

BYLAWS
of The Phoenix Chapter of
THE CONSTRUCTION SPECIFICATIONS INSTITUTE. INC.

ARTICLE I NAME

1.1 The name of this organization is "THE PHOENIX CHAPTER OF 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 2 GOVERNING AUTHORITY

2.1 The chapter is governed and operated in accordance with the Laws of the State of Arizona 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 3 PURPOSE AND POLICY

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

3.2 The name, funds or influence of the chapter may be used only in support of this purpose.

3.3 The chapter endorses a non-discriminatory policy as to membership and does not restrict membership based on a classification ratio or any other practice.

ARTICLE 4 BOARD

4.1 The management and direction of the chapter shall be delegated exclusively to its board.

4.2 The Board shall consist of eleven members: president, president-elect, first vice president, second vice president, secretary, treasurer, immediate past president, and four directors; two professional and two industry. The nominees for second vice president shall be comprised of Industry/Associate members one year and professional members the next year. Nominees for secretary and treasurer may be professional, industry, or associate members. The positions of two of the four directors shall be elected each year, the nominees for one director shall consist of professional members and the nominees for the other position shall consist of industry/associate members. . A student affiliate representative may be a non-voting member of the board.

4.3 All members of the board are eligible to vote on chapter business.

4.4 The board, through the action of the authority delegated to the chapter membership chairman, shall receive and promptly consider applications for membership in the chapter received from prospective members, meeting the qualification for Institute membership, may

accept resignations from the chapter; and shall promptly report its actions on membership to the Institute.

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

4.6 The board shall schedule monthly business meetings. Special meetings shall only be held on call of the president or a majority of the board upon seven days written notice.

4.7 A majority of the board shall constitute a quorum.

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

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

ARTICLE 5 OFFICERS

5.1 The president shall serve as chairman of the board, shall preside at all chapter meetings, shall select the chairmen of temporary committees, shall appoint the chapter delegates to the Annual Meeting of the Institute (unless they are elected by the chapter members), shall be ex-officio member of all committees, and shall sign all agreements and formal instruments.

5.2 The president-elect shall serve upon the absence of the president, shall perform other duties as assigned by the board.

5.3 The vice presidents shall perform such assignments as delegated by the president or board.

5.4 The secretary shall see that notices are sent at least seven days in advance of all meetings of the board and of the chapter and shall keep accurate minutes thereof. He/she shall maintain a file of all correspondence; shall keep a roster of members and committees; shall cosign all agreements and formal instruments, except those pertaining to the office of treasurer and shall submit a report of her/his office at the Annual Meeting. He/she shall perform other duties as assigned by the board.

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

ARTICLE 6 NOMINATION AND ELECTION OF OFFICERS AND DIRECTORS

6.1 Officers and directors shall be elected by the members of the chapter to those offices as established by Article 4. At the installation of officers, the outgoing President shall assume the

past president position on the board and the current president-elect shall assume the president position on the board without election.

6.2 Each elected Board member shall take office on July 1st.

6.3 The president, president-elect, and vice presidents(s) shall hold the same office for no more than two (2) consecutive years.

6.4 Director's term of office shall be for two(2) years.

6.5 A nominating committee shall be appointed by the board not later than January 20. The nominating committee shall prepare a list of nominees, showing at least one name for each elective position on the board due to become vacant, and shall present the list to the chapter not later than the regular meeting of the members in February. At this time, the members may present nominations from the floor. Election shall be by written ballot. The nominating committee shall prepare the ballot, which shall include the original list of nominees and those nominated from the floor. Each voting member of the chapter shall be provided with a ballot at least two weeks prior to the ballot count. Election of officers and directors shall be held at the regular meeting of members in March.

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

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

ARTICLE 7 MEMBERSHIP

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

7.2 Membership in the Institute is a prerequisite to membership in the chapter.

7.3 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.

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

ARTICLE 8 MEETING OF MEMBERS

8.1 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 of the chapter during the past term of office and the treasurer shall submit an annual report of the finances of the chapter. A copy shall be sent to Institute Directors.

8.2 Regular meetings shall be held monthly, except when otherwise decreed by the board. No less than ten regular meetings shall be held in the fiscal year.

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

8.4 Minutes of regular and special meetings shall be distributed to the members and shall be mailed to the Institute Directors.

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

ARTICLE 9 FISCAL ADMINISTRATION

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

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

9.3 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 allocation.

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

ARTICLE 10 AUDIT

10.1 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 11 AMENDMENTS

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

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

Effective Retroactive to December 1986

Revised August 6, 1986

Retyped August 14, 1998

Revised April 15, 2003