

**BYLAWS OF  
PITTSBURGH CHAPTER, INCORPORATED  
OF  
THE CONSTRUCTION SPECIFICATIONS INSTITUTE, INCORPORATED**

**ARTICLE I - NAME**

The name of this organization is the Pittsburgh Chapter Incorporated of the Construction Specifications Institute, Inc., hereinafter referred to as the "Chapter"; said chapter being an affiliate chapter of The Construction Specifications Institute, Inc., hereinafter referred to as the "Institute."

**ARTICLE II - GOVERNING AUTHORITY**

The chapter is governed and operated in accordance with the laws of the Commonwealth of Pennsylvania, the certification of incorporation, provisions of the Institute Bylaws, these Bylaws, the regulations and requirements for the conduct of chapters of the Institute as adopted from time to time by the Institute Board, the standing rules of the Region Board, the rules and instructions of the Region's Board issued through its officers and the Region Guide as issued through the Board.

**ARTICLE III - PURPOSE AND POLICY**

**Section 1.**

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

**Section 2.**

The name, funds or influence of the chapter may be used only in support of this purpose.

**ARTICLE IV - BOARD**

**Section 1. Government of the Chapter:**

The management and direction of the chapter shall be delegated to its Board.

**Section 2. Composition of Board:**

The Board shall comprise not less than fifteen (15) members as follows: 1) President, 2) First Vice-President, 3) Second Vice-President, 4) Secretary, 5) Treasurer, Seven (7) or more elected Directors and three (3) Advisory members. The three Advisory members shall be recent past presidents who choose to serve and who shall form a Long-Range Planning Committee among other duties. Professional members shall constitute a minimum of 33 percent of the chapter board and industry and associate members shall constitute a minimum of 33 percent of the chapter board. If the chapter includes a student affiliate, a student affiliate representative may be a non-voting member of the board. An odd number of members shall be maintained on the Board at all times.

**Section 3. Voting:**

All members of the board are responsible for voting on Chapter business.

**Section 4. Membership:**

The Board, through the action of authority to the membership chair, shall receive and promptly consider applications for membership; may accept resignations from the chapter; and shall promptly report its action on membership to the Institute.

**Section 5. Committees:**

The Board shall select all standing and special committees, designate duties, and may authorize compensation for justifiable expenses. Chairmen of chapter committees shall be members of the chapter.

**Section 6. Meetings:**

The Board shall schedule monthly business meetings. Special meetings shall be held upon the call of the President, or a majority of members of the Board upon seven (7) days written notice. The order of business for meetings shall be determined by the presiding officer. These Bylaws and Robert's Rules of Order, Newly Revised shall govern the conduct of the meetings

**Section 7. Quorum:**

A majority of the board shall constitute a quorum.

**Section 8. Vacancies:**

Should a vacancy occur in any office of the chapter, the board shall by two-thirds affirmative votes of the board's membership fill such vacancy by appointment, for the duration of the unexpired term.

**Section 9. Student Affiliate:**

When appropriate, the chapter board shall appoint a student affiliate chairman. This chairman shall be responsible for conducting liaison in the name of the chapter with student affiliate by providing an advisor, support, and guidance.

**ARTICLE V - OFFICERS**

**Section 1. President:**

The President shall serve as chairman of the board; preside at all chapter meetings; select the chairmen of temporary committees; appoint the chapter delegates to the annual meeting of the Institute, unless they are otherwise elected by the chapter members; be an ex-officio member of all committees; and sign all agreements and formal instruments. The president shall be or appoint the chapter ambassador for the Institute's CSI Show.

**Section 2. First and Second Vice-President:**

The first and second vice –presidents shall serve as chairman of the board, in that order, upon the absence of the President.

**Section 3. Secretary:**

The secretary shall see that notices are sent at least seven days in advance of all meetings of the board and of the Chapter and shall keep accurate minutes thereof. The secretary shall maintain a file of all correspondence; keep a roster of members and committees; co-sign all agreements and formal instruments, except those pertaining to the office of treasurer; and submit a report of the office at the annual meeting. The secretary shall perform other duties as assigned by the president or board.

**Section 4. Treasurer:**

The treasurer shall collect and receipt for monies and securities; deposit funds and disburse and dispose of the same subject to the direction of the board; keep accurate books of account; submit a report at board meetings; and submit a report of the office at the annual meeting. The treasurer shall perform other duties as assigned by the president or board.

## **ARTICLE VI – NOMINATION AND ELECTION OF OFFICERS AND DIRECTORS**

### **Section 1. Offices:**

The following Officers and Directors shall be elected: 1) president, 2) first vice-president, 3) second vice-president, 4) secretary, 5) treasurer, and 6) not less than seven (7) directors. The immediate past president shall serve as advisory member on the board without election if he so choose.

### **Section 2. Directors:**

Directors shall be elected to serve for a term of three (3) years. The terms in office shall be staggered such that two shall expire in succeeding years and three shall expire in the third year.

