

INTRODUCTION

There are several references available to provide guidance to the Phoenix Chapter CSI Board of Directors including the Chapter Bylaws and the Administrative References published annually by the national CSI.

However, there has been expressed desire by new incoming Board members and Officers to have a policy reference to provide continuity and guidance on some procedural matters.

The purpose of this Phoenix Chapter CSI Policy Handbook is to provide this historical perspective to provide this continuity and guidance.

There are 4 key items that this Phoenix Chapter CSI Policy Handbook addresses: Expenditures, Fund Raising, Joint Meeting/Conference/Seminars/Trade Shows, Scholarships.

It is intended that this Phoenix Chapter CSI Policy Handbook will be a living document and that policy will be adapted and revised as necessary to address the current issues being addressed by the Phoenix Chapter CSI Board of Directors.

EXPENDITURES

There are 2 major types of expenditures:

- 1) those that have been budgeted in the Chapter's Annual Budget, and;
- 2) those expenditures that occur throughout the year that have not been anticipated by the Budget and therefore are unbudgeted.

Budgeted Expenses:

The major expenses that have been included in the Budget are:

Chapter Meetings: This item includes the cost for the meal and is the single largest cost experienced by the Chapter. This expense should be more than offset by the meal cost incorporated into the dues for prepaid meals. Although all Chapter members prepay for every monthly meeting, it is anticipated in the Budget process that not all members will attend every meeting. The difference in the amount charged and that actually expended is usually used for other budgeted items. In addition, minimal costs for speaker gifts and A/V equipment should be considered as part of the Chapter Meeting expense.

Non-member guests that are considering Chapter membership should be encouraged to attend Chapter Meetings by providing the meal at no charge for their first meeting. Attendance at second and successive meetings by non-members, and attendance by out-of-town CSI members who are not candidates for Phoenix Chapter membership, should be charged a nominal cost to defray the meal expense.

A Chapter member who is unable to attend a Chapter Meeting may send a non-member guest to a Chapter Meeting at no charge to the guest.

The key question to be asked regarding "free meals" is whether or not this individual is a prospective member.

Board Members need to keep in mind that the Program is key to attendance at Chapter Meetings and that attendance at Chapter Meetings is an indicator of the health of the Chapter.

Members who do not attend Chapter Meetings typically will drop their membership in CSI, with the resultant drop in dues paid to the Chapter.

Newsletter:

This item includes the cost for printing and mailing the newsletter. Although advertising offsets a portion of the cost, historically it has not been the policy of the board that the advertising will totally pay for the newsletter costs.

It has been a concern of past Board Members that the newsletters not become overly burdened with advertisements. Dues and other income make up the portion of the cost that is not covered by advertising.

Attendance at President's Meetings, Region Conferences, Leadership Seminars, and National Conventions:

These events make up major costs to the Chapter, which are not offset by income items on the Budget. The purpose of sending delegates to attend these activities shall be to provide a benefit to the Chapter membership.

Guidelines for Reimbursement:

2. Expenses That Are Reimbursed:
 1. Registration: The least expensive fee when less expensive registration fees are offered to encourage early registration. Not included are optional fees, such as tours, entertainment, and pre-event and post event activities.
 2. Transportation: Expenses for parking at or near the airport, shuttle service to and from the airport, and airfare. Not included are expenses for mileage and taxi fares.
 3. Lodging: Expenses for a single room, taxes, and when directly applicable to Chapter business, telephone. Room shall be occupied by two qualified attendees of the same gender when possible. Not included are the share of expenses for unqualified attendees, such as non-member spouses and friends.
 4. Meals: Not included.
3. Reimbursement for Secondary Qualified Attendees: Base on the budget and prior approval of the Board of Directors.
4. Original receipts shall accompany requests for reimbursement.
5. Treasurer shall reimburse attendees as soon as possible after receiving requests for reimbursement.

