



Mississippi Chapter
OPERATING GUIDE

Revised June 29, 2020



Chapter Operating Guide

The Mississippi Chapter Of the Construction Specifications Institute

First Edition - August 1994

Revised – July 29, 2020

Acknowledgements:

What you have before you is the product of over two years of discussion, planning, and action. It began as a thought on one of our famous "Road Trips" back from a Gulf States Region Meeting, and was furthered by the fact that "necessity is the Mother of invention". Frankly, the Chapter programs and activities had grown so much that one person could not remember it all. To complete this document, input was required from every officer and committee Chair in the Chapter; hours of writing, reviewing, editing, and discussion on the part of the Chapter Operating Guide Committee, then, hours of reading, comments, and discussion by the 2008 – 2009 Board of Directors and Committee Chairs. The Chapter operating Guide was approved by the Mississippi Chapter Board of Directors at its 2008 Transfer of Power meeting. To everyone that helped in this effort, we offer our heartfelt "THANKS". Hopefully, you and the Chapter leadership will benefit from this tool in the future.

On June 22, 2013, the incoming and outgoing Officers, Chairs, and committee members met for the fiscal year of 2012 – 2013 Transfer of Power meeting and reviewed and approved this revised edition.

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1.0 INTRODUCTION

1.1 Institute Mission Statement

The Construction Specifications Institute advances the process of creating and sustaining the built environment for the benefit of the construction community by using the diversity of its members to exchange knowledge.

CSI's Core Values:

- Foster innovation and creative thinking.
- Honor and embrace our diversity.
- Encourage personal and professional growth.
- Make knowledge-based decisions.
- Strive for cooperative solutions.
- Promote stewardship of the environment.
- Promote and recognize individual and team excellence.
- Celebrate camaraderie.
- Keep promises, and trust others will do the same.
- Value the needs of those we serve.

1.2 Chapter Mission Statement

The Mississippi Chapter CSI strives to represent the broadest segment of the Design/Construction professionals in the State of Mississippi. Through this representation it seeks to speak as a unified voice and act through its programs and activities to positively affect the building process and the State of Mississippi.

1.3 Purpose of this Document

1.3.1 Resource and Operation Guide

Through the years of evolution of a volunteer organization as the Mississippi Chapter of CSI, certain "habits", "rituals", or methods of operation evolve. In the beginning, rules or By-Laws were painfully thought out, prepared with sound reasoning, and made policy. Eventually "variations" begin to appear as needs arise, and some time later, the purpose for establishing the rule or By-Law is forgotten, and the policy appears outmoded.

Surely as an organization grows, policy will be revised to adjust to the times. However, it will serve all to understand and appreciate the factors that came together to initially develop a policy or operation method rather than depend on a memory.

This document has been prepared to eliminate the "variations" in policy and avoid the need of relying only on memory. The responsibilities and tasks for each officer, committee chair, and committee are described herein. Additionally, a current issue of the Chapter Bylaws is included. Should one be considering serving the Chapter as an officer or on a committee, there should be no doubt of what will be expected by the Chapter at this point in time or in the future.

1.3.2 Leadership Development

To continue growth of volunteer organizations such as ours, new people must be brought into the membership and ascend the ranks of leadership. It has been proven many times in many organizations that the consequences of disbelief in this area are grave. To have the same select few run the organization for an extended period of time:

1. Minimizes or prohibits the infusion of new thoughts, ideas, and energies into the organization, which may stagnate growth of the Chapter.
2. Creates a potential not to "check" oneself, accepting the status quo, and not seeking to better oneself or the Chapter.
3. Communicates to the membership there is not a great need to be active and participate in the organization or its activities.
4. Results in a great loss of leadership when the "select few" become tired and wish to retire, because no one has been trained to take their place.

There are 3 major issues that must be modeled to the members regarding service to the Chapter.

1. The work will be spread out among as many people as possible. The Chapter will not expect someone to take all of the responsibility. It only stands to reason that an individual can give only so much time to this organization. If it is used up all at once, the individual will not want to grow in the leadership team, and will retire from active service.
2. For the Chapter to succeed as a whole, each Officer and Committee must do their own part. The term to remember here is not "I" or "me", but "we". This is a team effort comprised of many parts, and working together is a must.
3. Leadership is a discipline in which one interjects thoughts and ideas over a group to positively affect that group. Remember:
 - a. Leadership is a discipline - to some it may come naturally, but most work to acquire it.
 - b. Thoughts and ideas must positively affect the group.
 - c. Leadership IS NOT filling a post!

The above has been said to leave no doubt as to why the Chapter believes in leadership development. Our Chapter's process in the selection of committee participants, committee chairs, and officers is sound. This document gives a clear and concise list of responsibilities and tasks of each officer, committee chair, and committee. This document serves as a "warning" (if you will) to those considering to serve in those positions and capacities by defining the minimum tasks necessary for that position (or committee) to be successful within (or benefit to) the Chapter. Additionally, it provides a "measuring stick" for the Board to evaluate an individual or committee's efforts and operations.

2.0 ORGANIZATION OF THE CONSTRUCTION SPECIFICATIONS INSTITUTE AND THE RELATIONSHIP OF THE MISSISSIPPI CHAPTER

2.1 Institute Facts

2.1.1 The contact information for the Institute are as follows:

The Construction Specifications Institute
123 North Pitt Street, Suite 450
Alexandria, Virginia 22314
Telephone 703-706-4783
800-689-2900 (Toll free)
Facsimile 703-236-6044
Website www.csinet.org

2.1.2 Two documents are published annually by the Institute which provides resource information:

- A. CSI Member Directory – Available on line at www.csinet.org This directory lists Institute, Region, Chapter Officers and Committee Chairs; Institute By-Laws; CCS, CDT, CCPR, and CCCA registrants; and all members of the Institute with current mailing address.

Both documents are excellent resource materials and are continually updated. Officers and Committee Chairs are encouraged to use these materials.

This information, along with much additional helpful information, can be obtained on the Institute website (www.csinet.org).

