

**CSI Middle Atlantic Region
Incorporated**

of

**The Construction Specifications
Institute, Incorporated**

**ADMINISTRATIVE
GUIDE FOR
REGION AFFAIRS**

2018 REVISION



ACKNOWLEDGMENT

The concept of a Region Guide was born several years ago out of a need to formally assemble what was then a loose collection of individual activity directives. The present Guide Chapters for Conference and Awards activities can be traced directly to the early days of Region operation.

In 1979, Directors Ernie Waymon and Paul Pittsford pulled together the various singular publications into the first recognizable Region Guide. Although bound in one document, the character of this initial Guide strongly reflected the individual nature of the subject matter.

The late Bob Brosseau and CO-Director Jorgen Graugaard undertook the first revision of the initial work in 1981. Examples of similar efforts from other Regions, used for reference, had a definite influence on this second edition.

Recognizing that the Guide still did not truly reflect the character of our Region, Bob Brosseau immediately set out to issue a third edition the following year. Together with Bob Molseed of the D.C. Metro Chapter, they produced in 1982 what is perhaps the first truly “Middle Atlantic Region” Guide.

In 1984, the Director’s Advisory Committee was established. Their primary charge was to review and expand the Guide, observing the growth and refinement typical of recent years.

Throughout 1985, DAC worked to produce the “1986 Edition” of the Region Guide. It was apparent in the early stages of development, that for the Guide to avoid rapid obsolescence, it must remain fluid. This suggested the loose-leaf format. Byron Dickson was the principal author, editor. The 1987 Director’s Advisory Committee proceeded to complete the revision process started two years earlier. While the “1986 Edition” was a major revision, the “1987 revision” undertook those minor corrections which are a concluding and essential part of a major undertaking of this type.

During the fall and winter of 1988 a Guide Committee chaired by Dell Ewing with Ken Nagie and Andy Gieseking revised the Guide for approval of the new Region Board at its 1989 Spring Meeting to bring the Guide to conformance with the Regions Incorporation and Bylaws requirements. During the period of fall 1990 - spring 1991 an Ad Hoc Committee of Margaret Chewning and David Stutzman and chaired by Jim McCall, was charged with reviewing and recommending changes to be suggested to the Region Board at the 1991 Spring meeting. This 1991 edition of the Region Guide includes those changes authorized at the 1991 Spring Region Board Meeting.

During LOS in April 1999, Mike Glass introduced a revised chapter, “Academic Affairs Committee”, replacing the Student Affairs Chapter. There were implications in doing so. The Student Affairs Committee had been a sub-committee under the direction of the Education Committee. Revising the Student Affairs Committee to Academic Affairs Committee resulted in revisions to the Education Committee Chapter.

In October 1999, at the Richmond Region Conference, the Planning Committee was given the assignment to revise the entire Region Guide. Mike Glass provided the direction to Frank Lennox, Region Planning Committee Chair. The Committee first met during the Friday afternoon committee sessions to divide the sections for review among the members of the committee.

ACKNOWLEDGMENT

In April 2000, at LOS, a preliminary version of the revised Region Guide was distributed and discussed. By July 2000, further revisions and corrections had been submitted by various Committee Chairs. At the Valley Forge Region Conference in October 2000, the Planning Committee presented a pre-final version of the Guide for review. Charlie Stover, MAR President, instructed the Planning Committee to finalize the Guide and present the completed version to the Operations for publication and distribution.

The amendment process established in the Bylaws and Guide provide the opportunity for needed revisions when they occur.

INTRODUCTION

The Administrative Guide was revised in the Spring of 1988.

During the Region Caucus at the Institute Convention in June, 1988, a special Presidents' Meeting was held. The Chapters of the Region voted to Incorporate the Region. The Region was formally incorporated as a not for profit business on June 30, 1988 in the State of Maryland. Its formal business name in the incorporation documents is CSI Middle Atlantic Region Incorporated of The Construction Specifications Institute, Incorporated. Subsequently, at the Region Conference held in Erie, Pennsylvania in September, 1988, the Chapters of the Region adopted a set of Bylaws for the newly incorporated Region to establish the basic business operating rules to meet the requirements of the Internal Revenue Service for operating a not for profit professional business association.

The evolution of the operating structure urged by the Chapters' Region representatives, the new incorporation and its business bylaws required a major updating of this Guide be undertaken. In the fall and winter of 1988, the rewrite updating of the Guide for presentation to the Region Board at the 1989 Leadership Orientation Seminar was accomplished. The Guide was adopted by the Region Board at this event with revisions, and was subsequently revised in the spring 1991 Region Board Meeting.

Revised by Planning Committee April 1996.

Revised by Planning Committee April 1999.

Revised by Planning Committee October 2000.

Revised by Planning Committee October 2005.

Revised by MAR Governance Task Team September 2008

Revised in August 2012 to combine Education and Technical Committees, to combine Program and Planning Committees, to Revise Chapter 13 Region Conference, and to revise Appendix G - Chapter Report.

Revised in August 2015 to update Chapter 6 Region Awards.

Revised by MAR Task Team April 2018

INTRODUCTION

Use of the Institute Administrative References is encouraged as a supplement to this Guide.

Definitions:

Region: CSI Middle Atlantic Region, Incorporated of The Construction Specifications Institute, Inc.

Institute: The Construction Specifications Institute, Inc.

Director (Institute): Director of the Institute Board elected from the Middle Atlantic Region.

Director (Region): Chapter President.

Scheduled Functions:

1. Annual Region Conference in spring of each year.
2. Leadership Orientation Seminar in late summer of each year.
3. Region Board meeting at both Region Conference and Leadership Orientation Seminar.
4. Region Caucus at The Institute Convention.

Unscheduled Functions: Subject to approval of Region Board:

1. Ad Hoc Committee Meetings

Subject to Call of Region President:

1. Region Executive Committee

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CHAPTER 1

ORGANIZATION

I. AUTHORITY - INSTITUTE

- A. Current Bylaws of The Construction Specifications Institute, Inc.
- B. These Bylaws provide that within the domain of the Institute there shall be established areas identified as regions of The Construction Specifications Institute.
- C. This Guide is an informal supplement to the CSI Administrative References and other written procedures that give guidance and further define administrative practices for implementing Institute Bylaws and Board policy.

II. AUTHORITY - REGION

- A. Region Incorporation documents dated June 30, 1988 formally identifying the Region as CSI Middle Atlantic Region Incorporated of The Construction Specifications Institute, Inc. See Appendix E for a copy of the Incorporation document.
- B. Bylaws for the Region Incorporation adopted by the Region Incorporators (Chapter) on September 24, 1988 as revised September 27, 2008. See Appendix F for a copy of the adopted Bylaws.

III. MANDATE

- A. Officially, the Institute does not recognize the Region as having formal status. It is a convenient geographic method of defining the domain of the Institute for particular purposes. The Region though has wisely seen fit to set up formal status itself to conduct business and its operations by incorporating and adopting formal bylaws.
- B. The activities of the Region shall broaden the scope of CSI service and influence beyond that which can be accomplished at the Chapter level; serving as a transition between Institute and Chapter.
- C. The activities of the Region shall be conceived and implemented in a manner that will enhance and promote the programs and activities of the Institute and Chapters.

IV. PURPOSE

- A. The Region is encouraged by the Institute to serve the objectives of the Institute through the following means.
 - 1. Pooling of Region talent.

2. Sharing of ideas among Chapters.
3. Developing programs and activities on a broader basis than is possible in the individual Chapters.
4. In a collective manner, informally speak for the Chapters within the Region.
5. Provide support to Institute programs.
6. Provide an opportunity for leadership development beyond the Chapter level.

V. DOMAIN

The domain of the Region shall be the Middle Atlantic Region of the United States of America as geographically designated by the Institute. As of this revision, this includes: the states of Delaware and Maryland; the Commonwealths of Pennsylvania and Virginia; the District of Columbia; and the counties of Mercer, Ocean, Burlington, Camden, Gloucester, Salem, Cumberland, Atlantic, and Cape May in New Jersey.

VI. MEMBERSHIP

See the Region Bylaws in Appendix F.

VII. REGION ADMINISTRATION

- A. The formal status adopted by the Region shall be defined by its bylaws and incorporation documents and shall be without Institute directed administration, organizational rules and Bylaws.
- B. The Institute Director is responsible for region-wide official Institute activities and shall act as Liaison to the Institute.
- C. Region President and Vice-Presidents exercise daily control and management of Region activities and finance in accordance with the Region bylaws, approved budget and this Guide.
- D. The Region Board, in order to effectively administer the affairs of the Region, has authorized preparation of this Region Administrative Guide which shall identify those informal procedures necessary to carry out the mandate and fulfill the purpose of the Region as called for in the Region Articles of Incorporation (Appendix E) and Bylaws (Appendix F).
- E. The Region fiscal year per the Region Bylaws shall coincide with the Institute fiscal year and shall begin on July 1 and end on June 30 of the following year. For example, the 2001 fiscal year began on July 1, 2000.

- F. The Region administrative year is an artificial year of 15 months which shall run from the beginning of MARC (approximately April 1) to the end of the next fiscal year (June 30 of the following calendar year). The purpose of the administrative year is to provide three months overlap between incoming and outgoing committee members and chairs (See appendix B).

VIII. REGION OFFICERS AND BOARD OF DIRECTORS

- A. In accord with provisions defined in the Region Bylaws in Appendix F and described in Chapter 2 of this Guide.

IX. REGION STANDING COMMITTEES

- A. Standing Committees are:
 - 1. Technical Education - refer to Chapter 8.
 - 2. Awards - refer to Chapter 6.
 - 3. Planning - refer to Chapter 7.
 - 4. Membership - refer to Chapter 9.
 - 5. Academic Affairs - refer to Chapter 10.
 - 6. Certification - refer to Chapter 11.
 - 7. Electronic Communication - refer to Chapter 12.
 - 8. Nominating - refer to Chapter 16.
 - 9. Tellers - refer to Chapter 15.
 - 10. Region Conference Guide - refer to Appendix I.
 - 11. Financial - refer to Chapter 17.

X. FISCAL ADMINISTRATION

- A. The CSI Middle Atlantic Region Incorporated of The Construction Specifications Institute Incorporated, fiscal procedures and policy are controlled by its Bylaws and its Board.
- B. Funding of Region activities will be in accordance with the Board approval, including the annual budget approved at the Spring Leadership Orientation Seminar, special approvals of the Board and assessment of Members of the Region to support these

expenses.

- C. Chapter assessment is an amount in dollars for each Chapter's roster members, as listed on the Institute's official June 30 Chapter roster, excluding non home members. See Bylaws, Article XII.

XI. REGION CONFERENCE

In accord with provisions defined in Chapter 13 of this Guide, a Region Conference will be held in the spring of each year.

XII. LEADERSHIP ORIENTATION SEMINAR (LOS)

In accord with provisions defined in Chapter 14 of this Guide, a Leadership Orientation Seminar will be held in the late summer of each year.

XIII. REGION BOARD MEETINGS

- A. In accord with provisions defined in Chapter 3 of this Guide and the Region Bylaws in Appendix F, a meeting of the Region Board will be held at the Region Conference and the Leadership Orientation Seminar.
- B. All aspects of these meetings shall be administered as set forth in the Region Bylaws.
- C. Other Board meetings as scheduled or called by the Region President. Refer to Bylaws, Appendix F, Article V, Sections 5 and 6.

XIV. BUSINESS MEETINGS OF THE REGION MEMBERSHIP

- A. The Region shall hold Business Meetings for the Region Membership during the Region Conference and at LOS.
- B. The Region President shall be responsible for preparing meeting agenda and shall administer the proceedings.
- C. There shall be no formal Chapter delegates and no formal votes shall be taken at the Business Meetings. Every Institute member in good standing in the Region, and registered at the Conference, is privileged to speak as an individual at the Annual Business Meeting.
- D. Institute representatives officially present at the Conference shall be allotted appropriate time to speak at the Speakers Table at the Region Business Meeting.

XV. CONVENTION CAUCUS

- A. At the time designated by the Institute Convention agenda, a Region Caucus will be held for the purpose of allowing Members of the Region to express their views and ask questions regarding Institute resolutions or affairs to be brought before the Membership at the Annual Meeting.
- B. The Region President, Vice Presidents, and Institute Director shall use this opportunity to inform those attending of pertinent Institute and Region matters.
- C. The Region President and Vice Presidents will prepare an agenda for the Caucus and administer the proceedings.
- D. The Region Board may, waive the Region Caucus if the Institute Convention is held within sixty days of LOS or the Region Conference.

XVI. BIOGRAPHICAL INFORMATION

- A. Promotion of Member service and recognition beyond the Chapter level is a stated purpose of the Region.
- B. Involved Members are urged to identify their accomplishments by initiating a Biographical Information Summary (BIO) as described in Appendix D, Pages 1- 3.
- C. Chapter Presidents are asked to submit with their Annual report, a Management Resources Information sheet (MRI) identifying Chapter Members who have been active in various levels of CSI service. See Appendix D, Page 4.

XVII. AMENDMENTS

- A. Region Board shall have the authority to modify this Guide. Major revisions and reprinting will occur every fifth year or as directed by the Board.
- B. Proposals for amendments to this Guide may be submitted to the Region Board by Chapters or individual Members.
- C. Proposals submitted prior to December 31 will be considered for inclusion into this Guide prior to the following administrative year at the Spring Board Meeting.
- D. Between major revisions of this Guide, proposals accepted for amendment will be inserted in the Chapter entitled "Amendments." Subsequent major revisions of this Guide will incorporate Amendments into their appropriate Chapter(s).

CHAPTER 2

REGION OFFICERS AND DIRECTORS

I. REGION OFFICERS AND DIRECTORS:

- A. President
- B. First Vice President
- C. Second Vice President
- D. Secretary
- E. Treasurer
- F. Directors

II. ELECTION, APPOINTMENT, DUTIES

- A. The election, appointment and duties of Region officers and directors shall be in accord with provisions in the Region Bylaws in Appendix F and as described in this chapter of the Region Administrative Guide.

III. PRESIDENT - DUTIES

- A. Prepare agenda for and preside at Region board and membership meetings.
- B. Communicate matters of importance from the Region Chapters and the Region to the Institute Director.
- C. Provide leadership and guidance at the Chapter and Region level in support of CSI objectives and goals.
- D. Maintain an awareness of each Chapter's condition.
- E. The President shall coordinate Chapter visits by the four elected Region Officers so each Chapter is visited once per year. In no case should the time between visits to a Chapter by a Region Officer exceed two years.
- F. Assist Chapter leadership.
- G. As directed by the Board.

IV. FIRST VICE PRESIDENT - DUTIES

- A. Presides at Region board and general membership meetings in the absence of the Region President.
- B. As requested by the President.
- C. Provide leadership and guidance at the Chapter and Region level in support of CSI objectives and goals.
- D. Maintain an awareness of each Chapter's condition.
- E. Inform Chapters regarding Region activities.
- F. Visit chapters as assigned by the President once per year. In no case should the time between visits to a Chapter by a Region Officer exceed two years.
- G. Assist Chapter leadership.
- H. As directed by the Board.

V. SECOND VICE PRESIDENT - DUTIES

- A. Presides at Region board and general membership meetings in the absence of the Region President and First Vice President.
- B. As requested by the President.
- C. Provide leadership and guidance at the Chapter and Region level in support of CSI objectives and goals.
- D. Maintain an awareness of each Chapter's condition.
- E. Inform Chapters regarding Region activities.
- F. Visit chapters as assigned by the President once per year. In no case should the time between visits to a Chapter by a Region Officer exceed two years.
- G. Assist Chapter leadership.
- H. As directed by the Board.

