

ACTIVE CHAPTER BYLAWS

Approved February 1997
Bylaws Revisions January 27, 2000 by General Membership Vote
Bylaws Revisions February 26, 2004 by General Membership Vote
Bylaws Revisions October 27, 2005 by General membership Vote
Bylaws Revisions July 6, 2006 by Board Action for minor typographical and grammar corrections
Bylaws Revisions December 2, 2010 by Board Action for minor typographical and grammar corrections
Bylaws Revisions, October 25, 2012 by Board Action to align with National and Regional Bylaws, by General Membership Vote

Bylaws of the Akron-Canton Chapter of The Construction Specifications Institute, Inc.

ARTICLE I - NAME

Section 1

- A. The name of this organization is the Akron-Canton 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."

Section 2

- A. The Chapter shall be affiliated with a region of the Construction Specifications Institute. Regions are areas geographically designated by the Institute Board. Currently the Chapter is affiliated with the Great Lakes region hereinafter referred to as the "Region."

ARTICLE II - GOVERNING AUTHORITY

Section 1

- A. The Chapter is governed and operated in accordance with the laws of the State of Ohio, 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

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

Section 2

- A. The name, funds, or influence of the Chapter may be used only in support of this purpose.

ARTICLE IV - BOARD

Section 1

- A. The management and direction of the Chapter shall be delegated exclusively to its board.

Section 2

- A. The board shall consist of the following positions: president, two vice presidents, secretary, treasurer, immediate past president and three directors. Emerging Professional members may serve in any of the elected positions.
- B. If the Chapter includes a student affiliate, a student affiliate representative shall be a non-voting member of the board.

Section 3

- A. All members of the board are eligible to vote on Chapter business.

Section 4

- A. The board shall consider requests for change to retired or emeritus status, and submit certified requests to the Institute.

Section 5

- A. The board shall select all standing and special committees, designate duties, and may authorize compensation for justifiable expenses.

Section 6

- A. 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.
- B. The business of the board and the Chapter can be conducted in person or by authorized communications equipment, provided they are conducted by an audio, video, close-captioned or computer based teleconferencing technology that allows all persons participating to understand all items under discussion and comments by all participants. Notice of said business can be provided by personal delivery, telegram, U.S. postal service, courier service, or authorized electronic communication equipment.

Section 7

- A. A majority of the board shall constitute a quorum.

Section 8

- A. Should a vacancy occur in any office of the Chapter, the board shall by two-thirds affirmative votes of the board membership to fill such vacancy by appointment of a member eligible by all other criteria for the duration of the unexpired term.

Section 9

- A. When appropriate, the Chapter board shall appoint a student affiliate committee of three or more members. This committee shall be responsible for conducting liaison in the name of the Chapter with the student affiliate by providing an advisor, support, guidance and program speakers.

ARTICLE V - OFFICERS

Section 1

- A. The president shall be a director, serve as chair of the board, preside at Chapter meetings, select the chair's of standing and special committees, serve as an ex-officio member of all committees, see that orders and resolutions of the board are carried into effect, and co-sign agreements, legal documents, and other formal instruments of the Chapter. In the absence of the president, the first vice president shall discharge the duties of the president.
- B. The term of president will be for one year and will coincide with the Institute fiscal year.
- C. The maximum number of consecutive terms a president is permitted to serve is two.

Section 2

- A. The first vice president shall be a director, be in charge of committees prescribed by the board, and perform other duties assigned by the president and the board. In the absence of the first vice president, the board shall designate the second vice president to discharge the duties of the first vice president.
- B. The term of first vice president will be for one year and will coincide with the Institute fiscal year.
- C. The maximum number of consecutive terms a first vice president is permitted to serve is two.

Section 3

- A. The second vice president shall be a member and a director. The second vice president shall be in charge of committees prescribed by the board. The second vice president shall not hold the office for more than two consecutive one-year terms.
- B. The term of second vice president will be for one year and will coincide with the Institute fiscal year.
- C. The maximum number of consecutive terms a second vice president is permitted to serve is two.

Section 4

- A. The secretary shall be a director; maintain records and correspondence of the Chapter, its board and committees; attend and approve the record of the proceedings of board and Chapter business meetings; notify members of their election or appointment to the board, its offices and committees; per Article VII keep a current roster of names and addresses of the members of the Chapter; the board and the various committees; prepare and co-sign agreements and formal instruments except those pertaining to the treasurer; submit a report of the secretary's office at the annual Chapter business meeting; and perform other duties as assigned by the president and the board. The secretary shall see that notices are sent at least seven days in advance of all meetings of the board and of the Chapter.
- B. The secretary will review and approve all Chapter correspondence recorded or created by the executive director—if the position exists—prior to its distribution to the board or the membership at large.

