

|                              |
|------------------------------|
| <b>INSTITUTE POLICY ■ A4</b> |
|------------------------------|

**PREFACE****Purpose**

These rules are policy decisions made by the Board of the Construction Specifications Institute (CSI) for conducting the affairs of the Institute. Institute Policy expands and supplements the provisions of the Certificate of Incorporation and Bylaws; provides direction to Institute committees, regions, chapters, and Staff; states Institute philosophy; defines roles; establishes goals; provides a broad procedural framework; and reserves for the Board the authority to make certain decisions.

Since Institute Policy can be revised and amended by a majority vote of the Board, it is a more flexible instrument of direction and administration than Institute Bylaws, which can only be modified by a vote of the CSI membership. Detailed administrative procedures are not included in Institute Policy. Various administrative guides, and other written procedures of CSI, give guidance and further define administrative practices for implementing Institute Bylaws and Institute Policy.

**Organization**

Institute Policy is organized into sections of related items. At the beginning of each section are printed the dates of initial adoption and of the last revision. Dates when specific items were added or revised will be recorded to maintain a historical record of the growth and modification of Institute Policy. After each policy are a list of entities with primary responsibility for implementation of the policy, a list of references to other CSI documents, and definitions applicable to the policy. A higher level reference is one that governs Institute Policy. A same level reference is a parallel item contained within Institute Policy. A lower level reference is one governed by Institute Policy.

**I. GENERAL**

Adoption Date: 06/24/97      Last Revision Date: 04/13/10

**A. Policy**

1. Mission: The mission of CSI is to advance building information management and education of project teams to improve facility performance.
2. Values:
 

CSI is an association dedicated to improving organization, management, and communication of building information through:

  - A diversified membership base of allied professionals involved in the creation and management of the built environment;
  - Continuous development and transformation of standards and formats;
  - Education and certification of professionals to improve project delivery processes;
  - Creation of practice tools to assist users throughout the facility life-cycle.
3. Envisioned Future:
 

Desired Future State:

Facilities are constructed and operated more accurately, efficiently, safely, and at lower cost to their owners and users because of CSI members'

technical expertise and contributions to the building information and project delivery body of knowledge.

Vivid Description:

- The construction industry recognizes CSI as the primary resource for relevant products, programs, and services for organizing, managing, and communicating building information and the project delivery process to meet the needs of an evolving industry.
- Senior leaders of construction industry firms recognize the value of participation in CSI, encourage membership in the Institute, and support involvement at all levels.
- Members of the construction industry seek active participation in CSI at all levels, as the experience is rewarding and leads to personal and professional success and enrichment.
- The construction industry recognizes CSI as a welcoming and nurturing community of professionals that care deeply about the long-term success of their fellow members.
- Hiring managers equate CSI membership with a higher level of achievement, expertise, and connection in the construction industry, and seek out its members for key positions.

4. Code of Conduct:

- 4.1 Purpose: The purpose of this Code of Conduct is to promote ethical and appropriate behavior by Institute Officers, Board Members, all appointed Committee and Task Team Members, and CSI Members generally, and to establish procedures for the investigation of alleged violations.
- 4.2 Violations of the Code of Conduct: The following constitute violations of the Institute's Code of Conduct:
- a. an act or conduct which violates any specific provision of this Code of Conduct,
  - b. theft or other misappropriation of assets, including assets of the Institute, our customers, suppliers or others with whom we have a business relationship,
  - c. misstatements and other irregularities in Institute records, including the intentional misstatement of the results of operations,
  - d. wrongdoing,
  - e. forgery or other alteration of documents,
  - f. fraud and other unlawful acts, and
  - g. any similar acts.
- 4.3 Antitrust: The Institute is committed to the operation of its affairs in compliance with the antitrust laws of the United States and, as applicable, the antitrust laws of the states within the United States and the antitrust/competition laws of other countries (generally, "Antitrust Laws"). The Antitrust Laws are intended to preserve and promote free, fair and open competition. This competition benefits consumers and companies which are innovative and efficient. A violation of the Antitrust Laws can have serious consequences for CSI and members. Accordingly, CSI hereby issues the following guidelines for itself and its members, as guidance in connection with participation in CSI activities. The activities of CSI are not intended to restrain competition or to harm consumers. The purpose of CSI is to bring businesses and business people in the construction industry together to promote business, exchange ideas and to take advantage of the vast amount of experience and information that we can all derive from and share with

each other. Accordingly, the following guidelines apply to the activities of CSI and its members:

- a. Neither CSI nor any of its committees or activities shall be used for the purpose of bringing about or attempting to bring about any understanding or agreement, written or oral, formal or informal, express or implied, between and among competitors with regard to their prices, terms or conditions of sale, distribution, volume of production, territories, customers, or credit terms.
  - b. In connection with membership or participation in CSI, there shall be no discussion, communication, agreement or disclosure among members which are actual or potential competitors, regarding their prices, discounts or terms or conditions of sale or licensing of products or services, pricing methods, profits, profit margins or cost data, production plans, market shares, sales territories or markets, allocation of territories or customers, or any limitation on the timing, cost or volume of their research, production or sales.
  - c. Each member of CSI is obligated and expected to exercise its independent business judgment in pricing its services or products, dealing with its customers and suppliers, and choosing the markets in which it will compete.
  - d. No activity or communication of CSI, or that of members in connection with their participation in CSI, shall include any discussion which could reasonably be construed as an attempt to prevent any person or business entity from gaining access to any market or customer for goods and services, or to prevent any business entity from obtaining a supply of goods or services or otherwise purchasing goods or services freely in the market.
  - e. The qualifications for membership in CSI are as established by the Board of Directors of CSI and its Bylaws. No application for membership, which meets the qualifications set forth there in, shall be denied membership for any anti-competitive purpose. No member shall be excluded from a working group of CSI for an anti-competitive reason.
  - f. CSI and each member, in connection with the activities of CSI, shall use its best reasonable efforts to comply in all respects with the Antitrust Laws.
  - g. These Guidelines are conservative and intended to promote compliance with the Antitrust Laws, not to create duties or obligations beyond what the Antitrust Laws actually require. In the event of inconsistency between these Guidelines and the Antitrust Laws, the Antitrust Laws shall control.
  - h. These Guidelines shall be promulgated to all members of and participants in CSI. All members and participants shall abide by these Guidelines.
- 4.4 Confidential Information: The protection of the Institute's confidential business information and trade secrets, subject to disclosures required by law, is vital to the interests and the success of CSI. Such confidential information includes, but is not limited to, the following examples:
- a. personal compensation data,
  - b. computer processes,
  - c. computer programs and codes,
  - d. customer lists,
  - e. financial information,

- f. marketing strategies,
  - g. new materials research, or
  - h. pending projects and proposals research and development strategies
- 4.5 Whistleblower Protection: The reporting of Code of Conduct violation by a CSI Officer, Director, Committee or Task Team member or CSI member shall be considered privileged and subject to protection. Said protection is intended to cultivate an open door approach to Institute Policy compliance and no such person who in good faith reports a violation of the Code of Conduct shall suffer harassment, retaliation or adverse consequences. An Institute Officer, Board, Committee or Task Team member, or CSI member who retaliates against someone who has reported a violation in good faith shall be subject to discipline in accordance with section 4.8 of this Policy. This whistleblower protection is intended to encourage and enable Officers, Directors, Committee or Task Team members, or CSI members to raise concerns within the Institute prior to seeking resolution outside the association.
- 4.6 Ethics/Conflict of Interest: The Institute Board commits all Institute Officers, Board Members, all appointed Committee and Task Team Members, and all Members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Institute Officers, Board, Committee, or Task Team Members, and as Members. Accordingly, Institute Officers, Board, Committee, and Task Team Members, and Members:
- a. Must conduct themselves with loyalty to the interests of CSI and its stakeholder members. This loyalty does not supersede any conflicting loyalty, such as loyalty to other advocacy or interest groups, membership on other boards, and professional responsibility to an employer or professional ethics but should be considered as equal to these other loyalties. Where there are conflicts between these loyalties, they should be treated the same as a “Conflict of Interest”.
  - b. Must not breach their fiduciary responsibility to CSI and must avoid conflict of interest, as well as the appearance of any conflict of interest, with respect to the following:
    - 1) There must be no self-dealing, nor any private business activity, nor personal services between any Institute Board, Committee, or Task Team Member or Member and the Institute regardless of whether or not the services or products comprising the business activity are rendered for free or for compensation, including expenses. For purposes of this section “Institute Board, Committee, or Task Team member” includes any organization in which the Institute Board, Committee, or Task Team member, or any member of his/her immediate family, has a beneficial equity ownership interest of at least ten percent or is an officer or member of the organization’s Board of Directors or Executive Committee, or is an Officer.
    - 2) When the Institute Board, a Committee, or a Task Team is to decide upon an issue in which a Director or member has an unavoidable conflict of interest, that Director or member shall excuse herself or himself, without comment, from both all voting, and from the entire deliberation.
    - 3) Institute Board, Committee, or Task Team members must not

use their positions to obtain Institute employment for themselves, family members, or close associates. Should a member desire such an employment offer, he or she must first resign from the position of Board, Committee, or Task Team member.

