-in desk and on the tables at the monthly meetings.

- e. Chapter policy dictates that the newsletter be mailed only to the groups indicated in Items 7b and 7c, above. In past years, costly speculative mailings as a potential membership marketing tool have not netted any appreciable response.
3. Undistributed copies are kept at the publisher for up to one year after publication.

Budget

The annual budget for *The Winner's Circle* is determined by the publisher. In the event that the advertising revenue exceeds the cost of publication and distribution, our contract with the publisher provides for the excess to be shared. To date, advertising revenue has not exceeded the cost of publication and distribution.

Attachments

Prior year Winner's Circle(s)

END OF SECTION



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Programs Committee-Jack Morgan

History

Mission

To coordinate Monthly Chapter Meeting Programs throughout the year .

Committee Tasks

Plan and organize programs for fiscal year, including program for following July (after June Awards program), to enable new program chairman time to get organized.

Ask for volunteers, for Program Committee. Be prepared to be the committee, for historically there have been few.

Make programs appropriate for time of year. Consider travel, time and conditions for guest speakers from distant points.

Check time between same or similar type programs from recent past programs in order to avoid redundant programs.

Keep running list of programs for record and to help future program chairman.

Keep record of total people in attendance for each program. This includes guests, speaker, students, etc.

Arrange details of programs and speakers a minimum of 60 days in advance, to allow all arrangements to be made with adequate lead time. Coordinate with Meeting Arrangements Committee.

Write "Confirmation Letter" to guest speaker(s) with the following type data:

Concept: (Idea)

Program: (Title)

Date: (To be held)

Place:

Time: (Start-Finish)

Information he may need

Information you need from him

Information on meeting place (size, etc.)

Copy of last Newsletter, to show him generalities.

Write "News Release" with the following data:

Name of speakers (s)

Background

Organization

Meeting Date

Program Content or Description

Other miscellaneous data

Time & Place

Cost

Reservations

Coordinate release with Publicity Committee

Send out press releases a minimum of 60 days to allow other association Newsletters to publish data on our meetings.

Write "Thank You" follow-up letter to guest speaker(s), after the meeting is complete. Write as appropriate. Include copy of Newsletters of and month after program as appropriate, if comments on the given program were included.

Timetable

July:

August:

September:

October:

November:

December:

January:

February:

March:

April:

May:

June:

Budget

Attachments

Previous year meeting minutes

Spreadsheet sample

END OF SECTION



Advancement
of Construction
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Raffle Committee

History

Mission

To conduct raffle for monthly Chapter meetings to help offset the low interest earned by the principal in the Trust.

Committee Tasks

Purchase tickets at WalMart.

Sell tickets at Chapter Meeting for \$1.00. Count the money. Pick a winner. Give them half the money and give the other half to the treasure for deposit in the Trust fund.

Timetable

July:

August:

September:

October:

November:

December:

January:

February:

March:

April:

May:

June:

Budget

Attachments

END OF SECTION



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Roster

History

The current pocket-size roster format was first published in 19xx. The roster has earned Great Lakes Region and National CSI awards as testimony to its design, utility and convenience. Currently the roster is composed and published by SpecSource. Historically, roster design and composition has been an in-kind contribution of service while the printing has been at cost.

Mission

To provide Indianapolis Chapter members with a convenient, pocket-sized reference containing:

Previous Chairs

Don Amt

Current Chair

Leah Gayheart

Committee Tasks/Schedule

1. The Roster is published for first distribution at the September Trade Show. Production schedule needs to be worked backwards from the third week of September in order to have Rosters available at the show.
2. The committee meets annually in late spring/early summer to plan for the upcoming new Roster and to review any necessary changes or upgrades.
3. The Roster shall include:
 - a. Alphabetical listing of member names and addresses, with separate listing by Name of Employer
 - b. Listing of current year Chapter Directors, Officers and Committee chairs
 - c. Listing of current year Great Lakes Region Directors
 - d. Listing of Past Presidents
 - e. Educational Memorial Trust information
 - f. Monthly Meeting Information
 - g. Listing of Chapter members having Certification
 - h. Listing of Indianapolis Chapter Fellows of the Institute
 - i. An archive of past Chapter winners of Region and National awards
 - j. An archive of past winners of the major Indianapolis Chapter awards
 - k. An archive of past Student Medal and Joseph J. McGuire award winners

