



The Gulf States Region of the Construction Specifications Institute Operating Guide

Revised April 2016



The purpose of this Operating Guide is to assist in planning and conducting
The administration, operation, and activities of the Gulf States Region

CSI's MISSION STATEMENT

The mission of CSI is to advance building information management and education of project teams to improve facility performance.

GULF STATES REGION MISSION STATEMENT

The Gulf States Region CSI exists:

- A. For the benefit of its members;
- B. To be a 2-way conduit for communication between the Chapters and the Institute;
- C. For the Advancement of Construction Technology;
- D. To benefit each chapter's construction community through education, communication, research, and service; and
- E. To promote the objectives of the Institute.

CSI's VALUES

CSI is an association dedicated to improving organization, management, and communication of building information through:

- A. A diversified membership base of allied professionals involved in the creation and management of the built environment;
- B. Continuous development and transformation of standards and formats;
- C. Education and certification of professionals to improve project delivery processes; and
- D. Creation of practice tools to assist users throughout the facility life-cycle.

CSI's CODE OF CONDUCT

The purpose of this Code of Conduct is to promote ethical and appropriate behavior by Institute Officers, Board Members, all appointed Committee and Task Team Members, and CSI Members generally, and to establish procedures for the investigation of alleged violations.

GULF STATES REGION CODE OF ETHICS

Believing that honesty and integrity; high ideals and concern for the welfare of the construction industry are both desirable and necessary, and in a sincere effort to promote the objectives of the Institute, members of the Gulf States Region of the Construction Specifications Institute, Inc. pledge themselves to:

- A. Establish and maintain high standards of professional conduct.
- B. Freely interchange information and experience with members of the construction community.
- C. Maintain confidentiality of privileged information.
- D. Avoid conflicts of interest.
- E. Avoid misrepresentation of products and services.
- F. Promote improvement of construction communications, techniques, and procedures.

SECTION 1- THE REGION

1.1 AUTHORITY

- A. The Region is geographically defined by the Institute, in accordance with the Institute By-Laws, to include the states of Alabama, Arkansas, Louisiana, Mississippi, Tennessee, and Northwest Florida (Counties of Escambia, Santa Rosa, Okaloosa, Walton, Holmes, Washington, Bay, Jackson, Calhoun, and Gulf).
- B. While the Region is not chartered, it shall maintain itself as a direct link from corresponding Institute Board and Committees.
- C. The Region is authorized by the membership to speak for its Chapters and members and is responsible for nominating one member as Director to the Institute Board every two years.
- D. The Region is incorporated in the State of Tennessee, and is comprised of the member Chapters within the Region.

1.2 PURPOSE AND USE

- A. This guide is intended to serve as a tool for the officers, directors, and committee chairs of a chapter. These individuals should study the guide to obtain a full understanding of chapter organization. Since the number of members in a chapter may vary from the minimum to several hundred, the provisions in the guide are flexible.
 - 1. Act as a means for pooling talent, sharing ideas and developing programs on a broader basis than is possible in individual chapters.
 - 2. Act as a vehicle for formulating, executing, and recommending actions on a Region basis.
- B. Future revisions to this guide will be based on the contributions made by chapter officers, directors, and committee chairmen through their reports to their region and the Institute. Each chapter is encouraged to write its own Chapter Operating Guide to supplement this publication.

1.3 ADMINISTRATION AND OPERATIONS

- A. The Region Government shall be as defined in the Region By-Laws, approved by the Institute, and as implemented by this Operations Guide..

1.4 GENERAL

- A. It is essential that each Region Officer or Director be familiar with the Institute Bylaws, Region Certificate of Incorporation, CSI Code of Ethics, and Gulf States Region Bylaws before accepting the position. Duties shown following each office are suggested to meet the minimum administrative requirements of a Region.

- B. Members of the Region Board are responsible for directing and coordinating the activities of the Region.
- C. The Institute Director shall be elected by the Region to serve on the Institute Board of Directors, with duties as assigned by the Institute. The Director shall report to the Region as available at the Annual Region Board Meetings, Region Membership Meeting, and the Region Caucus, if held, at CONSTRUCT.
- D. The Vice President of the Region shall be elected by the Region and serve in accord with the Region Bylaws. Once elected and after serving one year in position, the Region Vice President shall assume the role of Region President automatically with no election required.
- E. Throughout this document the term Officers or Executive Committee shall be construed to mean the President, Vice President, Secretary, Treasurer, and the Immediate Past President of the Region in accordance with the Bylaws of the Region. Likewise the term Region Director(s) shall be the Chapter President of each chapter within the Region or their alternate(s) as directed by their Chapter Bylaws or Board.
- F. Region responsibilities are to be equally shared by the Executive Committee.
- G. The Institute Director, while acting as liaison and communication link between the Institute and Region, shall be responsible to the Institute and make decisions and recommendations as necessary for the good of the Institute as a whole.
- H. The Region Executive Committee and Directors shall act as liaison and communication link between the Institute and Chapters.
 - 1. The Region Executive Committee shall:
 - a. Communicate with all Chapters within the Region at least once per quarter via applicable electronic means.
 - b. Visits to individual Chapters shall be limited to those identified as being in need of special attention or for whom a special event is being celebrated.
 - b. Train and advise chapter leaders on chapter administrative activities and programs.
 - c. Communicate Institute recommendation, actions, and concerns through the Chapter Leadership to the Members and relay their ideas, issues, concerns, etc. to the Institute.
 - d. Encourage active participation by all members.
 - e. Assist in the development of effective chapter functions including a planned leadership training and transition program.
- I. The Region Executive Committee shall be in charge of and preside at Region Leadership Conference business meetings and assist in planning Region Leadership Training.
- J. The Region Vice President shall be the non-voting Chair of the Nomination Committee.

- K. The Region Board shall elect a Region Secretary and a Region Treasurer in accordance with the Region Bylaws.
- L. The Region President, working with the Executive Committee, shall appoint Region committee Chairs.
- M. The Region President, working with the Executive Committee, shall establish special committees as required.
- N. All Region Members shall encourage member interest in advancement to leadership at all levels including Chapter, Region and Institute and recommend experienced members, who meet the minimum criteria, to positions of responsibility in Institute.
- O. The Region Board shall encourage and assist in development of new chapters.
- P. The Region Secretary shall make available a current copy of the Operating Guide to Chapter Presidents, Region and Chapter Committee Chairs no later than July 15.
- Q. Region Board shall distribute any proposed modifications of Operating Guide to committee chairs, chapter presidents, past Institute Directors and past Region Presidents by February 15. Place modifications on agenda of Board Meeting for discussion and voting.
- R. Directly assist the Host Chapters in planning and budgeting the Annual Region Leadership Conferences when required.

1.5 PRESIDENT

- A. The Region president shall direct the activities of the Region Board and Committees.
- B. The Region President should delegate as much authority as plausible to the Region Officers, Directors, and committee chairs, while still maintaining command and control of all activities.
- C. The Region President is the administrative head of the Region and as such is primarily responsible for ascertaining that Region Board and committees function properly.
- D. The Region President shall preside over meetings of the Region Executive Committee, Board, and membership.
- E. After consultation with the Region Executive Committee, the Region President should select and appoint Region standing and special committee chairs based on the basis of their known abilities.
- F. The Region President shall coordinate all Region assignments and commitments.

- G. The Region President shall maintain close liaison with the Presidents of chapters within the Region.
- H. The Region President shall serve as a voting member of the Scholarship Selection Committee as described in Section 14 – Academic Programs Committee.
- I. In the event the Region President is unable to fulfill the requirements of his Term of Office, the Region Vice President shall assume the role of president per the requirements as described in the Region Bylaws.
- J. In the event that a Region Zone is unable to determine the next location of the Gulf States Region Leadership Conference, the Region President shall select the location within that Zone. Refer to Section 16 for information pertaining to this selection.
- K. For scheduling purposes, the Region President shall maintain the listing of the next four (4) locations for the Gulf States Region Leadership Conference on the Region's Website. The Region President will ensure the incoming Region President is briefed on the locations selected and method of update to the Website.
- L. The Region President shall preside over the Region Caucus at Institute Convention. At a minimum the caucus should address:
 - 1. The discussion and determination of action on resolutions to be presented at the CSI Annual Meeting.
 - 2. Informal discussion on other region matters and announcements may occur at this meeting.
 - 3. A briefing from the Institute Director from the Gulf States Region on issues or topics being discussed at the Institute.
- M. For continuity purposes, the Region President shall compile and maintain a list of the past Robert V. Bishop Award recipients including current contact information on the Region's Website. The Region President shall ensure the incoming Region President is briefed on it location and method of update.

1.6 VICE PRESIDENT

- A. The primary responsibility of the Region Vice President is to act in the absence of the Region President. The Region Vice President should be familiar with all Region activities.
- B. The Region Vice President shall consult with the Region President on appointments to Region committees.
- C. The Region Vice President shall attend all Region meetings.
- D. The Region Vice President shall maintain close liaison with the Presidents of chapters within the Region.

- E. In the event that the President is unable to fulfill their term of office, the Vice President shall, upon an affirmative vote of the Board of Directors for the Gulf States Region, fulfill the remainder of the current President's term. This does not impact the Vice President's current commitment to be President for the next Fiscal Year.
- F. The Region Vice President shall serve as a voting member of the Scholarship Selection Committee as described in Section 14 – Academic Programs Committee.
- G. The Region Vice President shall be the non-voting Chair of the Nomination Committee. In this capacity, the Vice-President shall fulfill all requirements as listed in Section 2 – Nominating Committee.
- H. The Region Vice President shall assist the Region Planning Chair and the Host Chapter for the upcoming Gulf States Region Leadership Conference. Generally, these duties will include, but not limited to:
 - 1. Determining the feasibility for the next Host Chapter to fulfil their requirements as a location for the Conference.
 - 2. Assisting the Host Chapter with setting the Dates for the Conference.
 - 3. Assisting the Host Chapter and the Planning Chair with establishing the Schedule of Events for the Conference.
 - 4. Assisting the Host Chapter and the Planning Chair with establishing the Budget for the Conference.
 - 5. For further information pertaining to the required actions, please refer to Section 16 – Gulf States Region Leadership Conference.

1.7 REGION SECRETARY

- A. The Region Secretary shall be a Region member elected to serve in the manner described by the Region Bylaws. In the event of a vacancy in a term, the Secretary shall be appointed by the Region President and Vice President.
- B. The function of the Region Secretary is essential to Region operation. The Region Secretary:
 - 1. Serves on the Region executive committee and Board, participating in policy making and translating it into action.
 - 2. Acts as the Region's historian through careful maintenance of the Meeting Minutes. Accurate and up-to-date minutes and records of the Region are highly important. As the only written record of Region activities, the minutes are accepted as legal evidence of resolutions and action taken.
- C. The Secretary shall record and prepare the minutes of the Region Executive Committee, Board, and General Membership meetings.
- D. The Secretary shall receive all Region correspondence. Upon receipt, the Region Secretary shall:

1. If at all possible, answer or respond to the correspondence.
 2. If not possible, distribute correspondence to the appropriate individual in Region Leadership of Committees and monitor their action to ensure timely and accurate responses are made (if required).
 3. Review and bring to the attention of the Region Leadership any correspondence which describes, identifies or otherwise indicates that actions are being taken, without prior approval from the Region Leadership, which may jeopardize the Region either financially or criminally.
- E. The Secretary shall maintain a permanent Region file of correspondence and minutes of meetings.
- F. The Secretary shall assist the Region President in preparing agendas for Region meetings and distribute the agenda to Region Officers and Directors at least two weeks before meetings of the Region executive committee, Board, or membership meetings.
- G. The Secretary shall assure prompt Region correspondence with the Institute and chapters within the Region.
- H. The Secretary shall maintain a current copy of the approved Operating Guide and shall be responsible for coordinating with the Chair of the Operating Guide Committee during the update process.
1. The editable copy shall be stored on the Region Website by the Electronic Communications chair in a location not accessible by visitors to the site. A PDF copy of the current Operating Guide will be posted on the Region website for access by all.
- I. Region Elections: The Region Secretary is responsible for the preparation and distribution of the election ballot. The Secretary is also responsible for acting as "Teller" for the elections and reporting the results to the Board of Directors. Refer to Section 7 – NOMINATING COMMITTEE for specific instructions.

1.8 REGION TREASURER

- A. The Region Treasurer shall be a Region member elected to serve in the manner described by the Region Bylaws and shall serve as Vice Chair of the Finance Committee. In the event of a vacancy in a term, the Treasurer shall be appointed by the Region President and Vice President.
- B. The Region Treasurer must combine a faculty for keeping accurate financial records with ability and foresight to prepare a Region Budget. It is essential that the Region Treasurer know the basics of bookkeeping.
- C. The Treasurer shall verify accounting from the previous Region Treasurer, transfer the Region bank account, and prepare new signature cards of authorized officers. Because the Treasurer handles other people's money, the Treasurer shall insist that a complete audit be made at the close of the year, either by a Region committee or an outside certified accountant.

- D. The Treasurer shall serve as Vice Chairs of the Region Finance committee, prepare the annual Region Budget, and present the Budget to the board for approval. See Section 12 – Finance Committee.
- E. The Treasurer shall maintain accurate bookkeeping records.
- F. The Treasurer shall pay accounts due with proper distribution to the various accounts.
- G. The basic funding for the Region is through a Region Assessment Program (RAP) distribution received monthly from the Institute. This RAP Funding is based on dues paid by each new member and membership renewal.
- H. The Treasurer shall, upon assessment of the Budget as submitted, make a recommendation to the Board as to whether Chapter Assessments will be required to fulfill the obligations of the Region. Refer to Section 2.12 – FISCAL ADMINISTRATION, Sub Section B – Assessments for information as to how assessments will be implemented and applied.
- I. The Treasurer shall submit a financial report at the Annual Region Meeting, which shows the statement of accounts and the bank balance. The Treasurer shall note unusual expenditures and list recommendations for future budgets and operating procedures.
- J. The Treasurer shall prepare a schedule of fixed annual payments including completion and deadline dates for tax reporting forms.

1.9 REGION DIRECTORS

- A. Region Directors are hereby defined as the Presidents of the Chapters comprising the Gulf States Region. As voting members of the Region Board of Directors they are part of the governing body of the Region.
- B. If the Chapter President is not able to attend a meeting, then the Chapter President (or in the case of an unidentified absence) or Region President can appoint a designated representative.

1.10 ANNUAL MEETING PROCEDURES

- A. Annual Meeting: An annual meeting is required to be a part of the Gulf States Region Leadership Conference. The order of business of meetings is determined by the Region Executive Committee, and may be altered at any time prior to the meeting to address any new issues. Robert's Rules of Order Newly Revised shall be used as a guide to govern, except where otherwise provided in this Operating Guide and the Region Bylaws.
- B. Voting: By voice, show of hands, or secret ballot, with a simple majority of members present required to pass each motion Other than By-Laws revisions which require a 2/3 majority of voting delegates.

- C. Voting Delegates: Each chapter is authorized voting delegates to all Region Business Meetings. Delegates shall be as set forth in the Region Bylaws.

1.11 REPORTS

- A. Submit chapter and committee reports to the Region Secretary no later than two (2) weeks prior to the start of the Gulf States Region Leadership Conference.
- B. Chapters shall submit chapter report electronically for distribution at Region Leadership Conference. Use applicable chapter report form, currently the Outstanding Chapter Commendation Nomination Form, for preparing report (Refer to Appendix B – Region Report Form for the appropriate format).
- C. Distribution of reports shall be electronic (PDF) format.