- 4) Institute Board and Committee members will disclose their involvement with other organizations, vendors, or any other associations that might produce a potential conflict under this Policy.
- 5) The Institute Board of Directors may not participate in the nomination review process of any CSI related award for which they, a family member, or a firm they work for or represent, may be eligible or which may otherwise present a conflict of interest or perception of self dealing.
- 6) Institute Board and Committee members are expected to be familiar with and abide by CSI policies.
- 7) The Board may for good cause exempt the members, members of a Board, Committee, or Task Team from one or more of the provisions of this Section by affirming the exemption in a Board vote or by stating the exemption in that Board's, Committee's, or Task Team's charter, provided that the exemption is adopted by an affirmative majority of the Board of Directors and provided that the exemption does not permit an actual conflict of interest or actual self-dealing. The action of the Institute Board will, by virtue of the hierarchical relationship, be implicitly adopted as superseding, in whole or in part, this Policy and thereby enable eligibility of members, Institute Officers, Board, Committee, and Task Team members to act accordingly.

- 4.6.1 Must not attempt to exercise individual authority over the organization, except as explicitly set forth in Institute Board Policies, Committee, or Task Team charters.
  - a) Interaction with the Institute Officers, Executive Director, or with Institute staff must recognize the lack of individual Director and Member authority, except when explicitly authorized by Institute Policy, Committee, or Task Team charters.
  - b) Interactions with the public, press, or other entities must recognize the same lack of individual authority and the inability of any Institute Board, Committee, or Task Team member to speak for the Institute Board, Committee, or Task Team, except to repeat explicitly stated Institute Board decisions.
  - c) Institute Officers, Board, Committee, and Task Team Members will give no consequence or voice to individual judgments of the Executive Director or staff performance, except as part of the performance evaluation.
- 4.6.2 Must respect the confidentiality concerning Institute Officers, Board, Committee, and Task Team issues and information of a sensitive nature.
- 4.6.3 Must annually acknowledge compliance with this Policy Section

4.6 by completing an appropriate consent form(s) as provided by the Secretary of the Institute. Compliance with this requirement is achieved in part through inclusion of all CSI positions held on the CSI member profile and annual reporting by Regions and Chapters of Officers and Committee Chairs. The Secretary of the Institute shall review each submitted form for general compliance with this policy and forward to the designated Institute staff for filing.

4.7 Sexual Harassment/Harassment/Discrimination: CSI is committed to providing an environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of misconduct that is demeaning to another person, undermines the integrity of the organization, and is strictly prohibited.

4.7.1 Sexual harassment is unwanted sexual attention of a persistent or offensive nature made by a person who knows, or reasonably should know, that such attention is unwanted. Sexual harassment includes sexually oriented conduct that is sufficiently pervasive or severe to unreasonably interfere with a person's performance or create an intimidating, hostile, or offensive working environment. While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include:

- a) Promising, directly or indirectly, a reward, if the person complies with a sexually oriented request;
- b) Threatening, directly or indirectly, to retaliate against a person, if the person refuses to comply with a sexually oriented request;
- c) Denying, directly or indirectly, a person's opportunity, if the person refuses to comply with a sexually oriented request;
- d) Engaging in sexually suggestive physical contact or touching another person in a way that is unwelcome;
- e) Displaying, storing, or transmitting pornographic or sexually oriented materials using Institute equipment or facilities;
- f) Making sexual-related comments that can be overheard by others;
- g) Engaging in indecent exposure; or
- h) Making sexual or romantic advances toward a person and persisting despite the person's rejection of the advances.

4.7.2 Sexual harassment can be physical and/or psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing.

4.7.3 Persons are prohibited from harassing other persons whether or not the incidents of harassment occur at Institute, Region, or Chapter events. Sexual harassment can involve males or females being harassed by members of either sex. Sexual harassment can involve a person in a greater position of authority as the harasser, and individuals in positions of lesser or equal authority also can

- be found responsible for engaging in prohibited harassment. Consensual sexual or romantic relationships between persons are deemed unwise and are strongly discouraged if one person has authority over the other person.
- 4.7.4 Harassment on the basis of any other protected characteristics is also prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, age, national origin, disability, or any other characteristic protected by law that:
- a) has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
  - b) has the purpose or effect of unreasonably interfering with an individual's performance; or
  - c) otherwise adversely affects an individual's opportunities.
- Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail.)
- 4.7.5 All incidents of sexual harassment or inappropriate sexual conduct must be reported regardless of their seriousness. Publicizing information about alleged harassment without following the reporting procedures or filing a formal complaint might be considered evidence of a vexatious intent on the part of the accuser.
- 4.8 The following policies have been developed by the Institute to facilitate the investigation of alleged violations of the Institute's Code of Conduct.
- a. The Institute will only respond to written complaints filed with the Institute's Executive Director or, if the complaint relates to the Executive Director, with the Institute President. Except as provided herein or required by the Institute's bylaws, the contents of the complaint and any action taken with respect to the complaint shall be maintained on a confidential basis.
  - b. Upon receipt of a written complaint, the Executive Director (or, if applicable, the Institute President) will acknowledge receipt and outline the procedures and timeline for the investigation of the complaint.
  - c. The Executive Director (or, if applicable, the Institute President) will send notification to the person who is the subject to the complaint that a complaint has been filed and include a copy of the complaint and any related information which is then or later becomes available. The subject shall also be advised as to the procedures and timeline for investigation of the complaint.
  - d. The complaint shall be referred to the committee of the Institute Board of Directors that has been designated by the Board for such purpose and which shall consist solely of Board members who are disinterested parties with respect to the parties to the complaint. The committee shall take such action as it deems necessary and appropriate to investigate the complaint, including consultation with Institute staff and legal counsel. The committee may also pursue

informal means of dispute resolution to resolve the complaint. The committee may request such additional information as it deems appropriate to the consideration of the complaint from the complainant and the subject of the complaint. Absent unusual circumstances, it is expected that a complaint shall be resolved or otherwise addressed not later 30 days after receipt.

- e. Subject to the requirements of Article IX, Section 14 of the Institute bylaws, the committee may resolve the complaint in any manner it deems appropriate, including, but not limited to, (i) taking no action if the complaint is found to be without merit or the results of the committee's investigation are inconclusive, (ii) the issuance of a letter of censure or reprimand to the subject, (iii) any other corrective action deemed appropriate by the Committee, or (iv) referral to the full Board for consideration of the subject's suspension or expulsion pursuant to Article IX, Section 14 of the Institute bylaws.
  - f. Except as provided herein or required by the Institute's bylaws, the contents of the complaint and any action taken with respect to the complaint shall be maintained on a confidential basis by all persons involved.
5. Political Involvement: Pursuant to the provisions of the Certificate of Incorporation, the Institute Staff or CSI members may educate government entities about CSI's programs and services to improve construction documentation, communication, and technical aspects of the environment.
  6. Program Endorsements
    - a. There is mutual advantage to the Institute and manufacturers for CSI to make editorial comments for improvements to manufacturers' specifications. However, CSI shall not endorse or allow use of the name CSI in connection with the content.
    - b. The Institute may grant official endorsement to documents prepared or sponsored by other professional societies and groups. Such endorsement shall not be exclusive.
    - c. CSI shall not enter into the field of comparative testing and evaluation of materials.
    - d. Where consistent with CSI's goals and principles, CSI shall recognize documents, publications, information sources, and products that correctly apply CSI standards, formats and principles. The recognition program, approval process, guidelines, limitations and disclaimers shall be established by staff and reviewed by Institute legal counsel.
  7. Chapter and Region Endorsements
    - a. Chapters and regions shall not officially comment on the value of manufacturers' literature. Apparent need for such comment should be brought to the attention of the Executive Director.
    - b. Indication that a company, firm, or corporation is a member of the Institute in any publication is in violation of the Institute Bylaws. Chapters and regions shall promptly report such indications to the Executive Director for disposition by the Institute President.
- B. Responsibility for Implementation
1. The Board, Staff, and all members of the Institute: Paragraphs A.1, A.2, A.3, A.4, and A.5.
  2. Institute President: Paragraph A.5.
  3. Executive Director: Paragraph A.5; and A.6.