V. SECRETARY - DUTIES

- A. Prepare and circulate the Region schedule to Region Officers and Board.
- B. Prepare and circulate the Region leadership roster to each member of the Region Board and those designated by the President.
- C. Distribute the STATE OF THE CHAPTER REPORT form to all Chapter Presidents 30 days prior to the Region Board Meeting. See Appendix G.
- D. Record and maintain Region Conference and Leadership Orientation Seminar calendar and location assignments as approved by the Region President and Vice Presidents.
- E. Receive and file Chapter newsletters and related publications for the current year. Forward annual volume to Operations Committee Chair at conclusion of CSI year.
- F. Visit chapters as assigned by the President once per year. In no case should the time between visits to a Chapter by a Region Officer exceed two years.
- G. Assist Chapter leadership
- H. As directed by the Board

VI. TREASURER - DUTIES

- A. Observe constraints of approved budget.
- B. Renew fidelity bond annually at Region expense.
- C. Process transfer of Region Conference Fund.
- D. Provide detailed statements of accounts, income and expenditures for year end and at each Region Board of Directors meeting.
- E. Provide Operations Committee Chair with financial reports as required to monitor the approved budget and assist in preparation of the next year budget.
- F. Pay bills in a timely manner!

VII. DIRECTORS - DUTIES

- A. Attend scheduled Board Meetings.
- B. Inform Chapters of Board Meeting deliberations.
- C. Assist in guidance of Region affairs.
- D. Keep fully abreast of Region Activities.

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CHAPTER 3

REGION BOARD MEETING

I. GENERAL

- A. The Region shall hold two scheduled Region Board meetings each fiscal year in accord with the Region Bylaws.
 - 1. The first meeting shall be held in conjunction with the Region Conference.
 - 2. The second meeting shall be held in conjunction with the Leadership Orientation Seminar.
- B. Special meetings of the Region Board may be held in accord with the Region Bylaws.

II. PURPOSE

- A. Region Board meetings are held to conduct the necessary business of the Region.
- B. Provide an opportunity for Directors or Designees on the Region Board to express the opinions and concerns voiced by Members of each Chapter or their Chapter Board of Directors.
- C. Review plans for annual Region Conference and LOS.
- D. Review activities pertaining to the Board and Business Meetings.
- E. Share experiences between Region Board members.
- F. Discuss Region President and Vice Presidents' recommendations and concerns.
- G. Administer work of Region Committees.
- H. Administer Region finances.

III. ADMINISTRATION

- A. Region President and Vice Presidents shall conduct meetings as prescribed in the Region Bylaws and be responsible for:
 - 1. Preparation of agenda.

2. Notification of agenda and any related data to the Region Directors, thirty days prior to the Region Board meeting.
- B. Region Directors or Designees shall submit agenda items thirty days prior to meeting to the Region President.
- C. Attendance at Region Board meetings is open to all CSI Members in good standing; mandatory for Region Officers, Directors and Committee Chairpersons.

IV. FINANCES

- A. Facility arrangements for the Region Conference meeting shall be the responsibility of the Host Chapter.
- B. Facility arrangements for the LOS meeting shall be the responsibility of the Operations Committee and the expenses paid by the Region.
- C. CSI Members attending the above meetings shall make arrangements for individual expenses.

V. BOARD POLICY

- A. Rules are policy decisions made by the Board of the CSI Middle Atlantic Region, Inc. of the Construction Specifications Institute, Inc., and will be contained in Appendix H as they are developed from Region Board meetings.
- B. CSI Administrative References, Region Guide and other written procedures give guidance and further define administrative practices for implementing Region Bylaws and Board policies and rulings.
- C. Pursuant to the provisions of Region and the Institute Articles of Incorporation, neither the Region nor any of its components will engage in political activities nor in activities attempting to influence legislation pertaining to the construction industry.

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CHAPTER 4

LEADERSHIP ORIENTATION SEMINAR

I. GENERAL

- A. Provide information in planning and conducting the Middle Atlantic Region Leadership Orientation Symposium.
- B. The Region Leadership Orientation Seminar is intended to fulfill only the objectives herein set forth and will not be used for making Institute policy or for promoting private interests.
- C. The Leadership Orientation Seminar is referred to herein as "the Seminar", "Seminar" or LOS.

II. PURPOSE

- A. Seminar is held annually for the following purposes:
 - 1. Train new Chapter Officers, Directors, Chairpersons, Committee Members, and interested general Members.
 - 2. Stimulate interest in advancing Chapter, Region and Institute programs.
 - 3. Encourage leadership development on Chapter, Region and Institute levels.
 - 4. Brief attendees about Institute organization, staff, existing and new programs and resources. Review Region organization and programs.
 - 5. Present sessions on duties and responsibilities of new Officers, Directors and Chairpersons.
 - 6. Provide a forum for discussion of mutual problems and a sharing of ideas and experiences.
 - 7. Conduct the late summer Region Board and Committee Meetings.

III. ADMINISTRATION AND PLANNING

- A. The Region Education Committee with input from the Operations Committee and the Region President shall plan and coordinate the entire program agenda, plan all work sessions and schedule speakers.
- B. Operations Committee shall make all the arrangements for meeting rooms, room layouts and seating arrangements, A/V and PA equipment, make the arrangements for refreshments in the morning and at the morning and afternoon breaks, and for lunch. If applicable, also included are the responsibilities for social arrangements.

IV. SCHEDULE

- A. Seminar shall be held each year in the late summer.
- B. Region Board and Directors shall establish dates and place of Seminar.
- C. Scheduled Seminar
 - 1. Region Board Meeting: Start at 5:00 p.m. and run till 8:00 p.m. on Friday.
 - 2. LOS Seminars: Start at 8:00 a.m. and concluded at 5:00 p.m.
- D. Scheduled Region Board and Business Meeting
 - 1. Attendance at Region Board meetings is open to all CSI Members in good standing; mandatory for Region Officers, Directors, Committee Chairpersons **and** Chapter Presidents.
- E. Scheduled Region Committees Meetings (Saturday Morning).
 - 1. Attendance at Region Committee meetings is open to all CSI Members in good standing, and is **STRONGLY** encouraged for all Chapter Committee Chairs.
- F. Scheduled Close-out Meeting 3:00 p.m. to 5:00 p.m. Saturday). All attendees are encouraged to attend.

V. FINANCES

- A. To encourage maximum attendance, every effort shall be extended to maintain cost such as meals and lodging to a minimum.
- B. The cost of all attendees' registration, meeting spaces, A/V and PA equipment, Seminar literature, expenses to generate literature, and for up to six members per Chapter, the cost of Friday night dinner, Saturday breakfast, Saturday lunch, and at the morning and afternoon breaks shall be paid for by the Region.
- C. The cost of hotel accommodations, and meals not noted above shall be paid by attendees. Chapters are encouraged to subsidize member expenses as a means of encouraging attendance.

VI. PUBLICITY

- A. Publicity for the Seminar within Region and Chapters is extremely important.

- B. At the preceding Region Conference, the proposed program and location must be emailed to Chapter Editors for inclusion in The Newsletters for Members to plan their schedules to include the Seminar.

- C. Minimum of two mailings shall be provided prior to the Seminar.

VII. PROPOSED PROGRAM

- A. A sample program showing broad based requirements and details necessary to stage a successful Seminar appealing to all attendees, regardless of CSI involvement is contained in Appendix K of this Guide.

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CHAPTER 5

AMENDMENTS TO THE GUIDE

I. AMENDMENTS

- A. Amendments to this Guide may be proposed by a Chapter or Member in the Region by submission of the proposed amendment to the Region President and Vice President.
- B. Proposed amendments may be referred to by the Region President and Vice President at the Annual Meeting for discussion.
- C. Region President and Vice President shall refer proposed amendments to affected committees where applicable for their recommendation to the Region Board of Directors for inclusion on their next meeting agenda.
- D. Amendments to this Guide approved by the Region Board of Directors will be added in the form of Addenda until the Region Board of directors authorizes updating of the Guide or every five years, whichever occurs first.

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CHAPTER 6

AWARDS COMMITTEE

I. PURPOSE

- A. Organize, implement and administer Region awards program.

II. MEMBERSHIP

- A. Chairperson
- B. Committee members – minimum of two (2) appointed.
- C. Term of office: beginning and ending at the completion of the Region Conference.

III. APPOINTMENTS

- A. Members appointed by Region President for a three year term.
- B. Members shall have served as Chapter President or Chairperson of Chapter Awards Committee.
- C. Committee membership consists of three persons with one new member appointed each year for continuity.
- D. Chairperson shall be the member with the most committee seniority.

IV. CHAIRPERSON'S DUTIES

- A. Conduct Committee meetings via conference calls.
- B. Four (4) weeks prior to MARC, prepare and submit Committee budget to Region Officers and Financial Committee.
- C. Communicate with Chapters, other Region Committees and Region Officers on Awards Committee activities and requests for Region Award nominations.
- D. Act as liaison with the Institute Awards Committee, providing information to the committee and disseminating information about the Institute's awards program to the Chapter Presidents and Awards Committee Chairs in the Region.
- E. Submit two reports on the status of the Region and Chapter Awards Programs to the chairman, Institute Awards Committee, per Honors & Awards Guide of the Institute Administrative References.

- F. Send final committee report to Region Board at the completion of term as chairman concerning activities and awards made.
- G. Promote Region Awards by articles in Chapter Newsletters and letters to Chapter Awards Chairpersons.
- H. Publicize the Institute's awards program to create a better understanding and promote greater participation at all levels.
- I. Prepare committee budget request for following fiscal year and submit to the Region Board no later than June 15 of each year.
- J. Distribute Board assigned tasks to Committee members and implement same.
- K. Add current recipients of the Certificate of Distinguished Service, the Robert P. Brosseau Award and the George C. Neuhausel Award to the respective plaques.
- L. Should the Institute relinquish this responsibility, arrange a Region reception at the Institute Convention for the newly elected Fellows, if any, from the Region. Expenses for the reception will be paid by the Region. Home Chapters of the newly elected fellows are encouraged to contribute to the reception expenses.

V. COMMITTEE DUTIES

- A. Promote Region awards program.
- B. Develop, implement and maintain Region awards criteria as defined hereafter in the Chapter 6 of the MAR Administrative Guide (Region Awards Guide).
- C. Receive, review and deliberate on Region award nominations.
- D. Receive, review and deliberate on Region award nominations.
- E. Obtain and prepare awards in accord with the Region Awards Guide.
- F. Participate in awards presentation.
- G. Observe Institute Administration Guide directions as to awards.
- H. Recommend amendments for the Region Awards Guide to the Region Board.
- I. Conduct workshops on awards at Leadership Orientation Seminar and other events.
- J. Contribute articles and bulletins promoting this committees program to Region and Chapter Newsletters, coordinate with Electronic Communications Committee and Region President.

AWARDS GUIDE

I. PURPOSE

- A. It is important that the Region recognize the talents, achievements and notable contributions to the construction industry of its members and the efforts of other interested persons, firms, and organizations which support the purposes of the Institute.
- B. The Region Awards Program is intended to recognize notable contributions and services to the CSI Middle Atlantic Region, even though often initiated or accomplished at the Chapter level.

II. ADMINISTRATION AND PROCEDURE

A. Procedure for Nomination

- 1. No later than September 15, the Chairperson of the Region Awards Committee shall send or email each Chapter President, with a copy to the Chapter Awards Committee Chairperson, a letter requesting award nominations. The letter shall include the deadline for receipt of award nominations and the postal, overnight and email addresses where nominations may be sent. Note: In selecting an email address at which to receive award nominations, the chairperson should give consideration to selecting an account that will have adequate capacity to accept numerous and large messages without bouncing back to the sender.
- 2. All nominations shall be submitted on the Awards Nomination Form C-1 or C-2, and Form C-3 (Appendix C) available for download from the Region website (<http://www.mar-csi.org>). All nominations shall be produced electronically. Handwritten nominations will not be accepted.

Each nomination shall be submitted with the recommended Middle Atlantic Region Award category, a description of the achievements or service on which the nomination is based, exhibits, and documentation necessary to support the nomination, and proposed wording of the award if the nomination is successful. Form C-3 gives the sequence of information needed.

- 3. In addition to the forms, descriptions, and exhibits noted above, nominations for The Distinguished Service Award, Robert P. Brosseau Memorial Award and The George C. Neuhausel Memorial Award shall be accompanied by the Nominee's Biographical Information Summary (BIO), Form C-4 (Appendix C), and at least 3 but not more than 5 letters of reference.
- 4. Nominations shall be submitted to the Region Awards Chairperson. Nominations shall be received at the mailing address or email address designated by the Regional Awards Chairperson not later than 5:00 PM on December 31. Nominations received after that time will not be considered and will be disqualified.

5. Award nominations may be submitted in the form of paper copies, on electronic media (CD, DVD, flash drive, etc.) or by single, combined PDF file (Adobe, Bluebeam, etc.). Nominations submitted in the form of paper copies (3) and electronic media shall be submitted in triplicate to facilitate distribution to Awards Committee members. Nominations submitted by email are limited to one PDF file per award nomination as and one award nomination per email message. If in doubt as to whether the email message will exceed file size limitations, plan ahead and submit the nomination as required for electronic media. Due to potential difficulties encountered by Awards Committee members, in accessing file sharing websites, nominations are not permitted to be submitted via online file sharing websites (Dropbox, etc.). Regardless of the form used, all nominations are due no later than the nomination deadline.

B. Procedure for Judging

1. The Awards Committee shall deliberate and vote on award nominations via face-to-face meeting, telephone conference or online meeting as agreed upon by the committee members. If deliberating via telephone conference or online meeting, the committee chairperson shall initiate such conference call or online meeting.
2. The majority vote shall be the final basis of all awards except for the President's Certificate of Appreciation and any special Awards proposed by President or Institute Director.
3. Members of the Awards Committee are ineligible for a Middle Atlantic Region Award during their tenure on the Committee.
4. In cases where an award nominee and an Awards Committee member share the same chapter, when an Awards Committee member submits an awards nomination; or other unusual or potentially unethical situation arises, the affected awards committee member shall not be a party to the deliberations on that particular nomination. When the vote of the remaining two Awards Committee members is split, the nomination shall be referred to the Region President to break the deadlock.

C. Publicity

1. Local Chapter Committees shall follow-up immediately in their Chapter Committees with publicity for any Region Award made to local Chapter Members.
2. The Awards Committee Chairperson shall forward a list of award recipients to the Administrator, Media Activities of the Institute and to the Chairperson of the Institute Awards Committee.

D. Form of Awards

1. Framed certificate.
2. The Distinguished Service Award, Robert P. Brosseau Memorial Award, George C. Neuhausel Memorial Award, and Organizational Certificate of Merit should be presented in the form of a framed and matted certificate.

AWARDS AND HONORS

I. DISTINGUISHED SERVICE AWARD

- A. The Distinguished Service Award shall be awarded to an individual who has rendered distinguished services to the Region in the advancement of its objectives or in its administration.
- B. This award shall be the highest award the Region can bestow on an individual.
- C. Only one (1) such award may be granted each year. Recipient may receive this award only one time.

II. ROBERT P. BROSSÉAU MEMORIAL AWARD

- A. This award shall be given to CSI Region members who have, through their activities, exemplified the dedication and enthusiasm for the Construction Specifications Institute which Robert P. Brosseau exhibited during his career in the construction industry. The individual must be an acclaimed supporter of the goals of the Institute, an active participant in Region affairs, a loyal Chapter leader, and through the member's career must have fostered excellence in product selection and specifications.

Mr. Brosseau served the Baltimore Chapter, the Middle Atlantic Region, and the Institute as committee chairman and officer. He was a natural leader, an industry member who recognized the value and importance of the Institute. He is also honored by the Institute with the Robert P. Brosseau Memorial Award to recognize outstanding service of industry members; this Region Award is not limited to industry members.

