

# PITTSBURGH CHAPTER CSI POLICY MANUAL

## A. GENERAL:

- Item 1: Board Members, including officers and directors, are expected to attend a minimum of eight board meetings held in a calendar year.
- Item 2: No Board Members shall consume alcoholic beverages during a Board Meeting.
- Item 3: Each Board Member, including officers, directors, and chairs, are encouraged to maintain a current, accurate CSI BIO based upon the Institute's recommendation on format, inclusions, etc.

## B. EXECUTIVE COMMITTEE: No Items.

## C. NOMINATING COMMITTEE:

- Item 1: Nominating Committee shall review the attendance records of past officers and directors at Board meetings as well as their past CSI experience and calculate those factors into the decision to nominate a candidate as a future director or officer.
- Item 2: Nominating Committee shall take into consideration, the past experience of a candidate, when considering a member for future director's position.
- Item 3: Nominating Committee shall consist of the past two presidents. If the past presidents are not available, then the committee shall be as appointed by the president and approved by the board.

## D. DIRECTORS: No items.

## E. ELECTIONS:

- Item 1: An experienced Chapter Member, as appointed by the President, shall coordinate the balloting process.
- Item 2: Number of votes received in a balloted election will not be announced by the tellers committee, but only the successful candidates along with the total number of ballots received. Any Chapter member may request the actual number of votes received by each candidate by written request to the Tellers Committee.

## F. FINANCES:

Item 1: Reimbursement Policy:

- a. GENERAL: Chapter reimbursement policy for members who attend CSI seminars (LOS), conferences (MARC), conventions (Institute) and CSI University at the request and approval of the Pittsburgh Chapter CSI President and Board of Directors.
- b. PURPOSE: The purpose of this policy is to encourage all Chapter members to attend the functions listed above and to clarify Chapter expectations and requirements for partial reimbursement of the following expenses: registration, travel, food, and lodging.

c. POLICY:

1. It is the policy of this Chapter to budget for and provide financial assistance to Pittsburgh Chapter members who attend the above functions, provided the following criteria are met:
  - a. Member is a delegate as designated by the Chapter President or Chapter Convention Ambassador.
  - b. Member attends required caucuses and business meetings as determined necessary by the President and attends 50 percent of other functions.
  - c. Member is not reimbursed for attendance by another party. Members who receive partial reimbursement from another party may receive a partial reimbursement if the President or Chapter Convention Ambassador is advised of the nature and extent of the reimbursement prior to the event.
  - d. Member planning to attend must notify the Chapter President or Chapter Convention Ambassador one week prior to the early bird deadline of the event; an estimate of cost will be available at that time.
2. All of the above criteria are subject to the President or Chapter Convention Ambassador who shall be appointed by the President to act in his/her place.
3. A designated delegate, who attends an event and does not comply with this policy, may have his/her reimbursement adjusted or eliminated at the discretion of the President or Chapter Convention Ambassador.

d. REIMBURSEMENT:

1. Leadership Orientation Seminar (LOS).
  - a. The Chapter pays registration fees for each delegate directly to the Region based on advance registration. Delegates who fail to advise the President of cancellation at least five days in advance of the LOS date will be assessed the registration fee.
  - b. Chapter will reimburse the President and President-Elect up to 90 percent times the estimated travel, food, and lodging costs.
  - c. Remaining delegates will share the remaining budgeted funds up to 90 percent times the estimated travel, food, and lodging costs.
2. Region Conference, CSI University, and Institute Convention.
  - a. Chapter President and President-Elect will be reimbursed 90 percent times the estimated registration, travel, food, and lodging costs.
  - b. Remaining delegates will share the remaining budgeted funds up to 90 percent times the estimated registration, travel, food, and lodging.
3. Estimated costs shall be determined by the President and approved by the Board of Directors.
  - a. Estimated costs shall be determined as follows:
    1. Registration: Lowest member rate (early bird events, special seminars not included).
    2. Air Travel: Lowest fare practical.

3. Ground Travel: Mileage is reimbursable from your home or office to your destination, whichever is shorter; requests shall be accompanied by a MapQuest or Google search indicating mileage.
  4. Food: Per diem meals not already included in registration.
  5. Lodging: Lowest single room rate listed on registration form.
4. Receipts and Reimbursement Requests:
- a. Reimbursable expenses must be accompanied by legible receipts.
  - b. Requests must be submitted to the Treasurer within 30 days of the last day of the event but no later than end of the Fiscal Year (June 30<sup>th</sup>).
- e. EXCEPTIONS:
1. Chapter President or, in his/her absence, the Chapter Convention Ambassador is empowered to interpret the above policy when situations occur that are not specifically or clearly covered above.
- f. MISCELLANEOUS.
1. Unused Conventions/Conference Monies: Monies budgeted towards either the Institute Convention or the Region Conference shall be transferred to the MARC Account hosted by Pittsburgh or to another account as approved by the Board of Directors.

**G. PROGRAMS:** No items.

**H. HOSPITALITY:**

- Item 1: No Smoking Policy: Board voted to implement a “No Smoking” policy at all regular board meetings and regular chapter meetings.

**I. TECHNICAL:** No items.

**J. EDUCATION:** No items.

**K. CERTIFICATION:** No items.

**L. AWARDS:**

- Item 1: President shall take over the position as Awards Chair for two years after completion a full term as President.

**M. MEMBERSHIP:**

- Item 1: Chapter may pay the cost of a new member’s meal at their first meeting, after joining the Chapter or of a perspective member attending as a guest of the chapter or of a member. This is a one time cost. This shall be part of the Membership Committee’s budget.
- Item 2: At the discretion of the board, Chapter may pay the cost of an unemployed chapter member’s meal. Chapter however, will not pay for membership dues.

**N. COMMUNICATIONS:** No items.

**O. MIDDLE ATLANTIC REGION:**

Item 1: Chapter may contribute to the campaign fund of one of its members that the Chapter President has endorsed for nomination for the position of Institute Director or other Institute office.

**P. DEFINITIONS:** The following supplement definitions as stated in the Chapter By-Laws.

Item 1: Chapter Convention Ambassador: The chapter president shall preside as chapter convention ambassador. The president may appoint any member in good standing to act as chapter convention ambassador as approved by the board of directors.

Item 2: Delegate: A chapter member appointed by the president to attend the Institute's Convention, Region Conference, CSI University, Region LOS, or other event, as a representative of the Chapter.

**END OF POLICIES**