4. Chapters and regions: Paragraph A.7.
- C. References to Other Documents
  1. Higher level - Paragraph A.5: Certification of Incorporation, Third Item; Paragraph A4.8: Institute Bylaws, Article IX, Section 14.
  2. Same level - Paragraphs A.5 and A.6: Institute Policy, Section XII.
  3. Lower level - none.
- D. Definitions
 

None

## II. ADMINISTRATIVE

Adoption Date: 06/24/97 Last Revision Date: 03/10

- A. Policy
  1. Bylaws Amendments: Prior to distribution of a Bylaws amendment, full notice of the proposed amendment shall be published in the membership publication giving a full explanation of the proposed changes as set forth in the recommendation submitted to the Board, together with any additional clarification deemed necessary by the Institute Secretary. Not less than 35 days after sending the membership publication, the ballot with the proposed amendment and the full explanation as published in the membership publication shall be sent by the Institute to the membership.
  2. Revisions to Institute Policy
    - a. Institute Policy can only be revised by action of the Board. A recommendation to add, revise or rescind a policy shall be submitted to the Board at a regularly scheduled meeting. The recommendation shall state specifically those portions to be added, revised or rescinded.
    - b. The Institute Secretary shall review recommendations to revise Institute Policy prior to the Board meeting where the recommendation will be considered to determine if the recommendation is in conflict with the Certificate of Incorporation, the Institute Bylaws, other Institute Policy, guides, and other procedural documents published in the administrative guides. The Institute Secretary shall report findings of this review after the recommendation has been moved and seconded.
    - c. After review by the Institute President, the Institute Secretary is authorized to renumber items of Institute Policy to correspond to revisions approved by the Board, to correct typographical or obvious grammatical errors, and to modify listing of references to correspond to changes made to referenced documents.
- B. Responsibility for Implementation
  1. Institute Secretary: Paragraph A.1 and A.2.
  2. The Board: Paragraph A.2.
- C. References to Other Documents
  1. Higher level - Paragraphs A.1: Bylaws, Articles XV and XVI.
  2. Same level - none.
  3. Lower level - Paragraphs A.1 and A.2: Board Guide, Appendix B, Recommendation Format.
- D. Definitions
 

None

### III. MEMBERS

Adoption Date: 06/24/97 Last Revision Date: 10/12/09

#### A. Policy

##### 1. Membership Classifications

- a. Members shall be classified according to membership classifications and qualifications stated in the Institute Bylaws, Article IX.
- b. The work functions shall be determined by an individual's primary function of employment and not by education, registration, or by the business of the individual's employer.
- c. Staff shall administer membership classification through development of membership forms and data, processing membership applications, and maintaining membership records.
- d. Chapters may submit reasons to the Institute Secretary for determination of classification, if the Chapter has reason to believe a member is not properly classified.
- e. Only Distinguished Members, Lifetime Members, and Members Emeritus of the Institute shall be classified as a Distinguished Member, Lifetime Member, or Member Emeritus of a chapter.

##### 2. Chapter Affiliation

- a. Chapters shall accept any member of CSI as a chapter member upon proper application of the member to the chapter and the payment of the chapter dues.
- b. A chapter shall not restrict its membership through a ratio of members by classification or other practice which might be construed as exclusionary.
- c. Chapters shall not have restrictive provisions on membership in its bylaws or other policies.
- d. Chapters shall promptly process new applications for CSI membership in order not to delay action on the application by the Institute.
- e. Members of more than one chapter shall declare a home chapter.

##### 3. Non-Affiliated Members

- a. The Institute shall accept applicants for Institute membership without chapter affiliation.
- b. Staff shall notify the chapter nearest the applicant's mailing address of such applicant in order to stimulate chapter recruitment.
- c. Staff shall provide non-affiliated members of the nearest CSI chapter with the name and address of the Chapter President or Secretary.

4. Region Members: All members of the Institute are members of a Region based on the physical address used by the member for correspondence with the Institute, except those with international addresses outside any region as defined in Institute Policy Section V.a.1.

#### B. Responsibility for Implementation

1. Staff: Paragraphs A.1, A.3, and A.4.
2. Chapter: Paragraphs A.1 and A.2.
3. Institute Members: Paragraphs A.2.
4. Institute Secretary: Paragraphs A.1 and A.4.

#### C. References to Other Documents

1. Higher level - Paragraphs A.1 through A.4: Institute Bylaws, Article IX.
2. Same level - none.

#### D. Definitions:

Refer to Institute Bylaws, Article IX.

#### IV. CHAPTERS

Adoption Date: 06/24/97 Last Revision Date: 08/10

##### A. Policy

###### 1. Chartering

- a. A new chapter shall submit proposed bylaws to the Institute Secretary for review.
- b. After the Institute Secretary is satisfied the bylaws are in substantial compliance with Institute Bylaws, the Institute Secretary shall make a recommendation to the Board to approve the Bylaws of the proposed chapter and to charter the chapter.
- c. CSI shall not charter chapters in Canada.

###### 2. Bylaws

- a. Chapter bylaws shall be consistent with the Institute Bylaws and Institute Policy and shall be based on the Chapter Model Bylaws.
- b. All revisions to chapter bylaws shall be submitted to the Institute Secretary for approval.
- c. A chapter may change its name given in its bylaws through a revision to the bylaws approved by the Institute Secretary.

###### 3. Activities

- a. A chapter shall recruit new members and participate in activities that are compatible with the Institute Bylaws, Institute Policy, and the Chapter Administrative Guide.
- b. A chapter may participate in proposed construction industry revisions to local codes and regulations through liaison with other construction industry organizations, appointments of representatives to committees, member representation at hearings, and other appropriate activities.

##### B. Responsibility for Implementation

1. Chapter officers: Paragraphs A.1, A.2, and A.3.
2. Institute Secretary: Paragraph A.1 and A.2.

##### C. References to Other Documents

1. Higher level - Paragraphs A.1, A.2, and A.3: Institute Bylaws, Article VIII.
2. Same level - none.
3. Lower level - - Paragraphs A.1, A.2, and A.3: Chapter Administrative Guide and Chapter Model Bylaws.

##### D. Definitions

None.

#### V. REGIONS

Adoption Date: 06/24/97 Last Revision Date: 8/11/11

##### A. Policy

###### 1. Boundaries

- a. There shall be 10 regions with boundaries as follows:
  - 1) Northeast Region: Connecticut; Maine; Massachusetts; New Hampshire; New Jersey except counties of Atlantic, Burlington, Camden, Cape May,

- Cumberland, Gloucester, Mercer, Ocean, and Salem; New York; Rhode Island; and Vermont.
- 2) Middle Atlantic Region: Delaware; District of Columbia; Maryland; New Jersey counties of Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Mercer, Ocean, and Salem; Pennsylvania; and Virginia.
  - 3) Southeast Region: Florida except counties of Bay, Calhoun, Escambia, Gulf, Holmes, Jackson, Okaloosa, Santa Rose, Walton, and Washington; Georgia; North Carolina; Puerto Rico, and South Carolina.
  - 4) Gulf States Region: Alabama; Arkansas; Florida counties of Bay, Calhoun, Escambia, Gulf, Holmes, Jackson, Okaloosa, Santa Rose, Walton, and Washington; Louisiana; Mississippi; and Tennessee.
  - 5) Great Lakes Region: Indiana, Kentucky, Michigan, Ohio, and West Virginia.
  - 6) North Central Region: Illinois, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, and Wisconsin.
  - 7) South Central Region: Oklahoma and Texas except counties of El Paso and Hudspeth.
  - 8) Southwest Region: Arizona; Colorado; Nevada counties of Clark, Lincoln, and Nye; New Mexico; Texas counties of El Paso and Hudspeth; Utah; and Wyoming.
  - 9) Northwest Region: Alaska, Idaho, Montana, Oregon, and Washington.
  - 10) West Region: California; Hawaii; and Nevada except counties of Clark, Lincoln, and Nye.
- b. Boundary revision: The Institute Board shall review region boundaries at intervals not to exceed five years and shall adjust the boundaries when required to maintain proper operation and administration of the regions.
2. Bylaws
    - a. Upon incorporating, a region shall submit proposed bylaws to the Institute Secretary for review.
    - b. Region bylaws shall be consistent with the Institute Bylaws and Institute Policy and shall be based on the Region Model Bylaws.
    - c. All revisions to region bylaws shall be submitted to the Institute Secretary for approval.
  3. Administration: The region shall determine and implement procedures for operation and administration of the region and shall comply with Institute Bylaws and Institute Policy. The region shall refer to and coordinate its procedures consistent with the CSI Region Administration Guide as best practices for region administration. The region shall perform certain required functions, as follows:
    - a. Communicate with chapter leaders and non-affiliated members within the region to assess needs, assist with problems, and to foster successful implementation of CSI activities and programs on a periodic basis. Communication includes but is not limited to face-to-face or virtual meetings, written communication, and phone calls;
    - b. Provide reports through the Institute Director in the form and manner prescribed by the Institute on a periodic basis;
    - c. Bring forward qualified nominees for Institute Director when requested;
    - d. Bring forward a qualified member for service on the Institute nominating committee when requested;

- e. Provide support, guidance, and assistance to monitored chapters, those chapters identified by Institute staff in accordance with the monitored chapter policy, within the region in coordination with Institute staff;
  - f. Conduct its operations in accordance with applicable law, including but not limited to the regulations under Internal Revenue Code section 501(c)(6), the laws of the states in which the region operates, and the laws of the state in which the region is incorporated if applicable; and
  - g. Perform self-evaluation of region operations in the manner and form prescribed by the Institute when requested.
4. Liaison:
- a. Primary liaison: The Institute Director elected from the region shall be the primary liaison between the region and the Institute. If the Institute Director elected from the region is unwilling or unable to perform the duty of liaison, the Board may assign another Board Member to perform such duty.
  - b. Liaisons to region conferences:
    - 1) Board liaisons to region conferences shall be appointed by the Institute President.
    - 2) Staff liaisons to region conferences shall be appointed by the Executive Director.
    - 3) Expected duties of liaisons to region conferences:
      - a) Attend Region Board meeting
      - b) Attend Region Annual meeting
      - c) Report on Institute status (either at Annual Meeting, or as lunch speaker, depending on Region request)
      - d) Attend Region Awards event
      - e) Make appearance(s) in hospitality suite
      - f) Participate in leadership training activities
      - g) Attend at least one education session
      - h) Submit written report of conference activities to Board at next meeting or teleconference
5. Committee Chairs: Appoint qualified individuals to provide liaison with appropriate Institute committees and Staff, and stimulate associated chapter activity within the region.
6. Institute Directors elected by Regions:
- a. Members nominated to the position of Institute Director shall have the following qualifications:
    - 1) Strong leadership qualities
      - a). Ability to develop and communicate organizational vision
      - b). Strategic planning experience
      - c). Organizational performance evaluation skills
    - 2) Service as a Region or Chapter Leader
    - 3) Participation in CSI events beyond the Chapter level
    - 4) Sufficient time and flexibility in schedule to accommodate Board responsibilities
  - b. In the event a Region can not find nominees meeting these qualifications, the Region may apply to the Institute Nominating Committee for a waiver of any or all of the above qualifications.
- B. Responsibility for Implementation
- 1. Institute Board: Paragraph A.1.
  - 2. Institute Directors: Paragraph A.4.
  - 3. Institute Secretary: Paragraph A.2.