I. The complete Chapter By-Laws

4. The Chapter has a member name and address database that is updated monthly. This database is used to provide the alphabetical listings.
5. Annual changes (see Items 2-11 listed above under 'Mission') are to be updated and forwarded to the Publisher for inclusion.
6. Other proposed changes (e.g., cover art) are forwarded to the Publisher.
7. After final draft is reviewed, proofread, and approved, the Roster is published. Production quantity is based on previous year total, modified to reflect any significant changes in number of Indianapolis Chapter members.
8. Committee first distributes Rosters in person at the annual Trade Show.
 - a. Chapter members are entitled to one free Roster per year.
 - b. Additional copies are made available for a fee determined by the committee, currently \$5.00 to members.
 - c. Non-members are not eligible to purchase Rosters. Chapter policy dictates that the names and addresses of Indianapolis Chapter members are to be used only for Chapter business only, and not as a potential sales or marketing tool.
9. Undistributed Rosters are mailed to members not in attendance at the Trade Show, with the remainder being held for possible sale.

Budget

The annual budget for the Roster is determined by the previous year cost of publication, with an additional \$200 added for committee costs (postage, copying, meetings, etc.).

Attachments

Prior year Roster(s)

END OF SECTION



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Scholarship Committee

History

The Educational Memorial Trust of the Indianapolis Chapter specifies that the proceeds of the Trust be used for educational purposes. To help fulfill that mission, the Scholarship Committee was formed in 1991. John Fleck and Max Boots were original chairs. The committee began by trying to raise money from area architectural firms via the Bud Reed Memorial Golf Outing.

Mission

To solicit scholarship applications from Indiana Colleges and Universities and determine distribution of Educational Memorial Trust fund proceeds to worthy students.

Assist the Trustees for the Scholarship Fund in administrating the Scholarship Fund.

Facilitate the annual Scholarship application an award process. Facilitate any other activity as directed by Trustees.

Continue to apply all income to Fund to increased principle. Continue to make all scholarship awards from interest income or specifically determined Chapter transfers of funds.

Previous Chairs

Max Hartzler

Current Chair

Ron Boots

Committee Tasks

1. The Committee Chair is appointed by the Chapter President.
 - a. Appointment should be made before the end of the (fiscal? calendar?) year to allow sufficient time for planning.
2. At least three persons should be appointed or enlisted as committee members
 - a. Past Presidents are often included as committee members.
 - b. The current year President is an Ex Officio member of the committee.
3. Send out scholarship application forms over Christmas. Send to all schools in Indiana that have Architectural, Engineering or Construction Management Curriculum. (Ball State, Indiana State, Vincennes, Purdue, IUUPUI, and Notre Dame) Distribution is limited to in state schools. The student must live in Indiana or go to school in Indiana.
4. Applications are due in March. Committee reviews applications. All committee members grade applications using the same tabulation forms. This is done typically via mail and e-mail.

5. The committee forms a recommendation and presents it to the CSI Indianapolis Board of Trustees for review and final decision on winner (s) and amount of scholarship.
6. Contact winners and send letters to those who did not receive awards.
7. Have awarded scholarships at CSI June Awards Banquet; however, students are often gone for the summer. Will award at April or May Chapter Meeting.
8. Scholarship agreement is sent to winners.
9. The Scholarship Committee does not require a separate treasurer.
 - a. As treasurer of the Trust, the current year Chapter Treasurer manages income.
 - b. The current year Chapter Treasurer also handles scholarship disbursements.
10. A follow up meeting is typically held in the summer. Will discuss possible revamp of scholarship application.

Schedule

December Send out applications

March Applications due/ Review applications/ Determine winner(s) and amounts/ Contact winners and invite to Chapter Meeting

April/May Give awards at April/May Meeting

Budget

The Chapter has the ability to match what the Committee can contribute. Final awards are based on the number of successful applicants and the money that is available.

Typical expenses include postage, copies, and printing of application. The application is on the website and on record at Quick Print at 71st and Zionsville Road.

Attachments

Scholarship Application

501C Tax Status Letter

Typical Congratulations Letter

Scholarship Agreement

Committee Evaluation Form

END OF SECTION



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Special Events Committee-Pete Baker

Mission

To coordinate Annual Holiday Program.

Committee Tasks

The Chair is appointed by the President, immediately following the June Awards Banquet.

Two (2) or three (3) persons should be appointed or enlisted as a committee to help with planning and execution of the Holiday Program. The most important item in planning is the determination of a total budget and expenses.

Budget may be made up from Chapter subsidy, charges, or donations.

Expenses may include, if applicable, place rental, meals, gifts, flowers, centerpieces, invitations, postage, printing, tips, and entertainment.

This Budget should be put in an 8-1/2 by 11 inch format that the Chairman, Committee Members, and the Board of Directors can look to for guidance.