President's Meeting:

1. This meeting is held annually soon after Chapter elections. It is a Region Level meeting, usually held at the same venue that will be used for the Region Conference. Registration is free normally. It provides an opportunity for orientation of the incoming President and President Elect by the Institute Directors and allows for interaction with other chapter presidents and president elects in the Southwest Region.
2. Qualifying Attendees:
 1. Primary: Incoming president and president-elect who shall be reimbursed in accordance with the guidelines described above.
 2. Secondary: None.
3. Attendees who have received reimbursement shall report information about the upcoming Region Conference and about other actions taken at this meeting to the Board and Chapter.

Region Conferences:

1. This conference provides orientation and training seminars and workshops for chapter committee chairs primarily and officers and directors secondarily, and other interested chapter members. The venue for the conference rotates each year amongst the chapters of the Southwest Region according to the Region's schedule.
2. Qualifying Attendees of Conferences Held Outside the Phoenix Metropolitan Area:
 1. Primary: The President who shall be reimbursed in accordance with the guidelines described above.
 2. Secondary: Current Committee Chairs, Officers, and Directors, and Immediate Past President who shall be reimbursed in accordance with the guidelines described above, but limited to a maximum of \$150 per attendee.
3. Qualifying Attendees of Conferences Held Within the Phoenix Metropolitan Area:
 1. Primary: The President and Conference Chair who shall be reimbursed in accordance with the guidelines described above.
 2. Secondary: Current Committee Chairs, Officers, and Directors, and Immediate Past President who shall be reimbursed for registration in accordance with the guidelines described above.
4. The Immediate Past President shall present the chapter's report of activities during the preceding financial year at the business meeting. The President shall make the presentation when the Immediate Past President does not attend the Conference.
5. The President shall report actions taken at the business meeting to the Board and Chapter.
6. Attendees, who have received reimbursement, shall report significant knowledge they acquired at the conference to the Board and Chapter.

Leadership Seminar:

1. This seminar is held in early November by the Institute in various locations throughout the nation for the benefit of region and chapter leaders. It primarily addresses how leaders can affect recruitment and retention of members. Registration is free normally. All Chapter leaders shall be encouraged to attend.
2. Qualifying Attendees:
 1. Primary: Chapter President and Membership Chair.
 2. Secondary: None.
3. Reimbursable Expenses: In accordance with the guidelines described above, but limited to \$500 per attendee.
4. Attendees who have received reimbursement shall report significant events of the seminar to the Board and Chapter.

National Convention:

1. The National Convention provides educational seminars and workshops and the largest non-residential trade show each year for all CSI members. Attendance by Chapter members shall be encouraged since these conventions provide insight into the goals and purposes of CSI. The location changes each year.

2. Qualifying Attendees of Conventions Held Outside the Phoenix Metropolitan Area:
 1. Primary: The President and President Elect who shall be reimbursed in accordance with the guidelines described above, including lodging required by the President Elect to attend the President Leadership Workshop held the day before the convention.
 2. Secondary: Outgoing and Incoming Committee Chairs, Directors, and Officers (except President and President Elect) who shall be reimbursed in accordance with the guidelines described above, but limited to a maximum of \$150 per attendee.
3. Qualifying Attendees of Conventions Held Within the Phoenix Metropolitan Area:
 1. Primary: The President, President Elect, and Convention Chair who shall be reimbursed in accordance with the guidelines described above, including lodging required by the President Elect to attend the President Leadership Workshop held the day before the convention.
 2. Secondary: Outgoing and Incoming Committee Chairs, Officers, and Directors, and Immediate Past President who shall be reimbursed in accordance with the guidelines described above, but limited to a maximum of \$100 per attendee.
4. The Incoming President shall report actions taken at the business meeting to the Board and Chapter.
5. Attendees who have received reimbursement shall report significant knowledge they acquired at the convention to the Board and Chapter.