4. Region Board: Paragraphs A.2, A.3, A.4, A.5, and A.6.
  5. Region Nominating Committee: Paragraph A.6.
- C. References to Other Documents
1. Higher level - Paragraphs A.1, A.2, and A.3: Institute Bylaws, Article II, Section 2; Article V, Sections 2 and 4; and Article VIII, Section 2.
  2. Same level - none.
  3. Lower level - Paragraphs A.2, A.3, A.5 and A.6: Region Administration Guide and Region Model Bylaws.
- D. Definitions
- Region: a collection of members within a geographical area within the domain of CSI.

## VI. INSTITUTE

Adoption Date: 06/24/97 Last Revision Date: 6/16/09

### A. Policy

1. Institute Officer and Director Responsibilities
  - a. Institute Officers-elect and Directors-elect attending Board meetings prior to beginning of their terms of office are encouraged to participate in discussions but shall not participate in action of the Board.
  - b. The Institute President-elect shall make officer assignments.
2. Nomination and Election
  - a. Schedule
    - 1) By November 1, Region Nominating Committees shall submit to the Institute Secretary at the Institute office the nominees for the Institute director whose term expires the following June 30.
    - 2) By November 7, the Institute Secretary shall provide the names of Institute Director nominees to the Institute Nominating Committee.
    - 3) By November 20, the Institute Nominating Committee shall meet to consider nominations for Institute Officers and Institute Directors whose terms expire the following June 30, where nominations were not received.
    - 4) By November 22, the Institute Nominating Committee shall submit a report to the Institute Secretary at the Institute office, with nominations for each office with a term expiring the following June 30 identifying nominations made by Region Nominating Committees, and the Institute Nominating Committee.
    - 5) By December 1, the Institute Secretary shall forward a copy of this report to members of the Board.
    - 6) By January 1, nominating petitions for those Institute Officers, except President, and Directors at Large whose term expires the following June 30 shall be received by the Institute Secretary at the Institute Office. All Nominating Petitions must include the nominee's biographical information and "Candidate's Statement".
    - 7) By January 7, the Institute Secretary shall verify the validity of nominating petitions, provide names of such nominees and the offices to which they have been nominated to the Institute Nominating Committee, and advise the Institute Nominating Committee of all names proposed on invalid petitions for informational purposes.

- 8) By January 10, the Institute Secretary shall notify sponsors of the validity of submitted petitions with copies of the notice to the Institute Nominating Committee.
- 9) By January 12, the Institute Nominating Committee shall provide an amendment to their previous report indicating valid nominations, if any, for each office with a term expiring the following June 30 made by petition.
- 10) By January 17, Staff shall complete information for electronic or print publication of the nominations for officers and directors of the Institute. A listing of nominees for each position including information shown on the biographical information sheet and whether nominated by petition, Region Nominating Committee or the Institute Nominating Committee shall be sent to the membership at least 15 days prior to the distribution of ballots.
- 11) During the month of February, Staff shall send election ballots and biography of the nominees for Officers and Directors to all eligible voting members of the Institute.
- 12) Four weeks after ballots are sent, balloting shall close.
- 13) Within five working days after closing of balloting, the Tellers Committee shall count ballots or verify ballot count and certify the results to the Institute Secretary.
- 14) The Institute Secretary shall notify those elected and not elected.
- 15) In the next regular Institute electronic or print publication, election results shall be announced.

b. Nomination of Institute Officers by Petition

Nominations by petition shall comply with Institute Bylaws, Article V, Section 3.b.; petitions not in compliance will be returned to the sponsors.

3. Meetings

- a. Board Meetings: Members of the Institute may attend Board meetings as observers after providing advance notification to the Institute President or Institute Secretary.
- b. Annual Meeting
  - 1) Regulations for Annual Meetings of CSI shall be adopted at a Board meeting each year at least 180 days before the next Annual Meeting.
  - 2) The Annual Meeting of the Institute shall be held during the CSI Annual Convention.
  - 3) A complete report on the actions taken by the Board on those resolutions approved at the Annual Meeting of the Institute shall be published in an appropriate Institute electronic or print publication within two months after the Annual Meeting.
- c. CSI Convention Meetings
  - 1) Meetings of committees, or other Institute groups, shall not conflict with the Annual Meeting, convention programs, or exhibit hours at the convention, except as may be required by the Institute Annual Business Meeting Committee, or other groups with specific Convention responsibilities.

B. Responsibility for Implementation

1. The Board: Paragraph A.3.
2. President-elect: Paragraph A.1.
3. Institute Officers-elect: Paragraph A.1.

4. Institute Directors-elect: Paragraph A.1.
  5. Region Nominating Committees: Paragraph A.2.
  6. Institute Secretary: Paragraph A.2.
  7. Institute Nominating Committee: Paragraph A.2.
  8. Tellers Committee: Paragraph A.2.
  9. Staff: Paragraph A.2 and A.3.
- C. References to Other Documents
1. Higher level
    - a. Paragraph A.1: Institute Bylaws, Articles IV.
    - b. Paragraph A.2: Institute Bylaws, Articles V.
    - c. Paragraph A.3: Institute Bylaws, Articles XII.
  2. Same level - Institute Policy, Section IX.
  3. Lower level - Paragraph A.3: Regulations for Annual Meetings of the Construction Specifications Institute.
- D. Definitions
- Refer to the above references for applicable definitions.

## VII. FISCAL

Adoption Date: 02/12/05 Last Revision Date: 8/11/11

### A. Policy

#### 1. Member Dues

a. Dues effective September 1, 2009 shall be:

- |                                   |       |
|-----------------------------------|-------|
| 1) Professional Members:          | \$240 |
| 2) Emerging Professional Members: | \$115 |
| 3) Student Members:               | \$ 27 |
| 4) Retired Members:               | \$ 35 |

#### b. Collection

- 1) Members shall send Institute and chapter dues for renewal of membership to the Institute office.
- 2) Staff shall send collected chapter dues to the chapter during the following month.
- 3) Staff shall hold collected chapter dues in an escrow account in the name of any chapter that the Board has determined is in violation of Institute Policy, Section IV, A.3.a. until such time as the Board orders release of the funds to the chapter.
- 4) The amount of seven percent of a member's Institute dues rounded to the nearest dollar shall be included in the amount of the Institute dues as a region allocation. Amendment of this rate shall require the affirmative vote of not less than two-thirds of the Board.
- 5) The combined total of the Institute dues and the region allocation shall be listed on the membership enrollment and renewal forms as Institute dues.
- 6) Members shall send the region allocation with Institute dues for enrollment and renewal of membership to the Institute office.
- 7) Staff shall send the collected region allocation to the regions in accordance Institute Policy, Section III, A.4 during the following month.
- 8) Staff shall hold the collected region allocation in an escrow account in the name of any region that the Board has determined is in violation of Institute Policy, Section V.A.3, until such time as the Board orders release of the funds to the region.

- c. Adjustment
    - 1) Recommendations to the Board concerning dues adjustments shall be included in the first distribution to the Board sent not less than 30 days prior to the meeting date, otherwise the recommendations shall not be considered by the Board.
    - 2) Recommendations for dues adjustments shall include a projection of total Institute income and expenses for the current fiscal year and at least two subsequent fiscal years, with and without the dues adjustment. The projections shall be broken down by major program categories.
  - d. Magazine Allocation: The amount of membership dues allocation towards the Institute magazine shall be equal to the annual average print and mail costs associated with magazine for the prior fiscal year.
2. Travel Expense and Reimbursements
- a. The Institute President shall be reimbursed for all travel expenses related to Institute business.
  - b. Officers and Directors:
    - 1) Shall be reimbursed for reasonable air and ground transportation, lodging, and meal costs when authorized to travel on Institute business.
    - 2) At direction of the Institute President, shall be reimbursed for expenses for the CSI Annual Convention, annual meeting, and for CSI Annual Convention registration fees.
  - c. Officers-elect and Directors-elect, who are not presently on the Board:
    - 1) Shall be reimbursed for reasonable air and ground transportation, lodging, and meal costs for Board-elect meeting, Board Orientation, and other travel authorized by the Institute President for Institute business.
    - 2) Shall not be reimbursed for expenses for the CSI Annual Convention, annual meeting, or for CSI Annual Convention registration fees.
  - d. Institute committee and task team members and others authorized to perform Institute assignments:
    - 1) Shall be reimbursed for reasonable air and ground transportation, lodging, and meal costs when authorized to travel on Institute business.
    - 2) Shall be reimbursed for stationery, postage, and telephone expense for official CSI business.
    - 3) Shall not be reimbursed for expenses for the CSI Annual Convention, annual meeting, or for CSI Annual Convention registration fees.
  - e. Program presenters will be compensated in a manner comparable to other organizations, at the discretion of the senior staff responsible for program development.
  - f. Institute representatives assigned to attend region meetings shall be reimbursed for reasonable air and ground transportation, lodging, meals, and registration.
    - 1) Reimbursement Policy
      - a) Board and Staff Liaisons appointed to attend region conferences as the official representative of CSI shall be reimbursed expenses in accordance with Institute Expense Policy. Reimbursement shall include expenses for banquets and meals that are part of the conference program. Reimbursement shall not be made for participation in golf tournaments or other elective events which are held in conjunction with the conference. Per CSI Expense Policy, there will be no reimbursement for expenses incurred by spouses or others who accompany liaisons to conferences.

