

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

ARTICLE I - NAME

Section 1. Official Chapter Name

- A. 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., a Maryland not-for-profit corporation hereinafter referred to as the "Institute."

Section 2. Affiliations

- A. The Chapter shall be affiliated with a region of the Construction Specifications Institute. Regions are areas geographically designated by the Institute Board. Currently the Chapter is affiliated with the Middle Atlantic region hereinafter referred to as the "Region."

ARTICLE II - GOVERNING AUTHORITY

Section 1.

- A. 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 rules and instructions of the Chapter's Board issued through its officers.

ARTICLE III - PURPOSE AND POLICY

Section 1. Purpose

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

Section 2. Support of Purpose

- A. 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:

- A. The management and direction of the Chapter shall be delegated to its Board.

Section 2. Composition of Board:

- A. The board shall consist of not less than fifteen (15) members as follows: 1) President, 2) First Vice-President, 3) Second Vice-President, 4) Secretary, 5) Treasurer, Seven (7) elected Directors and three (3) Advisory members. The three Advisory members shall be recent past presidents including the Immediate Past President, who choose to serve and who shall form a Long-Range Planning Committee among other duties.

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- B. If the Chapter includes a student affiliate, a student affiliate representative may be a non-voting member of the board.

Section 3. Voting:

- A. All members of the board, except the student affiliate representative if any, are responsible for voting on Chapter business.

Section 4. Membership:

- A. The board shall consider requests for change to retired or emeritus status, and submit certified requests to the Institute.

Section 5. Committees:

- A. The board shall select all standing and special committees, designate duties, and may authorize compensation for justifiable expenses and select representatives to the Region Board.
- B. Chair of Chapter committees shall be members of the Chapter.

Section 6. Meetings:

- A. 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 notice.
- B. Board meetings may be held via electronic means provided they are conducted by an audio, video, or computer-based teleconferencing technology that allows all persons participating to hear each other at the same time.

Section 7. Quorum:

- A. A majority of the board shall constitute a quorum.

Section 8. Vacancies:

- A. 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 of a member eligible by all other criteria for the duration of the unexpired term.

Section 9. Student Affiliate:

- A. If the Chapter has a student affiliate, the board shall appoint a committee to support the student affiliate.

ARTICLE V - OFFICERS

Section 1. President:

- A. The President shall serve as chair of the board; preside at all Chapter meetings; select the chairs of temporary committees; be an ex-officio member of all committees; and sign all agreements and formal instruments.

Section 2. First and Second Vice-President:

- A. The first and second vice –presidents shall perform such duties as assigned by the president or board and serve as chair of the board, in that order, upon the absence of the President.

Section 3. Secretary:

- A. 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:

- A. 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.
- B. At the close of the fiscal year, the treasurer shall determine if informational forms and tax returns are required, file required forms, and pay taxes due to the Internal Revenue Service and other authorities within the prescribed time limits.

Section 5. Immediate Past President:

- A. The immediate past president shall be the former president of the Chapter who has completed the most recent term, serve as chair of the nominating committee, and have other assignments as prescribed by the president or the board.

Section 6. Terms:

- A. The president and first and second vice-presidents shall serve for a term of one year. The Secretary and Treasurer shall serve two (2) year terms, Directors three (3) year terms and Advisors for six years if they so choose. The Secretary and Treasurer terms shall terminate on alternate years. The Directors' terms in office shall be staggered such that two shall expire in succeeding years and three shall expire in the third year.

ARTICLE VI – NOMINATION AND ELECTION OF OFFICERS AND DIRECTORS

Section 1. Officers, Directors and Advisors:

- A. 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 three immediate past presidents shall serve as advisory members on the board without election if they so choose.

Section 2. Term:

- A. Each elected Officer shall take office July 1 at the beginning of the fiscal year.

Section 3. Presidents and Vice Presidents:

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

Section 4. Nominating Committee:

- A. A nominating committee shall be appointed by the board not later than February 20.
- B. The nominating committee shall prepare a list of nominees, showing at least one name for each elected position on the board due to become vacant, and present the list to the Chapter not later than the regular meeting in March. At this time, the members may present nominations from the floor.
- C. The nominating committee shall prepare the ballot, which shall include the original list of nominees and those nominated from the floor. Each voting member of the Chapter shall be provided with a ballot at least two weeks prior to the ballot count. For purposes of Chapter elections, voting members shall include Professional members. The winner shall be the candidate who receives the most votes for the position. Ties shall be resolved by coin toss.

Section 5. Counting and Reporting:

- A. 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 6. Reporting to the Institute:

- A. Not later than April 30, the Chapter president or secretary shall notify the Institute office and the Region secretary of the results of the election and shall submit to them a complete of the Chapter officers for the coming year, with their contact information.

ARTICLE VII - MEMBERS

Section 1. Qualifications

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

Section 2. Prerequisite

- A. Membership in the Institute is a prerequisite to membership in the Chapter.

Section 3. Classifications

- A. A Chapter member may be classified as an Honorary Member, Distinguished Member, or a Lifetime Member only by action of the Institute.

Section 4. Institute's Provisions

- A. 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:

- A. The annual meeting of the Chapter shall be held before the end of the fiscal year 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 Region secretary.

Section 2. Regular Meetings:

- A. 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:

- A. 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:

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

Section 5. Rules for Meetings:

- A. 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.

ARTICLE IX- FISCAL ADMINISTRATION

Section 1. Time Period:

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

Section 2. Amounts:

- A. The annual Chapter dues shall be set by the board. Any change in the dues structure shall be approved by a two-thirds majority of those board members present at a regularly scheduled meeting.
- B. Members Emeritus, Distinguished Members, Honorary Members, Retired Members and Lifetime Members shall not be subject to dues.

Section 3. Payment:

- A. 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

11 December 2012

Section 1.

- A. 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. Amendments

- A. Proposed amendments to these Chapter bylaws shall first be submitted to the Institute secretary for approval and form prescribed by the Institute. After Institute secretary approval, they shall then be publicized or otherwise sent to each member two weeks prior to a regular meeting or special meeting.

Section 2. Voting

- A. Following publication, the amendments must be approved by a two-thirds vote of the voting members present at a regular meeting or a special meeting.

END OF BYLAWS