1.12 FISCAL ADMINISTRATION

- A. Fiscal Year shall commence on July 1 of each year and end on June 30 of following year.
- B. Assessments:
 - 1. Currently the Gulf States Region does not assess a fee from each Chapter in order to provide the operational funding for the Region.
 - 2. The basic funding for the Region is through a Region Assessment Program (RAP) distribution received monthly from the Institute. This RAP Funding is based on dues paid by each new member and membership renewal.
 - 3. Assessments will only be levied if required to support the Region budget and approved by the Board.
 - 4. If assessments are required:
 - a. The Region Treasurer will notify each chapter president by August 1 of total membership and amount of assessment.
 - b. Assessments are due to the Region Treasurer by October 15.
 - c. Amount of Chapter Assessment shall be based on total chapter membership on June 30 as recorded by the Institute.
- C. Budget:
 - 1. Prepared by the Region Vice President and submitted by Region Treasurer for board approval at the Region Board meeting. Include in proposed budget the following standing expenditures. Refer to Appendix G for explanation of allowable expenditures.
 - a. Region Officer's Institute Convention Attendance
 - b. Region Officer's Transportation Fund
 - c. Educational and Technical Fund
 - d. Region Leadership Conference Seed Money
 - f. Region Leadership Conference Outside Guest / Speaker Registration Fund

- g. Region Leadership Conference Committee Chair / Presenter
Registration Fund
- h. Institute Convention Fund
- i. Awards Banquet / Committee Fund
- j. Standing Committees Fund
- k. Contingency

1.13 ADMINISTRATIVE YEAR

- A. The administrative year shall match the fiscal year

END OF SECTION 1

SECTION 2 - EDUCATION COMMITTEE

2.1 PURPOSE

- A. To coordinate and implement educational programs within in the Region.
- B. To promote chapter education programs.
- C. To encourage participation in Institute programs at Region and chapter levels.
- D. To provide a clearinghouse for independently conducted education activities of the chapters within the region to reduce conflicting schedules.

2.2 COMMITTEE COMPOSITION

- A. Chairs - serves a two year term after serving as Vice Chair.
- B. Vice Chairs - appointed by the Region President for a four year term (2 years as vice chair and 2 years as Chair).
- C. The Chapter Education Chairs from each chapter in Gulf States Region.
- D. Region President participating as an Ad-Hoc Member along with the Institute Education Committee representative, participating as advisors to the Committee.

2.3 CHAIRS RESPONSIBILITIES

- A. Shall attend orientation meeting at Institute, (when offered.)
- B. Prepare and implement a viable plan of action for the Region with obtainable goals.
- C. Establish and maintain direct communications with Chairs of chapter education committees.
- D. Provide guidance and assistance to chapter education chairs.
- E. Assist Region Officers in the active promotion of education programs to encourage greater participation at all levels within CSI.
- F. Conduct education workshop at Region Leadership Conference. Include information from or direct representation to the training by the Institute Education Representative.
- G. Advise members and chapters considering education activities of resources available from CSI and assist in selection of appropriate subjects and, wherever possible, in the preparation of the activity. When requested, and if funds are budgeted for travel and expense, attend chapter programs or meetings.
- H. Assist the Institute Education Committee in identifying resources within the Region to aid in the development of education programs.

- I. Inform Region Officers of status of Region education activities.
- J. Submit reports of committee activities as required by Section 1.
- K. Present an oral report on the accomplishments and goals achieved at the Committee Reporting and Discussion Session at Leadership Conference.

2.4 COMMITTEE MEMBER RESPONSIBILITIES

- A. Maintain communication with Region Education Chairs, and other chapter education chairs for similar education activities and possible new programs.
- B. Inform Region Education Chairs of chapter education activities.
- C. Assist Region Education Chairs as requested.

2.5 AWARDS

- A. Assist the Region Officers and Awards Committee in identifying potential recipients of education commendation awards.

2.6 BUDGET

- A. Submit a proposed budget to Region Treasurer as required to prepare a Budget for the upcoming Fiscal Year.

2.7 REIMBURSABLE

- A. When approved by the Board and included in the Region Budget, the following may be approved reimbursable expenses:
 - 1. Travel expenses to chapters
 - 2. Printing
 - 3. Postage
 - 4. Related operating expenses

END OF SECTION 2

SECTION 3 - TECHNICAL COMMITTEE

3.1 PURPOSE

- A. To establish, coordinate and implement technical programs in the Region.
- B. To promote Chapter technical programs.
- C. To encourage participation in Institute programs at Region and Chapter levels.
- D. To coordinate the technical activities of the chapters in the region to reduce conflicting schedules.

3.2 COMMITTEE COMPOSITION

- A. Chairs - serves a two year term after serving as Vice Chair.
- B. Vice Chairs - appointed by the Region President for a four year term (2 years as vice chair and 2 years as Chair).
- C. Chapter Technical Chairs from each Chapter in Region.
- D. Region President participating as an Ad-Hoc Member along with the Institute Technical Committee representative, participating as advisors to the Committee.

3.3 CHAIRS RESPONSIBILITIES

- A. Shall attend orientation meeting at Institute when offered.
- B. Establish and maintain direct communications with Chairs of Chapter Technical Committees.
- C. Provide guidance and assistance to Chapter Technical Chairs.
- D. Assist Region Officers in the active promotion of technical programs to encourage greater participation at all levels within CSI.
- F. Conduct an Technical Workshop at Region Leadership Conference. Include information from or direct representation to the training by the Region Technical Committee.
- F. Advise members and chapters considering technical activities or resources available from CSI and assist in selection of appropriate subjects and, wherever possible, in the preparation of the activity. When requested, and if funds are budgeted for travel and expense, attend chapter programs or meetings
- G. Assist Region Officers in identifying resources within the Region to aid in the development of technical programs.
- H. Inform Region Officers of status of Region technical activities.

- I. Assist TDC in identifying potential recipients of Chapter Technical Excellence and Technical Commendation awards.
- J. Submit reports of committee activities as required in Section 1.
- K. Present an oral report on the accomplishments and goals achieved at the Committee Reporting and Discussion Session at Leadership Conference.

3.4 COMMITTEE MEMBER RESPONSIBILITIES

- A. Maintain communication with Region technical chair, and other chapter technical chairs, for similar technical activities and possible new programs.
- B. Inform Region Technical Chairs of Chapter technical activities.
- C. Assist Region Technical Chairs as requested.

3.5 BUDGET

- A. Submit a proposed budget to Region Treasurer as required to prepare a Budget for the upcoming Fiscal Year.

3.6 REIMBURSABLE

- A. When approved by the Board and included in the Region Budget, the following may be approved reimbursable expenses:
 - 1. Travel expenses to chapters
 - 2. Printing
 - 3. Postage
 - 4. Related operating expenses

END OF SECTION 3

SECTION 4 - AWARDS COMMITTEE

4.1 PURPOSE

- A. To recognize extraordinary efforts, talent, achievements, and contributions to the Region by Region Members, Organizations, or Companies.
- B. To increase membership interest through recognition and to tangibly show the membership the value and benefits of actively supporting CSI.

4.2 LEVELS OF AWARDS

- A. Chapter Level: The Awards Chair acts as an advisor to the Local Chapter Awards Chair for the establishment of an Awards Program, how to conduct an Awards Banquet. At no time is the Region Awards Chair to dictate policy concerning Chapter Awards Programs.
- B. Region Level: To act as a conduit for the recognition of Region Members for their actions and accomplishments as recognized and nominated from the Members, Chapters or Region Officers/Chairs.
- C. Institute Level: To nominate Region members, organizations, or chapters for Institute awards, to advise the Chapters on the preparation of nominations packages for Institute Level Awards, and to act as liaison between all levels.

4.3 COMMITTEE COMPOSITION

- A. Chair - serves a two year term after serving as Vice Chair.
- B. Vice Chairs - appointed by the Region President for a four year term (2 years as vice chair and 2 years as Chair).
- C. A minimum of three (3) additional members (excluding Vice Chair). Selection of these additional members should include individuals from different chapters and should be selected based on their knowledge of Region Level activities, Region level events, and Awards in general. Region Officers are discouraged from, but not precluded from serving on the Committee as a voting member.
- D. Region President participating as an Ad-Hoc Member and advisor to the Committee

4.4 COMMITTEE RESPONSIBILITIES

- A. Organize and manage the Region Level Awards Program.
- B. Develop and maintain awards criteria. These criteria shall be reviewed each year to determine the applicability to the current Construction Industry and to update both awards and submission requirements to the changing technology.

C. Review and judge awards:

1. Once established, the Chair of the Region Awards Committee will advise the Committee Members as to their duties and responsibilities.
2. The Committee shall review, update, and utilize the Judgment Form provided by the Awards Chair. The form will be updated to reflect the current requirements and any special considerations needed.
3. The Region Awards Chair shall work with the Awards Committee to fairly judge awards based solely on the nomination package presented and not on personal knowledge of the nominee or the event involved.
4. In the event of a numerical tie in the voting or a situation whereby a final decision is required, the Awards Chair's vote and/or numerical valuation will be used to break said tie.

D. Notification of awards recipients:

1. The Award Recipients will not normally be notified of their selection. If, however, advance notice of award is required to justify an award recipient's attendance, said notice will be given to the recipient and Chapter President alone.

E. Coordination of Awards:

1. Coordinate the receipt of nominations with Chapter Award Chairs, Chapter Presidents, Region Officers, and Region Committee Chairs.
2. Allow for time in the Awards Banquet for Region Specification Competition awards.
3. Prepare award certificates for all awards approved by the Awards Committee, presented by the Region Officers and/or Chairs, or as required.
4. Coordinate with the Robert V. Bishop Award Committee Chair (Region President) for the receipt of nominations and provide information for the preparation of the Award when awarded.
5. The Eugene Wetzel Award Pen and Desk Plaque order should be made no later than 30 days prior to the Awards Banquet.
6. Coordinate with the Gulf States Region Specifications Competition Chair for the preparation of award certificates.
7. Coordinate with the Gulf States Region Membership Chair for the collection of data and information pertaining to the Membership Awards and the Chapter Cup.
8. Coordinate with the Region Education Chair for the collection of data and information pertaining to the Education Commendation Award(s).
9. Coordinate with the Academic Programs Committee for recognition of the scholarship winner at the Region Awards Banquet.

F. Coordination of Submission of Nominations Packages:

1. Place an article in the Region Newsletter concerning the submission of Award Nominations (normally October).

2. On or about November 1st of each Calendar Year, contact Chapter Awards Chairs, Chapter Presidents, Region Chairs, and Region Officers and advise of the upcoming deadline for Awards.
 3. Forward each a copy of the current Awards Criteria and the most current Nomination Form.
 4. On or about December 1st, send a note to each Chapter Awards Chair, Chapter President, and the Region President (for distribution to the Robert V. Bishop Award Committee) reminding them of the January 15th deadline for submission of the Nomination Packages. Also include a copy of the current Awards Criteria for the Robert V. Bishop Award.
 5. On or about January, place another article reminding of the submission deadlines for Region Awards in the Region Newsletter.
 6. Receive the Student Scholarship Submissions and transmit them to the Academic Programs Committee Chair for review as per Section 14 of this guide.
- G. Act as liaison between Chapters and Institute Awards Committee including:
1. Changes from the Institute Awards Committee to the Institute Awards Program.
 2. Problems encountered by the Chapter Awards Chairs or Awards Committees with the submission or content of Institute Awards.
 3. Interpret the submission requirements as shown in the Institute Honors and Awards Guide to assist the Chapters in the selection and preparation of Nomination Packages.
 4. Request information from the Institute and/or the Chapters as needed.
- H. Conduct an Awards Workshop at Region Leadership Conference. Include information from or direct representation to the training by the Institute Awards Committee.
1. Prepare a presentation which discusses changes to the Awards Program at the Region or Institute level for any given year.
 2. Problems encountered by the Chapter Awards Chairs or Awards Committees with the submission or content of Institute Awards.
 3. Interpret the submission requirements as shown in the Institute Honors and Awards Guide to assist the Chapters in the selection and preparation of Nomination Packages.
- I. Present a report of the Committee's Activities as required by the Region President.
- J. Present information on the status of the Region Awards Program in a report for during the required session at the Region Conference and/or Region Leadership Meeting.
- K. Submit a proposed budget to the Region Treasurer by February 1.

4.5 NOMINATIONS

- A. Nominations and support data shall be submitted on Region Awards Form by March 1 of each year. The Nomination form is in the Appendices of the Operating Guide.

4.6 AWARDS PROGRAM

- A. Awards are one of the keys to a successful volunteer organization since they are the only way that active Chapter and Region Members can be recognized. The goal of the Region Awards Program is to ensure each and every nominated and qualified member of the Gulf States Region receives the recognition they deserve in the form of an Award. Nominations shall be by Individual Region Members, Chapters, Region Officers, and Committees and shall be judged by a committee selected from the Gulf States Region. The goal is to recognize those individuals whose impact goes beyond the local Chapter Level. It is not the intent of the Region Awards Program to circumvent the local Chapter Awards Program in any way nor is it the intent of the Region Awards Program to deny recognition to any nominated member, firm, etc., who is judged to be qualified to receive an award.

4.7 AWARDS

- A. The Robert V. Bishop Award:



This award, the highest recognition that can be bestowed on an individual from the Gulf States Region, came into existence at the Region Conference in Nashville, Tennessee in 1990. At that time Robert V. Bishop was honored by the presentation of a commemorative plaque and medal as the namesake of the award, and the award was then presented to the first recipient. The Robert V. Bishop Award has subsequently been awarded to nominees who exemplify Mr. Bishop's spirit of dedication and duty. This award may be presented to a member who has at least 10 years of continuous membership and has portrayed exceptional and meritorious service and devotion to the Gulf States Region and to the principles of CSI.

Mr. Bishop received his Bachelor of Architecture degree from Syracuse University in 1950. He began his distinguished career in Syracuse and subsequently relocated to Birmingham where he later served as City Architect.

He joined CSI in 1958 and was a Charter member of the Birmingham Chapter, serving as its first Chapter President in 1959. In 1966 he was elected to the office of Gulf States Region Director. He was instrumental in chartering, inspiring, and vitalizing other Gulf States Region Chapters. He was also a featured speaker at the 14th Annual CSI Convention in Chicago, Illinois and in 1970 he was advanced to the distinguished honor, Fellow of the Institute.

Mr. Bishop was involved in CSI at the Chapter, Region, and Institute level and established a long lasting example of service to CSI. The Region owes much to Bob's efforts during the formative years of CSI in the Gulf States where he was

an outspoken advocate for MasterFormat and SectionFormat before these CSI documents were widely accepted as the Industry standard. He also was instrumental in writing the GSR Operating Guide and received numerous awards not only for his service to the Region but also for his exemplary work as a specification writer. Mr. Bishop served CSI throughout his lifetime and worked closely with other seasoned GSR members, sharing their combined knowledge and experience with others to build a better Gulf States Region. He was a mentor and source of inspiration to many members. After a long and prestigious career and 39 years of dedicated service to our Region, Mr. Bishop passed away on November 4, 1997.

Recipients of the Robert V. Bishop Award serve as the jury for nominees submitted for this honor. Their service continues to embody the dedication and life long service to the Gulf States Region displayed by Mr. Robert V. Bishop, FCSI, CCS.