- B. Only one (1) such award may be granted each year. Recipient may receive this award only one time.

III. GEORGE C. NEUHAUSEL MEMORIAL AWARD

- A. This award shall be given to CSI members in good standing who have had fifteen or more years of continuous service to the Institute, and through their activities, exemplified the loyalty, dedication, and enthusiasm for the Construction Specifications Institute which George C. Neuhausel exhibited during his career in the construction industry. The individual must be an acclaimed supporter of the

goals of the Institute, an active participant in Chapter, Region and Institute affairs, and a member who has not received the Region's Distinguished Service or Robert P. Brosseau Memorial Award

B. Mr. Neuhausel, sole proprietor of his own architectural firm, was very active in the Pittsburgh Chapter for many years. He served as chapter Treasurer and Secretary, and continuously participated and supported all chapter, region and Institute activities. He believed in the CSI format and the goals of the Institute, and served as a mentor to educate the local construction industry. He also attended every region conference and Institute convention throughout his career in CSI. Although he was very actively involved in CSI, he never received a region or Institute award.

C. Only two (2) such awards may be granted each year. Recipient may receive this award only one time.

IV. ORGANIZATIONAL CERTIFICATE OF MERIT

A. This award may be presented to a firm or organization for distinguished accomplishments which have promoted the objectives of the Region and the Institute.

B. This award shall be the highest award the Region can bestow on a firm or organization.

C. Only one (1) such award may be granted each year.

V. EDUCATION AWARD(S)

A. The Region Education Award may be presented to an individual, Team, Chapter, firm or organization that has made a significant contribution to the Region and the Institute in the field of education in areas related to the purposes of the Institute or a significant contribution to the educational programs of the Institute.

VI. TECHNICAL AWARD(S)

A. The Region Technical Award may be presented to an individual, Team, Chapter, firm or organization that has made a significant contribution to the Technical activities of the Region or the Institute.

VII. COMMUNICATIONS AWARDS

- A. Region communication awards may be presented to an individual, Team, Chapter, firm or organization in any of the following categories:
 - 1. Periodical – a regularly published item related to the purposes of the Region or the Institute.
 - 2. Non-Periodical – a one-time issued item or series of items related to the purposes of the Region or the Institute.
 - 3. Electronic – published in an electronic format related to the purpose of the Region or the Institute. (i.e. –Website, Broadcast)
- B. These awards may be used to recognize both Institute and non-Institute publications.
- C. Only two (2) such awards may be given in each of the three (3) categories.

VIII. REGION PRESIDENT’S CERTIFICATE OF APPRECIATION

- A. This award is given at the sole discretion of the President.

IX. SPECIAL AWARDS AND LETTER OF COMMENDATION

- A. Either the President or Institute Director may make special awards at their sole discretion.
- B. Although there is no limit to this class of awards, each should be made only after careful consideration.

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CHAPTER 7

PLANNING COMMITTEE

I. PURPOSE

- A. Formulate and propose Region long-range goals, objectives, plans, and programs for the next fiscal year and at least two additional years.
- B. Formulate short-term objectives/tasks for each Region Committee for the next fiscal year to implement the STRATEGIC PLANS as adopted by the Board.
- C. Provide for review of Region strategic plans.
- D. Review Region Guide, bylaws, funding (not budget) and current Region Programs; make recommendations for improvements, modifications or deletions on an annual basis.
- E. Plan, arrange and coordinate facilities and audio visuals for Leadership Orientation Seminar.

II. MEMBERSHIP

- A. Chairperson
- B. Committee Members – minimum of four (4) appointed.
- C. Member at Large
- D. Term of office – Administrative Year (15 months).

III. APPOINTMENTS

- A. Member at Large: A Past Region President shall be appointed annually to a one year term by the current Region President. The past region president may serve no more than two consecutive terms.
- B. Chairperson - appointed yearly by President, may be reappointed for two (2) additional optional terms. Person appointed to this position should have been a past Region Committee Chairperson or past Chapter President.
- C. Committee Members - two (2) new members appointed each year for two (2) year terms by the President. All should have served as a Chapter officer or chairperson.

- E. Term - The members of the Planning Committee shall serve from Spring Board Meeting to the end of the next Fiscal Year. In the event that a member cannot fulfill the term, the President may appoint a replacement.

IV. CHAIRPERSON'S DUTIES

- A. Call meetings as authorized by the Board and coordinate committee activities.
- B. Report proposed new goals, additional or revised plans, next fiscal year task assignments and other efforts of committee to Board.
- C. Communicate with Region officers.
- D. Coordinate with Institute Planning Committee assignments.
- E. Distribute Board assigned tasks to Committee Members and implement same.
- F. Prepare meeting agenda.
- G. Preside over Committee meetings.
- H. Appoint recording Secretary for meetings.
- I. Submit minutes of meetings to Region Officers.
- J. Thoroughly review and use the Institute Administrative Guide for Committee Work.
- K. Oversee administration of Archival records and maintain the Region History with Annual Supplements.
- L. Four (4) weeks prior to MARC, prepare and submit Committee budget to Region Officers and Financial Committee.
- M. Support budget requests at Board Meeting.
- N. Submit the year end report of Committee activities to the Region President, identifying accomplishments, recommending improvements and suggesting task assignments for next year. A copy of the report should be given to the incoming Chairperson.

V. COMMITTEE DUTIES

- A. Fulfill recommendations under "Purpose" above.
- B. Identify problems and concerns.

- C. Assess options and objectives.
- D. Identify locations of potential new Chapters in Region.
- E. Meetings.
 - 1. The Committee shall meet at the Leadership Orientation Seminar site to conduct the following business:
 - a. To assign tasks to each Planning committee member.
 - b. To review the Strategic Plan and such new goals as may be suggested for the next fiscal year and at least two additional years, establishing goals for at least one year beyond the present Strategic Plan.
 - c. To suggest tasks for officers or committee for the next fiscal year to implement the Strategic Plan.
 - d. To assign portions of the recommendations to committee members to prepare detailed recommendations for submission to the President by September 1 for distribution to the Region officers and committee chairs. Officers and committee chairs shall be charged with review for action at the Region Board meeting held at the Region Conference.
 - 2. Subsequent Meetings, if authorized.
 - a. To review Action Plans prepared by officers and committee chairs to implement Board approved plans for next fiscal year.
 - b. To review proposed revisions to this Region Bylaws and Region Administrative Guide, and to make recommendations to the Board concerning policy matters and funding.
- F. Review and edit (if necessary) this Region Administrative Guide annually.
- G. Evaluate and encourage improvement in quality of the CSI experience within the Region.
- H. Plan and secure all facility arrangements for Leadership Orientation Seminar, and facilities for Region Board Meeting(s), Region Business Meetings. See Chapter 14.
- I. Coordinate the planning of LOS with the President, Vice Presidents and Technical Education Committee.

- J. Provide an informative briefing to Members during the Region Business Meeting at the Region Conference.
- K. During the Leadership Orientation Seminar, oversee the orderly execution of approved arrangements.
- L. Contribute articles and bulletins promoting this committees program to Region and Chapter Newsletters, Coordination with Electronic Communications Committee and Region President.

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CHAPTER 8

TECHNICAL EDUCATION COMMITTEE

I. PURPOSE

- A. Encourage development of Chapter instructional programs such as seminars and workshops.
- B. Promote and encourage Chapter participation in Institute educational programs and seminars and technical programs and seminars.
- C. Develop and coordinate the annual Region Leadership Orientation Seminar (LOS) in accordance with Chapter 4 of the Region Administrative Guide.
- D. Promote and encourage student participation in all educational activities.

II. MEMBERSHIP

- A. Chairperson.
- B. Committee members – minimum of four (4).
- C. Ad Hoc members - Current Chapter Educational, Program and Technical Committee Chairs.
- D. Term of office – Administrative Year (15 months)

III. APPOINTMENTS

- A. Chairperson - appointed yearly by President, may be reappointed for two (2) additional terms. Person appointed to this position should have extensive knowledge of Region affairs and Institute Education and Technical Programs.
- B. Committee Members - two (2) new members appointed by the President each year for two (2) year terms - both shall have served as a Chapter officer or committee chairperson.

IV. CHAIRPERSON'S DUTIES

- A. Coordinate committee.
- B. Communicate with Region officers.
- C. Coordinate with Institute Education and Technical Committee task assignments.

- D. Distribute Board-assigned tasks to Committee Members and implement same.
- E. Prepare meeting agenda.
- F. Preside over Committee meetings.
- G. Appoint recording Secretary for meetings.
- H. Submit minutes of committee meetings to Region Officers.
- I. Thoroughly review and use the Institute Administrative Guide for Committee work.
- J. Four (4) weeks prior to MARC, prepare and submit Committee budget to Region Officers and Financial Committee.
- K. Support budget requests at Board Meeting.
- L. Submit semi-annual reports of Committee activities to the Region Board, identifying accomplishments, recommending improvements and suggesting task assignments for next year. A copy of the report should be given to the incoming chairperson.

V. COMMITTEE DUTIES

- A. Education Specifics within Chapters
 - 1. Prepare and maintain chapter seminar guide.
 - 2. Identify effective chapter program and seminar topics and speakers and promote exchange of same between chapters.
 - i. Create and maintain Region Speaker's Bureau to assist Chapters in finding presenters.
 - 3. Promote attendance at Chapter, Region and Institute seminars.
 - 4. Work with the Chapter Education Chairs to encourage closer cooperation between the education committees and the program committees.
 - 5. Encourage the Chapter Education Committees and the Chapter Program Committees to jointly start planning seminars and monthly Chapter Programs in July.
 - 6. Promote Chapter participation in local and Institute technical programs.
 - 7. Promote technical programs at Chapter Product Shows.
 - 8. Contribute articles and bulletins promoting this committee's program to Region and Chapter newsletters, coordinate with Electronic Communication Committee and Region President.

B. Chapter Programs, and Seminars

1. Provide liaison between Chapter Program Chairpersons throughout the Region.
2. Closely monitor Chapter meetings using a "Monthly Meeting Report". (See Institute Administrative References).
3. Advise Region officers and appropriate Chapter Chairpersons of pertinent aspects of Chapter meetings and special event seminars.
4. Develop, maintain and circulate resource data identifying ideas, formats and speakers.
5. Research diverse sources and opportunities to identify innovative alternatives to customary methods.

C. Region Leadership Orientation Seminar (See Chapter 4)

1. Develop and administer Annual Leadership Orientation Seminar Program.
2. Plan and implement individual work sessions.
3. Arrange for knowledgeable speakers from within the Region and/or the Institute to conduct the various orientations.
4. Consider local cultural and entertainment opportunities available to participants and their spouses.
5. Coordinate planning with Region Officers and Region Planning Committee.

D. Student Participation

1. Coordinate student activities and promote student participation on Region and Institute levels.
2. Encourage Academic and Student Affairs Programs.

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CHAPTER 9

MEMBERSHIP COMMITTEE

I. PURPOSE

- A. Develop programs to maintain and increase Chapter membership. Monitor membership of Chapters.
- B. Promote and coordinate Chapter activities pertaining to Institute membership programs.
- C. Act as liaison between Institute Membership Committee and the Chapter Membership Chairs in the Region.

II. MEMBERSHIP

- A. Chairperson, The Region Membership Chair
- B. Committee Members – minimum of two (2) appointed.
- C. Chapter Membership Chairs.
- D. Term of office – Fiscal Year

III. APPOINTMENTS

- A. Chairperson - appointed yearly by President, may be reappointed for two (2) additional terms. Person appointed to this position should have been a past Chapter President or Chairperson or served on another Region Committee.
- B. Committee Members - one (1) or more new member(s) appointed each year for two (2) year terms appointed by the President. All should have served as a Chapter officer or chairperson.

IV. CHAIRPERSON'S DUTIES

- A. Coordinate and delegate committee assignments.
- B. Coordinate efforts with the Education and Academic Affairs Committees
- C. Report efforts of committee to Board.
- D. Communicate with Region officers.

- E. Distribute Board assigned tasks to Committee Members and implement same.
- F. Prepare meeting agenda.
- G. Preside over Committee meetings.
- H. Appoint recording Secretary for meetings.
- I. Submit minutes of meetings to Region Officers.
- J. Thoroughly review and use the Institute Administrative References for Committee Work.
- K. Four (4) weeks prior to MARC, prepare and submit Committee budget to Region Officers and Financial Committee.
- L. Support budget requests at Board Meeting.
- M. Submit the year end report of Committee activities to the Region President, identifying accomplishments, recommending improvements and suggesting task assignments for next year. A copy of the report should be given to the incoming Chairperson.

V. COMMITTEE DUTIES

- A. Develop and circulate among Chapter Chairpersons, resources and programs that facilitate local membership recruitment.
- B. Contribute articles and bulletins promoting this committees program to Region and Chapter Newsletters, coordinate with Electronic Communications Committee and Region President.

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CHAPTER 10

ACADEMIC AFFAIRS COMMITTEE

I. PURPOSE

- A. Promote the Institute's Academic Affairs Program by encouraging academic institutions to use Written Construction Documents Curriculum and Construction Contract Administration educational curriculum and promote the certification program.
- B. Help influence curricular development at academic institutions to include more educational focus on specifications writing and construction administration.
- C. Develop programs to maintain and increase Chapter student affairs.
- D. Promote and coordinate Chapter activities pertaining to student and academic affairs.

II. MEMBERSHIP

- A. Chairperson
- B. Committee Members – minimum of two (2) appointed.
- C. Term of office – Fiscal Year.

III. APPOINTMENTS

- A. Chairperson - appointed yearly by President, may be re-appointed for two (2) additional terms. Person appointed to this position should have been a past Chapter Membership Chairperson or President or served on another Region Committee.
- B. Committee Members - one (1) or more new member(s) appointed each year for two (2) year terms by the President. All should have served as a Chapter officer or chairperson.

IV. CHAIRPERSON'S DUTIES

- A. Coordinate committee.
- B. Coordinate efforts with the Education and Membership Committees.
- C. Communicate with Region officers.
- D. Distribute Board assigned tasks to Committee Members and implement same.

- E. Prepare meeting agenda.
- F. Preside over Committee meetings.
- G. Appoint recording Secretary for meetings.
- H. Submit minutes of meetings to Region Officers.
- I. Thoroughly review and use the Institute Administrative References for Committee work.
- J. Four (4) weeks prior to MARC, prepare and submit Committee budget to Region Officers and Financial Committee.
- K. Support budget requests at Board Meeting.
- L. Submit semi-annual reports of Committee activities to the Region Board, identifying accomplishments, recommending improvements and suggesting task assignments for next year. A copy of the report should be given to the incoming Chairperson.

V. COMMITTEE DUTIES

- A. Develop and circulate among Chapter Chairpersons, resources and programs which facilitate local student and academic affairs programs and recruitment.
- B. Contribute articles and bulletins promoting this committees program to Region and Chapter Newsletters, coordinate with Electronic Communications Committee and Region President.

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CHAPTER 11

CERTIFICATION COMMITTEE

I. PURPOSE

- A. Develop programs to maintain and increase membership involvement in the Institute certification programs.
- B. Promote and coordinate Chapter activities pertaining to Institute certification programs.

II. MEMBERSHIP

- A. Chairperson
- B. Committee Members - Composed of chairs from each chapter in the Region
- C. Term of office - Administrative Year (15 months).

III. APPOINTMENTS

- A. Chairperson - appointed yearly by President, may be reappointed for two (2) additional terms. Person appointed to this position should have been a past Chapter President or served on another Region Committee.
- B. Committee Members - each Chapter Certification Chair.

IV. CHAIRPERSON'S DUTIES

- A. Coordinate committee.
- B. Report efforts of committee to Board.
- C. Communicate with Region officers.
- D. Distribute Board assigned tasks to Committee Members and implement same.
- E. Prepare meeting agenda.
- F. Preside over Committee meetings.
- G. Appoint recording Secretary for meetings.
- H. Submit minutes of meetings to Region Secretary and Institute Directors.