2.2 Region Facts

2.2.1 The Mississippi Chapter, chartered in December 1966, is a member of the Gulf States Region in addition to the following other Chapters located within Mississippi, Alabama, Tennessee, Arkansas, Louisiana, and the panhandle of Florida:

Acadiana - October 1987	Memphis - August 1959
Baton Rouge - September 1981	Mississippi – December 1966
Birmingham - May 1959	Mobile Bay – February 1998
Chattanooga - January 1967	Montgomery - August 1988
Gulf Coast – May 1989	Nashville - November 1958
Huntsville – August 1991	New Orleans - May 1959
Knoxville – May 1959	Pensacola – February 1998
Little Rock – November 1965	Shreveport - April 1961

- 2.2.2 The Region is a corporation organized in the State of Tennessee with a President, Vice President, Secretary, Treasurer, and a Board of Directors consisting of the Chapter Presidents. The President and Vice-President are elected as Directors of the Institute from the Region and rotate office (President and Vice President) each year. Review the Region by Laws for a complete explanation of the corporate organization. This information to be further amended to reflect new governance structure, when completed.
- 2.2.3 The Region has an Operating Guide. It is revised from time to time and is available on line at www.csiwse.org [http://www.gulfstates.csinet.org/](http://www.gulfstates.csinet.org) The guide provides direction for Committees and activities on the Region level.

2.3 How You (or Your Committee) Relate to the Whole

Take a few moments to look through the various Institute, Region, and Chapter Committees.

There are several good reasons for that. On the larger scale, the Institute, through its members, has determined the primary areas of activity and responsibility within the organization. These areas remain the same all the way down from the Institute to the Chapter level. The Region Committees are structured the same so as to facilitate information from the Region to the Chapters, and to provide a regional "forum" for Chapters to exchange ideas and formulate new plans within a committee structure.

The Chair of the Awards Committee (for example), having a question regarding submittal dates for Region or Institute awards, can contact the appropriate committee member and find out the answer. Any question or problem that a committee chair is confronted with has probably been dealt with before by the Region or Institute Chair of that committee. The lines of communication up and down the ladder are clear. That can be the greatest asset a chair of a Chapter committee can have.

3.0 ADMINISTRATION

- A. The administration of the chapter is delegated to the Board of Directors, consisting of 13 members of whom there are 7 Officers and 6 Directors. 3 Directors are professional members and 3 Directors are industry members.
- B. Regular scheduled Board meetings will occur the first Tuesday of each month preceding the monthly Chapter meeting, unless changed by the President.
 - 1. Committee chairs which are not Board Members are encouraged to attend Board meetings. They are not permitted to vote, however, may bring motions on behalf of their committee.
 - 2. Board meetings should be open to the entire membership.
 - 3. It is essential for each board member to attend all board meetings in order for the Chapter to be able to conduct Chapter business. If a member is unable to attend the board meeting, the member is to notify the Chapter President that they will be unable to attend.

3.1 Voting Members of the Board

3.1.1. Terms of Office

A. Voting Members and their terms of office are as follows:

President	1 year
President Elect	1 year
1st Vice President	1 year
2nd Vice President	1 year
Secretary	1 year
Treasurer	1 year
Immediate Past President	1 year
Directors (6)	3 years

- 1. The President, President Elect, 1st Vice President, and 2nd Vice President may serve a maximum of 2 consecutive terms.
- 2. In the event a Director leaves the position (or becomes an officer) prior to expiration of the term, the Board should conduct elections to fill the remainder of the term and not begin a new 3 year term in order that 2 directors will rotate off and will begin new terms each year.

3.1.2. Quorum

- A. Seven members of the Board will constitute a quorum.

3.2 Description of Duties of Officers and Directors

A. President shall serve as Chairman of the Board and:

1. Preside at all meetings (Board and Chapter).
2. Select committee chairs which are not occupied by nature of the office held by a chapter officer.
 - a. If the President deems that an officer is unable to perform their committee assignments to the fullest, and approved by the Board, then the President may appoint a Committee Chair for that term of office. The appointed chair is then entitled to all rights and privileges for that term.
3. Appoint Chapter delegates to the Gulf States Region and Institute business meetings unless elected by Chapter members.
 - a. Because of the Gulf States Region incorporation, the President is the sole Chapter representative to the Region's Board of Directors. It is essential that the President attend the Annual Region Conference or appoint a representative in accordance with the Region Bylaws to represent the Chapter.
4. Sign all formal instruments and agreements of the Chapter unless otherwise designated to fellow officers, board members, or committee chairs.
5. Serve as ex-officio member of all committees. It is not necessary to attend all committee functions, however, all committees should keep the President apprised of its respective actions for reasons of coordination, continuity and budget.
6. Set the time and place of the annual "Transfer of Power" meeting, with President-Elect, for past and future officers and board members. It is recommended that this meeting be scheduled prior to fiscal year end in order to assure a smooth transition and allow maximum participation at the Region Conference. This assures a smooth transition, not to mention the sharing of ideas and motivation of participants.
7. Along with the secretary, the President selects the delegates for the Annual Business Meeting held at the Institute Convention. Selection forms are provided by the Institute approximately 1 month prior to the meeting.

B. President Elect:

1. Serve in all capacities in the absence of the President.
2. Chair of the annual Product Show. The Treasurer serves as co-chair. This Chair is responsible for all aspects of producing the Product Show, coordinates with Education Chair to plan Products Show seminar(s), The Product Show Chairman is responsible for seminar needs, including but not limited to, rooms, video, sound equipment, and food.
 - a. The importance of this responsibility cannot be overstated. This is our major fund raiser for the year. Without these funds, our Chapter participation at the Region and Institute level are curtailed. This is a 6 to 8 month project if done properly and in a timely manner.

C. First Vice President

1. Program Committee Chair
 - a. This Chair shall survey the membership for construction related topics of interest. Programs should vary in subject matter and appeal to the majority of the membership at each meeting.
 - b. Programs are planned through September by the previous chair. The new chair plans programs from October through September. This assures the new chair has some time to prepare before being required to plan programs.
 - c. Work to insure that programs qualify for continuing education units if possible. Most presenters can provide continuing education and the Chair should strive to acquire speakers that can provide and record the credits.
 - d. Require presenters to "Sponsor" the meeting (minimum \$200.00). (See Program Committee)

D. Second Vice President:

1. House Committee Chair:
 - a. Be responsible for the place, time, and meal selection of all meetings.
 - b. Have "sign in" sheet at the door and circulate during the meeting to assure all attendees have signed. Give this list to the treasurer for billing/reconciliation at the end of the meeting.
 - c. Coordinate with the presenter to insure there is a continuing education sign-up sheet available for all attendees who require such credit.
 - d. Coordinate with Membership Chair. Have a team of "greeters" at each meeting to collect cash payments, and welcome students, guests, and potential members.
 - e. Coordinate with treasurer to issue annual meeting invoices.