1. This award will be given to a member having at least ten (10) years of continuous membership and who has portrayed exceptional and meritorious service and devotion to the Gulf States Region and to the principles of The Construction Specifications Institute. This award shall be considered as the highest recognition that can be given by the Region.
2. Award General Information:
 - a. Submitted to the Region President
 - b. Presented at the Region Awards Banquet
 - c. Presented by the Region President and Jury Chair
 - d. Presentation includes the Bishop Medal (see below for acquisition instructions), The Bishop Individual Plaque and The Bishop Travelling Plaque (to Remain with the Region President for display at functions).
3. Award Criteria
 - a. Any member in good standing and whose Home Chapter is within the Gulf States Region is eligible to receive this award. (Home chapter is defined as the chapter designated by the member as their principal membership location in the Institute member directory).
 - b. This award may or may not be presented in any given year.
 - c. The qualifications of the nominees will determine the presentation of the award.
 - d. Only one award will be given in any one year.
 - e. Nominations for this award shall be submitted to the Region President, not later than January 15th.
 - f. Nominations may be made either electronically or in hard copy by any Chapter or three (3) Members in good standing.
 - 1) Nominations are limited to 5 typed pages (11-12-point font of your choice with 1 inch margins all around. Single spacing is allowed if desired.)

- 2) If electronic Nominations are submitted, the single nomination document shall be sent utilizing the acceptable primary format of Adobe's pdf format and submitted via CD-Rom in a minimum of two (2) copies. Submittal may also be sent via a single PDF attachment to an email. Alternative formats may be considered, however approval for their use shall be approved prior to submission. Submission in a non-approved alternate format or one which is not readily accessible will constitute a non-submission. The nomination package shall be in the form of a single file which can be easily opened and transmitted via electronic means.
- 3) If desired, written nomination packages may be submitted. If written nominations are submitted, there shall be a minimum of fifteen (15) copies for the Jury.

4. Submittal Guidelines

- a. Submittal shall include CSI resume, which focuses mainly on chapter and region contributions.
- b. A minimum of one (1) page of text describing how the nominee has contributed to their Local Chapter, the Gulf States Region, and/or The Construction Specification Institute in such a manner as to be worthy of the highest Gulf States Region honor.
- c. List year that nominee became a member of CSI.
- d. Submittal is limited to a total of 5 single-sided pages total.

5. Balloting and Jury Guidelines

- a. By January 22, the Region President shall distribute the nominations and a ballot to the Chair and the Jury. The distribution will be made electronically except that a paper copy of the submission and ballot will be provided to any Juror requesting a paper format.
- b. The Jury for this award will consist of the previous recipients of this award and the current Region President. The active senior recipient of the last three (3) recipients of this Award shall serve as the Jury Chair. The Chair shall be a non-voting member of the Jury, except that in the case of a tie vote, the Jury Chair shall cast the tie-breaking vote.
- c. The Ballot shall indicate the nominees and provide a "YES" and "NO" (award) vote, as the Award does not have to be given each year.
- d. The ballot shall also include the name, the physical address, and the email address of each of the tellers, along with instructions that copy of the cast ballot is to be returned to each of the Tellers, electronically or via mail.
- e. By February 15, a copy of the ballot shall be returned to each member of the Teller's Committee consisting of a minimum of the following: the Jury Chair, Region President and either Region Vice President, or Region Awards Chair.

- f. A majority vote of these ballots cast will determine the winner (even if a “NO” vote is received).
- g. The tellers committee shall verify the ballots and provide the results to the Jury Chair and the Awards Committee Chair by March 1.

6. Award Information

- a. This award will be in the form of a gold medallion worn on a ribbon and an accompanying wall plaque, will be presented at the Gulf States Region annual meeting and awards banquet by the President and the Jury Chair.
- b. The Awards Committee Chair shall be responsible for obtaining the plaque and the medallion for presentation to the successful candidate at the Region Awards Banquet upon notification by the Bishop Award Committee Chair. The full name and title of the recipient shall be provided to the Awards Chair. Since there is a six week lead time for preparation of the medal, it is imperative that the information be forwarded to the Awards Chair not any later than March 1. The Medal will commissioned from the following location:

Leonard's Jewelers
4841 Line Ave
Shreveport, LA 71106-1529
Phone: (318) 868-5088
Fax: (318) 868-7673
Email: LEONARDSJEWELERS@comcast.net

- c. Additionally, the recipient’s name will be added to a perpetual, Gulf States Region Robert V. Bishop Award plaque by the Region President. The Robert V. Bishop Award plaque will be maintained by the Region President and shall be on display at all region events. (Board approved 5/16/03)

7. Presentation Of The Award: The Award will be presented at the Gulf States Region Annual Meeting and Awards Banquet

- a. The President and the Jury Chair will present the Award.
- b. The President will begin by asking all the recipients of the awards to stand at their tables.
- c. The President will read the first three- (3) paragraphs (see below) of the Award Criteria as stated in the Region Operating Guide.
 - 1) “This award will be considered the highest recognition that can be given by the Region.”
 - 2) “This Award will be given to a member having at least ten (10) years of continuous membership and who has portrayed exceptions and meritorious service and devotion

to the Gulf States Region and to the principles of The Construction Specification Institute.”

3) “Any member in good standing is eligible to receive this Award.”

- d. The President then announces the winner, ask him/her to come forward, and present the plaque.
- e. The Jury Chair will present the Medallion to the recipient.
- f. The medallion may be worn by the recipient at any/or all Chapter, Region, or Institute functions.

B. Standing Service Award Descriptions

1. The Eugene Wetzel Award for Communications Excellence and the other Awards listed below are considered as “Standing Service Awards” and as such may or may not be awarded in any given year. These Awards will be reviewed by an Awards Committee consisting of the Chair, Vice-Chair, and at least three Region Members not directly involved in the preparation and submission of Award Nomination Packages at the Chapter Level. Additionally, where possible, nominations will not be reviewed by Region Members whose Home Chapter made a specific nomination.
2. The deadline for all other Region Awards, including the Eugene Wetzel Award For Communication Excellence, is established as March 1st; however, the Awards Committee may extend this due date if it is determined to be in the best interest of the Region Awards Program.
3. Nominations may be made either electronically or in hard copy by any Chapter or three (3) Members in good standing.
 - a. If electronic Nominations are submitted, the single nomination document shall be sent utilizing an easily acceptable format, such as Adobe’s .pdf format, and submitted either via CD-Rom in a minimum of two (2) copies or via an approved electronic transmission system such as email or FTP / FTH sites (Specific instructions to be provided annually by the Awards Committee Chair).
 - b. If desired, hard copy written nomination packages may be submitted. If written nominations are submitted, there shall be a minimum of one (1) original signed (wet signature required) document and five (5) copies for the Review Committee.
4. All Award Nominations are intended to meet the 4 Cs of Specifying (Clear, Concise, Correct and Complete) and shall be limited in size as follows:
 - a. Nominations are limited to 5 typed pages (only 11-12-point font of your choice) overall for the Nomination portion of the Package. The first page of the submission must be the Nomination for Region Award Form as contained in Appendix F of this Operating Guide. The second page begins the narrative and shall be on the 2nd page of the Region Award Form (Nomination Narrative).

Additional pages up to five (5) should be in the same format as the 2nd Page.

- b. Nominations shall contain additional supporting documents. (Note: While the total number of pages allowed for supporting documentation is not limited, every effort should be made to exclude any superfluous or un-needed documentation.)
- c. For the Eugene Wetzel Award for Communication Excellence, only attach examples of the Nominee's actual correspondence, articles, speeches, lectures, etc. Do not attach entire newsletters or teaching syllabus.
- d. For any of the Newsletter Awards, no less than three (3) nor more than five (5) different copies of the Newsletter shall be attached and submitted.
- e. For Special Publication Awards, only the publication discussed shall be attached and submitted. All other aspects of the nomination shall be included in the 5-page nomination package.

C. Standing Service Award Descriptions

- 1. The Eugene Wetzel Award for Communications Excellence is considered the most prestigious of the Standing Awards and will be given to a member having at least five (5) years of continuous membership and who has portrayed exceptional communication skills and levels of communication with CSI members and/or other affiliated people in the design/construction industry promoting the Gulf States Region and to the principles of The Construction Specifications Institute.

- a. Mr. Eugene Wetzel was a very well recognized member of the New Orleans Chapter and the Gulf States Region. The Eugene Wetzel Award for Communication Excellence was mainly based on Mr. Wetzel's efforts in keeping everyone in his Home Chapter apprised of what was going on and his ability to communicate his thoughts and those of the New Orleans Chapter at



the Gulf States Region Level. Within the New Orleans Chapter, he personally notified members of upcoming meetings and for many years was involved in their publications committee and the success of their newsletter. Gene also was the mouthpiece for the chapter and made sure the New Orleans Chapter was well represented by attending many Region Conferences and Leadership meetings over the years. Mr. Wetzel's personality and charms were well known within the New Orleans Chapter and by many others within the Gulf States Region. Gene always had some type of humor to interject into any situation, while at the same time, he was extremely serious about CSI, its members and its impact on the Construction Industry.

b. When the decision was made to create this Award, the criteria of the award was identified as requiring a package submittal that clearly showed the communications skills of the applicant and how it benefited CSI, the Region, and/or the Chapter. Submittals are to be presented to the Region Awards Chair for review by the Awards Committee and if a recommendation for presentation is made, final approval by both Region President and Vice-President are required for the award to be presented.

c. Award Criteria

- 1) Any member in good standing and whose Home Chapter is within the Gulf States Region is eligible to receive this award. Home chapter is defined as the chapter designated by the member as their principal membership location in the Institute member directory.
- 2) This award may or may not be presented in any given year. The qualifications of the nominees will determine the presentation of the award. Only one award will be given in any one year.
- 3) Nominations for this Award must be made using the Nomination for Region Award Form.
- 4) Nominations for this Award must be received no later than March 1st of the year the Award.

d. Submittal Guidelines

- 1) Submittal shall include CSI resume, which focuses mainly on Chapter and Region contributions.
- 2) Submittal shall include detailed descriptions of the reason this nominee is qualified for this award.
- 3) Examples of communications the nominee has sent to CSI or industry affiliated people shall be included to indicate expertise in communication.
- 4) List year that nominee became a member of CSI.

e. Award Description

- 1) This award will be in the form of an engraved pen and accompanying desk plaque and will be presented at the Gulf States Region annual meeting and awards banquet by the President.
- 2) The Awards Committee Chair shall be responsible for obtaining the pen and plaque for presentation to the successful candidate at the Region Awards Banquet.
- 3) Engraving on the pen shall be "Eugene Wetzel Award For Communication Excellence" (Year). Engraving on the plaque shall be "Eugene Wetzel Award For Communication Excellence" (Year) Full Name of Winner.

- 4) Order should be placed a minimum of 30 days prior to the Awards Banquet.
2. Region Service Awards: These Awards are given to those individuals, firms, or organizations which have provided “above and beyond service” to the Gulf States Region.
 - a. Region “Spirit of Service” Award
 - 1) This award is presented to the Individual Chapter Member or the Individual Chapter identified by the Region President as making the greatest impact on the Gulf States Region through service either on the Chapter, Region or Institute Level. The level of service required to receive this award must be above that of any other member of the Region. This Award is normally chosen by the Region President; however, consideration will be given to any Region Member nominated by their Chapter for this Award. If not selected for this Award, they may be selected to receive an Individual Certificate of Appreciation discussed below.
 - 2) There can be a maximum of one (1) of these Awards made in any given Award Year and this award is not required to be presented annually. This Award is normally presented as a metal plate plaque on a wood backing.
 - 3) Nominations for this Award must be made using the “Nomination for Region Award Form” located in the Appendices.
 - 4) Nominations for this Award must be received no later than March 1st of the year the Award and comply with the requirements of paragraph 4.7 B above.
 - b. Region Certificate of Appreciation – Individual Award
 - 1) This award is presented to an individual who, in the opinion of the nominating individual or Chapter, has rendered service or support to the Region, Region Officer, or Region Committee in a manner which goes “above and beyond” that expected of a member in that particular position. Service should impact beyond the Chapter Level to the Region and shall promote and work for the advancement of the Region’s goals and objectives. Service in the Region’s administration is also to be considered utilizing the same criteria.
 - 2) There can be a maximum of ten (10) of these Awards made in any given Award Year. This Award is normally presented using a standard certificate mounted on a wooden plaque.
 - 3) Nominations for this Award must be made using the “Nomination for Region Award Form” located in the Appendices.

- 4) Nominations for this Award must be received no later than March 1st of the year in which the Award is to be presented.
- c. Region Certificate of Appreciation – Firm or Organizational Award
- 1) This Award is presented to a Firm or Organization who has rendered significant service and/or support to the Region in the advancement of the Region's objectives or in the Region's administration. Said service and/or support can include such items as allowing time to perform tasks or serve on committees, providing support to Chapter and/or Region functions or Events, etc., however, this service should be tied to supporting the Gulf States Region in some fashion.
 - 2) There can be a maximum of five (5) of these Awards made in any given Award Year. This Award is normally presented using a standard certificate mounted on a wooden plaque.
 - 3) Nominations for this Award must be made using the "Nomination for Region Award Form" located at the end of this section of the Operating Guide.
 - 4) Nominations for this Award must be received no later than March 1st of the year in which the Award is to be presented.
- d. Region Officer's Certificate
- 1) This Award is given at the discretion of any Region Officer for exceptional support provided to them or by personal knowledge of work performed in behalf of the Region.
 - 2) The Region Officer desiring to have this Award given must prepare the "Nomination for Region Award Form" located in the Appendices.
 - 3) Each Officer is limited on two (2) such Awards in any given Award year. This Award is normally presented using a standard certificate mounted on a wooden plaque.
 - 4) Selections for this Award must be received no later than March 1st of the year in which the Award is to be presented.
- e. Other Service Awards
- 1) Other standing or special awards may be established by the Awards Committee based solely on the nomination packages submitted by an individual Chapter, any Chapter Member, or any Chapter Officer. The intent of this Award is recognizing Service to the Region in non-traditional ways which cannot be fully described by any of the current Award formats. Chapters are encouraged to "think outside the box" in these nominations.

- 2) There can be a maximum of ten (10) of these Awards made in any given Award Year. This Award is normally presented using a standard certificate mounted on a wooden plaque.
 - 3) Nominations for this Award must be made using the "Nomination for Region Award Form" located in the Appendices.
 - 4) Nominations for this Award must be received no later than March 1st of the year in which the Award is to be presented.
3. Region Technical Awards: These Awards are given to those individuals, firms, or organizations which have provided "above and beyond service" to either their individual Chapter in direct support of and/or directly to the Gulf States Region in a specific area such as Publications, Technical Programs, Education Programs, Membership Recruitment / Retention, etc.
- a. Region Most-Improved Continuing Publication Award
 - 1) This Award is given to an individual, chapter, or organization for an outstanding continuing publication which contributes to the advancement of the Chapter's and Region's Objectives and/or Goals. In order to be eligible for this Award, the publication must be published and distributed at least five (5) times per year and can be either printed or electronic format. Chapters should keep in mind that the intent of this award is to recognize the best, most cutting edge, informative, and useful Newsletters. The Award is broken into two categories as follows:
 - a) Most Improved Continuing Publication – Given to the Chapter Publication which has shown the most improvement in overall appearance, self-sustainability, and service to the Chapter.
 - b) Rookie Editor of the Year – Given to the Editor of a Chapter Continuing Publication (Newsletter) who is in the first 18-months of being appointed (being re-appointed as Editor after leaving as editor does not qualify) as the Editor and who has generally improved the publication's using the same criteria as above and improving the overall effectiveness within the Chapter.
 - 2) There can be a maximum of one (1) of these Awards made in each category during any Award Year. This Award is normally presented using a standard certificate mounted on a wooden plaque.
 - 3) Nominations for this Award must be made using the "Nomination for Region Award Form" located in the Appendices.

