

Phoenix Chapter CSI Policy Handbook

February 12, 2015

PART 1 - GENERAL

1.1 SUMMARY

- A. The purpose of this Phoenix Chapter CSI Policy Handbook is to provide chapter policy, guidance, along with a historical perspective.
- B. There are several references available to provide guidance to the CSI Phoenix Chapter Board of Directors including the Chapter Bylaws and the Administrative References published annually by the Institute. This document is intended to support the Chapter and Institute Bylaws, if contradictions between this document and the Bylaws exist, the Bylaws shall govern in all aspects.
- C. It is intended that this CSI Phoenix Chapter 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. Previous policies are listed for recording and reference. Historical notes are italicized.

PART 2 - MEMBERS

2.1 MEMBERSHIP CLASSIFICATIONS

- A. There are three membership classifications within CSI.
 - 1. Professional:
 - a) A person that will author, manage, or communicate building information; to create, interpret, or use construction documents; or to educate, support, or assist the construction industry.
 - b) *The Professional classification used to be two different categories, the first was "Professional" and consisted of people that worked in jobs considered to be "professions" i.e. architects, specifiers, engineers, and lawyers, etc. The second category was "Industry" and consisted of product representatives, contractors, etc. The bylaws used to mandate that the elected-board, other than the secretary and treasurer, would alternate between Professional and Industry members. This kept a board that was fairly balanced and represented the membership. In an effort to maintain that balance it is suggested that the nominating committee consider the professions of the members and try to alternate whenever possible.*
 - 2. Emerging Professional:
 - a) A person that has less than three years of experience.
 - 3. Student:
 - a) A full time student in a construction-related curriculum.

2.2 CHAPTER MEMBERSHIP DUES

- A. Chapter membership dues are established by the Board and reviewed annually. The following Chapter members shall be exempt from Chapter dues:
 - 1. Members elected as Institute President and have been Chapter members in good standing for at least 5 years, or
 - 2. Members nominated by the Phoenix Chapter for Members Emeritus or Distinguished Members status, and their status is accepted by the Institute,

2.3 BOARD OF DIRECTORS

- A. The management and direction of the chapter shall be delegated exclusively to the Board of Directors (Board).
- B. The Board shall consist of the following positions:
 - 3. President
 - 4. President-Elect
 - 5. Immediate Past President
 - 6. First Vice President
 - 7. Second Vice President
 - 8. Secretary
 - 9. Treasurer
 - 10. And four (4) Directors
- C. Emerging professional members may serve in any of the elected positions. A student affiliate representative may be a non-voting member of the Board. All members of the Board, except the student affiliate representative, are eligible to vote on chapter business.
- D. A majority of the Board shall constitute a quorum (six (6) Board Members).
- E. 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. Board meetings may be held via electronic means provided they are conducted by an audio, video, or computer based teleconferencing technology that allows all persons participating to hear each other at the same time.
- F. The Officers have the following general responsibilities:
 - 1. President
 - a) The president is the key leader of the chapter
 - b) Makes sure that the Board and committees are functioning properly.
 - c) Delegates as much authority to the officers, directors, and committee chairs as possible to avoid being burdened with details.
 - d) Presides over the executive committee, Board, and chapter meetings in accordance with established parliamentary procedures.
 - e) Appoints chairs of standing and special committees. If the committee selects committee members, they should be approved by the President.
 - f) Maintains close liaisons with Institute directors.
 - g) Keeps the members informed. Writes a "President's Column" in the chapter newsletter to discuss policy changes, new programs, and other important issues.

- h) Acts as spokesperson for the Chapter; speaking before construction industry groups to enhance the image of CSI.
- i) Is thoroughly conversant with the Rules of the Board of the Institute and the Regulations for Annual Meetings of the Institute.

2. President-Elect

- a) As successor to the President, the President-Elect should become familiar with the procedures and requirements of that office.
- b) As a member of the executive committee, the President-Elect performs assignments and duties as required by the President and the Board.
- c) The President-Elect shall serve in the absence of the President.