The Holiday Program date should be the second Thursday of December to avoid conflict with other holiday parties. Many company and organizational parties are held this time of year, and place and date should be determined and confirmed as early as possible. July and August is not too early to begin.

Make choice of place, meals, drinks, wine, etc. for meal price determination. This must be done before invitations are prepared for printing. Keep within whatever budget has been determined during planning.

When the place and date have been set and confirmed, invitations should be worded, style selected, and printed. Determine and include on the invitation who receives the reservations. Use of the chapter P.O. Box is encouraged but not required, at the discretion of the Chair.

Make a deposit, or see that the Treasure makes a deposit, as required, to reserve the facility. Write all letters of confirmation as required.

Prepare an 8-1/2 by 11 inch camera ready, art insert for the "Winners Circle" newsletter and furnish to the Editor. Requests that it be included in the October and November issues. I should include the statement in bold type, "MARK YOUR CALENDAR –TODAY".

Obtain a copy of the most current computer printout of membership list from Membership or Roster Chair in October. Make certain that new are included on the printout. Check Board of Directors to see if there are any additional special invitees.

Address, stamp and deliver the invitations as time permits, prior to mid November.

Determine the type of entertainment desired, engage or contact, and confirm as far in advance as possible. This could be singing groups, musicians to play, or dance bands.

Keep the Program Chair informed of progress for reporting to the Board of Directors.

Attend in person any Board of Directors Meeting, to ask for help, advice, concurrence, or just keep them informed.

Present unpaid bills to the Board of Directors for approval and payment.

Purchase any gifts, or flowers, as determined for the wives. The total will be determined by total reservations. Table centerpieces?

Prepare nametags as the reservations and checks come in.

Two or three days before the party, check with the host/management for last minute needs. Have a table and chairs for registration table at the door.

See that everything runs smooth the night of the party.

Arrange in advance if required that the Treasurer has a check to pay for the expenses that evening, less deposit.

Check after the party to see that everything has been picked up by members.

Carry along anything which has been forgotten, and take to the January meeting.

In January, present the Board of Directors with a final accounting of attendance and budget, including any outstanding bills not previously presented.

Write any thank-you letters that may be required.

Review and revise this guide for improvement.

Timetable

July:

August:

September:

October:

November:

December:

January:

February:

March:

April:

May:

June:

Budget

Attachments

Previous year meeting minutes

END OF SECTION

**Indianapolis Chapter Suggested Guide:
Student Affiliate Liaison**

1. The Chair is appointed by the Chapter President and should be done before the end of the year to allow time for planning.
2. If universities begin student affiliates, suggest having one liaison per university.
3. At beginning of each month, e-mail topic and speaker information to student affiliate officers and perspective student affiliates (i.e. Officers, professors, department chairs, etc.) Encourage students to attend Indianapolis chapter meetings.
4. Submit articles to Newsletter editor to update Chapter of student activities.
5. Refer to attached Student Affiliate Guide (from Institute Administrative Guide).
6. Review and revise this guide for improvement. If revised, retype and furnish copies to all Board of Directors for replacement in their Administrative Guide loose-leaf binder.

Time Table

September: Student Affiliate Kick-off
January: Student Affiliate Kick-off (optional)
April: Elect new student affiliate officers

Budget

\$1,000.00 Annually

Expenses:

1. \$100.00 for student affiliate officer dues at Ball State University – this amount will increase with addition of new affiliates.
2. Academic year kick-off meeting – typically \$100.00 +/- for pizza and soda. May need a second kick-off in January (optional).
3. Can use budget to sponsor a faculty advisor's membership dues.



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Table Top Committee-Kent Hughes

Mission

To coordinate Table Top presentations for monthly Chapter meetings.

Committee Tasks

The Table Tops Committee is responsible for coordinating product information presentations for Industry Members at each of the nine regular monthly Chapter meetings.

If an Industry Member is interested in a table top presentation, that person calls the Table Top Chairperson to indicate so. During this contact, the cost of the table tops is relayed to the Industry Member. The cost is \$60 for Indianapolis Chapter CSI members and \$100 for non-members. Each new member of the Indianapolis Chapter is entitled to one free table-top presentation. The Chairperson keeps track of all requests, and on the Monday before the Chapter meeting, relays the information to the Meeting Arrangements Committee. The Meeting Arrangements Committee requests the appropriate number of tables, from the Riverwalk Banquet Center, to accommodate the requests for presentations. On the day before the Chapter meeting, the Table Top Chairperson reconfirms the number of presenters to the Meeting Arrangements Committee.