- 4) Nominations for this Award must be received no later than March 1st of the year in which the Award is to be presented.

b. Region Continuing Publication Award

- 1) This Award is given to an individual, chapter, or organization for an outstanding continuing publication which contributes to the purposes of CSI. In order to be eligible for this Award, the publication must be published and distributed at least five (5) times per year and can be either printed or electronic format. Chapters should keep in mind that the intent of this award is to recognize the best, most cutting edge, informative, and useful Newsletters and especially those which have been published at this level for more than one fiscal year
- 2) The Award is based on the following criteria:
 - a) Publication includes pictures from special events and/or meetings. Overall use of graphics and special effects enhances the message.
 - b) The publication provides Chapter information. Publication provides a forum to ask and receive answers to questions. Publication has regular and on-going articles of both technical and entertaining value.
 - c) The publication contains the items recommended by the institute for a newsletter or continuing publication.
 - d) The publication is capable of generating income in an amount capable to offset the overall costs associated with the publishing and distribution costs.
- 3) There can be a maximum of three (3) of these Awards made during any Award Year. This Award is normally presented using a standard certificate mounted on a wooden plaque.
- 4) Nominations for this Award must be made using the "Nomination for Region Award Form" located in the Appendices.
- 5) Nominations for this Award must be received no later than March 1st of the year in which the Award is to be presented.

c. Award for Special Chapter, Region, or Institute Publication

- 1) This Award is given to an individual, chapter, or organization for an outstanding special publication which:

- a) Enhances the effectiveness of a single program, event, or provides education and/or information pertaining to the Chapter, Region or Institute. This program can be directed locally at the Chapter, regionally during a Region Event or nationally through the Institute. Method of presentation can be just as important as content. Programs and presentations which demonstrate thinking “outside the box” are especially desired.
 - b) Provides specialized instruction on completion of a function, event or task; and/or provides cutting edge training or information to Chapter or Region members or committees.
- 2) There can be a maximum of five (5) of these Awards made in any given Award Year. This Award is normally presented using a standard certificate mounted on a wooden plaque.
 - 3) Nominations for this Award must be made using the “Nomination for Region Award Form” located in the Appendices.
 - 4) Nominations for this Award must be received no later than March 1st of the year in which the Award is to be presented.
- d. Award for Chapter Program or Seminar
- 1) This Award is given to a Chapter for a program or seminar which best demonstrates creativity in selection and discussion of a single topic and/or presentation, improves the educational values and results a more efficient use of materials or manpower for the accomplishment of some purpose, and / or enhances the understanding of the mission and purposes of CSI. This program can be directed locally at the Chapter, regionally during a Region Event or nationally through the Institute. Method of presentation can be just as important as content. Programs and presentations which demonstrate thinking “outside the box” are especially desired.
 - 2) There can be a maximum of five (5) of these Awards made in any given Award Year. This Award is normally presented using a standard certificate mounted on a wooden plaque.
 - 3) Nominations for this Award must be made using the “Nomination for Region Award Form” located in the Appendices.
 - 4) Nominations for this Award must be received no later than March 1st of the year in which the Award is to be presented.

e. Technical Commendation

- 1) Awarded to an individual, firm, or organization that has made a significant contribution to the field of construction technology. This can be for a document, a pamphlet, a program, or some device which has improved some technical process associated with the construction industry.
- 2) There can be a maximum of three (3) of these Awards made in any given Award Year. This Award is normally presented using a standard certificate mounted on a wooden plaque.
- 3) Nominations for this Award must be made using the "Nomination for Region Award Form" located in the Appendices.
- 4) Nominations for this Award must be received no later than March 1st of the year in which the Award is to be presented.

f. Education Commendation

- 1) This Award is given to an individual, firm, or organization that has made a significant contribution to the field of education related to the purposes of CSI. This award is designed to be presented to an individual, firm or organization who has enhanced, updated, or otherwise influenced the education process within the Chapter and taken this process to a new measurable level (test scores, attendance, inclusion as curriculum, etc).
- 2) There can be a maximum of three (3) off these Awards made in any given Award Year. This Award is normally presented using a standard certificate mounted on a wooden plaque.
- 3) Nominations for this Award must be made using the "Nomination for Region Award Form" located in the Appendices.
- 4) Nominations for this Award must be received no later than March 1st of the year in which the Award is to be presented.

g. Region Electronic Communications Award

- 1) This Award is given to an individual, firm, or organization that has created, enhanced or otherwise improved the Electronic Communications capability within the Chapter. This includes Web Sites, Social Networking Systems, or other forms of electronic communications.
- 2) There can be a maximum of two (2) off these Awards made in any given Award Year. This Award is normally presented using a standard certificate mounted on a wooden plaque.

- 3) Nominations for this Award must be made using the “Nomination for Region Award Form” located in the Appendices.
 - 4) Nominations for this Award must be received no later than March 1st of the year in which the Award is to be presented.
4. Region Membership Awards: These Awards are given to those Region Chapters which have proven to be the leader(s) in the addition or retention of Members.
- a. Membership Award (Percentage Increase)
 - 1) This Award is given to the Chapter with greatest overall percentage increase in membership, excluding student members, for the period running from July 1 of any given Fiscal Year to April 1 of the same Fiscal Year (or the first of the month in which the Region Conference is to be held.
 - 2) There can be a maximum of one (1) Award made in any given Award Year. This Award is normally presented using a standard certificate mounted on a wooden plaque.
 - 3) Identification of the Chapter for this Award is vested with the Gulf States Region Membership Chair who will determine the winner based on statistical information gained from the Institute Membership Committee.
 - b. Membership Award (Numerical Gain)
 - 1) Awarded to the Chapter with the largest overall numerical gain in members, excluding student members, for the period running from July 1 of any given Fiscal Year to April 1 of the same Fiscal Year (or the first of the month in which the Region Conference is to be held.
 - 2) There can be a maximum of one (1) Award made in any given Award Year. This Award is normally presented using a standard certificate mounted on a wooden plaque.
 - 3) Identification of the Chapter for this Award is vested with the Gulf States Region Membership Chair who will determine the winner based on statistical information gained from the Institute Membership Committee.
 - c. Student Membership Award
 - 1) Awarded to Chapter with the largest overall numerical gain in Student members for the period running from July 1 of any given Fiscal Year to April 1 of the same Fiscal Year (or the first of the month in which the Region Conference is to be held.
 - 2) There can be a maximum of one (1) Award made in any given Award Year. This Award is normally presented using a standard certificate mounted on a wooden plaque.

- 3) Identification of the Chapter for this Award is vested with the Gulf States Region Membership Chair who will determine the winner based on statistical information gained from the Institute Membership Committee.
- d. Membership Commendation
- 1) This Award is given to an individual Chapter Member that has made a significant contribution to the field of membership recruitment and / or retention as related to a single Chapter within the Gulf States Region.
 - 2) This nominee's accomplishments should be tied to the Chapter winning one or more of the Membership Awards. However, winning one of the Membership Awards is not a required prerequisite for nomination or award. This Award is normally presented using a standard certificate mounted on a wooden plaque.
 - 3) There can be a maximum of four (4) of these Awards made in any given Award Year.
 - 4) Nominations for this Award must be made using the "Nomination for Region Award Form" located in the Appendices.
 - 5) Nominations for this Award must be received no later than March 1st of the year in which the Award is to be presented.
5. People's Choice Awards: This Award is presented to an individual nominated by the Region Membership for recognition of a specific reason or action. This list is not all inclusive and can be modified, expanded or reduced.
- a. These awards are presented to individuals who, in the opinion of the Membership, have displayed traits or leadership skills which are not normally recognized by any other Standing Award presented by the Region. These may be for specific events or could be an accumulation of activities over the period of a specific Fiscal Year. The intent of this Award is to recognize those whose efforts, actions, activities, etc., reach beyond the Chapter Level or for which other Chapters have indicated a desire to emulate.
 - b. This award is intended for those members who give extra efforts, who can be counted on, who can bring life to a situation, etc.
 - c. Care and caution must be exercised to ensure that no maliciousness (no matter how unintended) is displayed.
 - d. This type of Award will be limited to a maximum of ten (10) individual Awards per Fiscal Year.
 - e. This Award is not required to be given in any Fiscal Year.
 - f. Examples of the Awards include, but are not limited to:
 - 1) Most Organized Member
 - 2) Most Photogenic
 - 3) Great at Fund Raising

- 4) Most Outgoing
- 5) Rising Star

g. Nomination and Voting

- 1) Nominations for this Award must be made using the "Nomination for Region Award Form" located in the Appendices.
- 2) Nomination must include a short narrative describing the nomination (service, merit, etc)
- 3) Nomination may only be received from Members of the Gulf States Region (Home Chapter is in the Gulf States Region).
- 4) Nominations for this Award must be received no later than March 1st of the year in which the Award is to be presented.

h. Method of Recognition: This Award is normally presented using a standard certificate mounted on a wooden plaque. However, a certificate, special award, plaque, flowers, or any other accepted and approved method (if Region funded) or any method which does not detract or otherwise make fun of an individual at their own expense may be provided.

END OF SECTION 4

SECTION 5 - PLANNING COMMITTEE

5.1 PURPOSE

- A. To formulate long range objectives and plans.
- B. To evaluate current programs and activities in relation to future planning.
- C. To give definition to new programs.
- D. Encourage and assist Chapters in the establishment of and implementation of Long Range Planning.
- E. Promote and assist Chapters in the development of a Chapter leadership training and transition program or meeting.
- F. To act as Gulf States Region Planning focal point for the Region Leadership Conference.
- G. To coordinate with the Vice President for the upcoming Region Leadership Conference.

5.2 COMMITTEE COMPOSITION

- A. Chairs - serves a two year term after serving as Vice Chair.
- B. Vice Chairs - appointed by the Region President for a four year term (2 years as vice chair and 2 years as Chair).
- C. The planning committee chair from each Chapter of the Region.
- D. Region President participating as an Ad-Hoc Member and advisor to the Committee

5.3 COMMITTEE RESPONSIBILITIES

- A. Develop a liaison between Institute and Chapters in all programs.
- B. Increase the level of interest in the organization.
- C. Recognize and encourage future leadership.
- D. Incorporate planning of standing and special committees.
- E. Identify strengths and weaknesses of Region programs.
- F. Monitor geographic requirements for development of new chapters, and review conditions of existing chapters.
- G. Coordinate with the Region Leadership (Executive Committee and Board) and the Hosting Chapter for the Region Leadership Conference.

- H. Assist the Region Vice President and the Host Chapter with the planning and scheduling of the Conference to include, but not be limited to, the following:
 - 1. Determining the location for the Conference (if not already identified in a 5 or 10 year plan)
 - 2. Assisting the Host Chapter with setting the Dates for the Conference.
 - 3. Assisting the Host Chapter and the Planning Chair with establishing the Schedule of Events for the Conference.
 - 4. Assisting the Host Chapter and the Planning Chair with establishing the Budget for the Conference.
- G. Conduct a Planning Workshop at Region Leadership Conference. Include information from or direct representation to the training by the Institute Planning Committee.
- H. Encourage Chapters to re-evaluate themselves on a yearly basis through the long range planning process to promote strength of the Chapter and betterment of the Region.
- I. Submit a report of committee activities as required by Section 1.
- J. Present an oral report on the accomplishments and goals achieved at the Committee Reporting and Discussion Session at Leadership Conference.

5.4 BUDGET

- A. Submit a proposed budget to Region Treasurer as required to prepare a Budget for the upcoming Fiscal Year.

5.5 REIMBURSABLES

- A. When approved by the Board and included in the Region Budget, the following may be approved reimbursable expenses:
 - 1. Travel expenses to chapters
 - 2. Printing
 - 3. Postage
 - 4. Related operating expenses

END OF SECTION 5

SECTION 6 - OPERATING GUIDE COMMITTEE

6.1 PURPOSE

- A. To maintain a current, usable guide to assist in planning and conducting the administration, operation, and activities of the Region.

6.2 COMMITTEE COMPOSITION

- A. Chairs – As appointed by the Region President.
- B. Region Vice President (Vice Chair), one (1) or more members participating as advisors to the committee.

6.3 COMMITTEE RESPONSIBILITIES

- A. To become familiar with the various sections of the Operating Guide as they pertain to the general operation of the Region.
- B. To review these general sections and advise if modifications, changes, and/or additions need to be made to encompass the existing operations of the Region.
- C. Send out each individual committee portion of the Operating Guide to the sitting Chair and Vice Chair for review and comment.
- D. Prepare and propose modifications, changes, and/or additions to Operating Guide as determined by the Committee or requested by the Chair(s).
- E. Submit a 1st and subsequent drafts to Region Executive Committee and Board for review and comment.
- F. Revise Operating Guide as directed by Region Executive Committee or Board.
- G. Provide the final editable version of the Operating Guide to the Region Secretary for archival storage and distribution.
- H. Conduct an Operating Guide Workshop at Region Leadership Conference. Include information from or direct representation to the training concerning the uses, preparation and publication of an Operating Guide.
- H. Present an oral report on the accomplishments and goals achieved at the Committee Reporting and Discussion Session at Leadership Conference.
- G. Editing of the document is performed by the Region Secretary as directed by the chairs. The Region Secretary is also responsible for maintaining the official copy of the editable file. The suggested storage location is for the Electronic Communications Chair to post it in an inaccessible area of the region website. A PDF version is to be posted on the Region Website for access by all.

6.4 BUDGET

- A. Submit a proposed budget to Region Treasurer as required to prepare a Budget for the upcoming Fiscal Year.

6.5 REIMBURSABLES

- A. When approved by the Board and included in the Region Budget, the following may be approved reimbursable expenses:
 - 1. Travel expenses to chapters
 - 2. Printing
 - 3. Postage
 - 4. Related operating expenses

END OF SECTION 6

SECTION 7 - NOMINATING COMMITTEE

7.1 PURPOSE

- A. To seek out and nominate not more than two qualified members for each position of Institute Director, Region President (if necessary), Region Vice President, Region Secretary, and Region Treasurer, the year prior to the expiration of their term.

7.2 COMMITTEE COMPOSITION

- A. The Region Vice President shall serve as the non-voting Chairs.
- B. Nominating committee shall be formed not later than July 15.
- C. The committee shall consist of the Region Directors, or their designated representatives from their chapter. The proxy must be submitted to and recognized by the Region Secretary prior to the Nominating Committee meeting.

7.3 COMMITTEE CHAIRS RESPONSIBILITIES

- A. By April 1 of the current Fiscal Year, notify committee members of Nominating Committee meeting to be held at Region Leadership Conference. Meeting time shall be selected by the Chairs and approved by the Region President.
- B. Conduct Nominating Committee meeting, receive nominations, and select candidates in accordance with the Region Bylaws.
- C. Confirm candidate acceptance, and notify the Institute Secretary of the Institute Director Candidates and the Region Secretary of the Vice President Candidates not later than the appropriate deadline imposed for the current Fiscal Year.

7.4 COMMITTEE MEMBER RESPONSIBILITIES

- A. Encourage chapters and individuals to seek out and nominate qualified candidate(s).
- B. It should be the goal of the Committee to provide two qualified candidates to the membership or board for each election.
- C. Attend Nomination Committee meeting.
- D. Assist Nominating Committee Chairs as requested.