3. Vice Presidents

- a) The Vice Presidents direct and coordinate the activities of chapter committees.
- b) Attends meetings of the committees assigned to report to the Vice President, and is an ex-officio member.
- c) Keeps the President and Board aware of committee activities and concerns.

4. Secretary

- a) The Secretary's minutes are the chapter's history. As the only written record of chapter activities, the minutes are accepted as legal evidence of resolutions and actions taken.
- b) Records and prepares the minutes of executive committee, Board, Chapter, and other meetings where applicable.
- c) Receives, distributes, and promptly answers all chapter correspondence.
- d) Maintains a permanent chapter file of correspondence, membership records, minutes of meetings, rosters, chapter newsletters, and other non-technical chapter publications.

5. Treasurer

- a) Keeps accurate financial records and prepares the chapter budget, so knowledge of bookkeeping is important.
- b) Serves as Chair of the Finance Committee
- c) Prepares the annual budget in detail, and presents to the Chapter Board for approval.
- d) Maintains accurate bookkeeping of all checks, deposits, and dues reimbursements from the Institute.
- e) Submits a financial report at the annual business meeting. Auditor's report is due at the first board meeting after the start of the fiscal year.
- f) Prepares a schedule of fixed annual payments for tax reporting forms and post office mailing permits.

6. Immediate Past President

- a) Serves as advisor to the Board: the experience as President of the Chapter enables the Past President to give the chapter board counsel consistent with the objectives of the Institute.

- b) Serves as liaison with local professional and trade associations (AIA, ACEC, AGC, and others).
- 7. Chapter Directors
 - a) Chapter Directors are normally the potential officers of the chapter.
 - b) It is recommended that ad hoc and special committees be chaired by a director.

2.4 COMMITTEES AND TASK TEAMS

- A. Committees are the life blood of the chapter and CSI. Participation on a committee by all chapter members is strongly encouraged. The leading cause of failure to retain members is the lack of involvement. Getting new members to join and participate in a committee early in their membership is paramount to their individual success and attitude towards CSI.
- B. Each Committee and Task Team must be led by a Chairperson (Chair) or Co-Chairs as determined by the Board or President. Chairs have these common responsibilities:
 - 1. Report monthly updates at the Board Meetings.
 - 2. Recruit members to serve on their committees.
 - 3. Create and implement plans for yearly activities.
 - 4. Maintain complete files on all committee activities and prepare a final report to a designated Board Member prior to the June Board meeting.
- C. The chapter has the following standing committees that generally parallel Institute committees:
 - 1. **Academic Affairs Committee (Academic Liaison).** The goal of the committee is to interface with the local colleges and universities to present CSI-oriented educational opportunities, for the development and support of the students.
 - a) Makes and maintains contacts at local academic institutions that have engineering, architectural, or other construction related programs.
 - b) Develop programs to take to the students and utilize CSI chapter resources for the benefit of the students.
 - 2. **Awards Committee.** The goal of the committee is to recognize the talent, achievements, and notable contributions to the construction industry that support the purpose of CSI and complete nominations for Institute and SW Region Awards.
 - a) Must be familiar with Honors and Awards categories of the Institute and SW Region.
 - b) With their committee, actively seeks out worthy candidates for awards.
 - c) Assures that awards applications are completed properly and submitted by or before the deadline date.
 - d) Develop Phoenix Chapter Awards.
 - 3. **Bylaws Task Team.** The goal of the committee is to review the by-laws annually and update through institute as needed.
 - a) Reports to the Chapter Secretary
 - 4. **Certification Committee.** The goal of the committee is to encourage certifications and facilitate education for the CDT, CCS, CCCA and CCPR exams and keep course material up to date.