E. Secretary:

1. Membership Committee Chair
 - a. Provide membership applications and Institute information for potential members.
 - b. Direct all efforts for membership drives/events including any dedicated "Membership Meeting".
 - c. Coordinate renewal efforts for Chapter by providing monthly list to board of directors and making efforts to insure renewal of members.
 - d. Provide list of upcoming renewals and recently renewed for inclusion in the chapter monthly publication.

2. Record the minutes of all board meetings and report same.
 - a. Provide a copy of meeting highlights to Newsletter Editor prior to the following month's publication date.
 - b. Provide copies of minutes furnished for approval of Board at the following monthly board meeting.
 - c. Provide a copy of the minutes to the electronics communication chair for publication on the board of director's website.

3. Maintain a current roster list for Chapter use including officers, board members and committee chairpersons. As part of this duty, download the complete chapter data from the Institute website on a weekly basis.

4. Cosign any documents requiring same except those pertaining to the treasurer.

5. Along with the President, the Secretary selects the delegates for the Annual Business Meeting held at the Institute Convention. Selection forms are provided by the Institute approximately 1 month prior to the meeting.

F. Treasurer:

1. Collect and receive monies due the Chapter for dues, meals, miscellaneous expenses. Coordinate with invoices produced by other Chairs.
2. Make disbursements as directed by the board and maintain accurate records of same.
 - a. At the beginning of each term, on July 1, coordinate bank signature cards signing by an additional 2 officers, preferably the President and President Elect, in order that at least 2 signatures appear on all checks above \$500.00 issued by the Chapter.

3. Submit a monthly report of transactions to the board for their approval.
4. Assist the President in the budget preparation and submission to the Board and be prepared for a year-to-date update as the President deems necessary.
5. Serve as products show co-chair assisting the President Elect with invoicing, receiving and recording income and expenditures.
6. Coordinate with house committee chair to set meeting costs and price for Annual meeting invoices. Prepare and distribute invoices. Provide a list of members having paid for annual meetings to house committee chair at each meeting.
7. Coordinate with the President to prepare a budget for expenses related to the Region Conference and Institute Convention. Present these budgets to the Board for approval.
8. Assist the Chapter Audit committee during the annual audit process as required. If no official audit is performed, provide data to the board in sufficient detail to provide an audit of income and expenses.

G. Directors

1. Attend all board meetings and assist officers and membership in the administration of business for the Chapter.
 - a. It is desired for Directors to assume some of the duties of Committee Chairs, or at least to actively participate in the function of 1 or more committees.
2. Perform other duties as delegated by the President.
3. Submit any line item budget figures that fall into your area of responsibility, as soon as possible to the President (to be included in the budget report at the beginning of the year.)

H. Past President:

1. Voting member of the Board, and as such, be prepared to assume those duties as mentioned above.
2. Assist the President in an advisory capacity in order to maintain continuity of one administration to another.
 - a. Follow through with the "Transfer of Power" meeting for the newly elected slate of officers, board members, and appointed committee chairs.
3. Long Range Planning Committee Chair:
 - a. Composition of this committee is described in Section 6.0 Chapter Committees.

- b. Committee shall review and discuss current Chapter mission statement, goals, and objectives each year and make recommendations to the Board for adoption before the end of each term.
4. Nominations Committee Chair
- a. In coordination with the President and President Elect, make recommendations to the Board for officers and directors for the coming year.
 - b. When approved by the Board, follow instructions outlined in the Chapter Bylaws and conduct elections.

I. Editor

This position is appointed by the President and is a non-voting member. However, this is a major integral part to the positive function of the Chapter.

1. Primary responsibility shall be to produce the Chapter Newsletter. Work with the Committee Chairs to insure information and articles are provided as required for publication of The Speculator. The Speculator shall be completed and emailed a minimum of (1) week prior to the monthly meeting.
2. Solicit and appoint a staff to assist in editing, acquiring articles and other notes of interest to the membership.
3. Coordinate billing and collection of funds for advertisements with the Treasurer. The Speculator is intended to be a self supporting publication. Keep the President and Treasurer informed of any short fall in this regard so budget items can be adjusted accordingly.
4. Assist committee chairs with publication needs related to their committees to maintain a consistent quality for chapter publications.

4.0 CHAPTER COMMITTEES

4.1 General

A. The Chapter consists of, but is not limited to, the following standing committees:

Awards	Golf	Education
Finance	Nominating	Programs
Products Show	Publications	Technical
Membership	House	Certification
Student Affiliate	Planning	Electronic Communications

B. Region Annual Conference as designated by the Region, on a rotating basis from Chapter to Chapter.

C. Chairpersons are appointed by the President, or designated by virtue of the Office held in the Chapter. The President, at his discretion, may consider appointing Co-Chairpersons for some or all of the committees. The number of members on each committee varies and should be proportional to tasks and time required.

D. Each Committee Chairperson is responsible for the following:

1. Choose and train members to serve on the committee.
2. Work with committee members and establish goals, schedules and budget for committee operation.
3. Maintain a complete file on all committee activities.
4. Present progress reports at each month's Chapter Board Meeting.
5. Prepare and distribute all invoices for committee functions, if applicable, and provide listing of all invoices to Treasurer.
6. Maintain continuity by selecting a member of the committee to be successor and by serving on committee after being chairperson in an advisory capacity.
7. Prepare a final report to the Chapter Board to be presented in June. This report should include, but is not limited to, the following:
 - a. Committee activities and goals
 - b. Accomplishments
 - c. Projects not completed and status to date
 - d. Proposed budget requirements for upcoming year
 - e. Recommendations for special committee activities

4.2 Description of Duties and Operation of Standing Committees

A. Awards Committee:

Responsible for preparing and providing the Institute, Region and Chapter Awards as determined by the awards nominating committee. The Awards Program is encouraged by the Institute for the recognition of the notable contributions by members and groups for the good of the construction industry within the Chapter area and CSI.