7.5 NOMINATING COMMITTEE MEETING

- A. The Nominating Committee Meeting shall convene prior to the Region Board Meeting held at the Region Leadership Conference. While this meeting can occur at the beginning of the Board Meeting, it is highly recommended that a separate meeting is conducted prior to the Board Meeting.

- B. Attendance at the meeting shall be limited to the Nominating Committee members, Region Officers, and the Institute Director only. Note that Region Officers and the Institute Director DO NOT have a vote on this committee and are there in an advisory role only.

7.6 NOMINATING PROCEDURE

- A. Nominees shall be proposed to the Nominating Committee Chairs at or prior to the Nominating Committee Meeting or (if a Nominating Meeting is not conducted prior to the Board Meeting) during the Region Board meeting held at least one year prior to the expiration of the appropriate term.
- B. Nominees can be proposed by:
 - 1. Chapters, through Chapter President or designated representative,
 - 2. By three members of the Region, each from a different chapter. Proposal to be delivered in writing to the Nominating Committee Chair prior to the Nominating Committee Meeting.
- C. It is encouraged that nominations be made to the Nomination Committee Chairs prior to the Region Leadership Conference; however, nominations will be accepted from the floor at the Nominating Committee Meeting and during the Region Board Meeting is necessary.
- D. Nominations made at Nominating Committee meeting shall be made in writing and include biographical information on the candidate and platform or goal statement.
- E. Process
 - 1. If more than two nominations are received, the Nominating Committee will screen and select two nominees. The process is as follows:
 - a. A formal record of the meeting will be maintained to be attached to the Region Board Meeting Minutes.
 - b. The Nominating Committee shall vote for or against each submitted nominee.
 - c. In the event that the Nominating Committee rejects nominees and there are less than 2 nominees approved by the Committee, the Nominating Committee may elect to propose other candidate(s).
- F. Limitation: Elected Region Officers and the current Institute Director shall not succeed themselves after having served a full term.
- G. In the event that the Region Nominating Committee should fail to act on an Institute Director nominee by deadline imposed by the Institute, the Institute Nominating Committee shall select the names of not more than two qualified nominees from that Region to be placed on the election ballot.
- H. Election ballots and biographical information for Institute Director is prepared and distributed by the Institute.

- I. Election ballots and biographical information for Region Vice President shall be prepared by and distributed by the Region Secretary.

7.7 WRITE-IN CANDIDACY PROCEDURE

- A. There may be a situation which may arise where a Gulf States Region Member may decide to pursue the Vice President's position at a time after the Gulf States Region Leadership Conference, but before the elections are carried out. In this instance, the individual does have the recourse of conducting a "Write-In Candidacy". Below are the requirements which must be met in order for any Write-In Candidacy to be considered valid:
 1. As with the Nominee(s) approved for the Ballot, the Write-In Nominee shall meet the qualification criteria contained herein (Paragraph 2.10 below). It is incumbent on each Member voting to ensure that their votes are cast for a qualified nominee.
 2. As with the Nominee(s) approved for the Ballot, the Write-In Nominee shall notify the Region President, in writing, that a Write-In Candidacy is being initiated.
 3. The Write-In-Candidate is responsible for campaigning to the Region about his candidacy and any and all votes for this individual will be recorded in the "Write-In Candidate" line provided on the Ballot.
 4. If the Write-In Candidate is elected by the membership they will be vetted by the Executive Committee who will recommend or non-recommend approval to the Board. The Board will meet in special session to consider and either approve or deny the request for Write-In Candidate. This decision will be final.
 5. As with all elections, a simple majority of the total cast votes will determine the winner.

7.8 REGION BALLOTING PROCESS

- A. Ballots: The Region Secretary shall prepare a Ballot listing each of the two (2) nominated and approved Candidates as well as a "write-in" slot to allow for individuals to insert "Write In Candidates" who have submitted the appropriate information and notice to the Region Board and been approved by the Board to conduct a "write-in campaign". Refer to Section 7.7 - "Write-In Candidate Program" above.
 1. Normally Ballots will be prepared using an electronic survey program to be determined by the Region Secretary.
 2. The Ballots shall be also available in hard copy format should any Gulf States Region member desire a hard copy in lieu of an electronic copy.
- B. Once the ballots are prepared and approved by the Region President, they will be distributed electronically to each and every member of the Gulf States Region. Any member requesting a "hard copy" ballot will have their ballot mailed to them individually.

- C. The Region Secretary is responsible for acting as the “Teller” for the election and shall maintain complete records of the votes as cast. In order to ensure one vote per person, all ballots will contain the name and chapter of the person voting. This information will not be shared outside the Region Board and will be disposed of upon completion and subsequent certification of the results by the Board.
- D. A sample ballot as well as a sample letter to the Board of Directors reporting the results of the election will be included at the end of this Ops Guide.

7.9 QUALIFICATIONS FOR INSTITUTE DIRECTOR NOMINEES

- A. Active participation in chapter activities.
 - 1. Not less than five years as a member.
 - 2. Served satisfactorily as an officer or director.
- B. Active participation in Region activities.
 - 1. Attended at least three Region conferences.
 - 2. Shall have served as a Region Officer for at least 2 years.
- C. Active participation in Institute activities (Preferred, but not required)
 - 1. Attended at least two Institute Conventions.
 - 2. Member of an Institute committee.

7.10 QUALIFICATIONS FOR REGION VICE PRESIDENT NOMINEES

- A. Active participation in chapter activities.
 - 1. Not less than five years as a member.
 - 2. Served satisfactorily as an Officer or director.
- B. Participation in Region activities.
 - 1. Active participation in Region activities.
 - 2. Attended at least three Region conferences.
 - 3. Shall have served as a Gulf States Region Officer, Director, or Committee Chair for at least 2 years.
- C. Active participation in Institute activities (Preferred, but not required).
 - 1. Attended at least two Institute Conventions.
 - 2. Member of an Institute committee.

7.11 QUALIFICATIONS FOR REGION SECRETARY AND REGION TREASURER

- A. Region Secretary and Region Treasurer shall have home chapter membership in the Gulf States Region, in addition to the Requirements of the Region Bylaws.

7.12 PROCEDURES

- A. Procedures for nominating Institute Director shall comply with the Institute Bylaws (Article V) and the Region Bylaws (Article XII, Nomination of Region Officers – Section 2 for Institute Director).
- B. Procedures for Region Vice President, Region Secretary, and Region Treasurer nominations shall comply with the Region Bylaws (Article XII, Nomination of Region Officers - Section 1 for Region Vice President, Section 3 for Region Secretary, and Section 4 for Region Treasurer.)

END OF SECTION 7

SECTION 8 – MEMBERSHIP COMMITTEE

8.1 PURPOSE

- A. To act as information resource center for chapter membership efforts.
- B. To coordinate the membership activities of the chapters in the region to reduce conflicting schedules and to encourage “Best Practices” for recruiting efforts.
- C. Assist chapter committees as their reference source and/or Institute pipeline for membership questions and/or issues.

8.2 COMMITTEE COMPOSITION

- A. Chairs - serves a two year term after serving as Vice Chair.
- B. Vice Chairs - appointed by the Region President for a four year term (2 years as vice chair and 2 years as Chair).
- C. The Chapter Membership Chairs from each chapter in Gulf States Region.
- D. Region President participating as an Ad-Hoc Member and advisor to the Committee

8.3 COMMITTEE RESPONSIBILITIES

- A. Establish and maintain direct communication with chairs of chapter committees.
- B. Provide guidance and assistance to chapter committees.
- C. Promote exchange of ideas between chapters.
- D. Solicit and coordinate dates, locations, and other pertinent information regarding chapter activities and pass these dates on to the Electronic Communications and Planning Chairs to be included on the Region Calendar and Website.
- E. Conduct a Membership Workshop at Region Leadership Conference. Include information from or direct representation to the training by the Institute Membership Committee.
- F. Submit reports of activities, required by Section 1.
- G. Present an oral report on the accomplishments and goals achieved at the Committee Reporting and Discussion Session at Leadership Conference.
- H. Membership Chairs should also strive to serve on the Institute Membership Committee.

8.4 AWARDS

- A. Using the information provided by Institute, assist the Awards Chair in determining the Membership Awards to be given.

8.5 BUDGET

- A. Submit a proposed budget to Region Treasurer as required to prepare a Budget for the upcoming Fiscal Year.

8.6 REIMBURSABLES

- A. When approved by the Board and included in the Region Budget, the following may be approved reimbursable expenses:
 - 1. Travel expenses to chapters
 - 2. Printing
 - 3. Postage
 - 4. Related operating expenses

END OF SECTION 8

SECTION 9 - PUBLICATION COMMITTEE

9.1 PURPOSE

- A. To act as information resource center for chapter publication needs.
- B. Assist chapter committees.
- C. To publish the Gulf States Region Newsletter "The Leader" a minimum of 4 times per Calendar Year. (Optimally once per calendar quarter is ideal which would be 4 publications per year).

9.2 COMMITTEE COMPOSITION

- A. Chairs / Editor - serves a two year term after serving as Vice Chair.
- B. Vice Chairs / Vice-Editor - appointed by the Region President for a four year term (2 years vice chair and 2 years chair).
- C. The Chapter Publication Chairs from each chapter in Gulf States Region.
- D. Region President participating as an Ad-Hoc Member and advisor to the Committee

9.3 COMMITTEE RESPONSIBILITIES

- A. Establish and maintain direct communication with chairs of chapter committees.
- B. Provide guidance and assistance to chapter committees.
- C. Promote exchange of ideas between chapters.
- D. Solicit and coordinate dates, locations, and other pertinent information regarding chapter activities.
- E. Receive a copy of each Newsletter published by a Chapter. Advise Chapter Editors as to compliance with CSI requirements.
- G. Conduct a Publications Workshop at Region Leadership Conference. Consider partnering with the Electronic Communications Chair as well as a Social Media expert for this workshop.
- G. Submit reports of activities, required by Section 1.
- H. Present an oral report on the accomplishments and goals achieved at the Committee Reporting and Discussion Session at Leadership Conference.

9.4 AWARDS

- A. Using the newsletters provided by the Chapters, assist the Awards Chair in determining the various Publication Awards to be given.

9.5 BUDGET

- A. Submit a proposed budget to Region Treasurer as required to prepare a Budget for the upcoming Fiscal Year.

9.6 REIMBURSABLES

- A. When approved by the Board and included in the Region Budget, the following may be approved reimbursable expenses:
 - 1. Travel expenses to chapters
 - 2. Printing
 - 3. Postage
 - 4. Related operating expenses

END OF SECTION 9

SECTION 10 – FUND RAISING COMMITTEE

10.1 PURPOSE

- A. To act as information resource center for chapter fund raising activities.
- B. To coordinate the fund raising activities of the chapters in the region to reduce conflicting schedules.
- C. Assist chapter committees.

10.2 COMMITTEE COMPOSITION

- A. Chairs - serves a two year term after serving as Vice Chair.
- B. Vice Chairs - appointed by the Region President for a four year term (2 years as vice chair and 2 years as Chair).
- C. The Chapter Fund Raising Chairs from each chapter in Gulf States Region.
- D. Region President participating as an Ad-Hoc Member and advisor to the Committee

10.3 COMMITTEE RESPONSIBILITIES

- A. Establish and maintain direct communication with chairs of chapter committees.
- B. Provide guidance and assistance to chapter committees.
- C. Promote exchange of ideas between chapters.
- D. Solicit and coordinate dates, locations, and other pertinent information regarding Chapter fund raising activities.
- E. Conduct a Fundraising Workshop at Region Leadership Conference. Include information from or direct representation to the training by the Institute Fundraising Committee.
- F. Submit reports of activities required by Section 1.
- G. Present an oral report on the accomplishments and goals achieved at the Committee Reporting and Discussion Session at Leadership Conference.

10.4 BUDGET

- A. Submit a proposed budget to Region Treasurer as required to prepare a Budget for the upcoming Fiscal Year.

10.5 REIMBURSABLES

A. When approved by the Board and included in the Region Budget, the following may be approved reimbursable expenses:

1. Travel expenses to chapters
2. Printing
3. Postage
4. Related operating expenses

END OF SECTION 10

SECTION 11 – CERTIFICATION COMMITTEE

11.1 PURPOSE

- A. To act as information resource center for chapter certification activities.
- B. To assist and coordinate the certification activities of the chapters in the region to identify and proliferate the “Best Practices”.
- C. To work with the Education Committee to reduce redundancy in efforts and to economize the efforts of both Committees.

11.2 COMMITTEE COMPOSITION

- A. Chairs - serves a two year term after serving as Vice Chair.
- B. Vice Chairs - appointed by the Region President for a four year term (2 years as vice chair and 2 years as Chair).
- C. The Chapter Certification Chairs from each chapter in Gulf States Region.
- D. Region President participating as an Ad-Hoc Member and advisor to the Committee

11.3 COMMITTEE RESPONSIBILITIES

- A. Establish and maintain direct communication with chairs of chapter committees.
- B. Provide guidance and assistance to chapter committees.
- C. Promote exchange of ideas between chapters.
- D. Solicit and coordinate dates, locations, and other pertinent information regarding Chapter certification activities.
- E. Conduct a Certification Workshop at Region Leadership Conference. Include information from or direct representation to the training by the Institute Certification Committee.
- F. Submit reports of activities required by Section 1.
- G. Present an oral report on the accomplishments and goals achieved at the Committee Reporting and Discussion Session at Leadership Conference.

11.4 BUDGET

- A. Submit a proposed budget to Region Treasurer as required to prepare a Budget for the upcoming Fiscal Year.

11.5 REIMBURSABLES

A. When approved by the Board and included in the Region Budget, the following may be approved reimbursable expenses:

1. Travel expenses to chapters
2. Printing
3. Postage
4. Related operating expenses

END OF SECTION 11

SECTION 12 – FINANCE COMMITTEE

12.1 PURPOSE

- A. To act as oversight for the Region Board over the Treasurer's day-to-day operations.
- B. To assist in the establishment of an annual budget for the Region.
- C. To be ready to be responsible for the accounting, collection and disbursement of Region moneys in the event the Region Treasurer cannot fulfill their duties. This responsibility will only remain in effect until a new Treasurer is appointed to complete the term.

12.2 COMMITTEE COMPOSITION

- A. The Finance Committee Chair shall be the immediate past treasurer. If the immediate past treasurer is unavailable, the Region Executive Committee will appoint someone to fulfil this position. It is highly recommended that this person have treasurer experience at some level.
- B. Vice Chair shall be the current serving Region Treasurer.
- C. The Finance Committee shall consist of four persons (including Vice Chair) as appointed by the Region President. All members shall be from different chapters for a term of two years.
- D. Region Vice President shall participate as advisor to the committee.

12.3 COMMITTEE RESPONSIBILITIES

- A. Review the current Region financial operations in relation to the budget and make recommendations for adjustment to the budget when required.
- B. In coordination with the Region Officers prepare a proposed annual budget for submittal at the Annual Board Meeting. Make revisions to the budget as required after the Annual Board Meeting and resubmit for use for the Region.
- C. If additional funds are required to meet the approved budget, recommend chapter assessment or other funding source.
- D. Have a complete audit made of the Treasurer's records either by the Finance Committee or an outside certified accountant.
- E. Review the annual audit report and present an analysis of same to the Region Officers.
- F. File yearly tax reports
- G. Conduct a Financial Workshop for Chapter Leadership (Presidents, Vice-Presidents, Treasurers, and Secretaries) at Region Leadership Conference.