- I. Thoroughly review and use the Institute Administrative References for Committee Work and this Guide.
 - 1. Thoroughly review and use the Region Administrative Guide for Committee Work.
- J. Four (4) weeks prior to MARC, prepare and submit Committee budget to Region Officers and Treasurer.
- K. Support budget requests at Board Meeting.
- L. Submit the year end report of Committee activities to the Region President, identifying accomplishments, recommending improvements and suggesting task assignments for next year. A copy of the report should be given to the incoming Chairperson.

V. COMMITTEE DUTIES

- A. Develop and circulate among Chapter Chairperson(s), resources and programs which facilitate local certification exams.
- B. Institute Certification Programs
 - 1. Communicate with the Institute Certification Committee Member assigned to this Region.
 - 2. Maintain a roster of Chapter Certification Chairmen and urge that vacancies be filled.
 - 3. Inform Chapter Certification Chairs regarding all aspects of examination programs.
 - 4. Provide information and promote participation in Institute Certification Program's.
 - 5. Disseminate promotional literature and applications for the examination program.
 - 6. Participate in identifying, establishing and administering the designated examination venues.
 - 7. Assist individual Chapters in the development and promotion of those programs which prepare candidates for the examination.
 - 8. Provide liaison between all certification activities within the Institute and Region.
 - 9. Assist the Institute Certification Committee in the evaluation of certification program.

10. Maintain a roster of CDT, CCS, CCCA, and CCPR in each chapter and the total of each in the Region. Request Institute staff provides such information after each exam.
11. Coordinate education programs with Region Education Committee pertaining to preparation for exams.
12. Contribute articles and bulletins promoting this committee program to Region and Chapter Newsletters, coordinate with Electronic Communications Committee and Region President.
13. Serve as Proctor at Region Certification exams, as required by Institute.

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CHAPTER 12

ELECTRONIC COMMUNICATIONS COMMITTEE

I. PURPOSE

- A. Develop programs to maintain and increase the use of electronic communication within the Region.
- B. Promote and coordinate Region and Chapter activities pertaining to electronic communication programs.
- C. Maintain the Region web site.

II. MEMBERSHIP

- A. Chairperson should be experienced in both electronic communications and maintenance of web sites.
- B. Committee Members – minimum of two (2) appointed. Members should be experienced in electronic communications.
- C. Term of office – Administrative Year (15 months).

III. APPOINTMENTS

- A. Chairperson - appointed yearly by President, may be reappointed for two (2) additional terms. Person appointed to this position should have been a past Chapter President or chairperson or served on another Region Committee.
- B. Committee Members - one (1) or more new member(s) appointed each year for two (2) year terms by the President. All should have served as a chapter officer or chairperson.

IV. CHAIRPERSON'S DUTIES

- A. Coordinate committee.
- B. Maintain Region web site.
- C. Communicate with Region officers.
- D. Distribute Board assigned tasks to Committee Members and implement same.
- E. Prepare meeting agenda.

- F. Preside over Committee meetings.
- G. Appoint recording Secretary for meetings.
- H. Submit minutes of meetings to Region Officers.
- I. Thoroughly review and use the Institute Administrative References for Committee Work and this Guide.
- J. Four (4) weeks prior to MARC, prepare and submit Committee budget to Region Officers and Financial Committee.
- L. Support budget requests at Board Meeting.
- M. Submit semi-annual reports of Committee activities to the Region Board, identifying accomplishments, recommending improvements and suggesting task assignments for next year. A copy of the report should be given to the incoming Chairperson.

V. COMMITTEE DUTIES

- A. Develop and circulate among Chapter Chairperson(s), resources and programs which facilitate local electronic communication programs.
- B. Maintain Region web site.
- K. Contribute articles and bulletins promoting this committees program to Region and Chapter Newsletters, coordinate with Region President.

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CHAPTER 13

REGION CONFERENCE

I. GENERAL

- A. The Middle Atlantic Region Conference will be held each year at a site within the Region, or co-hosted with another region.
 - 1. Region Conferences shall be hosted by Chapters within the Region on a rotating basis.
- B. Region Conferences shall be guided by the Middle Atlantic Region Conference Guide. Refer to Appendix I.
- C. The Region Conference is intended to fulfill only the objectives set forth herein and will not be used for making Institute policy or for promoting private interests.
- D. The Region Conference Oversight Committee shall provide expert assistance and advice to each Chapter Host Committee during the planning stages of each conference. Refer to Chapter 14.
- E. Conference Dates: The Conference shall be held each year in the Spring on dates selected and approved by the Executive Board.

II. PURPOSE

- A. The Region Conference is held annually for the following purposes:
 - 1. Promote opportunities for training new Chapter officers and committee chairs.
 - 2. Provide a forum for discussion of mutual problems and for sharing of ideas and experiences of interest to the Region.
 - 3. Keep Chapter Officers and Members informed regarding Institute affairs and new programs.
 - 4. Conduct timely and informative educational and technical programs, workshops, and tours pertaining to creating and sustaining the built environment.
 - 5. Create interest in programs of the Institute.
 - 6. Encourage participation beyond the Chapter level.
 - 7. Facilitate the social interaction and recreation of members and their families.
 - 8. Gain awareness of new and innovative construction technologies, techniques and services.

III. CONFERENCE ASSIGNMENTS

- A. The Region Conference will be hosted by all Chapters in turn.
 - 1. Chapters may request a change in scheduled date, request permission co-host with another Chapter or Region, or to decline participation by notifying the Executive Board a minimum of 5 years prior to scheduled conference date.

- B. The Region Conference Oversight Committee shall maintain and distribute annually a current list of conference assignments by year for the upcoming six (6) years, in accordance with an established sequence approved by the Region Executive Board.

IV. HOST CHAPTER ADMINISTRATION

- A. The Host Chapter President shall appoint Conference Committee Chairperson or Co-Chairpersons (Chair) at least 5 years, but not less than 4 years, in advance of their assigned Conference to research locations, secure accommodations, and allow sufficient opportunity to become acquainted with the recommendations and responsibilities described in the Middle Atlantic Region Conference Guide.
- B. The Host Chapter Conference Committee shall consist of the Chair, the Chapter President Advisor, and a sufficient complement of other Chapter members to adequately staff the committees.
 - 1. Suggested conference committees are described in the Middle Atlantic Region Conference Guide.
- C. The Host Chapter Conference Committee, in consultation with the Conference Oversight Committees, shall establish the dates and meeting place for their Conference.
 - 1. The Chapter President shall appoint a Region Conference Treasurer to establish and maintain a budget as recommended in the Middle Atlantic Region Conference Guide.
- D. Physical Arrangements: The Host Chapter Conference Committee shall consider the best accommodations for Members, spouses, and guests. Such accommodations shall be arranged by negotiations at the best available local rate, including weekend rate.
- E. The Host Chapter Conference Committee shall be responsible for making necessary arrangements, such as the following:
 - 1. Developing a coherent Conference theme.
 - 2. Arranging interesting and educational programs.
 - 3. Securing sponsorships.
 - 4. Publishing and distributing marketing and registration materials.
 - 5. Handling public relations.
 - 6. Making hotel arrangements for attendees and guests.
- F. The Host Chapter Conference Committee shall attend to the financial arrangements of the Conference and other conference related matters as recommended by the Region Conference Oversight Committee.
- G. Chapter, Region, and Institute publicity for the Conference is the responsibility of the Host Chapter Conference Committee through its Publicity Group.
 - 1. Coordinate publication of Region Awards in local media with Region Awards Chairperson.

- H. Post-Mortem: A post-mortem session shall be scheduled at the end of the Conference to discuss the views of the participants and recommendations for suggestions to improve future conferences.
 - 1. The Region Conference Oversight Committee will evaluate the comments and propose revisions to the Middle Atlantic Region Conference Guide.

V. FINANCES

- A. In order to encourage attendance, the Host Chapter Conference Committee shall make every effort to maintain the registration fees at a minimum consistent with the recommendations of the Region Conference Oversight Committee.
- B. The Region Conference shall be self-supporting. Social functions, meals, and other conference expenses shall be covered by the registration fees of the participants, sponsor donations, and advertising.
- C. To assist in defraying initial promotion and hotel deposit expenses, each Conference Host Chapter shall receive from the Region a conference assessment established by the Board.
- D. Within three months of the conclusion of the Region Conference, the Host Chapter Committee shall transmit an itemized financial statement of Conference income and expenses to the Region Officers, the Region Conference Oversight Committee, and to the Host Chapters of the next three conferences.

VI. PUBLICITY

- A. Furnish Chapter Newsletter Editors with conference details for publication four (4) to six (6) months preceding the Conference.
 - 1. Coordinate a promotional data insert for distribution to Chapter Newsletter Editors.
- B. The Conference Host Chapter shall make a short presentation during the preceding Spring Region Conference.
 - 1. Make a brief presentation at the Region Caucus during the previous CSI Convention.
- C. Cooperate with Region Conference Oversight Committee by furnishing information identified in the Middle Atlantic Region Conference Guide to maintain oversight for the Region Executive Board and to maintain historical records of the Region.

VII. PLANNING SCHEDULE

- A. Refer to the Middle Atlantic Region Conference Guide for a recommended conference planning schedule and agenda.
- B. The Host Chapter Conference Committee should generally adhere to the established schedule and agenda guidelines. The recommendations may be adjusted as necessary and reviewed with Region Conference Oversight Committee.
 - 1. Prepare comprehensive agenda for both member and spouse programs for review by the Conference Planning Committee and the Executive Board.

VIII. PROGRAM

- A. The program shall be structured so as to fulfill the purpose of the Conference.
- B. The program for guests shall take maximum advantage of local attractions including sightseeing or other tourist activities of specific interest.
- C. Suggestions for Technical Programs include the following:
 - 1. Improved specifications writing.
 - 2. Innovative product information.
 - 3. Construction industry standards and practices.
 - 4. Industry developments and problems.
 - 5. Other timely construction technology topics.
 - 6. Specialty topics associated with the particular theme or location of the Conference.

IX. ANNUAL REGION MEETING

- A. The Host Chapter Conference Committee shall coordinate with the Executive Board to schedule a location for the Annual Business and Membership meetings conducted at the Conference.
- B. LOS: When the Region Leadership Orientation Seminar (LOS) is held in conjunction with the Region Conference, the Host Chapter Conference Committee shall coordinate arrangements for the necessary meeting facilities with the Region Committee responsible for LOS.
- C. Refer to Chapter 1 - Organization for information on Region Board and Business Meetings.

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**CHAPTER 14
CONFERENCE OVERSIGHT COMMITTEE**

I. PURPOSE

- A. Oversee the implementation of Chapter 13 and provide helpful assistance and friendly advice to Chapter Host Committees during planning stages of each Region Conference.
- B. Advise the Board on the recommended Chapter sequence for Region Conferences a minimum of four (4) years in advance.
- C. Conduct Post Mortem at end of each Conference to analyze results and update Host Conference Guide with feedback each year.

II. MEMBERSHIP

- A. Chairperson.
- B. Committee Members – Minimum of seven (7).
- C. Term of office – begins and ends at the completion of the Region Conference.

III. APPOINTMENTS

- A. Chairperson - appointed yearly by President at end of each Region Conference; may be reappointed for two (2) additional optional terms. Person appointed to this position should have been a past Region Host Conference Chair with successful experience in managing a Conference.
- C. Committee Members - consists of the Host Conference Chairs of the past three (3) Conferences and the Host Conference Chairs of the next four (4) assigned Conferences.
- E. Term - The members of the Conference Oversight Committee shall serve from the end of the Region Conference in the Spring to completion of the next Region Conference. In the event that a member cannot fulfill the term, the President may appoint a replacement.

IV. CHAIRMAN'S DUTIES

- A. Call meetings as required and coordinate Committee activities.

- B. Develop and report proposed new goals, additional or revised plans, next fiscal year task assignments, and other efforts of Committee to Board.
- C. Designate two Committee members as key assistants to provide continuation of expert experience for the future.
- D. Attend Region Board Meetings when other Region Committee chairs are required to attend.
- E. Communicate with Region officers.
- F. Prepare Committee meeting agenda.
- G. Preside over Committee meetings.
- H. Appoint recording secretary for meetings.
- I. Submit minutes of meetings to Region Secretary and Region President.
- J. Thoroughly review and refer to Region Administrative Guide for Committee work.
- K. Four (4) weeks prior to MARC, prepare and submit Committee budget to Region Officers and Treasurer.
- L. Support budget requests at Board Meeting.
- M. Submit the year end report of Committee activities to the Region President, identifying accomplishments, recommending improvements, and suggesting task assignments for next year. A copy of the report and relevant files should be given to the incoming Chairperson.

V. COMMITTEE DUTIES

- A. Fulfill requirements under "Purpose" above.
- B. Identify problems and concerns.
- C. Assess options and objectives.
- E. Meetings.
 - 1. Periodical Meetings: The Committee shall meet by teleconference as required to conduct the following business:

- a. Review planning for each assigned future Conference and evaluate strengths, weaknesses, and concerns in order to make suggestions to improve quality and avoid possible problems.
2. Mandatory Meeting at each Region Conference site:
 - a. Review status of each Conference planning to assist in keeping it on track and suggesting ideas to enhance the effectiveness of the Conference.
 - b. Observe the activities of the Conference first hand and discuss the impressions of each Committee member.
 - c. Distribute and collect Conference Evaluation Surveys at the end of each Conference for analysis and coordinating feedback of important suggestions into the Host Conference Guide.
 - d. Discuss application of lessons learned to future Conferences.
3. Subsequent Meetings, if authorized.
 - a. Review Action Plans prepared by officers and Committee chairs to implement Board approved plans for next fiscal year.
 - b. Review proposed revisions to this Region Bylaws and Region Administrative Guide, and to make recommendations to the Board concerning policy matters and funding.
- F. Contribute articles and bulletins promoting this Committees program to Region and Chapter Newsletters, Coordination with Electronic Communications Committee and Region President.

* * * * *

CHAPTER 15

TELLERS COMMITTEE

I. PURPOSE

- A. Receive ballots from the Region membership.
- B. Count and certify ballots prior to the Spring Board Meeting.
- C. Present report (slate of new officers) to the Board at the Spring Board Meeting

II. MEMBERSHIP

- A. Chairperson.
- B. Committee members – two (2).
- C. Term of office – Two years; consisting of the Administrative Year (15 months) beginning in April of the first year of the President’s normal term plus one Fiscal Year.
- D. Conflict of Interest – Members of the Tellers Committee may not run for Region office while serving on the committee.

III. APPOINTMENTS

- A. Chairperson – Selected from the committee membership by the Region President.
- B. Committee Members (includes chairperson) - three (3) sitting Directors (chapter presidents) at the start of the committee term of office for a single two (2) year term as set forth above.
- C. The members of each Tellers Committee shall be from the same general area of the Region to facilitate face to face meeting if necessary.
- D. The membership of the Tellers Committee shall rotate to a group of Directors from a different area of the Region each successive term. The initial members shall be chosen by lot. Subsequent membership rotation shall be by predetermined schedule.

IV. CHAIRPERSON'S DUTIES

- A. Coordinate committee.

- B. Report efforts of committee to the Board.
- C. Communicate with Region officers.
- D. Prepare meeting agenda.
- E. Preside over committee meetings (includes teleconferences and webexes).
- F. Appoint recording secretary for meetings.
- G. Report election results at the Spring Board Meeting immediately prior to the end of Officer's term of office and release same to the Membership immediately following said Board Meeting.
- H. Election results shall be shared with the members of the Executive Committee as soon as they are known, but otherwise kept confidential prior to the Spring Board Meeting.

