

MAINE CHAPTER Admin References

Introduction and Policies

Organization

The Maine Chapter of CSI's "Administrative References" is organized into sections to facilitate its use. These sections are:

- Introduction – This section provides general information.
- Policy Material and Other Information – This section includes specific information about the Maine Chapter organization and operations including some historical information. This section also provides a way of recording Chapter Board actions that have implications for future years.
- Annual Operating Calendar - This section is organized based on the Chapter's fiscal year and identifies the deadlines and responsibilities for many of the ongoing Chapter activities.
- Officers and Directors - This section lists the major duties assigned to each specific Maine Chapter office.
- Chapter Committees – This section identifies the responsibilities and expected membership in each of the Chapter's Committees
- Chapter Bylaws – This section contains the current approved set of Maine Chapter Bylaws adopted November 1, 2011. The Chapter Bylaws are under a separate tab in the Library.
- Maine Chapter Strategic Plan – This section contains the current Chapter Strategic Plan adopted Oct. 1, 2002..

Purpose and Use

This document is intended to serve as a tool for the officers, directors, and committee chairs of the Maine Chapter. These individuals should study the guide to obtain a full understanding of the chapter organization. Portions of the material in this document has been extracted from the CSI Administrative References or from the Chapter bylaws but organized so as to facilitate better and easier use.

Chapter Organization

General

- The Chapter is a local association chartered by the Institute Board of CSI to further the purposes to which the Institute is dedicated.
- The Chapter is an entity functioning with the rules and regulations of the Institute, including the Institute's Certificate of Incorporation and its Bylaws.
- Officers and Directors are elected to lead and represent the members of the Chapter in the local affairs of the Institute. As representatives of the Chapter, they have accepted the responsibility to study all aspects of chapter activity, to promote the chapter's effectiveness, and to increase its influence.
- Similarly, Chapter Committee Chairs are selected for their particular knowledge and leadership. The Committee Chairs should strive to carry out their duties sincerely and conscientiously to the best of their abilities with assistance from committee members.

Membership

- Institute Membership is a prerequisite to chapter membership. Only individuals, not firms and corporations, are eligible for membership. See information on Chapter Membership for the Classification of Members.

- All Chapter members should be encouraged to attend and participate in Chapter Meetings, NE Region activities such as the Region Conference and Institute activities such as the CSI Annual Convention (CONSTRUCT) or the CSI University. Each Chapter member is encouraged to serve on a Chapter Committee.
- Any member whose dues remain unpaid on the last day of his/her "anniversary month" shall be deemed to have terminated his/her membership. Names remain on the roster drawn from the Institute Membership database for 2 months after their membership has lapsed.

Policy Material and Other Information

Updated 6/23/14

Chapter Status

The Maine Chapter was created by act of the Construction Specifications Institute as a Chapter of the Institute. As such, it's activities and organization must comply with the requirement of the Institute Certificate of Incorporation, Institute Bylaws and Institute Policy even though the Chapter is separately incorporated. It is also expected to comply, to the extent possible, with the procedures described in the "CSI Administrative References".

Chapter Chartering

The Chapter was officially chartered on March 31, 1967.

Incorporation Status

The Maine Chapter is incorporated as a nonprofit corporation in the state of Maine. The name of the corporation is listed as "Maine Chapter of the Construction Specifications Institute, Inc.". The corporation is listed as: DCN Number 2020428004065 and Charter Number 19700122 ND. The "Registered Agent" for the corporation is listed as Keith Lowell.

IRS Tax Status

The Maine Chapter does not have an IRS Tax Status letter but the Institute and Region are both 501(c)6 organizations and advice from the Institute suggests that attempting to gain approval for a different Tax Status would be difficult because the Chapter is created as a part of CSI.

Chapter Fiscal Year

The Fiscal Year for the Maine Chapter is July 1st to June 30th. Accounting is done on a "cash basis".

Legislative Activity

The Maine Chapter or Chapter Members acting as agents or representatives of the Chapter shall not engage in legislative activity at any level of government. Legislative activity is defined as an attempt to secure legislation or to influence legislative activities in any way and to take a position or make a statement in favor or in opposition to matters under consideration by a legislative body. Chapters and members acting on behalf of the Chapter may conduct informational, technical, and professional liaison with non-legislative regulatory units of municipal, county and state government. (per Institute Policy)

Region Director

The Chapter Board appoints the Region Director for a 2-year term with the term beginning on July 1st of even-numbered years. Those eligible to be considered for the appointed are Past-presidents that are still Chapter Members. Region bylaws permit a Region Director to serve not more than two consecutive terms.

Chapter dues for existing CSI Members joining Chapter

The Maine Chapter normally waives the Maine Chapter dues for the balance of the "Membership Year" when an existing CSI Member affiliates with the Maine Chapter.

Retired Member Dues

The Maine Chapter will reimburse the individual member (or pay) the Institute and Chapter annual dues for those "Retired" members who have been active in the Chapter and claim the Maine Chapter as "Home Chapter". "Active in the Chapter" is defined as serving on the Chapter Board or serving as a Chapter Committee Chair.

Scholarships

The Maine Chapter provides a one-year Student Membership to students who receive the CSI Scholarships at the University of Maine System and Central Maine Community College (formerly Central Maine Technical College). The Student Membership is in addition to the Scholarship Award. These scholarships have been endowed by the Chapter with the Chapter establishing the criteria for the award. The scholarships are administered by the "Student Aid" offices of the academic institutions. The number of scholarships awarded each year is dependent upon the income generated by the endowments.

Student Members

Maine Chapter Student Members are eligible to receive one "FREE" Chapter Meeting each membership year.

Continuing Education

The Maine Chapter is an approved provider of AIA Learning Unit Hours (LUH). The Chapter's provider number for AIA units is "S091".

Institute Directors

The following members of the Maine Chapter served as NE Region Institute Director:

- Robert E. Armitage, FCSI, CCS July 1973 – June 1976 (deceased)
- Richard A. Eustis, PE, FCSI, CCCA July 1983 – June 1986
- Dennis M. Pelletier, FCSI, CDT July 1990 - June 1993
- Denis Lemieux, CSI, CDT, AIA, LEED AP July 2010 – June 2014