- H. Present an oral report on the accomplishments and goals achieved at the Committee Reporting and Discussion Session at Leadership Conference.
- I. Submit reports of activities required by Section 1.

12.4 BUDGET

- A. Submit a proposed budget to Region Treasurer as required to prepare a Budget for the upcoming Fiscal Year.

12.5 REIMBURSABLES

- A. When approved by the Board and included in the Region Budget, the following may be approved reimbursable expenses:
 - 1. Travel expenses to chapters
 - 2. Printing
 - 3. Postage
 - 4. Related operating expenses

END OF SECTION 12

SECTION 13 – ELECTRONIC COMMUNICATIONS COMMITTEE

13.1 PURPOSE

- A. To maintain and update the Gulf States Region Website.
- B. Distribute information to the members to include but not limited to the following:
 - 1. Region Newsletter
 - 2. Flyers, approved by the Region Board, for the Region Leadership Conference.
 - 3. Other information, flyers, bulletins, etc as approved by the Region Board for distribution.

13.2 COMMITTEE COMPOSITION

- A. Chair - serves a two year term after serving as Vice Chair.
- B. Vice Chair - appointed by the Region President for a four year term (2 years as vice chair and 2 years as Chair).
- C. The Chapter Electronic Communication Chair from each chapter in Gulf States Region.
- D. The Region Webmaster shall serve on the Committee as a web advisor.
- E. Region President participating as an Ad-Hoc Member and advisor to the Committee

13.3 COMMITTEE RESPONSIBILITIES

- A. Maintain and Update the Gulf States Region Website by collecting and posting resources from Region Officers and Committee Chairs.
- B. Establish and maintain direct communications with Chair of chapter electronic communication committees.
- C. Provide guidance and assistance to Chapter Electronic Communications chairs.
- D. If so desired and if the Chair has the experience, training and/or knowledge to do so, participate in the development and testing of the CSI web site environment.
- E. Train Region Officers and chapter Electronic Communication Chair in the utilization of the CSI website environment. Encourage participation in the CSI website environment.
- F. Conduct an Electronic Communication Workshop at Region Leadership Conference. Include information from or direct representation to the training by the Region Website Manager.

- G. Present an oral report on the accomplishments and goals achieved at the Committee Reporting and Discussion Session at Leadership Conference.
- H. Submit reports of activities required by Section 1.
- I. Maintain a storage location in the Region Website for the editable versions of official Region documents such as the Operating Guide, the various Historical Documents, and latest approved By Laws. This storage location is to be accessible only by the Electronic Communications Chair. PDF versions of the documents are to be posted for access by other members of the Region.

13.4 BUDGET

- A. Submit a proposed budget to Region Treasurer as required to prepare a Budget for the upcoming Fiscal Year.

13.5 REIMBURSABLES

- A. When approved by the Board and included in the Region Budget, the following may be approved reimbursable expenses:
 - 1. Travel expenses to chapters
 - 2. Printing
 - 3. Postage
 - 4. Related operating expenses

END OF SECTION 13

SECTION 14 – ACADEMIC PROGRAMS COMMITTEE

14.1 PURPOSE

- A. To establish liaison with colleges and universities having schools of architecture, construction, engineering, or related fields.

14.2 COMMITTEE COMPOSITION

- A. Chair - serves a two year term after serving as Vice Chair.
- B. Vice Chair - appointed by the Region President for a four year term (2 years as vice chair and 2 years as Chair).
- C. The Chapter Academic Programs Chair from each chapter in Gulf States Region.
- D. Region President participating as an Ad-Hoc Member and advisor to the Committee

14.3 COMMITTEE RESPONSIBILITIES

- A. Assist Chapters in establishing CSI Student Affiliates.
- B. Encourage Chapters to provide students a complimentary booth(s) at product shows.
- C. Encourage Chapters to involve faculty in product shows for booth judging and similar activities. Invite all construction faculty and students to show.
- D. Provide students with financial assistance to attend Region & Institute activities through the award of the annual Region Scholarship.
- E. Help enlist students for Chapter committee positions.
- F. Offer students the opportunity to provide articles for Region newsletter. Encourage the same at the Chapter level.
- G. Establish and maintain current list of student affiliates.
- F. Conduct an Academic Programs Workshop at Region Leadership Conference. Include information from or direct representation to the training by the Institute Academic Programs Representative.
- I. Submit reports of activities required by Section 1.
- G. Present an oral report on the accomplishments and goals achieved at the Committee Reporting and Discussion Session at Leadership Conference.
- K. Encourage chapters to solicit entries for the Gulf States Region Student Scholarship and administer the award of the scholarship as described below.

- L. Identify Chapters near colleges and universities.
- M. Encourage Chapter chairs to submit articles for the Region newsletter.
- N. Coordinate with Institute.
- O. Communicate programs with Region officers.
- P. Develop a cross discipline student summer work program.
- Q. Conduct an Academic Programs Workshop at Region Leadership Conference. Include information from or direct representation to the training by the Institute Academic Programs Committee.
- R. Assist Student Affiliates in establishing a newsletter.

14.4 CHAPTER RESPONSIBILITIES

- A. Establish a working relationship with faculty heads, invite them to meetings, speak at meetings, and to identify faculty and students' needs.
- B. Sponsor Certification classes for students on campus
- C. Educate faculty with regard to certification programs
- D. Identify colleges and universities and schools of construction.
- E. Identify faculty liaison.
- F. Identify Chapter individuals committed to youth.
- G. Establish student liaison committee consisting of knowledgeable and enthusiastic people in all CSI disciplines, with a Chair..

14.5 BUDGET

- A. Submit a proposed budget to Region Treasurer as required to prepare a Budget for the upcoming Fiscal Year.

14.6 REIMBURSABLES

- A. When approved by the Board and included in the Region Budget, the following may be approved reimbursable expenses:
 1. Travel expenses to chapters
 2. Printing
 3. Postage
 4. Related operating expenses

14.7 GULF STATES REGION STUDENT SCHOLARSHIP

The Gulf States Region Student Scholarship has been established to present an annual monetary disbursement to a qualified student attending a college, university or vocational/technical college within the Gulf States Region. The purpose of the scholarship is to aid and assist a student with their financial needs while attending college. The Scholarship Program shall be administered by the Academic Programs Committee under the guidance of the information below.

A. Scholarship Description and Deadline:

1. The recipient will be presented a onetime cash award in the amount of \$500.00.
2. The deadline for submission of the application will be March 1 of each CSI Fiscal Year.
3. The recipient of the scholarship will receive a one year student membership in CSI (not the Local Chapter) paid by the Gulf States Region. Recipient's local Chapter is highly encouraged to pay the local Chapter Dues.
4. The recipient will be invited to the Gulf States Region Leadership Conference held in each year. Expenses for Conference student registration and two (2) night's hotel stay at the Conference hotel will be paid by the Gulf States Region.
5. At the Conference Awards Banquet, the recipient will be publicly recognized and the scholarship prize presented.

B. Qualifications to Receive the Scholarship:

1. The student must be attending a university, college or vocational/technical college within Gulf States Region (Arkansas, Louisiana, Tennessee, Mississippi, Alabama, and the Panhandle of Florida) to qualify.
2. The student must be classified as being in their junior or senior year or within two years of finishing their education, but have at least one year of school remaining.
3. The student must be majoring in a construction related curriculum.
4. Membership in CSI is not required but it is highly recommended.
5. It shall be the responsibility to the applicant to ensure that the application was properly transmitted and received by the Awards Chair as described in paragraph "B" above.

C. Submission Requirements:

1. The application will be addressed to the Chair of the Scholarship Committee (Academic Programs Chair) and shall be electronically submitted to the Awards Chair. The Awards Chair is responsible for receipt and subsequent transmission to the Chair of the Scholarship Committee (Academic Programs Chair) for action.
2. Statistical and Supporting Information Instructions: On a separate paper, provide the information and supporting documents listed below. Attach as

many pages as are necessary to provide the information requested.
Sequence the response as follows:

- a. Nominee's full name
 - b. Nominee's address, phone and e-mail
 - c. Nominee's date of birth
 - d. Nominee's institute of higher learning and address
 - e. Nominee's curriculum major and year of study
 - f. Nominee's grade point average and point scale
 - g. Faculty member's full name and department
 - h. List honors, awards, achievements, CSI participation, and other attainments of the nominee
 - i. Individually prepare and attach an original, typewritten, 500 to 750 word essay on one of the following topics:
 - 1) Design as it relates to the development of construction documents?
 - 2) How does the quality of construction documents relate to the constructor or the construction process?
 - 3) What is the role of construction documents as defined by the Project Resource Manual – CSI Manual of Practice, in improving quality of the construction process?
 - j. Attach a separate and original typewritten letter, signed by the Nominee, certifying that the essay is the work of the nominee; that nominee has at least one year of school remaining before graduation; and that nominee releases essay for publication by CSI.
 - k. Please note that failure to submit any portion of the above referenced information will result in a disqualification of the submission.
- D. Advertisement of Scholarship: It is the responsibility of the Chapter Presidents and Chapter Academic Programs Chairs to notify and promote the scholarship to the schools within their area.
- E. Selection Committee and Process:
1. The selection committee shall consist of the Region President, Region Vice President, Region Academic Programs Chair, and the Region Academic Programs Vice Chair with the sitting Region Academic Programs Chair acting as Chair.
 2. Each selection committee member will review and then rank each submittal as first, second, or third with points being assigned to those three levels of ranking. (First ranking equals 3 points, second equals 2 points and third equals 1 point.) The application with the most total points will be the recipient of the scholarship. In the event of a tie in total points, the Region President will make the final selection.
 3. The decision of the committee will be final.

END OF SECTION 14

SECTION 15 - DOCUMENT COMPETITION COMMITTEE

15.1 PURPOSE

- A. To promote good practices in the preparation, creation, and understanding the documents utilized in construction.

15.2 COMMITTEE COMPOSITION

- A. Chair - serves a two-year term after serving as Vice Chair.
- B. Vice Chair - appointed by the Region President for a four year term (2 years as vice chair and 2 years as Chair).
- C. Region President participating as an Ad-Hoc Member and advisor to the Committee

15.3 COMMITTEE RESPONSIBILITIES

- A. To announce competition and submittal deadline, and issue a copy of rules and regulations to Region Officers and chapter presidents at Leadership Meeting. Follow-up with E-mail copy to Chapter Presidents.
- B. To conduct the Document Competition.
- C. Enlist Region members to judge submissions.
- D. Send notice of Document Competition to Chapter Presidents by November 15.
- E. Judge Document Competition entries.
- F. Recommend to the Awards Committee the categories and types of awards that the superior submissions should receive.
- G. Conduct an CSI Document Competition Workshop at Region Leadership Conference. Consider partnering with the Region Awards Chair as an extension of their workshop.
- H. Submit reports of committee activities as required by Section 1.
- I. Present an oral report on the accomplishments and goals achieved at the Committee Reporting and Discussion Session at Leadership Conference.

15.4 SPECIFICATION COMPETITION

- A. Submittal of worthy construction documents may be received from an individual or individuals, within the Region. CSI membership is not required.
- B. Competition rules and regulation as established by the Document Competition Committee.

- C. Submittal Deadline: The first Monday in February, unless otherwise changed by the Region Officers.

15.5 JUDGING AND APPROVAL

- A. Entries will be judged and award recommendations made by the committee to the Region Awards Chair.
- B. An honor award, honorable mentions, and merit awards may be awarded in each category.
- C. Judging will be based on procedures as outlined in the Document Competition Rules.
- D. Chair will notify Region Officers of award recommendations.
- E. The Chair shall notify award recipients.
- F. Chair will prepare a report covering analysis and over all evaluation of competition, and the strong and weak points of entries. No entry, firm, or individual shall be identified in this report. Submit report to host Chapter before the opening session of the Region Meeting for inclusion in conference report.

15.6 FORM OF AWARD

- A. Certificate. Coordinate preparation of award certificates with Awards Committee Chair

15.7 PRESENTATION OF AWARD

- A. Region Awards Chair and Document Competition Chair will present awards at Annual Region Conference awards banquet.
- B. Display winning documents at the Region Conference.

15.8 BUDGET

- A. Submit a proposed budget to Region Treasurer as required to prepare a Budget for the upcoming Fiscal Year.

15.9 REIMBURSABLES

- A. When approved by the Board and included in the Region Budget, the following may be approved reimbursable expenses:
 - 1. Travel expenses to chapters
 - 2. Printing
 - 3. Postage
 - 4. Related operating expenses

END OF SECTION 15

SECTION 16 – GULF STATES REGION LEADERSHIP CONFERENCE

16.1 PURPOSE

- A. The primary purpose of the Leadership portion of the Conference is to:
 - 1. Provide general leadership training,
 - 2. Orient new chapters and new chapter officers and committee members,
 - 3. Inform them of status of current programs,
 - 4. Instruct them in new programs,
 - 5. Provide discussion among chapters for their mutual improvement,
 - 6. Conduct region business, and
 - 7. Discuss Chapter, Region and Institute affairs.
- B. The primary purpose of the remaining portion of this Conference is to:
 - 1. Hold the Annual Region Board of Directors Meeting to conduct Region business and financial affairs.
 - 2. Hold the Annual Gulf States Region General Membership Meeting to conduct Region business and financial affairs.
 - 2. Promote CSI among allied professions and the construction industry,
 - 3. Be informed of Region and Institute affairs, and
 - 4. Provide programs and discussion among chapters for their mutual improvement.
- C. At all times, any event or activity scheduled (i.e., golf outing, Friday night Event, etc) shall be revenue neutral, in that all costs associated shall be included in the charged price for the event or activity or be totally sponsored.

16.2 DATE AND LOCATIONS

- A. Conference Date: Usually any Friday and Saturday in the April or May time frame. Select date to avoid interference with Mother's Day, Easter, Memorial Day, and other special events unique to the location of the Conference (i.e. Mardi Gras in Louisiana or Mississippi, etc).
- B. Conference Locations: A four (4) year schedule of upcoming locations for the Gulf States Region Leadership Conference, as further discussed in Paragraph 16.4 below. The Chapter President is responsible for ensuring this listing is maintained on the Region Website.

16.3 BUDGETING

- A. The primary purpose of the Leadership Conference Budget is to ensure that the Event becomes, at a minimum, budget neutral in that all functions and costs associated are offset by either the Registration or sponsorships. Hospitality, luncheon, breaks, and other conference expenses, including printing and mailing, and complimentary registrations should be included in registration fee.
 - 1. Once prepared by the Host Chapter, the Budget shall be forwarded to the Region President and the Region Treasurer for review and comment.

The Region shall work with the Host Chapter to ensure that Budgeted items are reviewed for accuracy and to provide suggestions on money savings.

2. As the Budget is updated, copies of the Budget only will be coordinated through the Region President and Region Treasurer.