V. COMMITTEE DUTIES

- A. Collect biographies of candidates and distribute to the Region membership in January, by email.
- B. Receive ballots from the Region Membership. Deadline for receipt of ballots shall coincide with the deadline for receipt of Institute ballots.
- C. Certify ballots received from the Membership.
- D. Count ballots received from Membership.
- E. Record and certify election results.
- F. Report the election results to the Region Executive Officers. The results are to remain confidential until reported at the Board of Directors meeting at the Region Conference.

* * * * *

CHAPTER 16

NOMINATING COMMITTEE

I. PURPOSE

- A. Identify candidates for Region office from the Region membership.
- B. Present a slate of candidates to run for the positions of President, 1st Vice President, 2nd Vice President, and Secretary to the Region Board of Directors at the Fall Board Meeting and the Region Caucus at Construct.

II. MEMBERSHIP

- A. Chairperson.
- B. Committee members – four (4).
- C. Term of office – Two years; consisting of the Administrative Year (15 months) beginning in April of the first year of the President’s normal term plus one Fiscal Year.
- D. Conflict of Interest – Members of the Nominating Committee may not run for Region office while serving on the committee.

III. APPOINTMENTS

- A. Chairperson - A former Region President selected by the Region President.
- B. Committee Members - Selected by the Chairperson from two (2) former Region Officers and two (2) sitting Directors (chapter presidents) at the start of the committee term of office for two (2) year terms as set forth above.

IV. CHAIRPERSON'S DUTIES

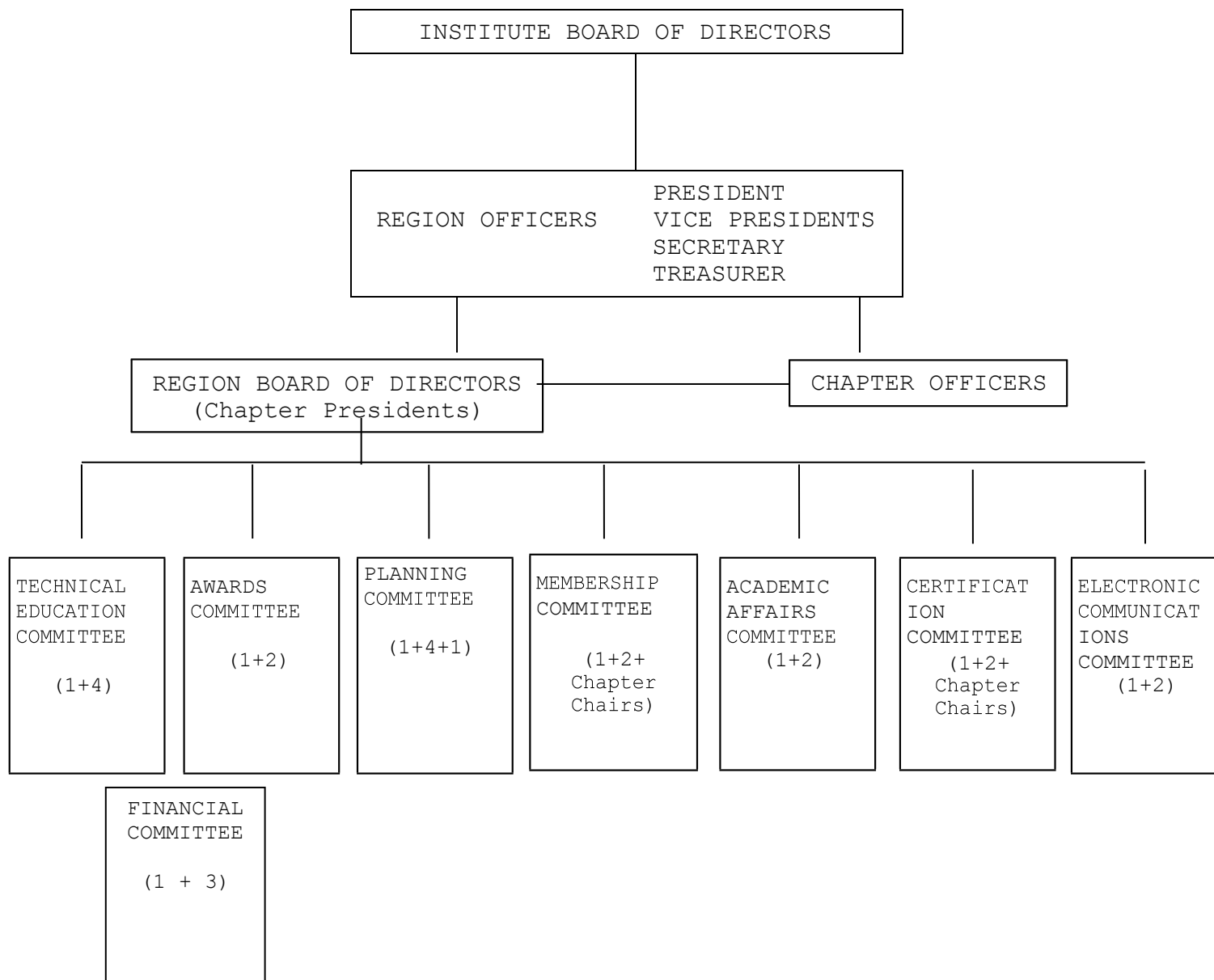
- A. Coordinate committee.
- B. Report efforts of committee to the Board.
- C. Communicate with Region officers.
- D. Prepare meeting agenda.
- E. Preside over committee meetings (includes teleconferences and webexes).
- F. Appoint recording secretary for meetings.

G. Forward committee report to the Tellers Committee

V. COMMITTEE DUTIES

- A. Solicit nominations for candidates to run for the positions of President, 1st Vice President, 2nd Vice President, and Secretary.
- B. Identify candidates to run for the positions of President, 1st Vice President, 2nd Vice President, and Secretary based on qualifications and experience. It is recommended, but not required, that at least two nominees be put forth for each office.
- C. Present a slate of candidates at the Fall Board Meeting in the second year of the officers' term of service.
- D. Prepare paper and/or electronic ballots.
- E. Distribute ballots by mail or electronic means to the membership on February 1 of the second year of the officers' term of service.

* * * * *



MIDDLE ATLANTIC REGION ADMINISTRATIVE CALENDAR

NOTES

A thanks to Robert Molseed for creating and providing this calendar.

Fiscal Year: This is the official year for the Region. It begins on July 1 and ends of June 30. The Region Officers and Committees officially function within this time period.

Administrative Year: This is an artificial year of 15 months beginning at MARC and lasting to the end of the next fiscal year. The first three months are necessary to prepare Committees for work during the next fiscal year.

Awards Committee: Members terms begin and end with the Region Conference.

Planning Committee: Members terms coincide with the Administrative Year.

BEGINNING OF CYCLE

APRIL – (Administrative Year begins)

All Region Committees, New and Old

- Old committees meet with new committees and review previous tasks and reports.
- New committees meet and review unfinished tasks and set goals for the next fiscal year
- New committee chairs make committee member task assignments.

Region Board

- Board meets and approves budget for fiscal year beginning next July.
- Board selects board at-large appointment to Region Planning Committee

Region Committee Chairmen

- Present committee reports to the Region Board.

Planning Committee

- New Committee meets following region Board meeting and elects Chair and Vice Chair.
- Chair assigns tasks to each member.
- Chair reviews existing Region and Institute long range plans.

APRIL / MAY - Middle Atlantic Region Conference

Awards Committee

- Committee presents Region awards at Banquet.
- New Awards Committee Chairman assumes office at conclusion of Region Conference.

MAY - Institute Awards due

MAY AND EARLY JUNE

Planning Committee

- Members obtain draft goals from Region Officers and Region Committee Chairs.
- Members submit draft goals to Chair.
- Chair prepares consolidated report.
- Chair prepares first draft of Board Recommendations for Committee review.

LATE JUNE

Planning Committee

- Members review draft goals and revise if necessary.
- Members review and revise first draft of Board recommendations.

Institute Director

- Attend Institute Board Meeting. Report to Region Board at Region Caucus.

JULY - Fiscal Year Begins July 1

Certification, Education, Membership and Technical Committee Chairmen

- Chair's set goals for the following fiscal years.
- Chair's report to Region of updated or revised goals.
- Chair's advise assigned Planning Committee member of goals.
- Outstanding Chapter Commendation nominations due.

AUGUST - LOS

Planning Committee

- Chair submits revised committee goals to the Region Board via the Region President.

Financial Committee

- Chair receives final financial statement for Region Treasurer.
- Committee begins analysis of previous fiscal year's income and expenses.

SEPTEMBER

Financial Committee

- Chair, in consultation with Region Treasurer, prepares financial analysis of previous fiscal year for Region Board.
- Based on financial analysis, the Chair prepares recommendations to the Board if necessary.

Institute Director

- Attend Institute Board Meeting.
- Consult on Institute Director's Awards.
- Region President prepares draft Agenda for Fall Region Meeting.

Awards Committee

- Chair alerts Chapter Awards Chair's of deadlines for Region award nominations including target date December 31.

SEPTEMBER/OCTOBER - CONSTRUCT (Institute Convention - could be September or October)

OCTOBER

Region Committee Chairmen

- Present committee reports to the Region Board.

Region Board

- Region Board approves or modifies Region Committee goals for next fiscal year.
- Institute Director reports on Institute Board Meeting. Advise Board on Changes in Institute Goals.

All Committees

- Meet briefly to discuss current task assignments.
- Chair modifies task assignments for current fiscal year, as necessary.
- Depending on Board action, Chairman issues new task assignments for current fiscal year.

Education Committee

- Committee meets to review plans for LOS with Planning Committee.

OCTOBER AND NOVEMBER

All Region Committees

- Prepare Action plans for fiscal year beginning next July.
- Submit action plans to Planning Committee for final review.
- Submit Budget Requests for next fiscal year to Region Operations Committee Chair.

Region Excom

- Submits budget requests for next fiscal year to Region Financial Committee Chair.

DECEMBER

Awards Committee

- Chair receives region award nominations December 31.

Tellers Committee

- Chair received candidate biographies December 31.

JANUARY - January 2 - Deadline for Receipt of Budget Requests

Financial Committee

- Prepares first draft consolidated region budget for fiscal year beginning July 1.
- Distributes budget draft to committee, including ex-officio members, for review.

Planning Committee

- Approves final draft of committee Action Plan for Board approval.
- Committee meets to review plans for LOS, including meeting with Education Committee
- Committee begins annual Budget preparation.

Institute Director

- Consult on suggested appointments to Institute Committees.

Region Officers

- Make recommendations to Institute Director on suggested appointments to Institute Committees.
- Consider appointments to Region Committees for next fiscal year.

Awards Committee

- Chair alerts Chapter Awards Committee Chair's of Institute Award nomination deadlines.

Tellers Committee

- Distribute candidate biographies to region membership.
- Prepare draft ballot for February elections.

JANUARY / FEBRUARY

Awards Committee

- Chair sends award nominations to committee members for review.
- Committee meets by conference call to select award recipients.

FEBRUARY

Financial Committee

- Committee meets via conference call to discuss budget.
- Committee makes changes to draft budget as appropriate.
- Chairman and Region Treasurer prepare final draft budget.
- Chairman sends draft budget to Region President for submission to Region Board.

Institute Director

- Attend Institute Board Meeting

Tellers Committee

- Send ballots to region membership via email February 1.
- Collect election ballots and certify results.

MARCH

Region President

- Sends Draft Agenda and Draft Budget to Region Board.
- Makes new Region Committee appointments.

Planning Committee

- Monitor progress of all committees on goals previously established.
- Prepare recommendations to Region Board on previously established goals.

Tellers Committee

- Report certified election results to Region Executive Committee.

APRIL - New Administrative Year begins

APRIL / MAY - Middle Atlantic Region Conference

All Region Committees, New and Old, Meet

- Old committees review previous tasks and reports.
- New Committees review unfinished tasks and set goals for the next fiscal year
- New Committee Chairs make committee member task assignments.

Region Board Meets

- Approves Budget for fiscal year beginning next July.
- Board selects board-at-large appointment to Region Planning Committee.

Region Committee Chairmen

- Present committee reports to the Region Board.

Planning Committee Meets

- New committee meets following Region Board meeting and elects Chair and Vice Chair.
- Chair assigns tasks to each member.
- Committee reviews existing Region and Institute long range plans.

Awards Committee

- Committee presents Region awards at Banquet.
- New Awards Committee Chairman assumes office at conclusion of Region Conference.

MAY AND EARLY JUNE

Planning Committee

- Members obtain draft goals from Region Officers and Region Committee Chairs.
- Members submit draft goals to Chair.
- Chair prepares consolidated report.
- Chair prepares first draft of Board Recommendations for Committee review.

LATE JUNE

Planning Committee Meets

- Members review draft goals and revise if necessary.
- Members review first draft of Board recommendations and suggest revisions.

JULY - Fiscal Year Begins July 1/Previous Administrative Year Ends

CYCLE CONTINUES

MIDDLE ATLANTIC REGION AWARDS PROGRAM
THE CONSTRUCTION SPECIFICATIONS INSTITUTE

NOMINATION FOR A REGION AWARD BY THE _____ CHAPTER

Date _____, 20____

Chairperson, Middle Atlantic Region Awards Committee
The Construction Specifications Institute

Dear Sir/Madame:

This Chapter, at its meeting on _____, 20__ nominated

_____ for the _____

_____ Award of the Middle Atlantic Region, CSI. We certify the resolution as

follows:

"Whereas, this Chapter believes _____
_____: therefore be it Resolved, that the _____
_____ Chapter of the Construction Specifications Institute does hereby nominate
_____ for the _____ Award
and the President and Secretary be and hereby are authorized and directed to prepare the
nomination papers and forward them to the Region Awards Committee and do all things
proper to forward said nomination."

We propose the wording of the Award to be as follows:

The qualifications for the nominee and biographical data are indicated on the attached Middle Atlantic Award Forms.

Sincerely,

_____(Signature)

President

_____(Signature)

Secretary

_____(Signature)

Chapter Awards Chairperson

_____(Phone #)

MIDDLE ATLANTIC REGION AWARDS PROGRAM
THE CONSTRUCTION SPECIFICATIONS INSTITUTE

NOMINATION FOR A REGION AWARD BY INDIVIDUAL MEMBERS

Date _____, 20__
Chairperson, Middle Atlantic Region Awards Committee
The Construction Specifications Institute

Dear Sir/Madame:

We hereby nominate _____ for the

The qualifications of the Nominee and biographical data are indicated on the attached Region Award Forms.

| | Signatures (5) | Members' Name and Chapter |
|----|----------------|---------------------------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |
| 5. | _____ | _____ |

(* Signatures of at least five (5) Members are required. All five (5) Members may sign the same form, or each member may sign a separate form. If separate forms are used, the names of all nominators must appear on one cover form.

We propose the wording of the Award to be as follows:

**MIDDLE ATLANTIC REGION AWARDS PROGRAM
THE CONSTRUCTION SPECIFICATIONS INSTITUTE**

_____ Date

**NOMINATION FOR A REGION AWARD/DOCUMENTATION OF
ACHIEVEMENTS AND SERVICE**

1. Nominee's full name.
2. Achievements or service of the nominee on which the nomination is based.
3. Exhibits and delineation of achievements or service on which the nomination is based. (Attach supporting documentation necessary to support the nomination. Include letters of endorsement when appropriate.)

MIDDLE ATLANTIC REGION AWARDS PROGRAM
THE CONSTRUCTION SPECIFICATIONS INSTITUTE

NOMINATION FOR A REGION AWARD/BIOGRAPHICAL STATISTICS

1. Nominee's full name.
2. Nominee's address.
3. Nominee's principal occupation_____ (for individual) business_____ (for firm) or purpose_____ (for organization)
4. Nominee's employer_____ (for individual)
5. Nominee's business address_____
6. Other background data of importance concerning the nominee. (Education, important events, etc.)
7. Honors, awards and other attainments of the nominee.

