

POLICY
of
THE GREAT LAKES REGION
of
THE CONSTRUCTION SPECIFICATIONS INSTITUTE, INC.

ARTICLE I – AUTHORITY

- A. These rules are the compiled policy decisions enacted by the Board of the Great Lakes Region of the Construction Specifications Institute, Inc. for conducting the affairs of the Region and supplement the provisions of the Articles of Incorporation and the Region bylaws.
- B. *The Administrative References*, including the *Region Administration Guide*, and other written procedures published by the Institute offer guidance and further define administrative practices for implementing the Region bylaws and Board policies and rulings.

ARTICLE II – GENERAL POLICY

- A. Political Involvement: Pursuant to the provisions of the Articles of Incorporation, neither the Region nor any of its components shall engage in political activities, in activities attempting to influence legislation pertaining to the construction industry, nor sponsor registration laws for construction specification specialists.
- B. Use of CSI Seal, Logo, Motto, and Affiliated Materials:
 - 1. Use of the CSI seal, logo, motto, and affiliated materials shall conform to current Institute policy.

ARTICLE III – OFFICERS AND DIRECTORS

- A. Responsibilities:
 - 1. 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 actions of the Board.
- B. Elections:
 - 1. The Board, as the Region Nominating Committee, shall select nominees to fill the position vacated by the retiring Institute Director for the Great Lakes Region in accordance with Institute bylaws, article, V, section 2.
- C. Statutory Agent:
 - 1. The Region secretary shall maintain contact with the Region's statutory agent, who shall represent the Region in all corporate communications with the secretary of state's office in accordance with article VIII, section 6 of the Region bylaws and the laws of the State of Ohio. The current statutory agent is:

Mr. Lane J. Beougher, FCSI, AIA, LEED AP
7991 Bellow Park Drive
Reynoldsburg, Ohio 43068
Phone: 614-759-6956
E-mail: lane.beougher@att.net

ARTICLE IV – BOUNDARIES

A. Boundaries of the Great Lakes Region

1. The boundaries of the Great Lakes Region are reviewed and set by the Institute Board and are reviewed at 5 year intervals.
 - a. The current boundaries of the Great Lakes Region include the states of Indiana, Kentucky, Michigan, Ohio, and West Virginia in their entirety.

ARTICLE V – REGION COMMITTEES

A. Executive Committee: The executive committee of the Board shall:

1. Exercise such part of the authority of the Board in the control and management of the Region affairs as the bylaws and Board may delegate to it.
2. Administer policies established by the Board and interpret Board rulings.
3. Authorize allocation of funds for accomplishment of all approved committee programs.
4. Select committee appointees, approve matrix of committee activities and formulate committee objectives, approve activities and receive reports of committees supervised, and make recommendations, as applicable to the Board.
5. Meet upon call of the president.
6. Each executive committee member shall be an ex officio member of and be responsible for each of the committees as listed.
 - a. President – Membership and awards.
 - b. President-elect – Technical and conference.
 - c. Vice Presidents – Academic programs, education, certification, and programs.*
 - d. Secretary – Electronic technology, publications, and bylaws and policy.
 - e. Treasurer – Fundraising and audit.*
 - f. Immediate Past President – Planning and nominations.*

*As appropriate.

B. Standing Committees: The Region committees are as follows:

1. Academic Programs Committee
 - a. Membership: Chair, chair-elect if applicable, and the academic programs chairs or other designee of the chapters of the Region.
 - b. Meetings: One per year.
2. Awards Committee
 - a. Membership: Chair, chair-elect if applicable, Region president, Region president-elect, Region immediate past-president, immediate past chair if applicable.
 - b. Meetings: As required to jury submissions, prepare, and coordinate the awards program for the Region conference.
3. Bylaws and Policy Committee
 - a. Membership: Chair, chair-elect if applicable, and the bylaws and policy chairs or other designee of the chapters of the Region.
 - b. Meetings: One per year.