Duties of the Committee include the following:

1. Develop, implement, and administer the Chapter's Awards Program.
2. Produce detailed criteria, nominating, and judging procedures for each Chapter Award.
3. Review nominations for Chapter Awards and make recommendation to the Chapter Board for approval.
4. Publicize the Institute and Region Awards Programs to create a better understanding and promote greater participation at all levels. Refer to Institute and Region Awards guides for further details and dates.
5. Work in conjunction with membership committee to keep accurate records of the number of years each member has been with CSI. Coordinate the bestowment of the appropriate chevrons sold by the Puget Sound Chapter. Costs for the chevrons shall be a budget item and paid by the Chapter.
6. The Chapter should use the Institute's blank uniform Region/Chapter awards Certificates available at a nominal cost. Keep in mind the time it takes to order and print for each deadline.
7. Publish requests for nominations for the chapter's Outstanding Member award and administer the award.
8. Coordinate with the Product Show Chairman to procure the awards given at the Product Show.

B. Education Committee:

Responsible for promoting and conducting construction and business related education events for the Chapter.

Duties of the Committee include the following:

1. In conjunction with the Technical Committee, promote the use of standard documents and formats in construction communications; particularly those in the CSI Project Resource Manual.
2. In conjunction with the Program Committee, develop programs for regular Chapter meetings which vary in subject matter and educate a broad spectrum of the membership in technical and business topics.

3. Establish and provide Continuing Education Programs for the membership and construction community.
 - a. The number of programs should only be limited by the Committee's abilities to provide quality programs; however, the minimal requirement should provide a 6 hours of continuing education at the annual Products Show. The sessions are to begin at 8 and break from 11-2 for the Product Show then resume from 2-5. Seminar can be in multiple topics or one single topic.
4. Insure that Continuing Education Units are provided and recorded when meetings meet the criteria for such. Coordinate with program presenters to verify if the program being presented offers its own continuing education units. If not, chairman is responsible to insure that continuing education units offered are duly recorded.
5. Coordinate the efforts and programs of the Institute's Education Committee.
6. Maintain a liaison with the Region's Education Chairman.

C. Finance Committee/Treasurer

This committee is singularly responsible for the accounting, collection, and disbursement of chapter monies. The Chapter Treasurer will be the Chairperson for the Finance Committee. There are no limits to the number of persons serving on the Committee; however, the Newsletter Editor will be a member of this Committee.

Duties of the Committee include the following:

1. Prepare monthly financial statements for review by the Board, indicating monies budgeted, receipts and disbursements by Committee or line item of the budget.
2. Review the current Chapter financial operations in relation to the budget monthly and report to the Board your findings and any concerns.
3. Make recommendations for adjustments to the budget when required.
4. In coordination with the Chapter President, prepare a proposed annual budget. Submit to the Board for approval at the transfer of power meeting or by the August Board Meeting. Make revisions to the proposed budget as required by the Chapter Board and resubmit for final approval to the next Board Meeting.
5. File the appropriate tax returns with the Internal Revenue Service or coordinate with the chapters accountant to facilitate the filing of the forms.
6. Provide financial information to Audit Committee for annual Chapter audit.
7. Review the annual audit report and present an analysis at the first scheduled meeting of the Board after the beginning of the fiscal year or

provide sufficient documentation at each board meeting to audit the chapters finances.

8. Maintain bank signature cards for each account having no less than 3 officers certified to sign. Typical officers to be the treasurer, President and President Elect. Provide at least 2 signatures on each check issued by the Chapter valued over \$500.00.
 - a. It is recommended that payments be made once a month immediately following the Board meeting when the Board has approved a claims docket and authorized payment by the Treasurer. Then all checks can be easily signed by at least 2 officers.

D. Nominating Committee:

This Committee is comprised of the current Past President, President, and President Elect, with the Past President being the Chairperson. It is responsible for the nomination of Chapter Officers and Directors.

Duties of this Committee include:

1. Assess the performance of each officer and director and determine if these individuals should move up from their current position, remain where they are currently serving, or be replaced.
 - a. Officers serve a term of 1 year. Directors serve a term of 3 years.
 - b. It is desirable to have the Presidency alternate between Professional and Industry members each successive year. However, the Chapter should maintain quality leadership over quotas.
2. Potential candidates should be sought with the approval of the incoming President and shall be asked if they will serve prior to any announcement of nominations.
3. The nominees, including persons to fill unexpired director's terms which have moved up or become vacant, will be approved by the Board. The Chairperson will seek additional nominations from the floor of a regular chapter meeting, publish the names in the Chapter Newsletter, and prepare a written ballot for voting by the Chapter membership no later than the April meeting, all in accordance with the Chapter By-Laws.

E. Program Committee:

The First Vice President serves as the Program Chairperson. In addition, there should be at least 3 to 4 other members of the Committee. The committee selects program topics, generates a calendar of proposed speakers, and presents to the Board for approval the recommended schedule.

Duties of this Committee include:

1. The Committee is responsible for planning and confirming a one year schedule of programs that extend three months into the next fiscal year. This allows smooth transition from one year to the next and eliminates the need to establish programs immediately after taking the position.
2. Programs should be generic with regard to products or services.
 - a. Programs which feature a specific product or company are not recommended as they may appear as a Chapter endorsement. This may be detrimental to the Chapter in portraying an image as an objective member of the construction industry.
3. Programs should, if possible, provide continuing education units for attendees. The presenter should provide continuing education for the meeting and record the hours for the participants. Where programs are beneficial and the provider cannot record continuing education credit the Education Chair may be able to do so.
4. Each month the committee reports to the Newsletter Editor a recap of the previous month's meeting and a notice of the scheduled program for the upcoming Chapter meeting.
5. Require presenters to "Sponsor" the meeting (minimum \$200.00). Sponsorship will allow the Sponsor to have promotional material available for distribution and place an advertisement in the Speculator prior to the meeting. A business card advertisement shall also be offered to the Sponsor to be run in the Speculator issue following the meeting along with a "Thank You" from the Chapter. Remember, presenting to the group is a privilege and sponsorship is required.

F. Product Show Committee:

The President Elect serves as chair and the Treasurer serves as vice-chair of the Products Show. This committee is responsible for the full preparation and coordination of the annual Product Show and facilities for any seminars or other associated activities. This is the major source of income for the Chapter and its importance cannot be diminished. Every Chapter Member serves on this committee.