The Meeting Arrangements Committee collects the fee at the time that the presenter registers at the door for the meeting.

The Table Tops Chairperson introduces each of the table top presenters in turn and allows each to have five minutes to promote the products or services they represent.

Timetable

July:

August:

September:

October:

November:

December:

January:

February:

March:

April:

May:

June:

Budget

Attachments

Previous year meeting minutes

END OF SECTION



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Trade Show Committee-Brian Detty

History

In 19xx, the first Trade Show Committee was formed. XXX was original chair. Previous show locations have included the Indiana Convention Center, the Carmel Ritz Charles and the Crystal Yacht Club.

Committee Tasks

Overview

CSI Trade Show date: the third Thursday in September.

Location: (since 1996??) Riverwalk Banquet Center at xxxx Westfield Boulevard, Indianapolis, Indiana.

Exhibit hours: 3:00 pm to 8:00 pm.

Exhibitor Set Up: 11:00 am and 2:30 pm. All displays must be ready by 2:30 pm. All exhibitor materials must be removed from the building by 11:00 pm on the day of the show.

Exhibit Contractor: George E. Fern Company. Fern does setup as needed in the Lodge if there is an Education Seminar prior to the Trade Show. Fern also hires the electricians for exhibitor electrical needs.

Booths are 8 x 10.

Prizes: A total of \$2000 - ten \$50 checks, ten \$100 checks and a \$500 Grand Prize. Winners must be present to win. The Grand Prize is awarded at 7:45pm. Exhibitors, Students and non-construction industry visitors and guests are not eligible.

Promotion: Complimentary tickets with information fliers are sent to Architects, Engineers, Interior Designers, General Contractors, Facility Managers, etc. Admission to the Show is by ticket only. Tickets are free.

Guest will be registered for the Show in the Lobby. Badges of a contrasting color from the Exhibitors' badges will be issued, emphasizing the first name of the guest. Nametags for the attendees will be color-coded to indicate industry versus professional members to allow easy evaluation by the exhibitors.

Trade Show Chair

Oversees and coordinates work of the committee

Hold regular meetings of the Trade Show Committee.

Coordinates with Exhibit Setup Company and with Show Venue.

Reports to the Chapter Board of Directors on the progress of the Show planning.

Reports final results of the Show to the Chapter Board of Directors in a timely manner following the Show.

Send all invoices to Chapter Treasurer for reimbursement.

Promotion

To coordinate and design all advertising such as flyers, posters, tickets, forms, programs, etc., for consistency.

Attendance

Promote attendance by the Architectural, Design and Construction communities.

Develop a phone tree to invite principals of firms to the Trade Show.

Education Seminar Coordination

In 2000 (?), the Education Committee began sponsoring an Education Seminars prior to the Trade Show. Topics are selected to draw design professionals.

Coordinate advertisement of Education Seminar with Trade Show advertising.

Coordinate Setup and AV equipment needs.

Provide registration and dot cards for Trade Show at Education Seminar.

Coordinate directional signage for Education Seminar.

Booth Sales

Contact prospective exhibitors for early bird registration by mail using previous year's exhibitor list.

Track record of sales showing percentage or number of booths sold.

CSI Membership Prize Booth

Locate, bring and assemble Chapter awards and memorabilia to the CSI booth at the beginning of the Show to demonstrate the history and accomplishments of the Chapter and its members.

Man the booth during the hours of the Show to distribute prizes, answer questions and promote membership.

Provide membership packets to those who indicate an interest.

Food and Refreshments

Coordinate with the show venue food manager amounts, types, times and how best to serve the food during the Show.

Coordinate budget and costs, verify invoices.

Parking

Coordinate

Registration

Provide necessary registration forms, badges, tickets, etc.

To coordinate with NAWIC for necessary assistance in registration of guests at the Show. We offer NAWIC a complimentary booth or tabletop display for their assistance.

Budget

Forward all monies and expenses to Chapter Treasurer for deposit or payment.

Prepare a final financial report for the results of the Show for presentation to the Board of Directors.