### **Section 3. Terms:**

Each elected Officer shall take office July 1 at the beginning of the new fiscal year. The Secretary and Treasurer shall serve two (2) year terms, Directors three (3) year terms and all other Officers shall serve for a term of one (1) year. The Secretary and Treasure terms shall terminate on alternate years.

### **Section 4. Presidents and Vice Presidents:**

The president and first and second vice-presidents shall not hold that same office for more than two consecutive terms.

### **Section 5. Nominating Committee:**

A nominating committee shall be appointed by the board not later than two weeks prior to the Chapter's February meeting. The nominating committee shall prepare a list of nominees, showing at least one name for each elective position on the board due to become vacant, and present the list to the chapter not later than the regular meeting in April. At this time, the members may present nominations from the floor. Election shall be by written ballot. The nominating committee shall prepare the ballot, which shall include the original list of nominees and those nominated from the floor and shall submit a copy thereof, together with a notice of the time and place of the meeting at which the ballots shall be counted, to each member of the chapter at least two weeks prior to such meeting. Eligibility to vote shall be as defined in the Institute Bylaws. The winners shall be determined by a simple majority of votes cast before and during the meeting. This meeting shall be held not later than the month of April.

### **Section 6. Counting and Reporting:**

The ballots shall be counted and certified at the April chapter meeting, by tellers appointed by the president, and the results shall be reported to the members.

### **Section 7. Reporting to the Institute:**

Not later than April 30, the chapter president or secretary shall notify the Institute directors and the Institute office of the results of the election and shall submit to them a complete listing of the chapter officers for the coming year, with their addresses and telephone numbers.

## **ARTICLE VII - MEMBERS**

### **Section 1.**

The qualifications for membership shall conform to the requirements of the Institute Bylaws.

### **Section 2.**

Membership in the Institute is a prerequisite to membership in the chapter.

**Section 3.**

A chapter member may be classified as an Honorary Member or a Lifetime Member only by action of the Institute. Honorary member shall have the same rights and privileges as Professional and Industry members, except that they shall not be eligible to vote, unless they were Professional or Industry members at the time of Honorary membership.

**Section 4.**

The provisions of the Institute Bylaws for disqualification, suspension, expulsion, and reinstatement of members shall govern.

**ARTICLE VIII – MEETINGS OF MEMBERS**

**Section 1. Annual Meeting:**

The annual meeting of the chapter shall be held during the month of September at which time committee reports shall be submitted. The secretary shall submit a report on the activities of the chapter during the past term of office. The treasurer shall submit an annual report of the finances of the chapter. A copy of these reports shall be sent to the Institute directors.

**Section 2. Regular Meetings:**

Regular meetings shall be held on the second Tuesday of the month, September through June Fiscal Year, and at such time and place designated by the board except when otherwise decreed by the board. Not less than 10 regular meetings shall be scheduled in the fiscal year.

**Section 3. Special Meetings:**

Special meetings may be called whenever the majority of the board deems it necessary, or upon written request by not less than one-tenth of the chapter members. The business at special meetings shall be limited to that for which the meeting was called.

**Section 4. Minutes:**

Minutes of regular and special meetings shall be distributed to the members with a copy to the Institute directors.

**Section 5. Rules for Meetings:**

These bylaws, together with the applicable provisions of the Institute Bylaws and *Robert's Rules of Order Newly Revised*, shall govern the conduct of business of the chapter.

**Section 6. Quorum:**

A quorum shall be necessary for the transaction of any business at a meeting of the chapter.

**ARTICLE IX- FISCAL ADMINISTRATION**

**Section 1. Time Period:**

The fiscal year shall be from July 1 to June 30.

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**Section 2. Amounts:**

The annual chapter dues shall be set by the board.

Members Emeritus, Honorary Members, Retired Members and Lifetime Members shall not be subject to dues.

**Section 3.**

Annual dues shall be administered by the Institute in accord with the Institute's By-Laws.

**Section 4.**

Institute and chapter dues shall be paid to the Institute with the chapter dues being returned to the chapter by the Institute.

**ARTICLE X - AUDIT**

**Section 1.**

The board shall appoint a committee to audit the books and transactions of the treasurer at the close of the fiscal year. This report shall be read at the next regular meeting of the members of the chapter.

**ARTICLE XI – AMENDMENTS**

**Section 1.**

Proposed amendments to these chapter bylaws shall first be submitted in duplicate, accompanied with two copies of the complete, current bylaws, to the Institute secretary for approval. After Institute secretary approval, they shall then be publicized in the regular chapter newsletter issued prior to a regular meeting or by letter at least two weeks prior to a special meeting.

**Section 2.**

Following publication, the amendments must be approved by a two-thirds vote of the professional, industry, and associate members present at a regular meeting or a special meeting.

**END OF BYLAWS**