- a) Coordinates educational programs for certification study and exam preparation.
 - b) Coordinates with Media Chair for advertising of all events and acknowledge new certifications.
 - c) Follow up with new certificants to ensure receipt of their certificates from Institute.
 - d) Develop a program to remind chapter members of certification renewals.
5. **Finance Task Team.** The goal of the committee is to provide independent review of Chapter expenses.
- a) Reports directly to the Board.
 - b) Budget Team (lead by the current President-Elect) shall complete a budget encompassing all Chapter expenses (including committees) in April/May for the upcoming FY and submit to the board.
 - c) Audit Team (lead by the recently elected President-Elect) shall review all chapter expenses for the past FY and report findings to the board.
6. **Fundraising Committee.** The goal of the committee is to develop opportunities to raise funds, primarily through educational means. *Currently the Chapter raises funds through membership, a golf tournament, and 50/50 raffles at the monthly meetings.*
- a) Committee provides means to supplement Chapter funds.
 - b) The Chapter is a 501 c3, allowing any funds generated through education to be collected tax free.
 - c) Interfaces with Education and Certification Committees.
 - d) Provide supplemental (fun) opportunities
 - e) *Primary funds from the Chapter's golf tournament are disbursed in accordance with the September 2009 Board approved schedule as follows:*
 - i. *\$2,500 or 25% of Gross Profit, whichever is larger, be taken first and put in the Phoenix Chapter Student Education Fund (formerly the Chapter Scholarship Fund). This money will be used to fund the ASU AIA's Product Show, Future Cities and reimbursing students' fees for a successful CDT exam.*
 - ii. *\$1,000 or 10% will be taken second and will be added to the CSI Phoenix Chapter general fund. This is to cover any additional operating or miscellaneous expenses and, as this is our primary fundraiser, to help with the overall financial health of the chapter. In the event that the golf tournament raises less than \$3500, the Chapter general fund will receive whatever is left over after the \$2500 is taken for the Student Education Fund.*
 - iii. *All remaining money will be put in the CSI Phoenix Chapter Student Education Fund and will be distributed to The Kenn Lockhart Foundation within 4 weeks of the end of the Golf Tournament.*

7. **Future Cities Committee.** The Future Cities is a national competition for junior high school students to develop a city based on the annual theme and, through a timed verbal presentation of their model and a question and answer session, present their vision to the public and judges. The city must encompass all components needed to maintain a thriving population and addresses housing, industry, farming, transportation, utilities, among others.
- a) *Jay Norton is the liaison between Future Cities and the Chapter. Jay also liaisons with other groups similar to CSI.*
 - b) *The Phoenix Chapter has sponsored a monetary award for the team that has identified the best use of building materials with their vision.*
 - c) The Chair:
 - i. Schedules the needed times and places with the liaison.
 - ii. Coordinates and leads the committee.
 - iii. Presents the award to the winning team.
 - d) The Committee:
 - i. Reviews the models and narratives in advance of the presentations.
 - ii. Attends selected presentations
 - iii. Narrows selections for award.
8. **Imagination Cube (I-Cube) Committee.** The I-Cube is an Arizona design competition sponsored by CSI and the Arizona Chapter of the AIA. The primary goal of this committee is to promote CSI to Arizona architects, designers and students that may not be aware of CSI or our mission. *This I-Cube narrative was added as approved by the Board meeting on May 21, 2015.*
- a) The Committee will identify a sponsor (or product) for the competition
 - b) Work with the AIA Committee to develop, solicit, judge and support the competition.
 - c) The Chapter contributes a cash award to the winners, as identified in the Annual Budget.
9. **Kenn Lockhart Foundation**
- a) The foundation is a separate non-profit organization with its own bylaws and operating guide. The First Vice President of the chapter shall be the only CSI Phoenix Chapter Board member to be on the Kenn Lockhart Foundation Board. This is an IRS requirement.
<http://www.kennlockhartscholarship.org/>
 - b) *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 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 passed a motion to provide a scholarship fund in Kenn's memory in 2007.*
 - c) *Primary funds from the Chapter's Golf tournament are transferred to the Foundation in accordance with the September 2009 Board approved schedule.*