- b) Board Members or Staff who attend region conferences without appointment will not be reimbursed any expenses without prior approval of the Institute Treasurer.
  - g. Guidelines to clarify and update expense and reimbursement procedures shall be issued periodically by the Finance Committee.
  - h. Travel by private automobile will be reimbursed with a driving allowance equal to that allowed by the Internal Revenue Service (IRS) effective July 1 up to the lowest reasonable air fare.
  - i. Expenses submitted more than 60 days after the month when incurred will not be reimbursed.
- 3. New Chapter Development
  - a. The Institute budget shall include a separate item for new chapter development.
  - b. The Institute Treasurer shall administer the new chapter development fund.
  - c. The Institute Director, or the Director's designee, shall be reimbursed for expenses incurred in the development of new chapters.
  - d. During any budget year, not more than 50 percent of the fund shall be expended in any one region without the approval of the Board.
- 4. Institute Annual Budget
  - a. Staff shall prepare a preliminary Institute Annual Budget in summary form to be presented to the Board and Board-elect for comment at its Spring meeting.
  - b. Finance Committee shall review, modify as necessary, and approve an Institute Annual Budget consistent with the policies and directives of the Board.
  - c. Two weeks prior to its June meeting, staff shall send a copy of the proposed annual budget of the Institute to the Board for review. The Board shall take appropriate action on the budget at its next regularly scheduled meeting.
- 5. Financial report
 

Not less than quarterly, the Institute Treasurer shall provide each member of the Board with a report containing:

  - a. Summary balance sheet.
  - b. Statement of major income and expenses.
  - c. Listing of key financial performance indicators such as cash balance, fund-to-balance ratio, and debt-to-equity ratio.
  - d. The current Underwriting Reserve Amount and the calculation of the current minimum target balance.
- 6. Contracts
  - a. A contract or other obligation shall not be entered into or extended for a period exceeding five years without prior Board approval, except an office lease which shall not exceed ten years.
  - b. Items listed in the Board-ratified budget shall be considered as having such prior approval.
  - c. Contracts shall be executed by one of the following authorized signatures: the Executive Director, a Senior Staff member previously designated by the Executive Director, the Institute Treasurer, the Institute Secretary, the Institute President, or other signatory approved by the Board. Contracts in an amount in excess of \$100,000.00, or which may incur damages in excess of \$100,000.00, shall bear two authorized signatures: 1). the Executive Director or Senior Staff member previously designated by the Executive Director; 2). The Institute Treasurer, the Institute Secretary, the Institute President, or other signatory approved by the Board.

7. Fiscal Authorization
- a. The Executive Director, with advice from the Institute Treasurer and Finance Committee, shall manage Institute funds to ensure a continuing sound fiscal policy.
  - b. In connection with Institute fiscal operations, the Executive Director may open and close bank and investment accounts, make deposits and withdrawals, and borrow money with advice and counsel of the Institute Treasurer.
  - c. Checks drawn on Institute accounts shall bear two authorized signatures if over \$10,000; otherwise one signature shall be required. The Executive Director and a senior staff member designated by the Executive Director shall be authorized to sign checks for payment of Institute obligations. Checks for moneys due the Executive Director shall be approved in writing by the Institute Treasurer. When the signature of the Executive Director cannot be obtained, checks shall be signed by the Institute Treasurer, the Institute Secretary, the Institute President, or other signatory approved by the Board.
  - d. The investment policy of CSI shall conform to the following:
    - 1) Investments shall be administered by the Institute Treasurer.
    - 2) Investments shall be made solely in the interest of the Underwriting Reserve Fund and the General Operating Fund.
    - 3) Investments of funds shall be diversified to minimize risk.
    - 4) Investments shall not be made in private placements, individual issues of common stock, uninsured certificates of deposits, and similar securities.
    - 5) Not less than semi-annually, the Institute Treasurer shall report on the investments and their status to the Board.
    - 6) The Finance Committee is authorized to retain the services of an investment manager.
  - e. Underwriting Reserve Fund
    - 1) Each year the Finance Committee shall consider recommending a sum of money to be assigned to the Underwriting Reserve Fund (URF).
    - 2) Purpose: The purpose of the URF is to fund new business opportunities, a crisis in the general operating fund, major capital items, or any other financial contingency, project or event that is deemed important and beneficial to CSI by the Board.
    - 3) Minimum Target Balance
      - a) The goal for the minimum balance of the URF shall be 50% of each fiscal year's annual operating expense, but at no time shall the minimum be less than 30%, unless approved by the Board for the purpose of capital expenditures or initiatives.
      - b) Target Opportunity Funds minimum balance is \$500,000 (combining both committed and uncommitted funds).
    - 4) Opportunity Funds: An amount of funding to be used to start a new project, activity, or initiative.
    - 5) Access to Funds:
      - a) Recommendation to withdraw funds may come from the Finance Committee or an individual Board member to the Board.
      - b) The Board must approve the withdrawal of funds.
    - 6) Funding of the URF: Funding will come from the URF interest income or transfers from the General Fund or Operating Reserve Fund.

- B. Responsibility for Implementation
  - 1. Staff: Paragraphs A.1, A.2, A.3, A.4, and A.6.
  - 2. The Board: Paragraphs A.4 and A.7.
  - 3. Finance Committee: Paragraphs A.2, A.4, and A.7.
  - 4. Institute Treasurer: Paragraphs A.3, A.4, A.5, A.6, and A.7.
  - 5. Executive Director: Paragraph A.7.
  - 6. Institute Secretary: Paragraph A.7.
  - 7. Institute President: Paragraph A.2 and A.7.
- C. References to Other Documents
  - 1. Higher level - Paragraph A.1: Institute Bylaws, Article XIII.
  - 2. Same level – Paragraph A.1: Institute Policy, Section III, Paragraph.A.4; Section IV, Paragraph A.3.a, and Section V, Paragraph A.3.
  - 3. Lower level - Paragraph A.7.d: FY11-15 Strategic Plan – Financial Perspective.
- D. Definitions
  - None.

## VIII. COMMITTEES

Adoption Date: 06/24/97 Last Revision Date: 8/11/11

- A. Policy
  - 1. Establishment of Committees: CSI shall create committees and other groupings of individuals to conduct the business of the Institute and perform work of value to the Institute.
    - a. Committees of the Board: Appointed by the Institute President, of the same fiscal year as the term of service of the committee member, unless otherwise indicated, and reporting to the Board.
      - 1) Operations: Represents the Board in periodic operational and administrative meetings (face-to-face or virtual) with Executive Director including preliminary review of budget with Staff and Finance Committee. Members include President, President-elect, Treasurer, and 3 Board members, at least one from each class year.
      - 2) Program Coordination: Represents the Board in evaluation of progress, preparation of list of charges, assignment of members and chairs, recruitment of potential members.. The committee shall provide advice to the President and the Board for committee and task team appointments, as well as for filling vacancies. Members include President-elect and 5 Board members.
      - 3) Community Development: Represents the Board in supporting development, communications, and facilitation of member groups including regions, chapters, affiliates, and practice groups to create an atmosphere of encouraging, coaching, and mentoring their leaders and members through their assigned liaisons. Members include 5 Board Members.
      - 4) Finance: Represents the Board in planning and monitoring of Institute financial activity. Members include the Chairpersons of the Board Planning, Board Operations, and Board Program Coordination Committees, the Treasurer, and 2 Board members.
      - 5) Planning: Represents the Board in preliminary development and implementation plans involved in long-range planning and short-range

- (1-3 year) plans. Members include President-elect, 2 Officers, and 3 Directors.
- b. Committees of the Institute:
- 1) Standing committees: Appointed by the Board. Vacancies shall be filled by the Institute President.
  - 2) Audit Committee:
    - a) Chairman: Elected by the committee members. The chair shall have served as a committee member in the previous year.
    - b) Duties: Meet independently with the Institute's audit firm and report the results of the meeting to the Board, prepare a statement to accompany the audited financial statement for distribution to the members, select the Institute's audit firm, and adopt changes to the *Audit Committee Operating Guide*.
    - c) The Institute Treasurer shall serve as a non-voting member.
  - 3) Annual Business Meeting and Tellers Committees: Chairman appointed by the Board. Chairman shall appoint other committee members.
  - 4) Ad hoc committees: Appointed by the Institute President with the advice of the Board.
  - 5) Nominating Committee:
    - a) Members from regions are appointed by the Board from candidates chosen by the appropriate region to be represented as requested by the Nominating Committee. Should a region fail to submit names to the Nominating Committee, the Committee shall select no more than two persons from that region and submit the names to the Board for consideration.
    - b) Two members from the Board shall be elected to the Nominating Committee by the Board. Board members serving on the Nominating Committee shall:
      - i. Have served at least one full year on the Board prior to their service on the Nominating Committee.
      - ii. Be from two different regions.
      - iii. Not be eligible for nomination by the Nominating Committee for service on the Board.
  - 6) Compensation and Performance Evaluation Committee
    - a) Committee meets annually to evaluate the Executive Director's performance, make recommendations on the adjustment of the annual compensation and on any performance bonus, and to establish annual objectives for the following year.
    - b) Committee consists of the President, Treasurer, and three members of the Board including the Finance Committee Chair, elected by the Board. The Committee selects its own Chair but the President is not eligible to serve as Chair.
    - c) The evaluation should occur on approximately one-year intervals but must be coordinated with the terms of the Executive Director's contract.
    - d) The Committee reports the results of the evaluation and its recommendations for action at the next Board Meeting following the completion of the evaluation.
- c. Task Teams:
- 1) Staff members of team appointed by Executive Director.