Timetable

February	Early Bird Registration ends Develop ticket and flier layout
April	Trade Show Committee kickoff Meeting
August	Ticket stuffing party. Send mailers. Schedule Door minders and CSI Prize Booth assistants Trade Show Committee Meetings
September	Attendance Phone Tree Active Trade Show Committee Meetings Confirm Food requirements
2nd Week September	Broadcast Fax
3rd Week September	Show Day

Budget

March 31, 1994 – Preliminary Budget

Income:

90 Booths (8 x 10) \$400.00 each	\$36,000.00
<u>Miscellaneous Income</u>	<u>0.00</u>
Total Income	\$36,000.00

Expenses:

Facility Rental	\$2,100.00
Printing	\$2,000.00
Decorator Services	\$3,000.00
Food and Refreshments	\$4,000.00
Postage (Fern Co.)	\$1,000.00
Prizes	\$4,000.00
<u>Administration</u>	<u>\$4,000.00</u>
Total Expenses	\$19,100.00
Net Proceeds to the Chapter	\$16,900.00

Attachments

(To be annually maintained with the previous year's documents)

Promotional Flier

Complimentary Tickets

Prize Card

Early Bird Booth Reservation Form

Booth Reservation Form

George Fern Contract with Indianapolis Chapter

Riverwalk Contract with Indianapolis Chapter

Riverwalk Food Order/Contract with Indianapolis Chapter

Audio System Provider Contract with Indianapolis Chapter

Sample George Fern Registration Form

Instructions to Front Desk Registration Team (NAWIC)

Instructions to Exhibitors

END OF SECTION

Indianapolis Chapter Suggested Guide: Web Site Committee Chairman

The Web Site Committee is to be established before the beginning of the fiscal year with the duty to maintain the Chapter Web Site. The content of the Web Site is determined in general by the Board of Directors and it is the duty of the Chair to keep the Board informed of intended changes on a monthly basis for the Boards review and approval.

Web Site Committee:

1. The Chair is appointed by the incoming Chapter President. This appointment should be made before the end of the prior fiscal year to allow time for planning and arrangements.
2. In case of an interim appointment, an appointment should be made as soon as possible after the chairmanship is vacated.
3. The size of the committee should be determined by the chair and is dependant on the knowledge and available time of the member(s).

Budget:

1. Currently the Budget impact consists of a fee for maintaining the URL. This expense is currently \$70 for two years, due in August of odd-numbered years.
2. Any other expense should be anticipated before the budget is established for the current year and a detailed request for funds made to the Board of Directors.

Duties:

1. The duties of the Web Site Committee consist of the following:
 - a. Maintain contact with the System Administrator for the server to inform him that you (or your designee) will be the System Technician. Any change of ST will require submitting paperwork to the SA and to the URL registration agent. This must be done before access to site will be permitted.
 - b. Maintain URL registration. Assure that the Treasurer receives the invoice to maintain the URL registration. This is due in August of odd number years. An invoice will be sent to the ST several weeks before due.
 - c. Make periodic changes to the web site to keep it current. This will require contacting the Programs Chairman, Special Events Chairman, Golf Outing Chairman, Trade Show Chairman and others as needed to obtain information regarding the web site.
 - d. Review and revise this guide for improvement. If revised, retype and furnish copies to all Board of Directors for replacement in their Administrative Guide loose-leaf binder.
 - e. Other duties as assigned by the President.

Pertinent Information:

1. Currently the SA is Greg Smith who may be reached at 317-278-2144 or greg@engr.iupui.edu.
2. The current registrar for the URL is Network Solutions, Inc. (See Attachment A for email notice received from Network Solutions, Inc.)
3. Currently, the server is being provided by IUPUI free of charge as a professional courtesy. Maintenance procedures requires developing the documents off-line and transferring the files (FTP) to the established directory in the server. Access name and password to server must be protected and guarded from unauthorized use. If name and password become too widely known, ST must contact SA to make change.

Timetable:

1. July: Obtain required information and directions from previous chairman. Contact System Administrator for introduction and directions on operation of the URL. Make any desired changes to the web pages. Make necessary changes to records with registrar. In odd numbered years, receive invoice from registrar and submit to treasurer for payment.
2. Monthly (or more often, as required): Make Board of Directors aware of intended changes to the web pages. Make changes as necessary or as directed by the Board of Directors to the web pages.
3. At end of term(s), indoctrinate new chairman on duties and procedures for making changes to the web site. Introduce incoming chairman to SA and assist new chairman in changing records with registrar.

Attachment A

Date: 24-JUL-2001

Domain
CSIINDY.ORG
Maxwell, Michael
2929 East Edgewood Avenue
Indianapolis, IN 46227
US

Scan Code: 900417452422070003

FROM:
Network Solutions, Inc.
PO Box 17305
Baltimore, MD 21297-0525
United States

Federal ID # 52-1146119
PHONE: 1-800-779-1710 from the United States and Canada.
Outside of these areas, call 1-703-742-4777 Monday - Friday from 7:00am - 9:00pm Eastern
Standard Time.
FAX: +1 (703) 318-9125
E-MAIL: Send us an e-mail from http://www.networksolutions.com/en_US/help/question-form.html

*

E-MAIL REGISTRATION/RENEWAL NOTICE FOR DOMAIN NAME
<CSIINDY.ORG>

***** Please DO NOT REMOVE Version Number

30-day e-mail Registration/Renewal Notice Version Number: 1.2

***** Please see attached detailed instructions *****

In making payment for <CSIINDY.ORG>, the Registrant agrees to the terms and conditions
of the current Network Solutions Service Agreement.