NOTE:

See guidelines in Appendix D (X-APPX-D) to complete this form. Forms D-1, D-2 and D-3 Provide the recommended outline for composing a biography.

ATTACH COMPLETED FORM D-4 WITH THIS FORM.

BIOGRAPHICAL INFORMATION SUMMARY (BIO)

I. GENERAL

- A. When nominated for an office, position or award on the Institute and Region levels, a Biographical Information Summary (BIO) will be required.
- B. Members are encouraged to initiate a BIO early in their CSI involvement.
- C. The following outline will assist in developing a BIO which conforms with a standard Region format.

II. PERSONAL

- A. Name
- B. Home address
- C. Home phone number

III. BUSINESS

- A. Title
- B. Business affiliation
- C. Business phone number

IV. CSI DATA

- A. Membership classification
- B. Name of Chapter
- C. Year joined

- 1. If you are not sure when that was, the year is part of your membership number on the Membership card which you receive every year when you renew. For instance, if your number is M0371059, you became a Member in March, 1971. The last three (3) digits show that this was the 59th application in "71. The number opposite is the Chapter number, i.e.: 002 for the DC Metro Chapter shows that it was the second Chapter in the Institute to be chartered.

V. POSITIONS HELD

- A. List positions and offices held on respective levels of the Institute.
- B. Be specific as to your involvement.
- C. Dash means "through" as in 1973 - 1974. Use fiscal years.

- D. The CSI fiscal year runs from July 1 through June 30; in this example, the actual time served was from July 1, 1972 through June 30, 1973 (FY 73) and from July 1, 1973 through June 30, 1974 (FY 74).
- E. The calendar year runs January through December. Since the national Convention and our own Region Conference fall in the same calendar year but in different fiscal years, this year Detroit in June is FY 87 and Richmond in October is FY 88. The calendar years when listing the conventions and conferences as shown in the sample.
- F. Comma means "and" as in 1973, 76. Again, use fiscal years.

VI. DEFINITIONS

- A. Delegate: Duly accredited Member to the Institute Convention.
- B. Attendee: Anyone attending a Chapter, Region or Institute function, including everyone attending a Region Conference (note that there are no delegates to a Region Conference!)
- C. Active attendee: Indicate your function such as speaker, moderator or panelist.

VII. RECOGNITION

- A. List CSI awards and honors received.

VIII. REPRESENTATION

- A. On a separate sheet, list the Region Conferences and Institute Conventions attended.
- B. Use calendar years.

IX. SAMPLE OUTLINE

- A. The following is a sample outline describing how "BIO" information should be arranged.

BIOGRAPHICAL INFORMATION

NAME AND ADDRESS

BUSINESS AFFILIATION

SERVICES TO CSI

(Dates Represent Fiscal Years)

Xxx Member, Chapter Name, 19xx to Present

CHAPTER

| | |
|-----------|---------------------------------------|
| 1973 - 74 | Member, Xyz Committee |
| 1975 | Chairperson, Xyz Committee |
| 1976 - 77 | Director, Delegate, Annual Convention |
| 1977 | |

REGION

| | |
|-----------|-----------------------------|
| 1976 | Attendee, Region Conference |
| 1977 - 78 | Member, Abc Committee |

INSTITUTE

| | |
|------|-----------------------|
| 1978 | Member, Xyz Committee |
|------|-----------------------|

AWARDS AND HONORS

| | |
|------|--|
| 1975 | Chapter Citation |
| 1977 | Chapter Letter of Appreciation Region Certificate |
| 1978 | Institute Commendation |

* * * * *

**REGION CONFERENCES ATTENDED
(Calendar Years)**

| | |
|------|-------------------------|
| 1976 | Erie-NW Penn (Erie, PA) |
|------|-------------------------|

**INSTITUTE CONVENTIONS ATTENDED
(Calendar Years)**

| | |
|------|------------------|
| 1976 | Philadelphia, PA |
| 1977 | Denver, CO |

CSI - MIDDLE ATLANTIC REGION MANAGEMENT RESOURCES INFORMATION

NAME: _____ CHAPTER: _____ DATE: _____

ADDRESS: _____ CITY/STATE: _____ ZIP: _____

MEMBERSHIP DATA: PROFESSIONAL _____

_____ JOINED _____

OCCUPATION: _____ DAY PHONE: _____ EVENING PHONE _____

| ACTIVITY | CHAPTER | REGION | INSTITUTE |
|----------|---------|--------|-----------|
|----------|---------|--------|-----------|

DIRECTOR _____

PRESIDENT _____

PRESIDENT ELECT _____

VICE PRESIDENT _____

SECRETARY _____

TREASURER _____

AWARDS COMMITTEE _____

CERTIFICATION COMMITTEE _____

CONFERENCE COMMITTEE _____

EDUCATION COMMITTEE _____

FINANCIAL COMMITTEE _____

LRPC/DAC _____

MEMBERSHIP COMMITTEE _____

NOMINATING COMMITTEE _____

PROGRAM EVENTS COMMITTEE _____

PUBLICATIONS COMMITTEE _____

NEWSLETTER EDITOR _____

PUBLICITY COMMITTEE _____

TRADE SHOWS _____

SPECIAL PROJECTS, AWARDS NOTABLE WORK ON SERVICE;
(USE BACK OR ADDITIONAL SHEET IF NECESSARY)

ARTICLES OF INCORPORATED
STATE FORM
OF
CSI MIDDLE ATLANTIC REGION, INCORPORATED

THE CONSTRUCTION SPECIFICATIONS INSTITUTE, INCORPORATED

This is to certify:

FIRST: That the undersigned three (3) subscribers, whose names and post office addresses appear below, all being at least eighteen years of age, and all being Members of The Construction Specifications Institute, Incorporated, a Maryland corporation is The Middle Atlantic Region as defined by The Construction Specifications Institute, Incorporated, do hereby form a corporation under the Central Laws of the State of Maryland.

SECOND: The names of the corporation is:

CSI MIDDLE ATLANTIC REGION, INCORPORATED
OF
THE CONSTRUCTION SPECIFICATIONS INSTITUTE, INCORPORATED.

THIRD: The purposes for which the corporation is formed are as follows:

- a) To foster and promote the common interests of the members, persons, firms, groups, associations, corporations and others engaged in any phase of the business of writing, preparing, compiling, or in any way utilizing specifications in the construction and allied industries; to promote improved specification practices in the construction and allied industries; to publish and disseminate the results thereof; to establish and maintain the corporation as a clearing house of unbiased information on construction materials and equipment; and to further the common good of all persons engaging in the writing, preparing and compiling of specifications in the construction and allied industries;
- b) To promote closer relations and cooperation among its members and with other members of The Construction Specifications Institute, Incorporated;
- c) To foster and promote the policies and programs of The Construction Specifications Institute, Incorporated;
- d) To further the common interests and opportunities of its members in any and every lawful objectives and purposes of a lawful association, provided
 - (a) That the corporation shall not engage in any business of a kind ordinarily carried on for profit nor shall it perform particular services to individual persons, and
 - (b) No part of the fund or funds of the corporation, whether income or principal, shall be used to carry on propaganda or otherwise to influence legislation.

- e.) In furtherance and not in limitation of the general powers conferred on corporations by Laws of the State of Maryland and of the objects herein set forth, it is expressly provided that this corporation shall have also, as far as are lawful, the following powers, viz:
- (a) To collect and disseminate statistics and other information of interest to members;
 - (b) To conduct studies and technical research work;
 - (c) To make awards and grants, and to create endowments, for the purpose of the corporation;
 - (d) To disseminate information of a general technical, economic, educational, and governmental character, to analyze subjects relating thereto, and to secure and present the views of the members to other organizations, governmental agencies and the public;
 - (e) To conduct business activities by means of educational projects, advertising campaigns, publicity or other lawful means;
 - (f) To engage in such activities, including the publication of newsletters, books, magazines, and guides, which may contain such pertinent advertising as may be deemed expedient for the purpose, the gains or profits derived there from to be used, however, only in such manner as shall be most conducive to the proper carrying out of the purpose herein stated;
 - (g) To acquire by purchase, lease or gift, and to hold, sell, mortgage, or otherwise acquire or dispose of real or personal property necessary for the accomplishment of the objects and purposes herein set form; to do any acts necessary or expedient for carrying on any or all of the objects and purposes of this corporation not forbidden by law, or by this certificate of incorporation, or by its by-laws or by the laws of the State of Maryland;
 - (h) To fix, collect, receive and expend dues or other charges from the members of the corporation;
 - (i) To have offices and authorized agents and promote and carry on its objects and purposes within or without the State of Maryland, in other states, and the District of Columbia;
 - (j) In general, to have all powers conferred upon a non-stock, non-profit corporation by the laws of the State of Maryland, except as herein prohibits or forbidden by the by-laws of the corporation.

FOURTH: The post office address of the place at which the principal office of the corporation will be located is 4801 Royahn Avenue, Baltimore, Maryland 21236. The resident agent of the corporation is William A. Giesecking, 4801 Royahn Avenue, Baltimore, Maryland 21236.

FIFTH: The corporation shall not have any capitol stock and no part of the net income of the corporation shall inure to the private profit of any individual, except in payment for authorized services for the administration and conduct o its affairs.

SIXTH: The number of directors of the Corporation shall not be less than thirteen (13) members which may be increased by the bylaws of the corporation, and the names of the directors who shall act until the first meeting or until their successors are duly chosen and qualifies are:

Gordon E. Gradwell, Allentown Chapter
Tibor J. Patalice, Baltimore Chapter
Jim W. McClamrock, Blue Ridge Chapter
Joel R. Altland, Central Pennsylvania Chapter
Sandra J. Landerl, Delaware Chapter
Gary F. Lewis, District of Columbia Metropolitan Chapter
Anthony M. Visco, Jr., North Central Pennsylvania Chapter
Michael A. Glass, Erie-Northwestern Pennsylvania Chapter
Charles A. Brown, Pittsburgh Chapter
Robert T. McDonald, Philadelphia Chapter
Charles S. Ditsler, Richmond Chapter
Stephen J. Fenwick, South Jersey Chapter
Marlen M. Hiller, Tidewater Virginia Chapter
Byron R. Dickson, Jr., Vice President of Region
Dell R. Ewing, President of Region

SEVENTH :The following provisions are hereby adopted for the purposes of defining, and regulating the powers of the corporation and the Directors and member;

- a) The conditions, method of admission, qualifications, and classifications of membership, the limitation, rights, powers and duties of members, the dues, assessments and contributions of members, the method of expulsion from and termination of membership, limitations upon qualifications of voicing power, and all other matters pertaining to the membership and conducts, management and control of the business, property and affairs of the corporation shall be as provided from time to time in the Bylaws of the corporation.

EIGHTH: In the event of dissolution of the corporation, after the payment of all the debts of the corporation, the remaining property and assets shall be conveyed or transferred for such purposes as the members of the corporation in their absolute discretion may determine, but no funds or property shall revert to be distributed among the members of the corporation.

NINTH: Meetings of members and directors may be held within or without the State of Maryland.

TENTH: The duration of the corporation shall be perpetual.

ELEVENTH:The private property of the members and directors of the corporation shall not be subject to the payment of corporation debts to any extent whatsoever.

IN WITNESS WHEREOF, we have hereunto set our hands this ____ day of _____, 1988.

WITNESS:

John Michael Boring

John Michael Boring
131 Watkins Mills Road, Apt. B
Gaithersburg, Maryland 20879

William A. Giesecking

William A. Giesecking
4801 Royahn Avenue
Baltimore, Maryland 21236

Richard T. Weatherby

Richard T. Weatherby
1207 Watervale Road
Fallston, Maryland 21047

STATE OF MARYLAND, CITY OF BALTIMORE, To wit:

I HEREBY CERTIFY that, on the ____ day of _____, 1988, before me, the subscribers, a Notary Public of the State of Maryland, personally appeared, the three (3) individuals who signed the foregoing Articles of Incorporation, and severally acknowledged the foregoing Articles of Incorporation to be their act.

WITNESS my hand and Notarial Seal.

AFFIDAVIT

STATE OF MARYLAND, CITY OF BALTIMORE, To wit:

I HEREBY CERTIFY that, on the ____ day of _____, 1988 before me the subscriber, a Notary Public of the State of Maryland, personally appeared, William A. Giesecking, John Michael Boring and Richard T. Weatherby, the three (3) Incorporators who signed the foregoing Articles of Incorporation, and they severally acknowledged the foregoing Articles of Incorporation to be their act.

WITNESS my hand and Notarial Seal.

Notary Public

My Commission expires _____

**CSI MIDDLE ATLANTIC REGION
ADMINISTRATIVE GUIDE**

APPENDIX E

State Of Maryland

State Department of Assessments and Taxation

DOCUMENT CODE _____ BUSINESS CODE _____ COUNTY _____

_____ P.A. ___Religious ___Class ___Stock ___Nonstock

Merging
[Transferor] _____

Surviving
[Transferee] _____

| <u>CODE</u> | <u>AMOUNT</u> | <u>FEE REMITTED</u> |
|-------------|---------------|---|
| 20 | _____ | Organ. & Capitalization |
| 61 | _____ | Rec. Fee (Arts. Of Inc.) |
| 62 | _____ | Rec. Fee |
| 63 | _____ | _____ Rec. Fee (Merger or Consolidation) |
| 64 | _____ | _____ Change of Name |
| 65 | _____ | Rec. Fee (Transfer) |
| 66 | _____ | Rec. Fee (Dissolution) |
| 52 | _____ | Rec. Fee (Revival) |
| 50 | _____ | Foreign Qualification Cost. Of Qual. Or Req. |
| 51 | _____ | Foreign Qualifications |
| 13 | _____ | ___ Certified Copy ___ Change of Resident Agent |
| 56 | _____ | Penalty |
| 54 | _____ | For. Supplement Cart. |
| 33 | _____ | Foreign Resolution _____ Change of Resident Agent Address |
| 73 | _____ | Certificate of Conveyance |
| 73 | _____ | _____ Resignation of Resident Agent |
| | _____ | Certificate of Merger/Transfer |
| | _____ | |
| | _____ | |

**CSI MIDDLE ATLANTIC REGION
ADMINISTRATIVE GUIDE**

APPENDIX E

75 _____ Special Fee Code _____
 80 _____ For. Limited Partnership ATTENTION: _____
 83 _____ Cert. Limited Partnership _____
 84 _____ Amendment to Limited Partnership _____
 _____ Partnership

85 _____ Termination of Limited Partnership
 21 _____ Recordation Tax MAIL TO ADDRESS: _____
 22 _____ State Transfer Tax _____
 23 _____ Local Transfer Tax _____
 31 _____ Corp. Good Standing _____
 NA _____ Foreign Corporation _____
 Registration

87 _____ Limited Part. Good Standing
 71 _____ Financial
 600 _____ Personal NOTE:
 _____ Property Reports and _____
 _____ late filing
 penalties
 70 _____ Change of P.O., R.A. or R.A.A.
 _____ Other _____
 _____ Other _____

TOTAL

FEES _____

_____ Check _____ Cash
 _____ Documents on _____ checks

APPROVED BY: _____

**BYLAWS OF CSI MIDDLE ATLANTIC REGION, INCORPORATED
OF
THE CONSTRUCTION SPECIFICATIONS INSTITUTE, INCORPORATED**

ARTICLE I - NAME

The name of this organization is the CSI Middle Atlantic Region, Inc. of the Construction Specifications Institute, Inc., hereinafter referred to as the "Region" said Region being an affiliate of The Construction Specifications Institute, Inc., hereinafter referred to as the "Institute."