- 2) Other members appointed by the Institute President with advice of the Board.
2. Members
    - a. Members of committees of the Institute shall be members of CSI.
    - b. Members of task teams may be CSI members, non-members, or Staff.
    - c. Members of the Board shall not be appointed to Institute committees except as required by the Institute Bylaws or Institute Policy.
  3. Terms
    - a. Except as otherwise provided by Institute Bylaws and Institute Policy, appointments to Institute standing committees shall be for one year with not more than two consecutive re-appointments to the same committee, except to be chairman.
    - b. When a task team requires more than one year to complete its task, an unlimited number of one-year re-appointments may be made.
    - c. Ad hoc committees and task teams shall be discharged when assignments are completed.
  4. Reports: 30 days before each face-to-face Board meeting, the chairman of the committee or task team shall prepare and submit, through the designated Board Liaison, a report to the Board.
  5. Operating Guides: Standing committees shall prepare and update annually an operating guide for use in conducting the activities of the committee.
  6. Standing committees: Permanently established committees of the Institute shall be as follows with the indicated specific membership requirements and duties.
    - a. Academic Programs: Refer to Institute Policy Section IX.A.2 for the purpose and mission of the Committee
    - b. Annual Business Meeting Committee:
      - 1) Committee shall consist of a Chair plus 5 members.
      - 2) Qualifications for service on this committee shall be attendance at a minimum of one previous Annual Business Meeting and an intent to attend the Annual Business Meeting held during their term.
      - 3) Ninety days prior to the Annual Business Meeting, the Chair, with the approval of the designated Board Liaison, is authorized to appoint up to 10 Associate Committee Members to assist the Annual Business Meeting Committee in performing the services required of the Committee at the Annual Business Meeting.
    - c. Awards Committee: Refer to Institute Policy Section IX.A.5.
    - d. Certification Committee:
      - 1) Members: Representative of the various certification programs under the purview of the committee as based on an individual's experience and achievement of certification or certificate award.
      - 2) Committee shall ensure all records including applications, correspondence, and examinations are maintained in a confidential file at the Institute office.
    - e. Education Committee
    - f. Jury of Fellows: In accordance with Institute Bylaws, Article XI, Section 1.
    - g. Membership Committee
    - h. Nominating Committee: In accordance with Institute Bylaws, Article V:
      - 1) The Nominating Committee shall establish and publish evaluation criteria of candidates for Institute office.
      - 2) The Committee shall give thorough consideration of all candidates for Officers and Directors at Large.

- 3) Whenever possible, at least two candidates for each opening as Officers and Directors at Large (with the exception of President-elect) shall be placed on the ballot. Exceptions to this may occur when only one qualified candidate has been identified, or when there is significant difference in the qualifications of the most and next most qualified candidate.
  - 4) The Committee shall solicit the opinion from, at the very least, the current Institute President, President-elect, and Immediate Past President, at least one week in advance of its meeting, as to the relative qualifications of identified candidates.
  - 5) Upon completion of the Committee's work, a summary report of its deliberations shall be placed on file with the Institute Secretary; and, whenever only one candidate is placed on the ballot for a given position, the justification for the decision be fully delineated in the report.
  - 6) The Board shall request that the Nominating Committee convene by teleconference in order to provide a recommendation to the Board for all interim appointments to the Board. This recommendation shall be a list of all eligible candidates willing to serve and their résumés
    - i. Technical Committee
    - j. Tellers Committee:
      - 1) Chairman: Appointed by the Board.
      - 2) Duties: Validate election results with Staff representative.
- B. Responsibility for Implementation
1. Board: Paragraph A.1, A.2, A.3, A.4, and A.6.
  2. Institute President: Paragraph A1, A.2, and A.3.
  3. Executive Director: Paragraph A.2, A.3, and A.4.
  4. Chairmen of committees, subcommittees, and task teams: Paragraph A.5 and A.6.
- C. References to Other Documents
1. Higher level
    - a. Paragraph A.1: Institute Bylaws, Article IV and VII.
    - b. Paragraph A.2: Institute Bylaws, Article VII.
    - c. Paragraph A.6.g: Institute Bylaws, Article XI, Section 1.
    - d. Paragraph A.6.i: Institute Bylaws, Article V, Section 1.
  2. Same level – Paragraph A.6.a: Institute Policy Section IX, A.2; Paragraph A.6.b: Institute Policy section IX, A.5; Paragraph A.6.c: Institute Policy Section IX.A.3.
  3. Lower level - Paragraph A.6.d: Regulations for the Annual Meeting; Paragraph A.6.l: Operating Guide by Institute Secretary.
- D. Definitions
1. Committee of the Board: Committee composed of Board members appointed by the Institute President for a defined period of time to accomplish a specific task.
  2. Committee of the Institute: Committee composed of Institute members elected by the Board or appointed by the Institute President or the Board to conduct business of the Institute or perform work for the Institute.
  3. Standing Committee: A permanent committee of the Institute established by Institute Bylaws or Institute Policy with committee appointments being made annually.
  4. Ad Hoc Committee: Committee of the Institute appointed for a defined period of time to accomplish a specific task.
  5. Task Team: Group composed of Institute members, Staff, and non-CSI members appointed for a defined period of time to accomplish a specific task.

## IX. PROGRAMS

Adoption Date: 06/24/98 Last Revision Date: 3/4/11

### A. Policy

1. Establishment of programs: CSI shall establish and maintain programs to benefit the membership and construction industry which are compatible with the purposes of the Institute as stated in the Certificate of Incorporation, the Mission of the Institute, and the CSI Goals. The Institute Board approves or eliminates new business ventures, strategic alliances, and contracts as specified in paragraph VII.A.6.a of this Policy.
2. Academic Programs: CSI shall establish a program to increase recognition of CSI's value at academic institutions, provide curricular and extracurricular resources essential to the educational foundation of academic institutions, and foster the relationship with academic institutions for the advancement of new knowledge in the construction industry.

### Dale C. Moll Student Activity Fund

- a. Purpose: The Fund shall be held and administered by the CSI Foundation and used to finance participation in Institute activities by a student and the student's faculty member and not be used for scholarships.
  - b. Financing
    - 1) The Fund shall be held and administered by the CSI Foundation using principal originally donated to CSI and utilized in conformance with the stipulations of the original donors. The Fund balance may be increased by transfers from the CSI operating budget and from contributions solicited from CSI members, chapters, regions, and others outside of CSI.
    - 2) To increase principal balance, a place for voluntary contributions may be placed on the CSI dues renewal form and in other CSI communications.
  - c. Expenditures from the Fund
    - 1) The initial Fund principal shall remain restricted.
    - 2) Fund earnings and future Fund principal donations shall be used to satisfy fund expenditures.
  - d. Eligibility: Students shall be pursuing a degree related to the construction industry to be eligible.
  - e. Administration of the Fund
    - 1) The Academic Programs Committee shall maintain guidelines for selecting students to receive awards and shall forward those guidelines to the CSI Foundation Board for approval.
    - 2) The CSI Foundation Board shall determine the amount available for distribution for the next awards season based upon the current Fund balance and projected future earnings. The CSI Foundation Board shall notify the CSI Board and CSI Academic Programs Committee of the level of available funding for the next awards season.
3. Certification Programs
    - a. Development: The Board shall authorize certification programs and approve criteria for testing and renewal. Changes in criteria shall be submitted to the Board for approval. Procedures for certification programs shall be developed,

maintained, and executed by the Certification Committee. Certification shall be based on continuing education.