Some of the functions of this Committee include:

1. Marketing/ promotion and preparation of applications for booth exhibitors.
2. Booth assignments upon receipt of down payment.
3. Displays
4. Arrange facilities for Seminars and related activities that are planned in coordination with Education Committee
5. Exhibit Hall & Seminar Rooms coordination
6. Food and Beverage (Budget, Menu and Sponsors)

7. Free Booths are generally reserved for construction related organizations and student affiliate organizations that cooperate and work with the Chapter.
8. Invitations and Registration, including preparation of Name Tags
9. Sponsors
10. CSI Booth
11. Informational signs and packets
12. Sergeant-at-Arms, including security service, if not provided by venue.

G. Publications:

This committee is responsible for preparation, production and distribution of all Chapter publications, including the monthly newsletter. The Editor of the monthly newsletter is automatically a member of this committee. Additionally, this committee is also responsible for assisting with any special publication produced by the Chapter.

The committee should consist of a Chairperson and a minimum of five other members, one of which is the Editor of the monthly newsletter. Duties will be distributed among members so as to allow the Editor to produce a quality and timely newsletter publication that is used to communicate to a wide spectrum of the Mississippi construction industry.

The newsletter should consist of the following information:

1. Roster of Chapter Officers and Committee Chairpersons.
2. Notice with information of each month's meeting including date, time, location, topic, and other necessary information.
3. President's Letter or Message
4. Calendar of events for Chapter, Region, and Institute
5. Compile articles of interest to members and nonmembers
6. List new members, anniversary dates of current members

The Committee should keep an up to date distribution list of Region Directors, Region Committee Chairs, Region Chapter Presidents and Editors.

H. Student Affiliate Committee:

The Student Affiliate Committee is responsible for establishing and maintaining liaison between the Chapter and the Construction related schools

within the Chapter's physical boundaries, particularly the Student Affiliate Chapter. The duties of this Committee include the following:

1. Establish programs to improve the interaction and communication between the Chapter and the Schools and assist in maintaining those programs.
2. Promote the use of standard documents and formats in construction communications; particularly those in the CSI Project Resource Manual.
3. Assist in developing seminars and courses for discussing the current methods of construction communication. Obtain faculty and student participation whenever possible.
4. Encourage Administrators to recognize the desirability of offering courses in construction communications as a part of their credit extension programs.
5. Coordinate the related efforts and programs of the Institute's Student Affiliate Committee.
6. Maintain a liaison with the Region's Student Affiliate Chairman.

I. Technical Committee:

The Technical Committee directs the technical efforts of the Chapter. The duties of the Technical Committee are as follows:

1. To coordinate the Chapter's technical functions with the Institute's Technical Committee's programs.
2. To understand the procedures for producing and commenting on Institute studies according to the Document Guides.
3. Appoint Chapter committees to author studies or review existing technical documents.
4. Request study assignments from Institute offices.
5. Maintain a liaison with the Region's Technical Chairman.
6. Review each issue of "The Construction Specifier" and other Chapter newsletters for information of interest to the committees.
7. Work with Chapter Newsletter Editor to develop articles of technical interest.
8. Provide the Chapter Program Committee with technical assistance.
9. Compile reports on a regular basis as required by the Chapter Board.
10. Prepare an annual report to the Chapter Board not later than the June Board meeting evaluating the Chapter Technical Committee's work.
11. Promote specification competition on Chapter, Region, and Institute levels.

J. Membership Committee:

This committee is chaired by the Chapter Secretary and there is no limit to the number of people on the committee. All Chapter members should be encouraged to take part in the work of this committee. The duties of the Membership Committee include the following:

1. Conduct an ongoing campaign to promote membership in CSI.
2. Recruit new members.
3. If application comes to chapter before going to the Institute, process application promptly.
 - a. Make certain that the application is complete.
 - b. Mail the application without delay to the Institute with the applicant's check in the correct amount for Institute and Chapter dues.
4. Maintain Chapter membership records through use of the Institute Roster.
 - a. Current member addresses and phone numbers and their classifications.
 - b. Member transfers.
 - c. Changes in membership classifications.
 - d. Download the roster data from the Institute on a monthly basis.
 - e. Provide the newsletter editor with upcoming anniversary dates by the deadline for each newsletter
5. Duties at Board Meeting
 - a. Report Chapter membership status.
 - b. Provide multiple copies of a list of new members' (names, addresses, telephone numbers and member classification) whose applications were processed since the previous meeting.

Provide sufficient copies for distribution to the Chapter Board, Committee Chairpersons, and the Newsletter Editor.
 - c. Report non-renewed members and members whose renewal is upcoming, based on reports provided by Institute.
6. Provide an orientation to CSI for new Chapter members at the earliest Chapter meeting. Introduce the new members at the first meeting of the Chapter general membership.
7. Follow-up on members who have not renewed and on all referrals.
8. Maintain a stock of membership promotional literature and application forms.
9. Maintain a supply of lapel pins and coordinate the presentation of a pin to each new member.

K. House Committee:

The House Committee makes the arrangements for all membership meetings, Board and Executive Committee meetings, and Special Events. Other committee meeting plans and arrangements are not the responsibility of the House Committee. Encourage and obtain a yearly calendar of events from the Board and Program Committee.

Following are events and responsibilities:

1. Meeting Sites - Regular Meetings: If possible, meetings of the Chapter should be in a central location to its members. The easier it is to get to a meeting, the better the possibility of having good attendance.
 - a. Obtain a 1 year contract with the venue providing regular monthly meetings. This is to ensure scheduled meetings will have a venue to meet and the price of meals will not change.
 1. If there is a need to change locations of the regular meetings, appoint a subcommittee to investigate the possibilities. Present the findings in the form of a motion (to sign a contract) to the Board for their approval.
 - b. Meeting location should provide the following:
 1. Provide separate facilities from other areas of the establishment free from noise, distractions, and traffic.
 2. Capable of providing well prepared food at reasonable prices and efficient service that will not delay the progress of the meeting.
2. Responsibilities Before Meeting:
 - a. Change time of day and time of month of meetings as little as possible for special occasions or to avoid holiday conflicts. It is easier to get in the habit of attending meetings when these are the same. When they do change, make sure the membership is notified well in advance.
 - b. Vary the menu of the meetings throughout the year, if possible. 'Same Old Stuff' may discourage attendance.
 - c. The price of meetings for monthly or yearly amounts will be recommended by the House Committee to the Board. The price will be based on actual costs of food and beverage. Monies taken in from meeting sponsors and displays will serve as a contingency for this budget item. First time guests', students, and speakers' meals are paid for by the Chapter. Fellows and immediate past president meals are also covered.
 - d. Make sure meeting place will hang Chapter Banners, provide tables for displays, provide seating as required for meeting, TV and VCR as required, projector and screen, podium and microphones, and any other requirements essential to the meeting by the Program Committee.