4. Certification Committee
 - a. Membership: Chair, chair-elect if applicable, and the certification chairs or other designee of the chapters of the Region.
 - b. Meetings: One per year.
5. Conference Committee
 - a. Membership: The chair is appointed by the host chapter from the host chapter membership or by the Region president if the Region is taking responsibility for the conference.
 - b. Other members of the host chapter, or other members of the Region if necessary, are appointed by the host chapter to assist in the responsibilities.
 - c. Committee Responsibilities:
 - a. One year prior to the annual Region conference, the president of the chapter designated as host chapter shall appoint a conference committee and shall name the conference committee chair.
 - b. The host chapter president shall serve as a liaison between the Region Board and chapter presidents during the year of the conference.
 - c. The Region president and vice-president shall serve as ex officio members of the conference committee, with the Region president overseeing the activities of the committee.
 - d. The chair-elect and immediate past chair shall be ex officio and corresponding members to facilitate continuity and sustainability of the conference.
 - e. The conference committee, in communication with the Region president and vice-president, shall establish the agenda, meeting place, housing facilities, date of the Conference, and the amount of the registration fee.
 - f. Additional responsibilities of the conference committee shall include the following:
 - 1) Prepare and distribute all pre- and post-conference public relations and publicity notices, and mail such notices to editors of the chapter newsletters for local chapter publication. Notices shall include conference agenda, time, dates, and places of conference seminars, speakers, educational and technical subjects, and other matters pertinent to the members of the Region attending the conference.
 - 2) Establish a budget, including a fee that shall cover the basic costs to the host chapter, such as for group meals, meeting room accommodations, printing, postage, and producing the minutes of the conference. Region assistance to lower the expenses shall be payable, upon approval of the Board, through the Region allowance of "seed money" for the Conference.
 - g. The conference committee shall be responsible for recording minutes of the meetings at the conference as follows:
 - 1) The notes shall be transcribed, coordinated, and formed into a full report of the activities of the conference.
 - 2) The report need not be in the full context of the dialogue of each meeting derived from the actions, subject matter, and interest within the meetings.
 - 3) The minutes, in draft form, shall be submitted to the Region president and vice-president, within 1 month after the conference.
 - 4) The conference committee shall, within 1 month of submitting the draft for approval, distribute final copies of the conference minutes with copies to the Institute director, the Region president and secretary, each chapter president, and each chapter secretary for filing in the chapter record.

13. Technical Committee

- a. Membership: Chair, chair-elect if applicable, and the technical chairs or other designee of the chapters of the Region.
- b. Meetings: One per year.
- c. The Region technical chair shall, in addition to other obligations to the Region, participate in a national council of region technical chairs. As a member of the council of region technical chairs, the Region technical chair shall:
 - 1) Confer with region technical chairs from other regions and promote the technical needs of the membership to the Institute.
 - 2) When requested, participate in the review of technical documents and act as a member of this advisory body to the Institute technical committee.
 - 3) Make recommendations to the Institute technical committee regarding technical activity that should reside at the region level; and carry out activities that require multi-region participation.
 - 4) Recommend to the council the advancement of chapter technical activities that are of significant value to the regions or to the Institute.

14. Audit Committee

- a. Membership: Four Region directors appointed by the Region president. The audit committee shall elect a chair from its membership to preside over the activities of the committee.
 - 1) Confer with the Region treasurer to verify the books and accounts of the Region and other duties described by the Region bylaws and submit a written report to the Board.
 - 2) Appointment to the Region audit committee shall be for the duration of the Audit process.

C. Committee Administration:

1. Except as otherwise provided in the bylaws and Region policy, appointments to region committees shall be for two years. No more than two consecutive appointments shall be made to the same committee, except, to be chairman. Members of the Board shall not be appointed to Region committees except as required by the Region policy.
2. When the committee structure of a chapter does not include the chair of a committee that conforms to the Region committee structure, the chapter president shall designate an individual to represent the chapter on that Region committee.
3. As soon as individuals have accepted appointments, the secretary shall announce appointments to standing committees.
4. Within 1 month after committee meetings, the chair shall prepare a report and submit it to the executive committee through the designated officer. Each chair shall submit an annual report, 30 days prior to the annual meeting.
5. Each committee shall have a chair, and chair-elect to ensure a smooth transition of responsibility.
6. Each current chair of the membership, education, certification, and technical committees shall:
 - a. Attend institute orientation for region chairs when offered.
 - b. Conduct leadership training for chapter chairs at the Region conference or multi-region conference.