10. **Media Communications Committee (previously Publications).** The goal of the committee is to provide communications for chapter members and the public.
 - a) Prepares, produces, and distributes all chapter publications.
 - b) Responsible for maintaining the Chapter Website (*through Your Computer Lady's services*).
 - c) Publicizes chapter programs and events.
 - d) This person receives a monthly update from the Institute with the current information on programs, products, and services to refresh the chapter website.
11. **Membership Committee.** The goal of the committee is to retain existing members, and establish means to reach out and get new members.
 - a) Responsible for all membership recruitment, retention, and renewal programs.
 - b) Acknowledge new members and member anniversaries.
 - c) Identify Architectural, Engineering and Construction Firms to show the benefits of CSI and recruit new members.
 - d) Committee members should attend each function to aid in identifying and recruiting new members.
12. **Product Shows:**
 - a) *Due to the strong commitment by The Reference Library (TRL) to support the construction industry within the Phoenix market, the Chapter has determined that Product Shows are not well attended unless accompanied by a larger event to draw attendance. This is not to discredit TRL, it is just the market impact.*
13. **Professional Development Committee (formerly, "Education").** The primary goal of the committee is to develop educational programs to support the industry, with the secondary goal to provide fundraising opportunities for the Chapter.
 - a) Develops, implements, and administers the Chapter education programs (outside the monthly program meetings).
 - b) Works with the Fundraising, Program, and Certification Committees.
 - c) Communicates with Media Communications Committee to promote events.
14. **Program Committee.** The goal of the committee is to develop, organize, and implement interesting programs to educate the Chapter members and industry.
 - a) Responsible for developing monthly programs for the FY.
 - b) Coordinate with Media Communications Committee for advertising.
 - c) Submits a report summarizing the programs and making recommendations for future programs to the June board meeting.
 - d) Have a contingency plan for surprise cancellations
 - e) Makes all arrangements for the monthly meetings.
 - f) Ensure AIA Learning Units are available for the program.

15. **Technical Committee.** The goal of the committee is to provide technical and informational documents for publishing (sales), the newsletter, and website.
- a) Develop, implement, and administers the chapter technical program
 - b) Focus on the Southwest Desert industry issues
 - c) Information is industry based not product based.
16. **Tellers Committee** is responsible for the official ballot count on matters referred to the chapter membership for vote.
- a) Board elections fall under the (current) President's responsibility and reports to the Secretary.
 - b) Membership votes fall under the Secretary's responsibility.

PART 3 - EXECUTION

3.1 CHAPTER FIRST

- A. Support of our Chapter and its members should be a priority for each member.
- B. Our monthly programs must be non-proprietary for proper accreditation; however opportunities for the Chapter, Board, and members to support each other should be a priority.
- C. Opportunities may consist of:
 - 1. Utilizing members to seek consultation of products and materials in their fields of expertise, before going to non-members.
 - 2. Combining several members within the same or related fields to create panel discussions.
 - 3. Utilizing members for business support or training.
 - 4. Discounting member attendance fees, advertising rates, sponsorships for special events.

3.2 FUND RAISING

- A. Chapter Dues do not cover all of the expenses incurred by the Chapter. Additional funds must be acquired through fund-raising activities.
- B. The two primary fund raising activities of the Phoenix Chapter have been the annual golf tournament and any educational seminars or certification workshops.
- C. 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 mission.

3.3 JOINT MEETINGS, CONFERENCES, SEMINARS, AND TRADE SHOW

- A. From time to time, the Phoenix Chapter is approached by other organizations for joint participation in hosting meetings, conferences, seminars and trade shows.
- B. The hosting of these activities by several organizations may be beneficial due to the potential for additional attendance.
- C. The Board should carefully consider the benefits/costs of a joint meeting prior to accepting an invitation by another organization. *Historically, joint hosting has been detrimental on a few occasions due to loss of control over the activity by the Chapter.*
- D. Experience has shown that the integrity of the meeting, conference, seminar and trade show is best kept to the mission of the CSI Phoenix Chapter when the Chapter solely hosts that activity.
- E. If expectations and responsibilities are well communicated between the various host organizations it may be possible to have a successful joint program.