3. Responsibilities at Meeting:
 - a. Establish a team of greeters to collect money at the door and have a sign in list for all attendees. This list shall be accurate and compared to the headcount and invoice for that meeting. Distribute all money and checks collected at door to Treasurer along with list of names that need to be invoiced.
 - b. Provide name tags for all members, speakers and guests. Guest's and Speakers' name tags should be conspicuously different from members' name tags.
 - c. Furnish a list of all persons attending by classification to the Chapter Secretary and Membership Chairperson. Include names of guests with company affiliation and address.
4. Meeting Sites for Special Events: Some of the special events include, but are not limited to, the membership meeting for introducing new people to CSI and getting them to join, Christmas Party, Products Show, Awards Banquet, Transfer of Power Meeting, Hosted Region Conferences, Chapter Fund Raisers, and Chapter Sponsored Seminars. Most of these special events have their own Committees and should work in conjunction with the House Committee to recommend a site. If they do not, it is the responsibility of this committee to have a separate House Subcommittee do the work. All of the criteria for regular meeting sites shall apply, except menu. For special events, food and beverage should be specific according to the needs and location of the event.
5. Meeting Sponsors And Table Top Displays: The company or speaker giving the program at a regular membership meeting is required to sponsor that particular meeting (\$200 per meeting). If they sponsor the meeting, they can have a table top display at no extra charge. To further offset the costs of meetings several sponsors may jointly sponsor. This is encouraged for special events' meetings when a large attendance is expected. Recognition will be given in the Speculator and in the meeting for all meeting sponsors. House committee is responsible for coordinating with the facility for tables and setup. A 3 foot by 6 foot table will be furnished for each table top display. If multiple tables are needed, multiples of \$25 will be charged.
 - a. If the sponsor declines the offer of a table top display, others may display products or services at a charge of \$25.00 per table.
6. Board Meetings: The house committee will be responsible, in conjunction with the President, to secure an adequate location for Board Meetings.
7. Chapter Trips: The House Committee is responsible for providing food and beverages on any out of town trips taken by the Chapter members traveling in a group to Gulf States Region events. Note departure time, length of trip, days at destination, and return schedule to determine what type of provisions to stock.
8. Notifying Members:

- a. Every member, past or present, will be notified and informed of Chapter meetings and special events. Main method of notification shall be via email. Those who do not have an operating email address shall be notified by phone or mail.
- b. Maintain a current list of all members from the Membership Committee. Ask that committee to provide a list of prospective new members to contact as a follow up from their initial contact. This serves as a reminder that we would like them to join. The composite list should include name, place of employment, membership classification, type of service or product, telephone number, and address. The List should be updated every month two weeks prior to the meeting.
- c. Notify members of upcoming meetings. Notification may be by phone or email. Assemble a calling subcommittee that is made up of enough members to not call over 10 people each. It works best for Industry Members to call Professionals and Professionals to call everyone else. Tell the person called or leave a message of CSI meeting place, time of meeting, program topic, charge at door, and any other special information necessary. They must indicate attendance 2 days prior to the meeting in order to tally the number to attend and notify the venue. Keep accurate records of those indicating attendance and actual attendees for proper bookkeeping purposes. If the main method of contact is the Institute's chapter email link, maintain a calling list of those members who opt out of receiving email. Those who indicate attendance and do not attend may be charged if necessary.

L. Certification Committee:

This committee's purpose is to promote the Institute certification programs within the Chapter. There is no limit to number of people or activities that the committee may undertake; however, it is recommended that each committee member has completed at least 1 of the Institute's certification programs. The long term goal of the committee is to have each Chapter member complete some form of certification.

1. Chairperson: To be a member in good standing and be certified in one of the advanced levels of certification. The Chair is the liaison between the Chapter and the Region and Institute Certification Chairs. The Chair should attend Chapter Board meetings to inform about certification activities.
2. Responsibilities: To achieve CDT, CCS, CCPR, or CCCA certification by the Institute requires study and successful completion of an exam. This process covers principles behind preparing construction documents. This information is invaluable not only to Chapter members, but to the Industry as a whole. The Committee should always seize the opportunities to provide leadership through education to the local Industry, promote CSI, and provide additional income to the Chapter by opening training sessions to the local Industry. General responsibilities are described as follows:

- a. Promote CDT, CCS, CCPR, and CCCA programs.
- b. Distribute materials provided by the Institute to Chapter members.
- c. Plan and promote exam study sessions.
- d. Locate exam proctors and sites for exams to be held.
- e. Recognize Chapter members passing the examinations.
- f. Maintain a roster of Chapter members who are:
 1. Construction Document Technologists
 2. Certified Construction Specifiers
 3. Certified Construction Products Representatives
 4. Certified Construction Contract Administrators

M. Liaison Committee:

This committee is the eyes, ears, and mouth of the Chapter! There is no limit to the number of persons on this Committee. The primary role of this Committee is to keep the Chapter apprised of what programs and activities are taking place in Construction Industry and to communicate the Chapter's programs and activities to the Construction Industry and Community.

1. It is recommended that at a minimum, regular and frequent contact be made with the following organizations:
 - a. American Institute of Architects (AIA)
 - b. Associated Builders and Contractors (ABC)
 - c. Associated General Contractors (AGC)
 - d. American Subcontractors Association (ASA)
 - e. American Society of Interior Designers (ASID)
 - f. U. S. Green Building Council (USGBC)
2. Publish meeting dates, on-going events, and special events in:
 - a. Clarion Ledger (Daily)
 - b. Mississippi Construction Magazine (Weekly) "Plan Ahead"
 - c. Mississippi Business Journal (Weekly) "Schedule of Activities"
 - d. Construction Organization Bulletins (Weekly) - see list above.
3. This Committee shall coordinate with other construction organizations concerning potential scheduling conflicts of CSI/ Chapter Events, specifically the Products Show.