Section 5

- A. The treasurer shall be a director; collect, receive and account for monies and securities paid, transferred or contributed to the Chapter; deposit, disburse and dispose of the funds and securities, subject to the direction of the board; keep accurate books of account; render at each board meeting a financial statement of account including transactions of the treasurer and current financial condition of the Chapter; co-sign checks and other formal instruments pertaining to the treasurer; submit an annual financial report at the annual Chapter business meeting; and perform other duties as assigned by the president and the board.
- B. At the close of the fiscal year, the treasurer shall determine if informational forms and tax returns are required, file required forms, and pay taxes due to the Internal Revenue Service and other authorities within the prescribed time limits.

Section 6

- A. The immediate past president shall chair the advisory council and perform other duties assigned by the board. The immediate past president shall hold the office for the year following his or her term as president, serving as an unelected director.

ARTICLE VI - NOMINATION AND ELECTION OF OFFICERS AND DIRECTORS

Section 1

- A. Not later than January 15 of each year, the immediate past president shall chair the nominating committee, and the board shall appoint four members to the nominating committee.

Section 2

- A. The nominating committee shall endeavor to select candidates so the composition of the board reflects the diversity of Chapter membership. The committee shall endeavor to list at least twice the number of candidates of the appropriate classification for all vacancies, and shall present the list to the Chapter not later than the regular meeting in February. At this meeting, Chapter members may present nominations from the floor. Election for contested offices shall be by ballot.

Section 3

- A. The nominating committee shall prepare the ballot, listing the candidates nominated by the committee and by Chapter members, indicating the maximum number of candidates that may be voted for, and providing spaces for write-in candidates. Each voting member of the Chapter shall be provided with a ballot at least two weeks prior to the ballot count. For purposes of Chapter elections, voting members shall include Professional members and Emerging Professional members. The winner shall be the candidate who receives the most votes for the position. Ties shall be resolved by coin toss as presided over by an officer of the board, the candidates in question and two other members of the Chapter as witnesses, as mutually agreed to.

Section 4

- A. At least 14 days before the March membership meeting, the nominating committee shall distribute the ballot to the membership, with a notice of the time and place for the receipt of ballots. Ballots shall be received from the membership before the close of the March membership meeting.
- B. The ballots shall be counted and certified by tellers appointed by the president, and the results shall be reported to the members.

Section 5

- A. The committee shall report the election results to the candidates at the March membership meeting. The committee shall report the results of the election in the April issue of the Chapter newsletter, listing candidates and vacancies filled.

Section 6

- A. At the April board meeting, the continuing and newly elected directors shall elect officers from the continuing or newly elected directors serving for the following fiscal year, except that the president, if willing, shall assume the office of immediate past president as the term of the successive president begins.

Section 7

- A. Not later than April 30 the Chapter secretary shall notify the Region Secretary and Institute office the results of the election and shall submit to them a complete listing of the officers for the coming fiscal year, with their contact information.

Section 8

- A. The terms of directors and officers shall begin at the commencement of the fiscal year, July 1.

ARTICLE VII - MEMBERSHIP

Section 1

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

Section 2

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

Section 3

- A. A Chapter member may be classified as an Honorary Member, Distinguished Member or a Lifetime Member only by action of the Institute.

Section 4

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

ARTICLE VIII - MEETING OF MEMBERS

Section 1

- A. The annual meeting of the Chapter shall be held before the end of the fiscal year 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 Region secretary.

Section 2

- A. Regular meetings shall be held monthly, except when otherwise decreed by the board. Not less than nine regular meetings shall be held in the fiscal year.

Section 3

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

Section 4

- A. Minutes of regular and special meetings, as approved and reviewed by the Chapter secretary shall be distributed to the members with a copy to the Region secretary.

Section 5

- A. 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

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

Section 2

- A. The annual Chapter dues shall be set by the board. Any change in the dues structure shall be approved by a two-thirds majority of those board members present at a regularly scheduled meeting. Members Emeritus, Honorary Members, and Lifetime Members shall not be subject to dues.

Section 3

- A. 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

Section 1

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

ARTICLE XI - AMENDMENTS

Section 1

- A. Proposed amendments to these Chapter bylaws shall first be submitted to the Institute secretary for approval. After Institute secretary approval, they shall then be publicized or otherwise sent by authorized communication to the members of the Chapter prior to a regular meeting or by authorized communication at least two weeks prior to a special meeting.

Section 2

- A. Following publication, the amendments must be approved by a two-thirds vote of the voting members present at the regular meeting or a special meeting.

END OF CHAPTER BYLAWS