- F. In addition, the Chair 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.

3.4 EXPENSES

- A. There are two major types of expenditures:
 - 1. Budgeted: Expenditures in the Chapter's Annual Budget
 - 2. Unbudgeted: Expenditures that occur throughout the year that have not been anticipated by the Budget.
- B. Fiscal Year (FY) budgets should be developed by the incoming board and approved at the June board meeting.
- C. Budgeted Expenses:
 - 1. The major expenses that have been included in the Budget are:
 - a) Chapter Meetings: This item includes the cost for the meal and is the single largest cost experienced by the Chapter. This expense is offset by the chapter dues. 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.
 - b) Non-member guests that are considering Chapter membership should be encouraged to attend Chapter Meetings with the Chapter providing a 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. *FY 2104 we charge \$25 per meal, with the actual meal cost at \$28. This is a \$2 increase over FY 2013.*
 - c) 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 member shall coordinate the substitution with the Calling Committee in advance of the meeting.
 - i. The key question to be asked regarding "free meals" is whether or not this individual is a prospective member.
 - ii. Board Members need to keep in mind that Programs are key to attendance at Chapter Meetings and that attendance at Chapter Meetings is an indicator of the health of the Chapter.
 - iii. Members who do not attend Chapter Meetings often will drop their membership in CSI, with the resultant drop in dues paid to the Chapter.
 - d) Committees:
 - i. Should have a line item in the budget to cover costs of committee activities.
 - ii. Costs normally covered by the budget should include postage, printing, photocopies, purchase of library materials, and special announcements issued from the Media Communications Committee
 - e) Media Communications:
 - i. This item includes the cost for the website and monthly maintenance. Advertising should offset a portion of the cost; historically it was the policy of the board that the advertising totally pays for publication costs.

- ii. *It has been a concern of past Board Members that the newsletters or website not become overly burdened with advertisements. Dues and other income make up the portion of the costs that are not covered by advertising.*
- f) Attendance at Region Conferences, National Conventions, President's Training and Leadership Seminars:
 - i. These events make up other major costs to the Chapter. The purpose of sending delegates to attend these activities is to provide benefit to the Chapter membership by training chapter leaders in their duties and CSI. *In the recent past the SW Region has gotten away from a separate presidents training.* It has become part of the region conference and may require attendance a day early to attend the training. The region conference is a key source for leadership training and should be encouraged by all board members, committee chairs, committee members, and chapter members. Only through repeated attendance at region conferences will the true value be gained.

D. Unbudgeted Expenses:

1. During the year, opportunities may be presented that will cause an expense to be incurred that was not included in the budget.
2. Historically these expenses have included food and beverage costs for special celebrations, costs for special awards and costs for special mailings to the membership.
3. 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.
4. The overriding policy regarding expenses should be focused on whether or not the expense provides a benefit to the Chapter and its members.

E. Reimbursed Expenses:

1. Budget expenses paid by a Board Member or Chair.
 - a) Costs normally not covered by the Chapter are for meals at committee meetings, travel costs by Chair or committee members, and costs for special activities such as seminars or workshops.
 - b) It is recommended that the Board approve costs for a single expenditure in excess of \$100.
 - c) Anticipated costs for a committee activity (such as hosting a workshop) should be included as separate line items on the Budget.
2. Conference attendance by Qualified Attendee (see Section 3.5 for definition based on Conference). Conference expenses will limited to the following:
 - a) Registration: The least expensive fee when less expensive registration fees are offered.
 - b) 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 in Phoenix.
 - c) Lodging: Expenses for a single room, taxes, and when directly applicable to Chapter business, telephone. Room shall be occupied by a Chapter attendee.
 - d) Meals: Chapter attendee meals, including tax and tip. The meal limit amount should be approved by the board prior to the event.