N. Audit Committee:

This committee consists of three (3) board members who are appointed by the President to provide an annual financial audit of information provided by

Treasurer. The Treasurer is not to be a member of this committee. Financial audit is to be presented to the Board at the first monthly board meeting of the new fiscal year. In lieu of an audit committee the treasure may be required to provide sufficient information to the board at each meeting to audit that months activity.

O. Planning Committee:

This committee is chaired by the Immediate Past President. This committee is responsible for establishing a plan for the continued path of the Chapter. A three (3) year plan is recommended to be in place for the Chapter at any time. This committee is to assist the incoming President in the preparation and conducting the annual Transfer of Power meeting.

P. Electronic Communication:

This committee is chaired by the Chapter Webmaster. This committee is responsible for maintaining the Chapter website. The website is a necessary tool for providing information to members regarding chapter operations. This website also provides information for potential members. It is necessary for this committee to maintain a co-chair in the event the chair is not able to provide services.

4.3 Description of Duties and Operation of Special Committees

4.3.1 Host of the Region Leadership Meeting or Regional Conference

- A. The chapter President will appoint or solicit a volunteer to chair this special committee. Co-chairs for this event would be strongly recommended.
- B. Chair/Co-chair responsibilities:
 - 1. It is the total responsibility to orchestrate this function from registration until final reconciliation of billing with the chosen facility.
 - 2. The agenda is to be given by the Region Directors. If only in a very "preliminary form", it is helpful to have this before starting any definite plans. Agendas from previous conferences can be helpful.
- C. Preliminary Planning:
 - 1. Neither conference is intended to be an income source for the Chapter. However, realize that the Region makes no provisions for underwriting any shortage in income. With this in mind, the budget should include a contingency substantial enough to prohibit any expense having to be incurred by the chapter.
 - 2. The Gulf States Region presently has sixteen chapters encompassing the following six states: Mississippi, Alabama, Tennessee, Louisiana, Arkansas, and the panhandle Florida. Logistics are a prime consideration.
 - 3. The Chapter will be notified at least one year in advance of the selection as "Host Chapter". Start planning now!
 - 4. Get the names of the chairs of the last (2) conferences. Get as much information as they can give as to number in attendance, registration fees, agendas, planning hints, and horror stories. This will be an invaluable tool for a preliminary check list.
 - 5. Establish a Preliminary Budget. Based on the above information know that the registration fees should be as close to previous years as possible. Registration fees and hotel room rates have a direct impact on how many people can attend from each chapter. Set a late registration fee 10-15% higher than the main registration fee. This will help ensure attendees register early and give the planner a better headcount for planning purposes.
 - 6. Locate and book the facility. Given the preliminary agenda, approximate number of attendants and cost per each, book a facility that is large enough and yet affordable in order to keep within preliminary budget line items. Once chosen, the sales staffs of the facility are professionals and can assist in many of the choices. Negotiations may include complementary guest rooms or complementary meeting rooms. Use all tools to make a good deal. Critical item is to make sure we can host a hospitality suite and serve our own liquor.

7. Know the conference and its purpose. Refer to the Region Guide for information concerning this. However, for quick reference, use the following: Region Board Meeting, Opening Session, Training Sessions, possible CEU sessions (however CEUs are not the main focus of the conference) Closing session and Awards Banquet. Possible spouse tours or other events.
8. Hospitality suites are very important. Due to the expense, and the effect it can have on the budget, sponsors should be obtained to carry a lot of this burden without taxing more important cost factors. Keep in mind that this is one of the few times that the entire Region can mix one-on-one and share ideas from one chapter to another. Budget permitting, make it large enough to accommodate attendants and spouses with adequate libation. Early negotiations with the facility can equate to substantial savings and proper accommodations, as well.
- 9 Spouses tour scheduled meeting times, unless theme and/or program format can be combined, such as Antebellum Tour, or similar event that can appeal to all.

D. Final Stages:

1. Get plenty of the membership involved
 - a. Every one of them is needed.
 - b. It's also a great way to explore and observe new and potential talent for the Chapter.
2. Double and triple check the list. Something will probably be forgotten. The number of people who look at this list and the number of times they review it, will keep omissions to a bare minimum.

E. Take pride in this task. The Mississippi Chapter has a reputation to live up to, since we have hosted several very successful conferences. Last, but not least, relax and enjoy the fruits of your labor.

4.3.2 Delegates to Region and Institute Meetings

A. Region Meetings:

1. The Region is incorporated. Each chapter is represented on the Board of Directors by the chapter president. This allows only 1 vote per chapter.
 - a. It is obviously imperative that the chapter president attend each business meeting of the Region Board of Directors.
 - b. As the By-Laws of the Region are refined, a process will be developed whereby the Chapter must indicate if someone other than the president will attend the business meeting, and do so ahead of time in order to have a vote.

4.3.3 Transfer of Power (Leadership Development) Meeting

- A. Responsibility for organizing and conducting the meeting lies with the Incoming President and Immediate Past President. They may solicit as many willing souls as will help.
- B. Timing: The TPM should be held around the date of the Region Leadership Conference. The earliest time would be just before or soon after the fiscal year begins in July and after committee members for all committees are selected. The meeting should not be held later than the first of September.
- C. The purposes of the "ToP" Meeting are many:
 - 1. It promotes leadership development by bringing the new members of committees into the "leadership team".
 - 2. It provides a forum for the leadership team to review the latest Chapter goals and objectives, and plan each committee's activities around those goals and objectives.
 - a. The Chapter is then focused in all areas towards the specific goals and objectives for the coming year.
 - 3. It provides opportunity for the leadership team to discuss issues important to the whole chapter (not just a committee).
 - 4. It provides an opportunity for fellowship among the leadership team and their spouses for more than just the hour long Board meetings. The belief is the better we know one another, the better we'll be able to work together.