ARTICLE VI – MEETINGS

A. Annual Meeting

1. The annual meeting shall occur at the call of the Region president usually during a Region or multi-region conference.
2. The location of the Region conference and annual meeting shall rotate, in an orderly fashion, between the four quadrants of the Great Lakes Region starting in 1994 with the south quadrant and followed by the north central quadrant, the south central quadrant, and the north quadrant on an annual basis, bypassing those years that the Region participates in a multi-region conference held in another region. If none of the chapters in the quadrant are capable of hosting the Region conference and annual meeting, they may petition the presiding officer in writing. Upon affirmative approval of a majority of the Board members and proxies present at the Board meeting, the Region Conference and Annual Meeting may pass to the next quadrant, or may be undertaken by a committee of Region members from various chapters.

a. Chapters assigned to each quadrant are as follows:

South Quadrant

Blue Grass Chapter
Cincinnati Chapter
Evansville Chapter
Louisville

North Central Quadrant

Akron-Canton Chapter
Cleveland Chapter
Fort Wayne Chapter
Toledo

South Central Quadrant

Columbus Chapter
Dayton-Miami Valley Chapter
Indianapolis Chapter

North Quadrant

Grand Rapids Chapter
Lansing Chapter
Metropolitan Detroit Chapter
Saginaw Valley Chapter

- b. The chapters assigned to each quadrant have the responsibility to select the host chapter for their specific quadrant's next rotation at each annual meeting in order to maintain a minimum five year planning cycle of host chapters.
 3. Meetings of committees, delegations, or other groups shall not conflict with the annual meeting.
 4. A complete report on the actions taken by the Board on those resolutions approved at the annual meeting shall be published on the Region Web site within 4 months after the annual meeting.
- B. Board Meetings: Members of the Region other than board members may attend meetings as observers only. Observers may speak when recognized by the presiding officer.

ARTICLE VII – FISCAL

A. Region Assessment

1. All Region assessments for members with chapter affiliation shall be paid by the member's home chapter.

2. The Region treasurer shall invoice each chapter for the fiscal year region assessment based on the membership printout from the Institute dated April 30 of the previous fiscal year.
3. Recommendations to the Board concerning region assessments adjustment shall be reported to the Board at the annual meeting. Recommendations for adjustments to Region assessments shall include a projection of total Region income and expenses for the current fiscal year, and at least two subsequent fiscal years with and without the adjustment. The projections shall be broken down by major budget categories.
4. Effective February 20, 2009, region assessments shall be as follows:

Professional/Industry/Associate	\$ 0.00
Intermediate Members	\$ 0.00
Students	\$ 0.00
Distinguished/Honorary/Lifetime/Emeritus/Retired	\$ 0.00

B. Reimbursement of Expenses:

1. Except as described in subparagraphs 2 through 6 of this paragraph, members of the Board, Region committees, and others authorized by the Board to travel on Region business are granted reimbursement for travel in lieu of actual expenses at a driving allowance equal to that currently allowed by the Internal Revenue Service (IRS).
2. The Region's annual budget for the Region president shall include reimbursement for the following:
 - a. Administrative expenses: Travel to chapter events, stationery, postage, and telephone expense for official Region business: Included.
 - b. Region Conference and Annual Meeting: Stipend established by annual budget.
 - c. Multi-Region Conference and Annual Meeting: Stipend established by annual budget.
 - d. National Convention and Region Caucus: Stipend established by annual budget.
3. The Region's annual budget for the Region secretary, treasurer, immediate past president, president-elect, and vice presidents, shall cover reimbursement for the following:
 - a. Administrative expenses: Travel to chapter events, stationery, postage, and telephone expenses for official Region business.
 - b. Region Conference and Annual Meeting: Stipend established by annual budget.
 - c. Multi-Region Conference and Annual Meeting: Stipend established by annual budget.
 - d. National Convention and Region Caucus: Stipend established by annual budget.
4. The Region's annual budget for Region directors (chapter presidents) shall include reimbursement for the following:
 - a. Administrative expenses: Stationery, postage, and telephone expense for official Region business.
 - b. Region Conference and Annual Meeting: Stipend established by annual budget.
 - c. Multi-Region Conference and Annual Meeting: Stipend established by annual budget.
 - d. National Convention and Region Caucus: Not included.
5. The Region's annual budget for Region committee chairs shall include reimbursement for the following:
 - a. Administrative expenses: stationery, postage, and telephone expense for official Region business.
 - b. Region Conference and Annual Meeting: Stipend established by annual budget.
 - c. Multi-Region Conference and Annual Meeting: Stipend established by annual budget.