- e) Expenses for spouses and friends are not included.
- 3. Original receipts shall accompany requests for reimbursement.
- 4. Treasurer shall reimburse attendees as soon as possible after receiving requests for reimbursement.

3.5 CONFERENCES

- A. Region Conferences, Workshop Training, and Region Business Meeting:
 - 1. Attendance at the Regional level is encouraged for Chapter Members.
 - 2. Provides insight on regional issues and impacts from Institute.
 - 3. *The venue for the conference rotates each year amongst the chapters of the Southwest Region according to the Region's schedule.*
 - 4. Conference:
 - a) Typically provide education and training seminars, technical tours, networking opportunities, and product shows.
 - 5. Workshop Training:
 - a) Orientation, training and networking typically for Presidents and President-Elects by the Institute and Regional Leaders.
 - b) Relevant for Board Members, Chapter Committee Chairs, and other interested chapter members.
 - c) Has been the day before the region conference begins.
 - 6. Business Meeting:
 - a) This meeting typically occurs on Saturday morning after the conference.
 - b) The incoming President shall:
 - i. Present the chapter's report of activities during the ending fiscal year.
 - ii. Report actions taken at the business meeting to the Board and Chapter.
 - 7. Qualifying Attendees:
 - a) Primary:
 - i. Two (2) members shall be reimbursed for their attendance.
 - ii. The incoming President and President-Elect. Attendance at the Workshop Training shall be mandatory for the incoming President and the President-Elect.
 - b) Secondary:
 - i. Full or partial reimbursement by the Chapter for Secondary attendees shall be approved in advance by the Board prior to the Conference, or within the Annual Budget.
 - ii. May include current Board Members, including the (outgoing) Immediate Past President, Committee Chairs, special members and others identified by the Board in advance.
 - c) Attendees who receive reimbursement shall:
 - i. Report significant knowledge they acquired at the conference to the Board and Chapter.
 - ii. Provide an article for inclusion in the newsletter.

B. National Convention (CONSTRUCT) and Annual Business Meeting:

1. Provides educational seminars, networking on a national level, and a trade show each year for CSI members.
2. Provides insight into the goals and purposes of CSI.
3. The location changes each year.
4. Annual Business Meeting:
 - a) This meeting typically occurs on Friday, marking the end of the conference.
 - b) Provides an opportunity for elections at an Institute level.
 - c) Provides an open forum to the Institute Board and CEO.
 - d) Qualified attendees shall attend this meeting.
5. Qualifying Attendees:
 - a) Primary:
 - i. Two (2) members shall be reimbursed for their attendance.
 - ii. The current President and Immediate Past President.
 - iii. If a Convention Committee is developed on an 'as-needed' basis, the Chair will be added as a third qualified attendee.
 - b) Secondary:
 - iii. Full or partial reimbursement by the Chapter for secondary attendees shall be approved in advance by the Board prior to the Conference, or within the Annual Budget.
 - iv. May include current Board Members, Committee Chairs, special members and others identified by the Board in advance.
 - c) Attendees who receive reimbursement shall:
 - i. Report significant knowledge they acquired at the conference to the Board and Chapter.
 - ii. Provide an article for inclusion in the newsletter.

3.6 AWARDS

- A. Provide recognition to the recipient and encourage other members to participate in Chapter activities and bring recognition to the efforts of the Chapter.
- B. The Chapter shall provide Recognition for a job well done.
- C. A budget shall be established by the Board during the approval of the Annual Budget.
- D. *There is no set guideline established by the Chapter for Awards, and identification of awards has been left to the outgoing President.*
- E. *The President-Elect is responsible for providing a commemorative plaque for the outgoing President, incorporating their gavel.*
- F. *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.*

END OF SECTION

Board Amended May 21, 2015