ARTICLE II - GOVERNING AUTHORITY

The Region, consisting of the membership as defined in ARTICLE IV in these Bylaws, is governed and operated in accordance with the laws of the State of Maryland, the certification of incorporation, provisions of the Institute Bylaws, these Bylaws, the regulations and requirements for the conduct of members, chapters, and regions of the Institute as adopted from time to time by the Institute Board, the standing rules of the Region Board, the rules and instructions of the Region's Board issued through its officers and the Region Guide as issued through the Board.

ARTICLE III - PURPOSE AND POLICY

Section 1. Purpose

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

Section 2. Policy General

The name, funds or influence of the Region may be used only in support of this purpose and in accordance with ARTICLE II of these Bylaws.

Section 3. Policy Nondiscrimination

The Region endorses a nondiscriminatory policy as to membership and does not restrict membership based on a classification ratio or any other practice.

ARTICLE IV - DOMAIN AND MEMBERSHIP

Section 1. Domain

The domain of the Region shall be the Middle Atlantic Region of the United States of America as geographically designated by the Institute.

Section 2. Membership

The membership of the Region shall be comprised of the Chapters in the Middle Atlantic Region as designated by the Institute and the members of those Chapters who are members of the Institute.

ARTICLE V - BOARD

Section 1. Government of the Region

The affairs of the Region shall be governed by its Board.

Section 2. Composition of the Board

The Board shall consist of the Executive Committee and Directors. The Institute Director and Treasurer shall be non-voting members of the Board.

Section 3. Directors

The Directors shall be the Presidents of the Chapters within the Region or their alternates as directed by their Chapter Bylaws or as directed by their Chapter Board. The term of office for Director shall coincide with the Institute fiscal year and shall continue until their respective successors take office.

Section 4. Duties

The Board shall have control and management of the affairs of the Region with authority to conduct the business of the Region.

Section 5. Meetings

The Board shall hold not less than two regular meetings during the year; the time and place of which shall be fixed by the Board. Special meetings of the Board may be held at any time on call of the President and shall be held upon written request to the president by five members of the Board; provided, however, that in each case at least twenty-five (25) days written notice is given to each member of the Board in advance. The President of the Region shall preside at all meetings of the Board or, in the absence of the President of the Region, the 1st Vice President of the Region shall preside.

Section 6. Quorum

A minimum of twelve (12) Board members present shall constitute a quorum at all its meetings.

Section 7. Order of Business

The order of business for meetings shall be determined by the presiding officer. These Bylaws and Robert's Rules of Order, Newly Revised shall govern the conduct of the meetings.

Section 8. Vacancies

Any vacancies that may occur in the Board by reason of death, resignation or otherwise, shall be filled as follows for the duration of the unexpired term.

- a. A Director vacancy (Chapter President or alternate) shall be filled by the Chapter where the vacancy exists.
- b. A vacancy by the President, either of the Vice Presidents, the Secretary or the Treasurer of the Region shall be filled as follows: if the vacancy is the President of the Region, the 1st Vice President of the Region shall assume the Presidency of the Region; if the vacancy is a Vice President, the Secretary or the Treasurer of the Region, a member in good standing shall be nominated by the President and confirmed by the Board..

Section 9. Region Operating Calendar

The Board shall keep a current and two year projected Region calendar establishing dates and assigning responsibility for Region events and for general business of the Region.

ARTICLE VI - EXECUTIVE COMMITTEE

Section 1. Composition

The Executive Committee, as Officers of the Region, shall consist of the President, 1st Vice President, 2nd Vice President, the Secretary, and the Treasurer.

Section 2. Duties

The Executive Committee shall exercise, at all times when the Board is not in session, such part of the authority of the Board in the control and management of the Institute's affairs as the Board may delegate to it.

Section 3. Meetings

Meetings of the Executive Committee may be held upon the call of the president.

Section 4. Quorum

A majority of the Committee shall constitute a quorum.

Section 5. Order of Business

The order of business for meetings shall be determined by the President. These Bylaws and Robert's Rules of Order Newly Revised shall be the guide for the conduct of the meetings.

ARTICLE VII - OFFICERS

Section 1. Election of Officers

- a. The President of the Region shall appoint at the start of the Region fiscal year for that year all chairman and members of committees, standing and temporary, the Treasurer, and other positions as determined by the Board.
- b. The term of office for the President and the Vice Presidents of the Region shall be two years with the possibility of re-election one time. The term of office for the Secretary of the Region shall be two years with no restriction on the number of times they may seek re-election. The terms shall coincide with the term of the Institute Director for the Middle Atlantic Region and the Institute fiscal year as set by the Institute.

Section 2. President of the Region

- a. The President of the Region shall preside at all meetings of the Region, the Executive Committee, the Board, and shall be a member ex-officio of all committees of the Region. The President of the Region shall perform such duties as are necessarily incident to the office of the President of the Region or as may be prescribed by the Board. In the temporary absence or disability of the President of the Region, the 1st Vice President of the Region shall discharge the duties of the President.

Section 3. Vice Presidents of the Region

- a. The 1st Vice President of the Region shall be a member of the Executive Committee, the Board and shall be a member ex-officio of all committees of the Region and shall have such assignments as may be made by the President of the Region, Executive Committee or the Board.
- b. The 2nd Vice President of the Region shall be a member of the Executive Committee, the Board and shall have such assignments as may be made by the President of the Region, Executive Committee or the Board.

Section 4. Secretary

The Secretary shall have custody of the corporate seal, and shall sign for the Region all agreements and formal instruments under the seal thereof. The Secretary shall have charge of all books, records and correspondence of the Region, of the Board and of its committees, other than those books, records, and correspondence pertaining to the office of the Treasurer; and shall exhibit the same to the members of the Region when required to do so by the Board. The Secretary shall attend all meetings of the Region and of the Board and of the Executive Committee and shall record the proceedings thereat. The Secretary shall issue notices for all meetings for which notice must be given, as required by these Bylaws, attend promptly to all official correspondence, and shall notify members of their election or appointment to offices, boards and committees. The Secretary shall keep a correct roster of the names and current addresses of the members of the Region, of its Board, and of its various committees. At the expiration of the term of office, the Secretary shall deliver all books, records and correspondence to the next Secretary or in the absence of a Secretary, to the President. The Secretary shall have such other duties as may be prescribed from time to time by the Board. The duties of the Secretary, under authority of the Board, may be assigned in whole or in part to other assistants as the Board may determine.

Section 5. Treasurer

The Treasurer shall collect, receive and receipt for all monies and securities paid to or transferred to or contributed to the Region. The Treasurer shall deposit the funds and securities of the Region in such banks, trust companies or depositories as the Board shall designate; and shall, subject to the direction of the Board, disburse and dispose of the same, taking proper vouchers for such disbursements. The Treasurer shall keep accurate books of account, recording therein the sources and amounts of all monies, funds, securities, property and assets in custody, showing at all times the amount of all property belonging to the Region, wherever located, and showing the amount of disbursements made and the disposition of the property. The Treasurer shall render to the Board, when they so direct, an account of all the transactions as Treasurer and of the financial condition of the Region, and shall after the close of the fiscal year shall prepare and file all required income tax returns and incorporation forms and fees and present a report of the examination of records, and transactions of the Region by a committee, who shall be designated by the Executive Committee. The Treasurer shall have such other duties as may be prescribed from time to time by the Board. At the expiration of the term of office, the Treasurer shall deliver to the next treasurer all books, monies, and other property, or, in the absence of a new Treasurer, to the President of the Region. The duties of the Treasurer, under authority of the Board, may be assigned in whole or in part to other assistants as the Board may determine.

ARTICLE VIII - DISQUALIFICATION OF OFFICERS AND DIRECTORS

Officers or directors of the Region who cease for any reason whatsoever to be members of the Region or Institute shall thereupon no longer hold such office in the Region.

ARTICLE IX - COMMITTEES

The Board shall create such committees of the Board and of the Region and shall delegate to these committees such powers and functions as it finds desirable for the conduct of its business and for carrying out the purposes for which the Region has been organized, and may authorize compensation for justifiable expense for same. All members serving on Region committees shall be members of the Institute and this Region.

ARTICLE X - CHAPTERS OF THE REGION

Chapters shall be local associations chartered by the Institute to further the purposes to which the Institute is dedicated, shall consist only of members of the Institute in good standing and be within the geographical area for this Region as designated by the Institute.

ARTICLE XI - MEETINGS OF THE REGION

Section 1. Annual Meetings

The Region shall meet twice annually at a time and place fixed by the Board. Any member of the Region in good standing in the Institute may attend the Region Annual meetings.

Section 2. Special Meetings

Special meetings may be called whenever the Board shall deem it necessary, and shall be called upon the written request of the presidents of any five chapters to the President of the Region. Any member of the Region in good standing may attend the Special Meeting.

Section 3. Announcement of Meeting

The time and place of the annual meeting and subsequent special meetings shall be announced by mail to all Chapters of the Region at least twenty (20) days in advance.

Section 4. Order of Business

The order of business for meetings of the members of the Region shall be determined by the Board. The order of business may be altered at any meeting by request of a majority of members present. Robert's Rules of Order, Newly Revised shall govern, except where otherwise provided in these Bylaws.

ARTICLE XII - FISCAL ADMINISTRATION

Section 1. Fiscal Year

The fiscal year of the Region shall commence on July 1 of each year or as determined by the affirmative vote of at least two-thirds of the members of the Board.

Section 2. Funding

- a. The principal funding for the operation of the Region shall be by equal assessment of each chapter member of a region chapter. This assessment shall be approved by the Region Board by at least twelve (12) of the Board members at the Spring Region Board meeting before the end of each fiscal year. Each chapter member shall contribute equally through his home Chapter.

- b. Prior to July 31st of the Fiscal Year, the Treasurer shall notify each Chapter as to its total home membership as of June 30th of the previous fiscal year as provided to the Treasurer by the Institute, including the amount of assessment. Each Chapter shall remit the full amount to the Treasurer prior to September 1st.
- c. The approved amount of assessment shall be in effect for the Fiscal Year.

ARTICLE XIII - AMENDMENTS

- a. Proposals for amendments to these Bylaws may be made by the Board, or submitted to the Board in a petition, accompanied with detailed justification for the proposed changes, and signed by not less than ten (10) of the members of the Region. The Board, through the Secretary, shall mail the proposed amendments to the voting members of the Board. Proposed amendment(s) initiated by petition shall include the proponents' rationale.
- b. An affirmative vote by at least twelve (12) Board members at the next scheduled annual Board meeting is required to approve an amendment to these Bylaws.

ARTICLE XIV - INDEMNIFICATION AND FIDELITY BOARD

Section 1. Indemnification of Directors, Officers and Employees

- a. The Region shall indemnify every person who is or was a Director, Trustee, Officer, or employee of the Region, or who is serving or has served at its request as a director, trustee, officer, or employee of any other corporation (hereinafter referred to as "other corporation") against reasonable expenses, including attorneys' fees and disbursements, judgments, decrees, fines, penalties, and amounts paid in settlement, in connection with any pending or threatened claim, action, suit, or proceeding (civil, criminal, administrative, or investigative) in which he may be involved or threatened to be involved, as a party or otherwise, by reasons of being or having been such Director, Trustee, Officer, or employee; provided a determination is made in the manner provided in b of this Section that such person: (1) was not willfully negligent or guilty of willful misconduct in the performance of duty to the Region or other corporation of which the individual is or was a Director, Trustee, Officer or employee, (2) acted in good faith in what he reasonably believed to be the best interest of the Region or other corporation, (3) in any matter the subject of a criminal action, suit or proceeding, had no reasonable cause to believe that his conduct was unlawful, and (4) in the case of amounts paid in settlement, that such settlement is or was reasonable and in the best interests of the Region or other corporation; provided, however, that if at any time any provisions are contained in the laws of the State of Maryland prohibiting indemnification in respect of any claim, action, suit, or proceeding except upon a determination of the extent thereof in the manner provided therein, then indemnification in respect thereof shall be made only in accordance with such provisions.
- b. The determination as to (1), (2), (3), and (4) in the preceding paragraph may be made by an adjudication of a court of competent jurisdiction. All determinations, except those made by such prior adjudication's, shall be made: (1) by a majority vote of a quorum consisting of disinterested Directors of the Region (namely directors who are or were not parties to or threatened with any such claim, action, suit or proceeding), or (2) if such a quorum is not obtainable or, even if obtainable, if the quorum of disinterested Directors so directs, by

independent legal counsel in a written opinion, or (3) by the members in like manner to the procedure for amending the Region Bylaws.

In making a determination, the disinterested directors may conclusively rely upon an opinion as to facts or law or both, of independent legal counsel selected by them. The termination of a claim, action, suit, or proceeding by judgment, settlement, conviction, or upon a plea of guilty or of nolo contendere or its equivalent shall not of itself create a presumption that the Director, Trustee, Officer, or employee was negligent or guilty of misconduct in the performance of duty to the Region or other corporation while a Director, Trustee, Officer, or employee did not act in good faith in what he reasonably believed to be the best interests of the Region or other corporation, or, in any manner the subject of a criminal action, suit, or proceeding, had reasonable cause to believe that his conduct was unlawful.

- c. Expenses incurred with respect to any claim, action, suit, or proceeding may be advanced by the Region to the Director, Trustee, Officer, employee or their legal counsel prior to the final disposition thereof upon receipt of an undertaking by the Director, Trustee, Officer, or employee to repay such amount as shall not ultimately be determined to be payable to him hereunder.
- d. The rights of indemnification provided hereunder shall not be deemed exclusive of other rights to which any such Director, Trustee, Officer, or employee now or hereafter may be entitled, shall continue to a person who has ceased to be a Director, Trustee, Officer, or employee, and shall inure to the benefit of such person's heirs and legal representatives.

Section 2. Fidelity Bond

Every person entrusted with the handling of funds or property of the Region shall be bonded in such form and in such amount and with surety satisfactory to the Board, of any fraudulent or dishonest act or acts committed against the Region while acting alone or in collusion with others; the cost of said bond to be paid by the Region.

ARTICLE XV - NUMBERING OF ARTICLES AND SECTIONS

The Board is authorized to number the articles and sections of these Bylaws to correspond with any changes that may be made.

Dated:

1. CHAPTER ADMINISTRATION

| Office | Name | Phone | email |
|-----------------------|------|-------|-------|
| President | | | |
| President-elect | | | |
| Vice President | | | |
| Vice President | | | |
| Secretary | | | |
| Treasurer | | | |
| Immed. Past President | | | |
| Director | | | |
| | | | |
| | | | |
| | | | |
| | | | |

2. CHAPTER MEETING INFORMATION

The monthly Chapter membership meeting is held at [time] on the [day of the week(2nd Wednesday, etc.)] of the month at the [place/location].

The Dinner/Lunch that precedes the meeting at [XX:XX]PM costs \$[].

Dinner includes a [cocktail hour] [] from [XX:XX] to [XX:XX] PM with [hors d'oeuvres] [and] [a cash bar

Average attendance is [], which is about [] percent of the membership.

The regular Chapter Board meeting is held at [XX:XX] AM/PM on the [day of the week (2nd Wednesday, etc.)] of the month at the [place/location].