- b. Construction Documents Technology (CDT) Program
    - 1) The program shall measure basic knowledge of the fundamentals and formats of construction documents as prescribed by CSI and general conditions of the contract of construction.
    - 2) Passing the CDT examination shall serve as a prerequisite for all CSI certification programs.
    - 3) The CDT Certificate of Achievement and privilege to use CDT initials shall not expire.
  - c. Certified Construction Specifier (CCS) Program
    - 1) The program shall measure knowledge and ability to prepare written construction documents as prescribed by CSI.
    - 2) Certification shall be renewed every three years unless a person is retired and no longer prepares written construction documents.
  - d. Certified Construction Product Representative (CCPR) Program
    - 1) The program shall measure knowledge and ability in construction product representation, in use of construction documents, and in advising in the preparation of construction documents, as prescribed by CSI.
    - 2) Certification shall be renewed every three years unless a person is retired and no longer in practice as a product representative.
  - e. Certified Construction Contract Administrator (CCCA) Program
    - 1) The program shall measure knowledge and ability to administer construction contracts as prescribed by CSI.
    - 2) Certification shall be renewed every three years unless a person is retired and no longer administers construction contracts.
4. Education Programs  
Development: Education Committee shall develop programs to benefit all membership classifications-professional, emerging professional, and student.
5. Awards Program
- a. The Board shall establish Institute awards to recognize the talent, achievements, and notable contributions of individuals and organizations in support of the Mission of the Institute and the CSI Goals.
  - b. The Board shall authorize the type of item and the number of awards to be presented within the fiscal year and approve award criteria.
  - c. Except for President's Plaques, award descriptions and criteria, nomination requirements, and selection procedures shall be developed, maintained, and executed by committees designated by the Board.
  - d. Changes in award criteria shall be submitted to the Board for approval.
  - e. Institute awards and the number to be presented in each category shall be:
    - 1) Institute Recognition
      - a) President's Plaque: 5
      - b) Certificate of Merit and Appreciation: One per Retiring Board Member
      - c) President's Medal: One to President-elect
      - d) Former President's Medal: One to President
      - e) Lifetime Member Plaque: One to Immediate Past President
      - f) Special Award: Number shall be at the discretion of the Institute President or the Board
      - g) Certificate of Merit and Appreciation: One per Retiring Chapter President

- h) Chapter Cup: One for largest net increase in total membership (excluding students) awarded from among chapters receiving Outstanding Chapter Commendation in current awards cycle.
  - i) Chapter 50th Anniversary Plaque: One per Chapter attaining 50th anniversary status
  - j) Dale C. Moll Student Activity Fund: As recommended by the Academic Programs Committee and approved by the CSI Foundation Board.
- 2) Institute Awards
- a) Ben John Small Award for Specification Writing: 1
  - b) Dale C. Moll Quality Management Award: 1
  - c) Hans William Meier Award for Advancement of Certification Programs: 2
  - d) Environmental Stewardship Award: 2
  - e) Construction Technology Award: 2
  - f) Distinguished Service Award: 1
  - g) Organizational Certificate of Appreciation: Number at the discretion of the Awards Committee
  - h) Robert P. Brosseau Award for the Advancement of CSI: 1
  - i) J. Norman Hunter Award for Construction Document Education: 1
  - j) Andrew J. Drozda Academic Programs Award: 2
  - k) Outstanding Contribution Award: Number at the discretion of the Awards Committee
  - l) Outstanding Chapter Commendation: Awarded to each applying chapter that meets the minimum point requirements in accordance with its membership designated classification level
  - m) Technical Document Award: 2
  - n) Communications Award: Number at the discretion of the Awards Committee
- 3) National Awards
- a) The Michelangelo Buonarroti Award, “The Master”
  - b) Excellence in Construction Information (EICI) Award: Jointly administered by CSI Awards Committee and Specifications Consultants in Independent Practice (SCIP) to recognize the innovative efforts of members of the construction industry in preparation of written construction documents, and the processes and tools used to create them.
6. Uniform Drawing System Program (UDS): CSI shall establish a UDS program.
- B. Responsibility for Implementation
- 1. Institute committees: Paragraph A.1.
  - 2. Staff: Paragraphs A.1 through A.6.
  - 3. Academic Programs: Paragraph A.2.
  - 4. Certification Committee: Paragraph A.3.
  - 5. Education Committee: Paragraph A.4.
  - 6. Institute Board: Paragraphs A.1, A.2, A.3, and A.5
  - 8. CSI Foundation: Paragraph A.2 – Dale C. Moll Activity Fund.
  - 9. Awards Committee: Paragraph A.5.
- C. References to Other Documents
- 1. Higher level - Paragraphs A.1 through A.4: Certificate of Incorporation, Third Item.

2. Same level - Paragraphs A.1 through A.4: Institute Policy, Article I, Paragraphs A.1 and A.2.
  3. Lower level
    - a. Paragraph A.2: Technical Programs Guide
    - b. Paragraph A.3: Certification Guides.
    - c. Paragraph A.4: Education Guide.
    - d. Paragraph A.5: Honors and Awards Guide.
- D. Definitions  
None.

## X. COMMUNICATIONS

Adoption Date: 06/24/97 Last Revision Date: 10/16/10

### A. Policy

1. Chapter Communications
  - a. Chapter publications, web sites, and other communication instruments shall be clearly identified as such and avoid the impression that they are official instruments of the Institute.
  - b. Material from the Institute, region and other chapters reprinted or discussed in chapter communications shall acknowledge the source and authors.
  - c. All sides shall be presented for divergent issues.
  - d. Copies of chapter newsletters shall be sent to Institute Directors for the chapter's region, Institute staff responsible for chapter and region relations, and editors of other chapter newsletters within the chapter's region.
2. Region Communications
  - a. Region publications, web sites, and other communication instruments shall be clearly identified as such and avoid the impression that they are official instruments of the Institute.
  - b. Material from the Institute, chapters, and other regions reprinted or discussed in region communications shall acknowledge the source and authors.
  - c. All sides shall be presented for divergent issues.
  - d. Copies of region newsletters shall be sent to Institute Directors for the region, Institute staff responsible for chapter and region relations, and editors of other region newsletters.
3. Institute Communications: CSI shall establish and manage publications, web sites, and other instruments of communication for the benefit and information of the membership and the construction industry which are compatible with the purposes of the Institute as stated in the Certificate of Incorporation, the Mission of the Institute, and CSI Goals and shall include:
  - a. A monthly magazine distributed to all CSI members as a member benefit and to others at a subscription rate.
    - 1) Magazine shall be partially funded by paid advertising with rates commensurate with other organizations in the publishing industry.
    - 2) Honoraria may be paid to authors of published manuscripts.
  - b. A periodic publication distributed to all CSI members to inform them about CSI activities.
    - 1) Publication shall include calendar of events; timely information concerning activities of the Board, Institute committees, and Staff; announcements; and member, chapter, and region news items.

- c. The Annual Report of The Construction Specifications Institute shall be distributed annually to members.
  - d. Provide access to a listing of CSI members and other appropriate references annually to all members.
  - e. A monthly newsletter with information and ideas for use of members holding office, chairmanship, or other leadership position within CSI.
  - f. SI metric units of measure shall be included in all CSI publications.
4. Leader Communications
- a. Chapter leaders. References to "chapter" mean the chapter of the officer or of the chapter committee chair.
    - 1) Each officer's member profile shall be changed to permit communication from CSI by any available means.
    - 2) Each officer's member profile, including e-mail address, shall be available through the online database interface on the Institute website.
    - 3) At least one valid phone number and at least one valid e-mail address for each officer and each committee chair shall be made available in each chapter newsletter and on each chapter website, and shall be permitted to appear on the Institute website.
  - b. Region leaders. References to "region" mean the region of the officer or of the region committee chair.
    - 1) Each officer's and each committee chair's member profile shall be changed to permit communication from CSI by any available means.
    - 2) Each officer's and each committee chair's member profile, including e-mail address, shall be available through the online database interface on the Institute website.
    - 3) At least one valid phone number and at least one valid e-mail address for each officer and each committee chair shall be made available in each region newsletter and on each region website, and shall be permitted to appear on the Institute website.
  - c. Institute leaders.
    - 1) Each officer's, each committee chair's, and each task team chair's member profile shall be changed to permit communication from CSI by any available means.
    - 2) Each officer's, each committee chair's, and each task team chair's member profile shall be available through the online database interface on the Institute website.
    - 3) At least one valid phone number and at least one valid e-mail address for each officer, each committee chair, and each task team chair shall be available through the online database interface on the Institute website. These phone numbers and e-mail addresses shall be permitted to appear in CSI newsletters and on CSI websites at chapter, region, or Institute levels.
- B. Responsibility for Implementation
- 1. Chapter Officers: Paragraph A.1, A.4.
  - 2. Region Leaders: Paragraph A.2, A.4.
  - 3. Board: Paragraph A.3, A.4.
  - 4. Staff: Paragraph A.3, A.4.
- C. References to Other Documents
- 1. Higher level - Paragraph A.3: Certificate of Incorporation, Third Item.
  - 2. Same level - Paragraphs A.1 through A.3: Institute Policy, Sections II and XI.
  - 3. Lower level

- b. Paragraph A.2: Region Administration Guide.
- D. Definitions  
None.

## XI. IMAGE

Adoption Date: 06/24/97      Last Revision Date: 09/10

The CSI logo and marks are key to CSI's brand recognition and reputation. CSI allows members and partners to acknowledge their support of CSI principles and participation in the organization through use of specifically approved logos.

Members who misuse the CSI Logo, CSI Member Logo, or other CSI marks are subject to discipline, including expulsion, according to [CSI's Code of Conduct Policy](#).

Any non-member, company, firm, or corporation that asserts, in any method or means, holding of Institute membership is in violation of the CSI's Bylaws. CSI will pursue action to stop any such representation.

