

**BYLAWS OF THE MAINE CHAPTER OF
THE CONSTRUCTION SPECIFICATIONS INSTITUTE, INC.**

Approved: November 1, 2011

ARTICLE I - NAME

The name of this organization is the Maine Chapter 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". The Chapter shall be affiliated with the Northeast Region of the Construction Specifications Institute in accord with the Institute Bylaws and hereinafter referred to as the "Region".

ARTICLE II - GOVERNING AUTHORITY

The Chapter is governed and operated in accordance with the laws of the State of Maine, 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, Region board and the rules and instructions of the chapter's board issued through its officers.

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.

The management and direction of the Chapter shall be delegated exclusively to its board.

Section 2.

The board shall consist of the following members: president, 1st vice president, 2nd vice president, secretary, treasurer, immediate past president who shall serve as advisor to the board, and six directors. The president of the student affiliate or the president's designee shall be a non-voting member of the board.

Section 3.

All members of the board except the representative of the student affiliate are eligible to vote on chapter business.

Section 4.

The board through the action of authority delegated to the Chapter secretary, shall receive and promptly consider applications for membership in the Chapter received from prospective members meeting the qualifications for Institute membership; may accept resignations from

the Chapter; and shall promptly report its actions on membership to the Institute. Authority is also delegated to the membership chair to receive and consider applications for membership in the Chapter and to process said applications on behalf of the Chapter. The board waives all Chapter action on membership applications submitted directly to the Institute in either paper or electronic form.

Section 5.

The board shall select all standing and special committees, designate duties, and may authorize compensation for justifiable expenses.

Section 6.

The board shall schedule monthly business meetings each month from August through June. Special meetings shall be held only upon the call of the president or a majority of the board upon seven days notice in either written or electronic form.

Section 7.

A majority of the board shall constitute a quorum.

Section 8.

Should a vacancy occur in any office of the Chapter, the board shall by two-thirds affirmative votes of its total membership fill such vacancy by appointment of a member eligible by all other criteria for the duration of the unexpired term.

Section 9.

The Chapter board shall appoint a student affiliate committee of three or more members. This committee shall be responsible for conducting liaison in the name of the chapter with the student affiliate by providing an advisor, support, guidance, program speakers, etc.

ARTICLE V - OFFICERS

Section 1.

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

Section 2.

The 1st vice president shall serve in the absence of the president and perform other duties as assigned by the board. If the chapter president serves a second one-year term, during the second year the 1st vice president shall serve as the president-elect.

Section 3.

The 2nd vice president shall perform such duties as assigned by president or board and shall serve in the absence of both the president and 1st vice president.

Section 4.

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 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 office at the annual meeting. The secretary shall perform other duties as assigned by the president or board.

Section 5.

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 office at the annual meeting. The treasurer shall perform other duties as assigned by the president or board.

Section 6.

The Chapter director on the board of the Northeast Region shall be appointed by the Chapter board of directors from among the past Chapter presidents.

ARTICLE VI - NOMINATION AND ELECTION OF OFFICERS AND DIRECTORS

Section 1.

The immediate past-president shall become the advisor to the board without election.

Section 2.

Following the term as president-elect, the president-elect shall become the president without election.

Section 3.

Each elected board member shall take office on July 1.

Section 4.

The president shall not hold office for more than two consecutive terms.

Section 5.

The secretary, treasurer and the directors shall be elected for two-year terms. The secretary shall be elected in even-numbered years and the treasurer elected in odd-numbered years. The term of three directors shall end each year.

Section 6.

Eligibility requirements to vote in Chapter election or on other Chapter business shall be the same as the eligibility requirements to vote in Institute elections and the person must be a member of the Maine chapter except that an Emerging Professional Member shall be eligible to vote in Chapter elections or hold Chapter Office after being a member of the Maine chapter for two years.

Section 7.

A nominating committee shall be appointed by the board not later than December 20. 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 February. At this time, the members may present nominations from the floor. Elections shall be by written or electronic ballot. The nominating committee shall prepare the ballot, which shall include the original list of nominees and those nominated from the floor. Each member of the chapter eligible to vote, shall be provided with a ballot at least two weeks prior to the ballot count.

Section 8.

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

Section 9.

Not later than April 30, the Chapter secretary shall notify the Northeast Region Secretary and the Institute office of the results of the election and shall submit to them a complete listing of Chapter officers for the coming year, with their addresses, telephone numbers and fax numbers.

ARTICLE VII - MEMBERSHIP

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.

Only those Chapter members so designated by the Institute may be classified as Lifetime, Distinguished Member or Honorary Members. A Chapter member designated a Distinguished Member, Honorary Member or a Lifetime Member by the Institute shall automatically receive that classification by the Chapter.

Section 4.

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

ARTICLE VIII - MEETING OF MEMBERS

Section 1.

The annual meeting of the Chapter shall be held during the month of June at which time committee reports shall be submitted. The secretary shall submit a report on the activities of the Chapter since the last annual meeting. The treasurer shall submit an annual report on the finances of the Chapter. A copy of these reports shall be sent to the Northeast Region Secretary.

Section 2.

Regular meetings shall be held monthly from September through June, except when otherwise decreed by the board. Not less than nine regular meetings shall be held in the fiscal year.

Section 3.

Special meetings may be called whenever the majority of the board deems it necessary, or upon written request by not less than 10 percent of the Chapter members. The business at special meetings shall be limited to that which the meeting was called.

Section 4.

Minutes of regular and special meetings shall be distributed to the members with a copy to the Northeast Region Secretary.

Section 5.

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

ARTICLE IX - COUNCIL OF FORMER PRESIDENTS

Section 1.

The purpose of the Council is to advise the Chapter and Chapter board on matters of interest and to assist the Chapter board when requested.

Section 2.

All Chapter members who have served as Maine Chapter President shall be members of the Council.

Section 3.

The former President serving as the Chapter's Region Director shall serve as Chair of the Council.

Section 4.

In the event of an absence from a Board Meeting by a Director, the President (or presiding officer) may appoint a member of the Council to serve as a replacement for the absent Director for the duration of the Board Meeting with the replacement assuming the authority as the absent Director. The Minutes of the Board Meeting shall show both the name of the temporary replacement and the name of the absent Director.

ARTICLE X - FISCAL ADMINISTRATION

Section 1.

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

Section 2.

The annual dues shall be set by the board. Members Emeritus, Distinguished Members, Honorary Members, and Lifetime Members shall not be subject to dues.

Section 3.

Annual dues notices shall be mailed by the Institute at least two months in advance of each

member's anniversary date and are payable when rendered. Initial dues shall accompany the membership application.

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 XI - AUDIT

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 XII - AMENDMENTS

Section 1.

Proposed amendments to these Chapter bylaws shall first be submitted in the manner and form prescribed by the Institute, to the Institute for approval. After Institute approval, they shall then be publicized in the regular chapter newsletter issued at least two weeks prior to a regular meeting or special meeting.

Section 2.

These bylaws may then be amended by a two-thirds vote of the members eligible to vote, present at the regular meeting or special meeting.

End of Bylaws

**Revisions Approved by Institute Secretary – October 10, 2011
Chapter Bylaws Approved at Membership Meeting – November 1, 2011**