3. STANDING COMMITTEES

| | Chairperson's Name | Number of Members | Number of Projects |
|---------------|--------------------|-------------------|--------------------|
| Awards | | | |
| Certification | | | |
| Education | | | |
| Financial | | | |
| House | | | |
| Membership | | | |
| Newsletter | | | |
| Nominating | | | |
| Program | | | |
| Technical | | | |

Dated:

4. CHAPTER PROGRAMS

| MONTH | date | PROGRAM TITLE |
|-----------|------|---------------|
| JULY | | |
| AUGUST | | |
| SEPTEMBER | | |
| OCTOBER | | |
| NOVEMBER | | |
| DECEMBER | | |
| JANUARY | | |
| FEBRUARY | | |
| MARCH | | |
| APRIL | | |
| MAY | | |
| JUNE | | |

5. SPECIAL PROJECTS:

Fall meeting: *Give a brief description with dates and participants of any special projects or fundraiser events planned for the fiscal year; Include Region Conferences as applicable.*

Spring: *Provide a synopsis of events identified in the fall report.*

6. DISCUSSION ITEMS FOR MEETING:

Provide a list of 5 issues facing your chapter, with thoughts toward the solutions for discussion at the Fall President and LOS meeting.

Respectfully submitted

[Chapter President,]

[Chapter]

BOARD POLICY

I. BOARD POLICY

- A. As previously stated in Chapter 5, amendments to this Guide may be proposed by a Chapter or Member in the Region by submission of the proposed amendment to the Region President, and he/she shall refer proposed amendments to affected committees where applicable for their recommendation to the Region Board of Directors for inclusion on their next meeting agenda.

- B. However, from time to time the Region Board may vote policy changes which affect the guide and Region operations.

* * * * *

Those policy changes, issued in the form of meeting minutes, or Director's reports shall be inserted hereafter for reference.

* * * * *

EXHIBITORS SHOW GUIDE

I. PURPOSE

The purpose of the Exhibitors Show is to provide an awareness of usage, innovation and application of construction products. The show is intended to stimulate the interest of designers, contractors, owners, school officials and other interested parties.

II. ADMINISTRATION

- A. Appoint the Chairperson and the Committee at least twelve (12) months prior to the show.
 - 1. Committee Division
 - a. Facility and Scheduling
 - b. Financial (Chapter Treasurer)
 - c. Hospitality (Chapter Hospitality Committee Chairperson)
 - d. Publicity (Chapter Publicity Committee Chairperson)
 - e. Awards (Chapter Membership Committee Chairperson)
 - f. Membership (Chapter Membership Committee Chairperson)
 - g. Education (Chapter Education Committee (Chairperson)
- B. The Chairperson shall report on Exhibitors Show planning and progress monthly at Chapter Board Meetings for Board review and suggestions.
- C. The Committee shall meet monthly, preferably one week before the Chapter Board Meeting.
- D. First Committee Meeting shall be concerned with general discussion and orientation and making the first draft of time and type of show. Some items to be considered include the following:
 - 1. Proposed Sites
 - a. Dates available
 - b. Cost
 - c. Space available
 - 2. Type of show or theme
 - 3. Investigate possible date conflicts with other organizations.
 - 4. Confirm date with facility selected.
 - 5. Set cut-off date for exhibitors.
 - 6. Proposed show schedule.
 - 7. Food and beverage.
 - 8. Setup proposed budget.
 - 9. Setup list of proposed exhibitors.
 - 10. Setup list of proposed guests.
 - 11. Invitation schedule.
 - 12. Awards.
 - 13. Door prizes or special drawings.

III. SCHEDULE

A. Time schedule of Exhibitors Show

1. Setup time
2. Show time
3. Tear-down time

B. Invitation schedule

1. Send registration forms and an invitation to prospective exhibitors at least four (4) months before the show.
2. Require that prospective exhibitors send the reservation form back to the Show Committee at least two and one-half (2-1/2) months before the show, if possible.
3. Send the "Acceptance" form letter and booth designated space and layout to exhibitors two (2) months before the show, if possible.
4. Mail invitations to prospective guests at least four (4) weeks before the show date.
5. Follow-up phone calls to prospective guests should be made during the two (2) week period before the show.
6. Exhibitor's "Invitation and Registration" and exhibitor's "Acceptance and Instruction" form letters shall be as shown in the "sample forms" included as a part of this Appendix.

IV. BUDGET

- A. Exhibit space
- B. Guest badges and inserts
- C. Exhibitor ribbons
- D. Show Committee ribbons
- E. Registration book
- F. Printing
 1. Exhibitors' "Registration" forms
 2. Exhibitors' "Acceptance" forms
 3. Invitations and tickets for guests
 4. Programs
- G. Postage
- H. Food and beverage
- I. Napkins
- J. Flowers for hostesses
- K. Door prizes
- L. Awards - Supplies
- M. Film and processing

VI. PUBLICITY

A. Invitations to guests should include the following:

1. Professionals (including Architects, Engineers, Designers, Specification Writers, etc.).
2. Industry (including Contractors, Suppliers, etc.).
3. Organizations (including AIA, CSI, NSPE, ASHRAE, etc.).
4. Newsletters (in particular to construction oriented organizations).

B. Invitations to guests should follow the attached format and should include the following:

1. Letter.
2. Tickets.
3. Booth layout plan and list of exhibitors.

VII. EXHIBITORS' SHOW PLANNING

A. Physical arrangements

1. Space size
 - a. Minimum booth size - 5' 0" deep by 10' 0" wide
 - b. Maximum booth size - 8' 0" deep by 10' 0" wide
2. Maintain a 10 foot aisle width.
3. The minimum ceiling height should be no less than 12 feet.
4. Power requirements: The facility shall supply a minimum of one 110 volt outlet per booth and check amperage.
5. Shipping area, if any, and requirements.
6. Public address system and location of connections.
7. Charges for the facility.
8. Charges for set-ups (if any).
9. Back and side drapery drops, if any, and cost. If not available from the facility, contact a local exhibit aid supplier.

B. Registration

1. At the entrance to the exhibits.
2. Administered by a minimum of two (2) persons for shift periods generally not exceeding two (2) hours in length.
 - a. Register exhibitors.
 - b. Register and check-in guests.

C. Awards

1. Suggested awards are as follows:
 - a. Best of Show.
 - b. First runner-up.
 - c. Honorable mention.
 - d. Certificate of appreciation to all exhibitors.
2. Awards can be established by the Committee.

VIII. CSI AWARENESS

A. Promotion Booth(s)

1. The Chapter Membership Committee should run a booth(s) for the purpose of promoting CSI awareness.
2. Prospective Members should be provided information and applications regarding membership in CSI.
3. Invited guests and other attendees should receive CSI educational and promotional information.

IX. KEY NOTES

- A. It will take three (3) or four (4) people, eight (8) to ten (10) months to arrange and set-up the show.
- B. It will take ten (10) to twelve people the day of the show to keep things running smoothly.
- C. It can easily take six (6) months to a year for reservation time to get the type of facility you want for the date you want.

* * * * *

LEADERSHIP ORIENTATION SEMINAR

SAMPLE SEMINAR PROGRAM

- I. Introduction
 - A. Welcome
 - B. Program Overview
 - C. Special Announcements
- II. Introduction to the Institute
 - A. History of the Institute
 - B. Institute Officers:
 - 1. Individual Duties
 - 2. Committee Responsibilities
 - C. Institute Board of Directors
 - D. Institute Committees
 - 1. i.e.: Planning Committee, Awards Committee, etc.
 - a. Committee Composition
 - b. Committee Responsibility
 - c. Committee Duties
 - E. Institute Services
 - 1. Convention
 - 2. Member Services
 - 3. Publications
 - F. Institute Staff
 - 1. Function
 - 2. Duties

- III. Introduction to the Region
 - A. Institute Director
 - 1. Institute Board
 - 2. Region Duties
 - B. Region Board
 - 1. Membership
 - 2. Duties
 - C. Region Committees and Program Coordinators
 - 1. i.e.: Planning Committee, Awards Committee, etc.
 - a. Committee Composition
 - b. Committee Responsibility
- IV. Typical Chapter Structure
 - A. Chapter Officers
 - 1. Individual Duties
 - 2. Responsibilities
 - B. Chapter Committees
 - 1. i.e.: Executive Committee, Awards Committee, etc.
 - a. Committee Composition
 - b. Committee Responsibilities
 - c. Committee Duties
- V. Concurrent Programs (Programs may vary)
 - A. Chapter Officer Session
 - B. Awards Committee Session
 - C. Technical Education Committee Session
 - D. Membership Session

- VI. Chapter Planning Session/Region Conference Committee
- VII. Wrap-Up Session
- VIII. Final Remarks

CHAPTER OFFICER SESSION

- I. Introduction
- II. Typical Chapter Structure
 - A. Chapter President
 - 1. Responsibilities
 - a. Preside over meetings.
 - b. Represent Chapter
 - c. Appoint Committee Chairpersons.
 - d. Coordinate assignments.
 - e. Maintain liaison with Institute Directors.
 - f. Inform Members.
 - g. Prepare Chapter Calendar.
 - h. Act as Chapter spokesperson.
 - I. Know Institute rules and procedures.
 - j. Chair Chapter Executive Committee.
 - k. Serve as a Director on the Board of the Region.
 - B. Vice Presidents (number may vary)
 - 1. Responsibilities
 - a. Coordinate Chapter Committee activities.
 - b. Attend Committee meetings.
 - c. Attend Region meetings.
 - d. Speaking assignments on behalf of the Chapter.
 - e. Serve on Chapter Executive Committee.
 - C. Secretary (number may vary)
 - 1. Responsibilities
 - a. Record and distribute minutes.
 - b. Receive and answer Chapter correspondence.
 - c. Maintain permanent Chapter records.

- d. Prepare and distribute meeting agenda.
- e. Be conversant with meeting regulations.
- f. Prepare annual report.
- g. Maintain accurate roster of Members.
- h. Coordinate assigned Chapter Committee activities.
- i. Serve on Chapter Executive Committee.

D. Treasurer

1. Responsibilities

- a. Keep accurate financial records.
- b. Maintain Chapter financial accounts.
- c. Sign (or Countersign) Chapter checks.
- d. Serve on Chapter Finance Committee.
- e. Prepare Chapter budget.
- f. Pay Chapter bills.
- g. Receive membership dues.
- h. Submit annual financial report on Chapter Board.

E. Past President

1. Responsibilities

- a. Advise Chapter Board.
- b. Maintain liaison with local professionals.
- c. Serve on Chapter Executive Committee (per Chapter policy).

F. Directors

1. Responsibilities

- a. Attend Chapter Board Meetings.
- b. Monitor assigned Committee activities.
- c. Become familiar with Chapter history and background.

AWARDS COMMITTEE SESSION

- I. Introduction
- II. Institute Awards Program
 - A. Most Institute Awards require the following:
 - 1. Nomination by Chapter, five Members, Institute Officer, Director or by Institute Committee.
 - 2. At least five letters of endorsement.
 - 3. Deadline for receipt at Institute - date as set by the Institute.
 - 4. Review and recommendation by Awards Committee.
 - 5. Approval by the Board.
 - B. Institute Awards Committee
 - 1. Composition: Generally 5 members with broad experience in Institute programs and affairs.
 - 2. Responsibilities
 - a. Review nominations for Institute awards.
 - b. Make recommendations to the EXCOM.
 - c. Judge exhibitor awards at the convention.
 - C. Regular Institute Awards
 - 1. Distinguished Service Award
 - a. This award is one of the highest forms of recognition the Institute can bestow upon an individual.
 - b. Presented at the Convention to an individual who has rendered distinguished services in the advancement of the Institute's mission or in its administration.
 - 2. Ben John Small Memorial Award
 - a. Presented at Convention to a professional Member who has attained special proficiency and outstanding stature as a practicing specifications writer.
 - b. No more than one per year.

3. J. Norman Hunter Memorial Award
 - a. Presented at Convention to a Member, Committee or Chapter attaining special advancement in the field of education, or establishment of educational facilities in specification writing.
 - b. No more than one per year.
4. Robert J. Brosseau Memorial Award (Newest Memorial Award)
 - a. Presented at Convention to an industry Member who has rendered outstanding service in furthering objectives of the Institute.
 - b. No more than one per year.
5. Organizational Certificate of Appreciation
 - a. The highest Institute award for a firm or organization.
 - b. Presented to firm or organization for distinguished accomplishments promoting the Institute's objectives.
 - c. No more than one per year.
6. Chapter Technical Excellence Award
 - a. Reviewed by Technical Documents Committee.
 - b. Awarded to Chapter(s) making significant achievement toward technical activity.
 - c. No more than two per year.
7. Commendation
 - a. Presented to an individual, Chapter, firm or organization for singular outstanding accomplishment.
 - b. No more than two per year.
8. Technical Commendation
 - a. Reviewed by Technical Documents Committee.
 - b. Presented to individual, Chapter, firm or organization for significant achievement in technical activity.
 - c. No more than five per year.

9. Education Commendation
 - a. Reviewed by Education Committee.
 - b. Presented to individual, Chapter, firm or organization for significant educational contributions.
 - c. No more than five per year.

 10. Publications Commendation
 - a. Presented to individual, Chapter, firm or organization for outstanding special or continuing publication.
 - b. No more than five per year for continuing publications.
 - c. No more than two per year for special publications.

 11. Citation
 - a. Presented to individual, Chapter, firm or organization for outstanding accomplishments in specification or other technical writing.
 - b. No more than two per year.

 12. Cooperation Award
 - a. Presented to trade or professional association for exceptional liaison work with the Institute.
 - b. No more than one per year.
- D. Special Awards
1. President's Plaque
 - a. Awarded at the sole discretion of the Institute President for exceptional work on behalf of the Institute.
 - b. No more than five per year.

 2. Chapter Cup
 - a. Presented to Chapters with greatest percentage increase and greatest gain in membership.

 3. Special Awards (not standing awards)
 - a. At discretion of Institute President or Board to promote Institute objectives.

E. Special Honors

1. Honorary Membership

- a. Most prestigious Institute Award.
- b. Elected by at least 85 percent Board Members attending and voting.
- c. Presented for distinguished service to the Institute or outstanding contributions to the construction industry.
- d. Presented at President's Banquet.
- e. No more than two per year.

2. Fellowship

- a. Elected by Jury of Fellows
- b. Elected for notable contributions to advancement of the science of construction, improvement of specifications, education, or by service to the Institute.
- c. Presented at President's Banquet.

F. Specifications Competition

1. Various awards in several categories
2. Selected by Institute Specifications Competition Committee.

III. Region Awards Program

A. Region Awards per Guide.

B. Directors' Awards

IV. Typical Chapter Awards Program

A. Technical Award

B. Educational Award

C. Chapter President's Certificate of Appreciation

D. President's Special Award

E. Certificate of Merit

F. Organizational Certificate of Merit

G. Letters of Commendation

H. Others suggested - Honorary - Memorial

EDUCATION COMMITTEE SESSION

I. Introduction

II. Early Institute Education Program

A. Specification Series (Green Sheets)

B. Uniform Construction Index

C. Spec Data

D. COMSPEC

III. Current Institute Education Programs

A. Education Committee

1. Seminars (i.e.: "The Short Course")
2. Seminar packages
3. Model Curriculum
4. In-House Training
5. Certification Self-Study Guide

B. Certification Committee

1. Specifier Certification Exam (CCS)
2. Certificate Program Exam

C. Technical Documents Committee

1. Manual of Practice
2. Masterformat
3. Spec-Guides
4. Monographs
5. Special Documents

- D. Spectext Committee
- E. Electronic Media Committee
- F. Annual Convention
- IV. Middle Atlantic Region Education Programs
 - A. Region Conference Programs
 - B. Leadership Orientation Seminar
- V. Chapter Education Programs
 - A. Chapter Seminars
 - B. Student Chapters
 - C. Chapter Meeting Programs (Educational in Nature).
- VI. Chapter Technical Programs
 - A. Chapter Authored Institute Documents
 - 1. Spec-Guides
 - 2. Monographs
 - B. Independent Chapter Programs (Examples of Independent Chapter Programs)
 - 1. DC Chapter's Glossary of Terms
 - 2. Baltimore Drawing System
 - C. Chapter Meeting Programs (Technical in Nature)

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