### A. Policy

1. CSI Seal
  - a. Seal shall be used for chapter charter certificates, lapel pins, necklaces, medals given for certain Institute awards, certificates for Distinguished or Honorary Membership and Fellowship, plaques for Lifetime membership, and Chapter 50th anniversaries.
  - b. Additional use of the seal shall be approved by the Board.
2. CSI Insignia and CSI Logo
  - a. Insignia shall be used for the following:
    - 1) Membership certificates.
    - 2) Official publications, newsletters, web pages, awards, and letterhead of the chapters, regions, and the Institute.
    - 3) Convention, region conferences, and product show promotional and display material.
    - 4) Podium and stage banners.
    - 5) Name tags.
  - b. Use by a chapter or region other than listed:
    - 1) Shall have prior approval of the Institute.
    - 2) Request shall be submitted with a sample of the item containing the insignia through the Institute Directors to the Chairman of the Membership Committee.
    - 3) The Membership Committee shall approve or reject the request based on appropriateness in accordance with Institute Policy.
    - 4) Action of the committee shall be reported to the Board.
  - c. Chapter and region items using the insignia shall be prominently identified with the chapter or region name except CSI mementoes produced by chapters or regions and made available to the entire CSI membership.
3. CSI Member Logo
  - a. Indicates a current member of CSI.
  - b. Must be used with member's full name and appropriate CSI member suffix (ex. CSI, FCSI) of any member classification.
  - c. Logo distribution and management is by the CSI Membership staff.

4. CSI Compliant Logo
  - a. Indicates a document has been reviewed and deemed compliant with CSI format and standards.
  - b. Logo usage is for the duration of approved, unaltered document.
  - c. Logo distribution and management is by the CSI Technical staff.
5. CSI Construction Education Network (CEN) Logo
  - a. Indicates a program reviewed, approved, and offered by one of CSI's Registered Education Providers.
  - b. Logo distribution and management is by the CSI Education staff.
6. CSI Corporate Partner Logo
  - a. Indicates a firm currently participating in CSI's Corporate Partner Program.
  - b. Logo usage is for the duration of the partnership.
  - c. Logo distribution and management is by the CSI Corporate Partnership staff.
7. Institute letterhead shall be restricted to the Institute Board, committees of the Board and Institute, and Staff for Institute business.
8. Use of initials and titles:
  - a. These rules and guidelines shall be used in listing members' names in Institute correspondence, directories, honor and awards certificates, certification achievement certificates, membership certificates, ballots, and publications.
  - b. When it is impractical, due to lack of space or other reason, to list all designations that a member is entitled to use, designations not associated with CSI membership, honors, and certification may be eliminated.
  - c. These rules are not intended to define how a member lists designations on letterheads, business cards, telephone directories, publications of other organizations, and for other uses not related to CSI.
  - d. To the extent possible, CSI shall list designations as requested by a member, if the request does not conflict with these rules. Unusual requests and situations not covered by these rules and guidelines shall be determined by the Institute Secretary.
  - e. Only honors and certifications granted by CSI shall follow the member's name on CSI certification, award, and membership certificates.
  - f. Initials shall be uppercase unless otherwise stipulated by granting organization or precedence, without periods except multiple letter abbreviations, and separated by commas.
  - g. Initials, titles, and honor designations shall follow a member's name in the following order:
    - 1) Titles and parts of a name: Examples include Jr., Sr., Gov., Gen., or Col.
    - 2) Not more than two designations not associated with CSI that the member is entitled to use: Examples include academic degrees (MA, MD, Ph.D.) and professional registration (CPA, LA, PE, RA).
    - 3) Membership initials and honor designations bestowed by CSI. These are CSI (Construction Specifications Institute), FCSI (Fellow of the Construction Specifications Institute), Honorary Member, Distinguished Member, Lifetime Member, and Member Emeritus.
      - a) CSI shall not be used with FCSI.
      - b) Only one member title (Distinguished, Honorary, Lifetime, Emeritus) shall be used.
      - c) Initials designating accomplishment in CSI certification programs. Examples are CDT (Certified Documents Technologist), CCS (Certified Construction Specifier), CCPR (Certified Construction

Product Representative), and CCCA (Certified Construction Contract Administrator).

- d) If individual has achieved one of the CSI certifications, CDT shall not be listed.
  - e) If individual has earned more than one CSI certification, all earned designations shall be listed in the following order: CCS, CCPR, CCCA.
- 4) Initials of other professional organizations (AIA, DHI, SCIP), certification granted by other organizations (RSW, AHC), and an honor granted by another organization (FAIA, FCSC).
- B. Responsibility for Implementation
- 1. The Board: Paragraphs A.1 and A.3.
  - 2. Institute Directors: Paragraph A.2.
  - 3. Membership Committee: Paragraph A.2.
  - 4. Institute and Board Committees: Paragraph A.3.
  - 5. Staff: Paragraphs A.1, A.2, A.3, and A.4.
  - 6. Chapter and region officers: Paragraphs A.1, A.2, and A.4.
- C. References to Other Documents
- 1. Higher level - Paragraph A.4: Bylaws, Article IX, Section 8, 9, and 11; Article X, Section 4; and Article XI, Section 4.a.
  - 2. Same level - none
  - 3. Lower level:
    - a. Paragraph A.2: Graphics Guide for the CSI Insignia
    - b. Paragraph A.2: Membership Committee Operating Guide
- D. Definitions
- 1. CSI insignia: The combination of the CSI logo in a horizontal, vertical or centered configuration.
  - 2. CSI logo: A simplified three-sided shield with “CSI”.
  - 3. CSI motto: A concise phrase which reflects the current mission of the Institute.
  - 4. CSI seal: The CSI trademarked traditional three-sided shield with “CSI” in the center and “Construction Specifications Institute” around the sides.
  - 5. CSI Compliant Logo: CSI shield complemented by the words, “Compliant with CSI Standards & Formats”
  - 6. CSI Construction Education Network (CEN) Logo: CSI shield complemented by the words, “Construction Education Network CEUs”
  - 7. CSI Corporate Partner Logo: CSI shield complemented by the words, “Corporate Partner”
  - 8. CSI Member Logo: CSI shield complemented by the word, “Member”

## XII. LIAISON

Adoption Date: 06/24/97      Last Revision Date: 11/2/08

### A. Policy

1. Requirements
  - a. All liaison activities shall be governed by Federal laws related to nonprofit organizations, be compatible with the purposes of the Institute as stated in the Certificate of Incorporation and the stated Mission of the Institute, be in compliance with Institute Bylaws and Institute Policy, and have as a basis one or more of the CSI Goals.
  - b. Institute-level liaison activities shall be reviewed annually to determine if continued participation is of benefit to the Institute and its members.
2. Costs
  - a. Cost of CSI participation in activities which are of mutual benefit to both entities will normally be paid by CSI.
  - b. Cost of CSI participation in activities which are primarily of benefit to the other entity will normally be paid by the other entity.
  - c. Cost of participation of other entities in CSI activities shall normally be paid by the other entity.
3. Governmental Liaison: CSI and its regions, chapters, members, and employees may conduct informational, technical, and professional liaison with zoning boards, planning agencies, construction and engineering departments, standards and code writing and enforcement authorities, and other non-legislative regulatory units of municipal, county, state, and Federal governments.
4. Limitations: CSI and its regions, chapters, members, and employees acting as agents or representatives of CSI and its regions and chapters, shall not engage in legislative activity at any level of government.
5. Region and Chapter Liaison: Region and chapter liaison is strongly encouraged, shall be approved by region and chapter boards, and shall be in compliance with region and chapter bylaws, Institute Certification of Incorporation, Institute Bylaws, and Institute Policy.
6. Institute Liaison: CSI participation in national and international liaison activities shall be the responsibility of the Institute President with the advice of the Board.
7. Staff Liaison Participation: Staff participation in liaison activities shall be the responsibility of the Executive Director.
8. Liaison Participation in CSI Activities by Other Entities: Participation in CSI committees and activities by other entities shall occur only by approval of the Institute President.
9. Responsibility:
  - a. Liaison with district offices of Federal governmental agencies may be undertaken at the chapter and region levels.
  - b. Liaison with national headquarters offices of Federal agencies and national and international standards and code writing entities shall be undertaken only at the Institute level.

### B. Responsibility for Implementation

1. Institute Board: Paragraph A.1, A.2, A.3, A.4, and A.9.b.
2. Institute President: Paragraph A.6, A.8, and A.9.b.
3. Chapter and Region Boards: Paragraph A.1.a, A.3, A.4, A.5, and A.9.a.
4. Institute Directors: Paragraph A.5.
5. Executive Director: Paragraph A.1.a, A.3, A.4, A.7, and A.9.b.

C. References to Other Documents

1. Higher level - Paragraphs A.1 through A.9: Articles of Incorporation, Third Item.
2. Same level - Paragraphs A.1 through A.9: Institute Policy, Section I.A.5 and A.6.
3. Lower level - none.

D. Definitions

1. Liaison: Interaction between CSI and another organization, association, or other entity for the purpose of furthering the mission, goals, and objectives of both entities.
2. Legislative Activity: Attempts to secure legislation or to influence legislative activity in any way and to take a position or make a statement in favor of or in opposition to matters under consideration by a legislative body.