Registration/Renewal Information

- 1a. Notice Number.....: 41745242
- 1b. Notice Date.....: 24-JUL-2001
- 1c. Notice Due Date.....: 24-AUG-2001

Domain Name Information

- 2a. Registered Domain Name.....: CSIINDY.ORG
- 2b. Period Covered.....: 17-AUG-2001 - 17-AUG-2003
- 2c. Amount Due.....: \$70.00 U.S. Dollars

Thank you for registering with Network Solutions, the dot com people(tm)!

This will be the only reminder sent via e-mail. In a few days, you will also receive a notice in the mail, sent to the street address above. Use one of the methods outlined below to make payment. Timely receipt of this payment will ensure services for the period noted above. This fee is non-refundable.

REGISTRATION/RENEWING INSTRUCTIONS:

CREDIT CARD PAYMENT:

For fast and easy payment with a major credit card, go to our secure online payment system at http://www.networksolutions.com/en_US/help/pay.html. In addition, you can protect your Internet identity by renewing the above domain name for up to 10 years!

OR

Call (888) 771-3000 from the United States, Puerto Rico and the U.S. Virgin Islands. Outside of these areas, call (402) 496-9798. You'll need your invoice number and credit card number to use this automated service. We're available 24 hours, 7 days a week to help you.

CHECK:

If you'd like to pay by check, wait until you receive your registration/renewal notice in the mail. When making payment by check, be sure to include the remittance stub in the return envelope provided.

ATTENTION BUSINESS ACCOUNT PROGRAM MEMBERS:

If you have a Debit Account and would like to pay the registration/renewal fee for CSIINDY.ORG using the funds in that account, send an e-mail to accounts@networksolutions.com with the domain name, invoice number and 16-digit account number you were assigned when the Debit Account was established.

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We appreciate your business and look forward to serving you for many more years!

Sincerely,

Network Solutions, Inc.
A VeriSign(r) Company



Indianapolis Chapter CSI
Established 1961

Indianapolis Chapter CSI Policy Guide

Website Committee-Open

Mission

To update the Chapter Website.

Web Site Committee:

The Chair is appointed by the incoming Chapter President. This appointment should be made before the end of the prior fiscal year to allow time for planning and arrangements.

In case of an interim appointment, an appointment should be made as soon as possible after the chairmanship is vacated.

The size of the committee should be determined by the chair and is dependant on the knowledge and available time of the member(s).

Committee Tasks

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Attachments

Previous year meeting minutes

Attachment A

Attachment A

Date: 24-JUL-2001

Domain
CSIINDY.ORG
Maxwell, Michael
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Indianapolis, IN 46227
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Scan Code: 900417452422070003

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E-MAIL REGISTRATION/RENEWAL NOTICE FOR DOMAIN NAME
<CSIINDY.ORG>

***** Please DO NOT REMOVE Version Number *****

30-day e-mail Registration/Renewal Notice Version Number: 1.2

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We appreciate your business and look forward to serving you for many more years!

Sincerely,

Network Solutions, Inc.
A VeriSign(r) Company

END OF SECTION

BYLAWS OF THE INDIANAPOLIS CHAPTER
OF THE CONSTRUCTION SPECIFICATIONS INSTITUTE

REVISED JULY, 1992

ARTICLE 1 - Name

The name of this Organization is the Indianapolis Chapter of The Construction Specifications Institute, Inc., hereinafter referred to as the "Chapter"; said Chapter being an affiliate Chapter of The Construction Specifications Institute, Inc., hereinafter referred to as the "Institute".

ARTICLE II - Governing Authority

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

ARTICLE III - Purpose and Policy

SECTION 1.

The purpose of the Chapter is to provide a medium at the local level for advancement of the objectives of the Institute.

SECTION 2.

The Chapter is to have all of the powers and authority conferred upon non-stock, non-profit corporations under the provisions of the Articles of Incorporation and Bylaws of the Institute and Laws of the State of Indiana.

ARTICLE IV - Board

SECTION 1.

The management and direction of the Chapter shall be delegated exclusively to its Board.

SECTION 2.