Committee:

Each committee should have a line item in the budget to cover costs of committee activities. Costs normally covered by the budget should include postage, photocopies, purchase of library materials.

Costs normally not covered by the Budget are for meals at committee meetings, travel costs by Chairman or committee members and costs for special activities such as seminars or workshops.

It is recommended that the Board approve costs for a single expenditure in excess of \$100.

Anticipated costs for a committee activity (such as hosting a workshop) should be included as separate line items on the Budget.

Awards:

The Chapter should provide Recognition for a job well done. However, those individuals who assume the responsibility for a task do not always require such recognition.

There is no requirement that each and every individual who has provided service to the Chapter should be given a plaque, certificate or other gift to commemorate their service to the Chapter.

In some instances, the cost for awards can become a burden upon the Chapter. Also, the giving of numerous awards can cheapen the award. Awards not only provide recognition to the recipient, they can encourage other members to participate in Chapter activities.

Un-budgeted Expenses:

During the year, opportunities may be presented that will cause an expense to be incurred that was not included in the budget.

Historically these expenses have included food and beverage costs for special celebrations, costs for plaques for special awards and printing/postage costs for special mailings to the membership.

The Board should approve ALL unbudgeted expenses PRIOR to these expenses being incurred. In those cases that an Officer or Committee Chairman chooses to incur an unbudgeted expense without Board approval, that individual assumes the risk for payment of that expense should the Board decide not to approve the expenditure.

In all cases, the overriding policy regarding all expenses should be focused on whether or not the expense provides a benefit to the Chapter.

FUND RAISING

Dues do not cover all of the expenses incurred by the Chapter. Additional funds are required that are acquired through fund-raising activities.

The 2 primary fund raising activities of the Phoenix Chapter have been the annual golf tournament and an annual trade show.

It is important to remember that the purpose of the Chapter is not to raise funds. The purpose of raising funds is to facilitate the Chapter's goals and objectives.

JOINT MEETINGS, CONFERENCES, SEMINARS, AND TRADE SHOW

From time to time, the Phoenix Chapter CSI is approached by other organizations for joint participation in hosting meetings, conferences, seminars and trade shows.

The hosting of these activities by several organizations may be beneficial due to the potential for additional attendance.

Historically, "joint hosting" has been detrimental on a few occasions due to loss of control over the activity by the Chapter.

Experience has shown that the integrity of the meeting, conference, seminar and trade show is best kept to the objectives and goals of the Phoenix Chapter CSI when the Chapter solely hosts that activity.

If expectations and responsibilities are well communicated between the various host organizations it may be possible to have a successful joint program.

It should be the policy of the Phoenix Chapter that the Board carefully considers the benefits/costs of a joint meeting prior to accepting an invitation by another organization.

In addition, the Chairman and committee for joint activities should be experienced in the type of activity being undertaken and they should be carefully selected from the membership of the Chapter.

SCHOLARSHIP (Kenn Lockhart Memorial)

Kenneth Lockhart, FCSI was the specification writer for the Taliesin Fellowship (Frank Lloyd Wright School of Architecture). Kenn was a member of the Phoenix Chapter CSI and served the Chapter, Region and Institute in several committee positions. He was well liked and respected locally and

nationally. When Kenn passed away, the Board of Directors of the Phoenix Chapter CSI passed a motion to provide a scholarship fund in Kenn's memory.

The fund is identified as a line item on the Chapter Budget and the funds are carried in the Chapter bank account.

There is currently no separate banking account for these funds, however, this might be recommended for future action by the Board of Directors.

Also, there is no policy currently developed for the disbursement of funds for this scholarship. It is recommended that the Board of Directors should investigate similar scholarship funds to determine the best course of action for this memorial.

In addition, it is recommended that the Board consult with Kenn's widow as to the proper usage of this fund.

Of course, this fund should be somehow related to the advancement of construction technology and encouragement of young people to pursue a career in specification writing in particular.

END OF POLICY HANDBOOK