D. Agenda:

As long as the program provides the time and opportunity to meet the goals and accomplish the tasks, it will be a success. Remember, the meeting is work, but the challenge is to make the whole thing fun! Following are a few notes and priorities from past ToP Meetings:

- 1. Location: Try to get a place large enough for the size group attending, with a minimum of distractions.
- 2. Time: The ToP will take up a whole afternoon. People can give you half a Saturday, but rarely will you get them for all day. Try to start at 1:00 PM and end at 5:00, with that being the time for spouses to arrive.
- 3. Pick a subject that all can participate in like working together, self evaluation, problem solving, etc. It should be something that gets people thinking and talking before they adjourn into small groups preparing their committee goals.
- 4. Review the chapter Mission Statement and recently approved Goals and Objectives. This should be for review only, as you're NOT the Long Range Planning Committee! This is for each individual's awareness as they go into the small group committee meetings.
- 5. AHEAD OF TIME, set the times and committees that will be meeting (usually about 45 minutes each). There are usually 2 sessions of these, and your task is to provide for the least amount of conflicts where the old members/ chairs can meet with the new members/ chairs to discuss what was done last year,

- what we as a chapter need to do, and what we don't need to waste time and effort on.
6. The leader should keep the people moving. Make them feel tired by the time the spouses arrive, but remember that mental fatigue is overshadowed by a strong sense of accomplishment!
 7. As earlier noted, the business part of the meeting should end about 5:00 PM, with the meal being served at 7:00 PM. All should feel "permitted " to leave after the meal.
- F. Is for food. Needless to say, the Chapter has one of the greatest assortment of backyard chefs and culinary delighter. It will be grossly negligent of the task if one fails to take advantage of this resource. Coordinate the menu with the budget allowed, number to be served and who will do the cooking. It is encouraged that active members NOT be the cook. They should be in the meeting. The Chapter libation is available and a host of non-alcoholic beverages are also suggested.
- G. As in so many other areas, the Mississippi Chapter has an outstanding reputation to uphold. **Don't let us down!**

5.0 MISCELLANEOUS

5.1 Allocation of Special Funds (Product Show Profits) for Institute and Region Meetings

- A. Immediately following the annual Products Show, the Products Show Chairman and Co-Chairman (President Elect and Treasurer) with the Education Chairman (provided an income producing seminar has been held in conjunction with the Products Show) will prepare a written budget of actual Products Show and Seminar expenses, income, and profit for submittal to the Board.
- B. The profits will be apportioned as follows:
 - 1. A minimum of \$3,000.00 will be held in escrow as seed money for the next year's Products Show to cover deposits, mailing expenses, and other up-front costs.
 - a. Only in emergencies necessitated by the immediate need for Chapter operating capital may this amount be reduced, and then only with a 2/3 affirmative vote of the Board.
 - 2. The President, President Elect, and Treasurer will review and discuss projected expenses for travel, lodging, and meals for attending the immediate Region Conference and the Institute Convention. A budget utilizing the remaining funds will be prepared and submitted to the Board, taking into account the following priorities:
 - a. The Annual Region Conference is the primary means of Leadership Development for committee chairs and officers to learn of committee structure, responsibilities, and CSI's organization. Seminars are conducted by Region Committee Chairs. This conference also includes the business meeting for the Region, and a voting representation of the chapter is both important and required.
 - b. Institute Convention is the only opportunity for the Chapter to have representation and vote on issues affecting the Institute.
 - 3. Generally, funds are allocated for each meeting as follows; however, they may be adjusted to meet projected expense needs as described in item 2 (above):
 - a. 60% to the Region Conference
 - b. 40% to the Institute Convention

5.2 Allocation of Funds for Officers, Committee Chairs, and General Membership to Attend Institute and Region Meetings.

- A. Prior to each conference or convention, the President and Treasurer will submit to the Board for approval a budget for individual out of pocket expense for attendees based upon early conference registration, lodging, meals (not including those provided with the conference), and economy transportation rates. Expenses for the Institute Convention should be based on 3 days accommodation and Region Meetings should be based upon 2 days accommodation.
- B. Consider the following conference and convention costs if funds are available:
 - 1. Group transportation by bus has proven to be economical when many members participate reducing per person transportation costs. Chapter fellowship has positively increased, and room generally exists allowing spouses to participate. Many positive programs have been developed on a bus returning from a region function. The budget for transportation may come directly out of Product Show Profits or it may be a separately budgeted line item, depending on the year.
 - 2. A hospitality room provides a "gathering place" for Chapter members in the convention hotel. Generally, the President is afforded a suite in the hotel to achieve this need. Should the President decline, another chapter attendee is offered the opportunity, or a regular room is rented for the hospitality room.
 - 3. Ample refreshments and snacks compliment a Hospitality Room and bus rides.
- C. Once the individual's out of pocket budget has been approved by the Board, allocations of Chapter support monies should be made to individuals who will attend the conference. Allocations should be made in the order as follows and only to the extent that funds are available as budgeted for the particular meeting

PRIORITY	TITLE	PERCENTAGE
1.	President	100
2.	President Elect	100
3.	Treasurer	100
4.	Editor	90
5.	Vice Presidents, Secretary, and Immediate Past President	80
6.	Institute and Region Committee Chairs and Members	75
7.	Directors	70
8.	Committee Chairs	70
9.	Delegate at Large	60
10.	Member at Large	50

- 1. The Board may adjust the percentages as necessary in order to allow the opportunity for as many members to attend as possible. If the formulas above are followed and money remains that is not spent, the left over can be redistributed following the same proportions to give as much benefit to

attendees as possible. In no case will the amount for any individual exceed the approved expense budget set by the Board.

2. Members attending conferences and conventions supported by Chapter funds are required to attend all business and general sessions, and region caucuses at the meeting. Before receiving reimbursement, members will provide receipts of expenses for proof of attendance (food, hotel, registration, parking). If the conference does not provide registration confirmation, provide a copy of the name badge.
3. Notes for the above percentages:
 - * The Treasurer is given 100% when functioning as the Products Show Co-Chair. If not, the percentage will be reduced to 90%.
 - ** Chapter support for Institute and Region Committee Chairs and Members should be adjusted accordingly when support is provided by the Institute or Region.

Exception:

If a member due to work or other similar conflicts can only attend portions of the conference or convention, they may be reimbursed for that portion of which they incur expenses provided it is in the best interest of the chapter.