The Board shall consist of thirteen (13) members: six officers and seven directors. The officers shall be President, President-Elect, Vice-President, Secretary, Treasurer and immediate Past President (advisory member). Professional members shall constitute a minimum of thirty-three percent of the chapter Board and industry and associate members shall constitute a minimum of thirty-three percent of the chapter Board.

SECTION 3.

All members of the Board are eligible to vote on Chapter business.

SECTION 4.

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

SECTION 5.

The Board shall select all standing and special committees, designate duties, and may authorize compensation for justifiable expenses. Committee chairpersons shall be Chapter members.

SECTION 6.

The Board shall schedule monthly business meetings. Special meetings shall only be held upon the call of the President or a majority of the Board upon seven days written notice.

SECTION 7.

A majority of the Board shall constitute a quorum.

SECTION 8.

Should a vacancy occur, the Board shall by a two-thirds affirmative vote of the total membership of the Board fill such vacancy by appointment of a member eligible by all other criteria for the duration of the unexpired term.

SECTION 9.

A Board Member shall notify the President at least two days, if possible, before every Board meeting if he will not attend the meeting. Should a Board Member be absent from two consecutive Board meetings, the Board may by majority vote, notify and request such member to resign from the Board.

SECTION 10.

Continuing Board Members, retiring Board Members, and newly elected Board Members, shall hold a joint organizational meeting, each April, at which time the continuing and newly elected Board Members shall vote by ballot to separately elect, by a simply majority of those present, a President-Elect, Vice-President, Secretary and Treasurer, to serve as officers for one (1) year beginning the following July 1st.

SECTION 11.

Written minutes of every meeting of the Board, setting out the members in attendance, the matters before the meeting and every action taken thereat, shall be kept by the secretary in the "Book of Minutes" of this Chapter; each said minutes shall be signed by the secretary of the meeting, be approved by the Board and then signed by the President or other officer who presided at the meeting. A copy of each of said minutes shall be sent to the Great Lakes Institute Directors, all chapter Board members and the Chapter Librarian, within thirty (30) days after the day on which the meeting was held.

ARTICLE V - Officers

SECTION 1.

The President shall serve as chairperson of the Board; preside at all Chapter meetings; select the chairperson of temporary committees; appoint the Chapter delegates to the

annual meeting of the Institute; be an ex-officio member of all committees; and sign all agreements and formal instruments.

SECTION 2.

The President-Elect shall serve as chairperson of the meetings upon the absence of the President, and shall perform other duties as assigned by the Board. A Board member can be elected as President-Elect only after serving a minimum of one year on the Board, except in the event all such eligible Directors refuse the nomination. In the event, the President resigns or is unable to continue his obligation of office, the President-Elect shall succeed to the office of President for the duration of the unexpired year. Should the President-Elect be unable to continue his obligation of office, the Board shall elect a new President-Elect from the eligible Board Members.

SECTION 3.

The Vice-President shall serve as chairperson of the meetings upon the absence of the President and President-Elect, and shall perform other duties as assigned by the Board. In the event the President and President-Elect resign or are unable to continue their obligations of office, the Vice-President shall succeed to the office of President and the Board shall elect a new Vice-President from the Board. The Vice-President may succeed to the office of President without regard to the eligibility requirements. If the Vice-President is unable to serve in the office of President, the Board shall elect a new President from the Board.

SECTION 4.

The Secretary shall issue notices of all meetings of the Board and of the Chapter and keep accurate minutes thereof. He shall maintain a file of all correspondence; keep rosters of members and committees; co-sign all agreements and formal instruments, except those pertaining to the office of treasurer; and submit a report of his office at the annual meeting. He shall perform other duties as assigned by the Board. The Secretary shall serve as chairperson of the Board and Chapter meetings upon the absence of the President, President-Elect and Vice President.

SECTION 5.

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

SECTION 6.

In the absence of any of the elected officers of the Board other than President, the Board shall elect from the Board an officer (officer Pro-Tem) to serve until the regularly elected officer is able to act, and during such period, he shall perform the duties and exercise the power and authority of the officer.

ARTICLE VI - Nomination and Election of Directors

SECTION 1.

A nominating committee shall be appointed by the Board not later than January 1. The nominating committee shall prepare a list of nominees, showing at least one name for each elective position on the Board due to become vacant, and present the list to the Chapter not later than the regular meeting in February. At this time, the members may present nominations from the floor. Election shall be by written ballot during the regular meeting in March. The nominating committee shall prepare the ballot, which shall include the original list of nominees and those nominated from the floor. Each member of the Chapter shall be provided with a ballot at least two weeks prior to the ballot count.