- d. National Convention and Region Caucus: Stipend established by annual budget.
 6. Any funds budgeted for stipends for Region officers, directors, and chairs not in attendance at a meeting or event shall be pooled, divided equally, and distributed to the officers, directors, and chairs eligible to receive a stipend attending that meeting or event.
- C. Region Annual Budget
1. The executive committee shall be responsible for the preparation and presentation to the Board for approval of the Region's annual budget consistent with the policies and directives of the Board.
 2. The treasurer shall provide to every member of the Board, an itemized breakdown of all income and expenditures of the Region from the beginning of the fiscal year to the end of the month preceding the Board meeting for each meeting of the Board.
 3. No contract, or other obligation, shall be entered into or extended for a period exceeding the present fiscal year, except in the case of preparation for future region conferences, which shall not exceed two years without prior Board approval.
- D. Fiscal Authorization
1. The treasurer, with the advice and counsel of the executive committee, is empowered to manage Region funds to assure a continuing sound fiscal policy.
 2. In connection with Region fiscal operations, the treasurer may open necessary bank accounts and make withdrawals from savings and other similar Region accounts. Checks drawn on Region accounts shall bear a single authorized signature. The treasurer is authorized to sign checks for payment of all obligations, except that checks for moneys paid to the treasurer shall be signed by the president or the president-elect. When the signature of the treasurer cannot be obtained, checks shall be signed by the president, president-elect, or other signatory approved by the Board.
 3. Voucher System
 - a. For expenses: Each person requesting reimbursement shall fill out an expense voucher, fasten receipts and back-up information, and forward to the treasurer for approval. The treasurer shall consult with the president or president-elect and shall assign expenses to a line in the annual budget, and make payment. The expense voucher shall provide an audit trail for expense reimbursements and accounts, and show authorization of payments by 2 people. Stipends shall not require an expense voucher.
 - b. For income: The treasurer shall fill out a credit voucher. The treasurer shall assign income to a line in the annual budget. The credit voucher shall provide an audit trail of income and accounts.

ARTICLE VIII – AWARDS

- A. Membership trophies
1. A trophy for the largest increase in membership shall be awarded to a large Chapter with more than 100 members and to a small Chapter with 100 or fewer members.
 2. Classification of large or small chapters shall be based on the Institute report published at end of the fourth quarter of the prior fiscal year (June 30).
 3. Award of the trophy shall be based on the chapters with the greatest percentage of increase in total home chapter membership based on Institute Reports published at end of fourth quarter of the fiscal years. (subtract total home membership (all categories) from total home membership (all categories) then divide difference by total home membership (all categories)).

ARTICLE IX – NEWSLETTER

- A. Publish Regional Newsletter 6 times during the fiscal year.
- B. Distribution would be an electronic file sent to each chapter newsletter editor for inclusion in the chapter newsletter with a copy sent to the chapter presidents.
- C. The publications chair shall edit and distribute the newsletter.

END OF GREAT LAKE REGION POLICY

Approved:	April 26, 1992
Revised:	August 28, 1993
Revised:	First Quarter Board Meeting, August 17, 1996, Dayton, Ohio
Revised:	Annual Board Meeting, April 19, 1997, Columbus, Ohio
Revised:	Annual Board Meeting, August 10, 2007, Detroit, Michigan
Revised:	Special Board Meeting on Assessments, February 20, 2009, Webinar/Teleconference
Revised:	First Quarter Board Meeting, August 14, 2009, Perrysburg, Ohio