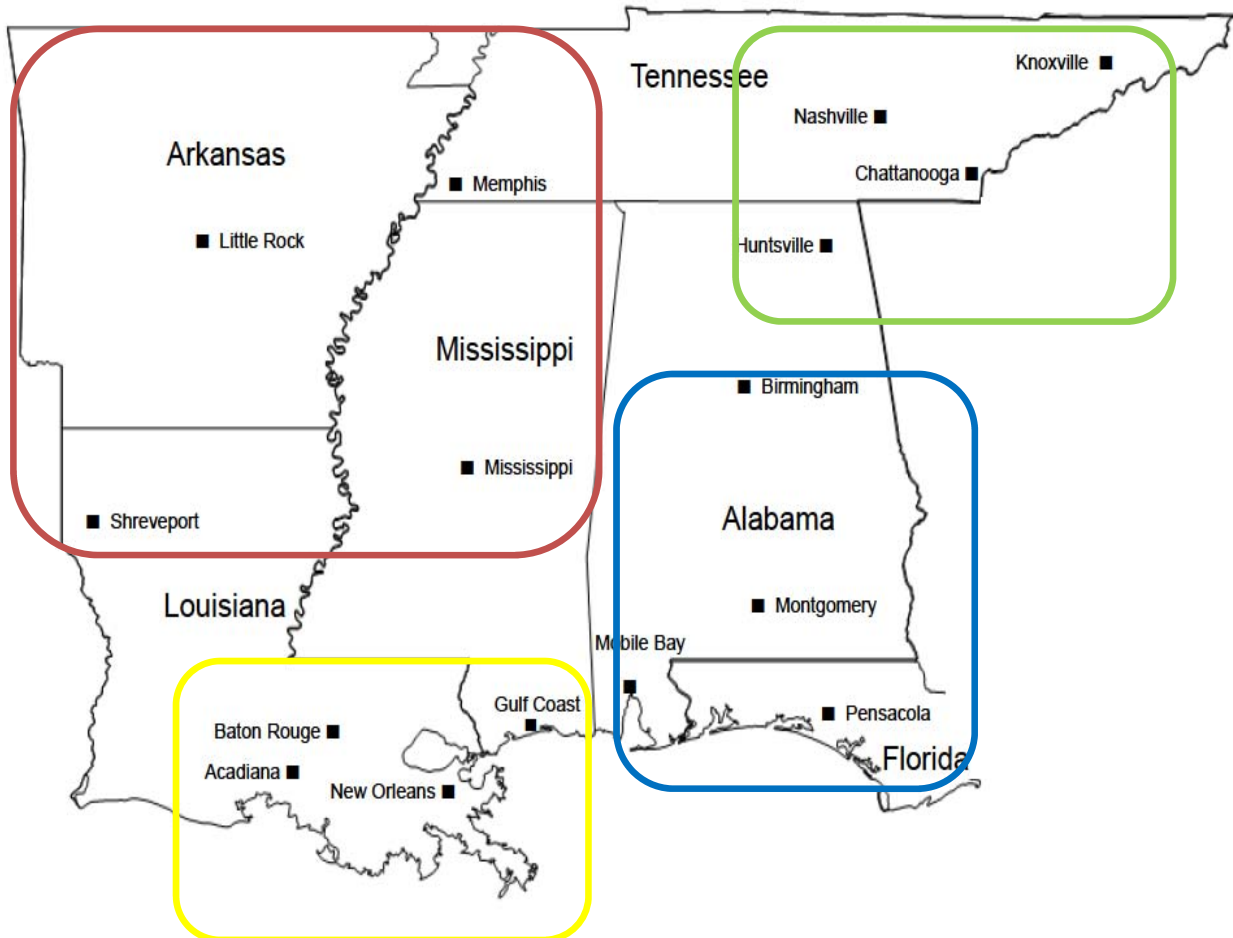
- B. Establish budget when all costs are known or can be projected.
- C. "Seed" Money: Seed Money, as approved by the Region Executive Committee and normally between \$900 to \$1,200, may be requested from Region Treasurer once a Event Budget has been prepared and submitted along with a letter from the Chapter President justifying the request. If Conference is profitable, the Chapter shall reimburse (repay) seed money received to Region Treasurer. Any additional profit may be retained by the host chapter. Deficits in excess of seed fund shall be borne by the Host Chapter.

16.4 CONFERENCE RESPONSIBILITIES OF REGION LEADERSHIP. The primary responsibility of the Region Leadership is to schedule, prepare agendas, and conduct the various required business meetings and leadership training sessions. In addition, the Region Executive Committee will provide coordination and other support as required to assist the Chapter in negotiating the best deal possible for the venue, cost of meals, etc.

- A. The Incoming Region Vice President shall be the primary point of contact for the Region Leadership Conference to be conducted during his term as President. This will give the Vice President "ownership" of the conference.
- B. The sitting Region Planning Chair shall take the lead on the planning and execution of the Leadership Conference. The incoming Planning Chair (if required) will be fully informed as to the process and the planning in cases where the Planning Chair will change between the initial stage planning and the final execution.
- C. Nominating Committee Meeting. Arranging the schedule, agenda and conducting the Annual Gulf States Region Nominating Committee Meeting. This meeting must be held prior to the Board Meeting described above.
- D. Board Meeting: Arranging the schedule, agenda and conducting the Annual Gulf States Region Board of Directors Meeting.
- E. Membership Business Meeting: Arranging the schedule, agenda and conducting the Annual Gulf States Region Business Meeting, often called the "Opening Session" and "Closing Session" in planning guides. These sessions include:
 1. Chapter Reports
 2. Committee Reports
 3. Business requiring Membership input and/or approval.
 4. Briefings on the State of the Region
 5. Treasurer's Report
 6. Introduction of the Host Chapter(s) for next Region Leadership Conference.

F. Scheduling:

1. In order to facilitate scheduling and to avoid overtaxing smaller chapters or those with a limited number of “hands on deck”, the Region shall be broken into four geographical zones as shown below.
2. The groupings are made geographically as follows:
 - a. North-East Zone: Knoxville, Nashville, Chattanooga and Huntsville.
 - b. North-West Zone: Little Rock, Memphis, Mississippi, and Shreveport.
 - c. South-East Zone: Birmingham, Montgomery, Mobile Bay, and Pensacola.
 - d. South-West Zone: Baton Rouge, Acadiana, New Orleans, and Gulf Coast.



4. The primary objective is as follows.
 - a. The first is to give Chapters in a geographic area of the region the opportunity to decide together which of the four areas will be selected to host the next Conference.
 - b. The second is to allow for a rotation of the Conference to the various markets of the region, thereby allowing for the possibility of holding the Conference in new and different locations.
 5. This type of scheduling will mean that once every four (4) years a specific zone will be tasked with hosting the Conference. Each time a Conference is held, the next Zone in the rotation of four will begin their selection process. Within 30 days of the completion of the most recent Conference, the specific location to be used will be determined by the Chapters within the Zone. If this cannot be accomplished, the Region President will make the decision after consulting with the affected Chapters.
 6. Once decided, the Region President will add the information to the rotation listing maintained on the Region Website. There will only be four (4) host chapters listed at any given time.
- G Technical Programs: Planning and scheduling the Workshop Schedule for the event. This is normally conducted on Saturday and includes the following:
1. Committee Workshop / Leadership Training (Two Different Philosophies):
 - a. Philosophy 1 – Round Table Discussions: Tables are set up for each Committee and one for the general officers. Participants are divided into equal groups based on the size of the tables and assigned a starting point. At a given time limit, the group will shift from one table to the next in the series until they have visited every table, been introduced to the dealings and responsibilities of every committee and given the opportunity to openly discuss things relative to that Committee.
 - b. Philosophy 2 – Two Track Lecture Method: This involved the use of two separate classrooms, often side-by-side, in which different Committee Chairs and Presenters make 55 minute presentations. Each presentation should be designed to not only inform on the current responsibilities but also encourage the sharing of innovative new and “best practice” ideas and methods. The order of the presentations is left up to the Region Board and the Host Chapter.
 2. In either case, specialized training sessions for Chapter Leadership such as Presidents, secretaries and Treasurers shall be provided separately.
 3. General Leadership Training Sessions for all members assuming a leadership role, considering such a move or anyone interested in how leadership works within CSI are also highly encouraged.

- 16.5 CONFERENCE RESPONSIBILITIES OF THE HOST CHAPTER: The primary responsibility of the Host Chapter is to provide local “boots on the ground” and to set up and negotiate the Contract for the Hotel and Seminar Areas. In addition, arranging the food requirements and other necessities to make sure the event flows smoothly. In order to accomplish this, the Host Cooperative Area should consider the following:
- A. A minimum of 1 year out and prior to the Region Leadership Conference being held just prior to their scheduled hosting duties, the Host Chapter “On-Deck” shall coordinate with the Region Executive Committee to establish the desired dates and specific location of the Upcoming Region Leadership Conference.
 - 1. The dates should be established a minimum of 13 months prior to the normal dates of Region Leadership Conference.
 - 2. The location should also be established for the same time frame.
 - 3. The final Dates and Location should be coordinated and approved by the next Region Executive Committee and presented and approved by the Board of Directors.

 - B. Work with local authorities (i.e. Tourist Bureau, etc) to obtain a venue (hotel and seminar rooms) which is both inexpensive and capable of supporting the needs of the Conference. These minimum facility arrangements include, but are not limited to, the following:
 - 1. Lodging: Select moderately priced hotel/motel (every effort should be made to seek rooms in the price range of \$99.00 to #129.00 per night) in area convenient to available transportation. Please keep in mind that the hotel should be selected for available training facilities, modest price per night, and location in a safe environment. Choosing expensive hotels or hotels in areas where the safety of the membership could be called into question should be avoided. If hotel/motel does not provide ground transportation to and from airport, and if possible, arrange transportation for members arriving by air. Remember the primary goal is to provide a place to rest and to train. Ambiance and amenities are not a requirement, however, if they can be obtained at a reasonable cost, can be considered.

 - 2. Meeting Rooms
 - a. Program: Arrange for rooms to accommodate general meeting and either one large room for speed dating or two current sessions. Arrange for audio/visual aids required by Region Officers and workshop leaders.
 - b. Presidents' Meeting/Committee Reporting and Discussion Session, if called for by Region Officers. Arrange for meeting room or use of hospitality area. Coordinate with Region Officers.
 - c. Nominating Committee Meeting. Refer to Section 7. Committee meeting is required and arrangements for meeting room shall be made. Coordinate with Gulf States Region Vice President (Committee Chair) for time and other requirements.

3. Luncheon and Breaks: Select Friday and Saturday luncheon menus. Arrange for morning and afternoon break refreshments. These should be budget neutral in that they are covered in the registration costs or sponsored fully.
4. Hospitality: Provide hospitality area for two evenings.
 - a. Hospitality area is intended as a place for the members to wind down from the day, perhaps partake of some beverages and snacks, and converse with their peers.
 - b. The Host Chapter is responsible to ensure compliance with all Hotel, City and State requirements if alcohol is served, including monitoring for over consumption and non-service of underage attendees.
 - c. Representatives from the Host Chapter should not partake of any alcoholic beverages while serving as "Hosts" for the area.

16.6 TYPICAL SCHEDULE (Subject to change and update)

A. Thursday Evening

1. Registration Available (actual or temporary location, possibly the Hospitality Suite) sometime in the afternoon for those arriving on Thursday night.
2. Reference information for those arriving for places good to eat.
3. Hospitality Suite can be open at the Chapter's discretion.

B. Friday

1. Registration
2. Morning Training Schedule
 - a. Seminar / Continuing Education Sessions starting at 8:00 a.m. and running until around 11:15 a.m.
 - b. Breaks shall be provided between each session.
 - c. Seminar / Continuing Education Session can run in a two-track format allowing for a maximum of 6 presentations.
 - d. Presentations can also be used to provide specialized Leadership training where possible.
3. Lunch should start around 11:30 a.m. Host Chapter may provide a local Speaker or presentation during lunch.
4. Nomination Committee Meeting should be set to start around 1:00 to 1:30 p.m. with the Region Vice President setting the time.
3. Executive Committee Meeting should be set to start around 1:30 to 2:00 p.m. with the Region President setting the time and agenda.
4. Board Meeting should normally start at 2:00 to 2:30 p.m. with the Region President setting the time and agenda.
5. Opening Session: The Welcome Session and Region Committee Reports normally start around 3:00 to 3:30 p.m. with the Region President setting the time and agenda.

6. Hospitality Area shall be open and shall close at discretion of Host Chapter but closed during the Awards Banquet.
7. Awards Banquet shall start and run from 6:00 p.m. to 9:00 p.m. at the venue arranged by the Host Chapter. The Banquet and Awards Program shall be controlled by the Region President and Region Awards Committee Chair.

C. Saturday

1. Breakfast at discretion of Host Chapter. Suggest starting at 7:00 a.m., as a Potential time for President's Meeting and training.
2. Region Leadership Training should start at 8:00 a.m.
3. Breaks should be given as required to support the philosophy of training used.
3. Lunch should start at 11:30 to 12:00 (noon). – The Chapter can invite special speaker for this lunch.
6. Region Annual Meeting / Chapter Reporting Session should normally start at 2:00 p.m. The Annual Meeting and Chapter Report should not consume more than 1-1/2 hours with everyone being dismissed at 3:30 p.m. at the latest.
7. Starting at that time Members shall be free to explore, eat and generally relax.
9. Hospitality (Hours at discretion of Host Chapter)

16.7 REGISTRATION: The Registration Fee is normally set by the overall costs associated with the Event including room rentals, A/V Equipment rentals, food and beverage costs, and other non-hotel related expenses.

- A. Fee: Keep to a minimum to encourage maximum attendance.
- B. Registration Form: Coordinate Registration Form through the Region President and the Region Secretary no later than 60 days prior to the date of the Event. Request that forms be returned within 15 days. Include on or with form information about hotel/motel room costs and registration requirements.
- C. Provide every registrant with a detailed map of how to find the Conference location.
- D. Arrange for registration area in hotel/motel lobby or other convenient location.
- E. Provide name tag and schedule of program and activities to each registered member and guest.
- F. Complimentary Registrations: Registration costs for Region Officers (Region President, Region Vice-President, Region Secretary, Region Treasurer and the Institute Director) will be paid by the Region.
- G. Region Committee Chairs or their designated workshop presenters shall have registration partially or fully funded via the Region Leadership Conference budget line item, limited to one individual per committee. The amount of the Registration to be paid will be coordinated with the Region Board of Directors.

16.8 BUDGET: The Budget for the Event shall be "Budget Neutral" in that all approved activities scheduled shall be fully funded by the Registration and/or any sponsorships acquired.

- A. The primary purpose of the Budget is to ensure that the Event becomes, at a minimum, budget neutral in that all functions and costs associated are offset by either the Registration or sponsorships. Hospitality, luncheon, breaks, and other conference expenses, including printing and mailing, and complimentary registrations should be included in registration fee.
 - 1. Once prepared, the Budget shall be forwarded to the Region President and the Region Treasurer for coordination and suggestions on cost savings or other items which were left out.
 - 2. As the Budget is updated, copies of the Budget only will be forwarded to the Region President and Region Treasurer.
- B. Establish budget when all costs are known or can be projected.
- C. "Seed" Money: Seed Money, as approved by the Region Executive Committee and normally between \$900 to \$1,200, may be requested from Region Treasurer once an Event Budget has been prepared and submitted along with a letter from the Chapter President justifying the request.
 - 1. Should the event just "break even" the Host Chapter will not be required to reimburse the seed money.
 - 2. If there are excess funds remaining after all expenses are paid, the Chapter shall reimburse seed money received to Region Treasurer.
 - 3. Any additional monies over and above that amount may be retained by the host chapter.
 - 4. All deficits shall be borne by the Host Chapter, unless there were extenuating circumstances whereupon a request for assistance can be made to the Region Executive Committee for consideration.

16.9 POST CONFERENCE SURVEY

- A. In order to best serve the Region Membership, a survey shall be developed using the sample survey at the end of this section as a guide. This Survey shall be distributed to all attendees (members, sponsors, guest speakers, etc) within 15 days of the end of the Conference in order to get feedback on their thoughts about the Conference.
- B. Based on the outcome of the Survey, small tweaks or major changes to the next Conference could be implemented by the Region Board.