SECTION 2.

The ballots shall be counted, and certified by tellers appointed by the President, and the results shall be reported to the members.

SECTION 3.

Not later than May 31, the Chapter Secretary shall notify the Great Lakes Region Institute Directors and the Institute office of the results of the election, and shall submit to them a complete listing of the Chapter officers for the coming year, with addresses and telephone numbers.

SECTION 4.

Each elected Director shall take office on July 1, and shall serve for a term of three (3) years.

SECTION 5.

Directors cannot be elected to serve more than two (2) consecutive terms. The president/president-elect or vice-president shall not hold the same office for more than two consecutive terms.

SECTION 6.

Only Chapter members in good standing are eligible to be elected to the Board.

SECTION 7.

Should a majority of the Board be unable to serve for the unexpired term of their office or to the next annual meeting of the Chapter, the officer pro-tem appointed by the remaining Board members shall request the Chapter nominating committee to nominate and the Chapter to elect new members to the Board to fill the unexpired terms in accordance with Article VI, Section 1, except that such elections shall be held at the next regular Chapter meeting.

ARTICLE VII - Membership

SECTION 1.

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

SECTION 2.

Membership in the Institute is a prerequisite to membership in the Chapter.

SECTION 3.

A Chapter member may be elected as an Honorary Member by the Chapter only if he has been elected as an Honorary Member by the Institute.

SECTION 4.

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

ARTICLE VIII - Meeting of Members

SECTION 1.

The annual meeting of the Chapter shall be held during the month of June at which time committee reports shall be submitted. The secretary shall submit a report on the activities of the Chapter during the past term of office. The treasurer shall submit an annual report of the finances of the Chapter. A copy of these reports shall be sent to the Great Lakes Region Institute Directors, and to the Chapter Librarian.

SECTION 2.

Regular meetings of the Chapter shall be held monthly, except when otherwise decreed by the Board. Not less than ten (10) regular meetings shall be held in the fiscal year.

SECTION 3.

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

SECTION 4.

Minutes of regular and special meetings shall be distributed to the members and shall be mailed to the Great Lakes Region Institute Directors and to the Chapter Librarian.

SECTION 5.

These bylaws, together with the applicable provisions of the Institute Bylaws and Robert's Rules of Order Newly Revised, shall govern the conduct of business of the Chapter.

ARTICLE IX - Fiscal Administration

SECTION 1.

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

SECTION 2.

The annual Chapter dues shall be established in the Chapter Administrative Guide, except that Members Emeritus and Honorary Members shall not be subject to dues. Changes in the Chapter dues or dues structure shall be as approved by a majority vote of the Chapter membership present at a regular or special Chapter meeting. All such changes shall be as

publicized in the Chapter newsletter or by letter to the membership, published or issued, at least two weeks prior to a regular or special meeting.

SECTION 3.

Annual dues notices shall be mailed by the Institute at least two months in advance of each member's anniversary date and are payable when rendered. Initial dues shall accompany the membership application. An applicant may select introductory membership (membership optionally available for an initial period of six months) at one-half the annual dues for the appropriate membership classification; provided the applicant has not been a member for at least one year preceding the month of application.

SECTION 4.

Institute and Chapter dues shall be paid to the Institute with the Chapter dues being returned to the Chapter by the Institute.

ARTICLE X - Audit

The Board shall appoint a committee to audit the books and transactions of the treasurer at the close of the fiscal year. (A report shall be read at the first regular Chapter meeting after September 1.)

ARTICLE XI - Delegation of Authority

Neither the Board nor any Officer or Director of this Chapter shall delegate any of its or his authority, rights or power conferred by statute or these Bylaws, unless such delegation is specifically prescribed or permitted by these Bylaws.

ARTICLE XII - Relations with Great Lakes Region

SECTION 1.

The Chapter is a part of the Great Lakes Region and as such shall fulfill all regulations assigned thereto.

SECTION 2.

Whenever an office of Institute Director for the Great Lakes Region is about to become vacant, the Board shall consider recommendations to the nominating committee for the office, all as provided in the Institute Bylaws.

ARTICLE XIII - Amendments

SECTION 1.

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

SECTION 2.

These Bylaws may then be amended by a two-thirds vote of the professional, industry and associate members at the regular meeting or a special meeting.

ARTICLE XIV - Termination of the Chapter

Should the Chapter be dissolved or cease to exist for any reason, all funds remaining in the treasury, after discharge of all just obligations, shall be donated to the Indianapolis Chapter CSI Educational Memorial Trust to be distributed in accordance with the provisions of the Trust.