16.10 CONFERENCE SUMMARY REPORT

- A. This report shall consist of a description of the planning process involved with the Conference and include copies of the Budget Document, Schedule of Events, and a description of how the Conference ran (especially any issues with schedules). The report shall be submitted to the Board of Directors through the Region President no later than 45 days after the Conference is completed. Include the following additional information in report:
 1. Summary
 - a. Actual Schedule
 - b. Actual Day – by – Day list of activities
 - c. Final Attendance Figures
 2. Budget and actual expense report
 3. Results of Post Conference Survey.
 4. Workshop Reports
 5. Minutes of Business Meeting
 6. Results of Nominating Committee
 7. Notes from the various key components of the Conference such as:
 - a. Registration
 - b. Communication
 - c. Leadership Training
 - d. CEU Presentations
 - e. Table-Top Presenters
 - f. Sponsors
 8. Overall analysis by the Conference Chair listing things that worked, things that didn't work, and suggested improvements for upcoming events.
- B. Distribution: Distribute summary report to Officers and next Region Leadership Conference Host.

16.11 BUSINESS MEETING

- A. A business meeting is required at this Event and shall be set in accordance with the schedule as discussed previously.
- B. Region Officers shall submit agenda items to Chapter Presidents no later than 60 days prior to the date of the Event. Chapters may submit comments and additional agenda items to Region Officers no later than 30 days prior to the date of the event.. Agenda may be modified at the meeting.
- C. Voting: Refer to Section 1.
- D. Minutes: Will be recorded by the Region Secretary.

16.12 NOMINATING COMMITTEE MEETING

- A. The Nominating Committee shall meet each year in order to accept nominations for the Region Vice President. In the years that an Institute Director nomination is required, this also will be included in the meeting. At the same time, nominations will be taken in the appropriate even year for Region Secretary and the appropriate odd year for the Region Treasurer. These nominations will be presented to and acted upon by the Board of Directors.

END OF SECTION 16

SECTION 17 – REGION PLANNING RETREAT

17.1 PURPOSE

- A. To provide an informal setting for free discussion and planning of Region business including but not limited to:
 - 1. Region programs
 - 2. Concerns of the attendees
 - 3. Planning to date for the Gulf States Region Leadership Conference, including:
 - a. Meeting Workshop Sessions
 - b. CEU Programs
 - c. Officer and Chair involvement in planning
 - 4. Other business for the current fiscal year.
 - 5. Setting goals and/or objectives for the fiscal year
 - 6. Training / Transition of Chair and Vice Chair as allowed by overall schedule.
 - 7. Assignment of Region Operating Guide Committee for review and update of the guide.
- B. To provide an opportunity for the Region President to communicate their agenda for the year.

17.2 LOCATION, TIME, AND PLANNING

- A. Setting the date:
 - 1. The incoming Region President should set the date for the retreat shall be 60-days minimum or ideally 90 days prior to the Region Leadership Conference.
 - 2. Reason for this is the need for time to put together minutes from meeting, disseminate to all staff and coordinate any changes or additional requirements with local chapter hosting the Region Leadership Conference. This also time gives the host chapter time to make any last minute adjustments and planning.
- B. Setting the location: Typically held at a location central to the Gulf States Region to minimize travel.
 - 1. Typically this has been Jackson, Mississippi, but other locations have been used.
 - 2. It is the responsibility of the Region President to select the hotel, make arrangements for the meeting venue, make attendee accommodation reservations, and plan the Friday night social.
 - 3. Location of the Retreat venue (hotel) should be reviewed with the Region Officers. The Region President may wish to seek assistance from the local CSI Chapter in making preparations.

- C. Typically the Friday night before the Retreat is a time for socializing and fellowship for the participants.
- D. The incoming Region President should confirm date early and try to accommodate with Region Officer and Committee Chair schedules to facilitate as much participation as possible.
- E. The incoming Region President is responsible for setting the date, planning the agenda, and conducting the Retreat.
- F. The Retreat should start promptly at 8:00 a.m. and finish at approximately 3:00 to allow the participants adequate time to travel home if they so desire. Participants are allowed time to check out of the hotel if they are not staying after the Retreat.

17.3 ATTENDEES

- A. The following shall attend:
 - 1. Region Officers
 - 2. Incoming Region Officers
 - 3. Incoming or Current Region Committee Chairs (depending on the rotation schedule for the Committee)
 - 4. And where possible, Outgoing or Vice-Chairs
 - 5. Other Guests as deemed appropriate by the incoming Region President.

17.4 RETREAT AGENDA

- A. The agenda should include at least the following:
 - 1. Setting goals or establishing tasks for the coming year including the means for achieving these goals.
 - 2. Planning the Leadership and Educational sessions schedule and setting topics for any special sessions to be given.
 - 3. Discussion of the fiscal year budget.
 - 4. Training / Transition of Chair and Vice Chair

17.5 REIMBURSEABLES

- A. Hotel rooms for Friday night shall be reserved by the Region President.
- B. Rooms costs for one (1) night stay shall be paid for by the Gulf States Region for the following attendees.
 - 1. Region Officers
 - 2. Incoming Region Officers
 - 3. Current or Incoming Region Committee Chairs (refer to item 17.3 A 3 above for full definition)
 - 4. In the event a Chair cannot attend, the Vice-Chair may attend in their place and be included in the room reservations.
 - 5. Guests, as approved by the Region Board prior to the meeting

- C. Travel cost is not covered by the Region and participants are encouraged to seek assistance from their respective Chapters for travel cost.
- D. Outgoing Chairs or Vice-Chairs are encouraged to attend, however, there is no funding budgeted by the Region for their attendance. As with the travel costs, outgoing Chairs or Vice-Chairs are encouraged to seek funding assistance from their respective Chapters.
- E. Friday evening meal and Saturday breakfast and lunch are provided by the Region at no cost to participants.

END OF SECTION 17

SECTION 18 – ANNUAL MEETING

18.1 PURPOSE

- A. To provide a forum for informal discussions of region business and concerns.
 - 1. Chapter Report Form - See Appendix B.
 - 2. Committee Report Form - See Appendix C.

18.2 LOCATION AND TIME

- A. Held during the annual Region Conference.
- B. Allow approximately two hours for committee reports and discussion.

18.3 ATTENDEES

- A. Meeting is open to all members
- B. Each chapter shall be represented for voting in accord with Article XII of the Region Bylaws.
- C. Committee Reporting and Discussion Session: Region President and Vice President , Institute Director, Region Committee Chair, Chapter Presidents, presidents-elect (or vice-presidents), and past presidents are requested to attend.

18.4 RESPONSIBILITIES OF REGION OFFICERS

- A. Coordinate meeting location and time with Conference Host Chapter.
- B. Establish agenda.
- C. Mail meeting arrangements and agenda to those requested to attend by March 1, soliciting comments and input to agenda.
- D. Preside at meeting.
- E. Arrange for minutes to be taken by Region Secretary.
- F. Provide minutes to host Chapter for inclusion in conference summary report.

18.5 RESPONSIBILITIES OF HOST CHAPTER

- A. Arrange for meeting room or area. Coordinate with Region Officers.
- B. Include minutes in conference report as referenced in Section 16.

END OF SECTION 18

SECTION 19 - REGION BOARD MEETING

19.1 PURPOSE

- A. To provide a forum for actions and decisions pertaining to Region business and concerns.
- B. Discussions should be conducted by the Committees and/or prior to the Board Meeting.

19.2 LOCATION AND TIME

- A. Held at Region Leadership Conference at the time as indicated on the Schedule.
- B. The Region President shall call a meeting of the Executive Committee prior to Board Meeting.

19.3 ATTENDEES

- A. The Region Board consists of the Region Executive Committee, the Region Directors and current Institute Director shall attend the meeting.
- B. Past Institute Directors may attend the Board meeting as non-voting emeritus members.
- C. Board meetings shall be open to all members in good standing and such other persons who request or are requested to attend the Board meeting. These persons may request of the presiding officer the privilege to be heard on the issue of current Board discussion.
- D. The Board meeting may be closed (all non-Board members not included or identified in 19.3A above) in the event of an item of Business to be discussed or actions voted which is determined to be not for public dissemination.

19.4 BOARD RESPONSIBILITIES

- A. The Board shall be responsible for the management and direction of the affairs of the Region. This responsibility is delegated exclusively to the Board by the Region Bylaws.
- B. The order of business for Board Meetings shall be determined by the presiding officer. The Region Bylaws and Robert's Rules of Order, Newly Revised, shall govern the conduct of the meeting of the Board.
- C. The Board shall review and set the Region member assessment for the coming fiscal year, if proposed by the Finance Committee. Assessment shall be voted on by the Board at the Board Meeting.

END OF SECTION 19

APPENDIX A

GULF STATES REGION BYLAWS

**BYLAWS OF THE GULF STATES REGION
OF
THE CONSTRUCTION SPECIFICATIONS INSTITUTE, INC.**

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**BYLAWS OF THE GULF STATES REGION
OF
THE CONSTRUCTION SPECIFICATIONS INSTITUTE, INC.**

ARTICLE I - NAME

The name of this organization is the Gulf States Region of The Construction Specifications Institute, Inc., hereinafter referred to as the "Region", said Region being an affiliate region of The Construction Specifications Institute, Inc., and hereinafter referred to as the "Institute".

ARTICLE II - GOVERNING AUTHORITY

The Region is governed and operated in accordance with the laws of the State of Tennessee, provisions of the Institute Bylaws, these bylaws, the regulations and requirements for the conduct of members, Chapters, and Regions of the Institute as adopted from time to time by the Institute Board and rules and instructions of the Region's Board issued through its Officers and Board.

ARTICLE III - PURPOSE AND POLICY

Section 1 - Purpose

The purpose of the Region is to provide a medium at the Region level for the advancement of the objectives of the Institute.

Section 2 - General Policy

The name, funds or influence of the Region may be used only in support of this purpose.

ARTICLE IV - REGION DOMAIN AND MEMBERSHIP

Section 1 - Domain

The domain of the Region shall be the Gulf States Region of the United States of America as geographically designated by the Institute.

Section 2 - Membership

The membership of the Region shall be comprised of members in good standing of the Institute within the domain of the Region.

ARTICLE V - BOARD

Section 1 - Management of the Region

The management and direction of the affairs of the Region shall be delegated exclusively to its Board.

Section 2 - Composition of the Board

- A. The Board shall consist of the Executive Committee and Directors.
 - 1. The Executive Committee shall be as described in Article VI below.
 - 2. The Directors shall be the Presidents of the Chapters of the Institute within the Region or their alternates as directed by their Chapter Bylaws or as directed by their Chapter Board. The term of office for the Directors shall coincide with the Institute's fiscal year and shall continue until their respective successors take office.
 - 3. The Immediate Past President of the Region shall represent all past Presidents of the Region.
- B. The Institute Director elected from the Region shall be an ex officio, non-voting member of the Region Board.
- C. No member may hold more than one voting position on the Board concurrently.
- D. Members of the Board who for any reason whatsoever cease to be members of the Region (i.e., move out of the Region area) or Institute (i.e., terminate membership) shall thereupon no longer hold any such office in the Region.

Section 3 - Meetings of the Board

- A. The Board shall hold at least one (1) meeting during the fiscal year as a part of the Gulf States Region Conference. Specific times and locations will be established by the President and confirmed by the Executive Committee. The method of confirmation can be via teleconference or email.
 - 1. Special meetings of the Board shall only be held upon the call of the President, a majority of the Board, or the written request of not less than ten (10) percent of the Region membership upon not less than twenty (20) days written notice.
 - 2. Board meetings may be held by electronic means provided they be conducted by an audio, video or computer-based teleconferencing technology that allows all persons participating to either hear or see in real time the conversations being conducted. Minutes shall be taken of all meetings conducted in this fashion.
 - 3. Special, single topic electronic board votes may be taken on specific issues placed into motion by the President and seconded by any other Board Member. This voting shall be by email or some other electronic means whereby the Secretary may tally the votes of individual Board Members and report same in the form of minutes.
- B. Face-to-Face Board meetings shall be open to all members in good standing and such other persons who request or are requested to attend the Board meeting. These persons may request of the presiding officer the privilege to be heard on the issue of current Board discussion. Any Member of the Gulf States Region may request to receive the minutes from any electronic Board Meeting. The Board of Directors is not required to notify the Gulf States Region Members of an upcoming Electronic Board Meeting or Electronic Vote.

Section 4 - Quorum

A quorum shall consist of a simple majority of the total voting members of the Board.

Section 5 – Special Committee Establishment

The President and/or Vice President, with the approval of the Board, shall select all standing and special committees, designate duties and the Board may authorize compensation for justifiable expenses.

Section 6 - Vacancies

Any vacancies that occur in the Board shall be filled as follows for the duration of the unexpired term:

- A. A Director vacancy shall be filled by the Chapter where the vacancy exists.
- B. In the event of a vacancy in the office of the President of the Region, the Vice-President of the Region shall assume the Presidency of the Region.
- C. In the event of a vacancy in the office of the Vice-President of the Region, the Board shall appoint a member to fulfill the remaining term until a new Vice-President can be elected by the membership.
- D. The President and Vice President shall appoint a member to temporarily fill a vacancy in the office of Secretary or Treasurer, and the permanent replacement shall be elected at the next meeting of the Board.

Section 7 - Order of Business

The order of business for meetings shall be determined by the presiding officer. These bylaws and "*Roberts Rules of Order Newly Revised*" shall govern the conduct of the meetings.

ARTICLE VI - EXECUTIVE COMMITTEE

Section 1 - Composition

The Executive Committee, as officers of the Region, shall consist of the President, Vice-President, Immediate Past President, Secretary, and Treasurer.

Section 2 - Duties

The Executive Committee shall exercise, at all times when the Board is not in session, such part of the authority of the Board in the control and management of the Region's affairs as the Board may delegate to it.

Section 3 - Meetings

Meetings of the Executive Committee may be held upon the call of the President upon not less than seven (7) days notice. The meeting may be held either in person (face-to-face), or by electronic means provided they are conducted by an audio, video or computer-based teleconferencing technology that allows all persons participating to either hear or see in real time the conversations being conducted. Minutes shall be taken of all meetings conducted in this fashion.

Section 4 - Quorum

A simple majority of the Executive Committee shall constitute a quorum.

Section 5 - Order of Business

The order of business for meetings shall be determined by the President. These Bylaws and *Roberts Rules of Order Newly Revised* shall be the guide for the conduct of the Executive Committee meetings.

ARTICLE VII – EXECUTIVE COMMITTEE DUTIES

Section 1 - President

- A. The President of the Region shall serve as Chair of the Executive Committee, as Chair of the Board, preside at all Region meetings, select the Chairs of temporary committees, be an ex-officio member of all committees, and sign all agreements and formal instruments on behalf of the Region.
- B. The President is not elected and assumes the presidency after serving a one term as Vice-President.
- C. The term of office for the President of the Region shall be one year or until a successor assumes office.

Section 2 - Vice-President

- A. The Vice-President of the Region shall be a member of the Executive Committee and Board, the Chair of the Nomination Committee, an ex-officio member of all committees of the Region, and shall have such assignments as may be made by the President of the Region, the Executive Committee, or the Board.
- B. The Vice-president shall serve as Presiding Officer in the absence of the President.
- C. The term of office for the Vice-President of the Region shall be one year at which time the Vice President shall assume the office of President.
- D. The Vice-President of the Region shall be nominated and elected as described in Article XII below.

Section 3 - Secretary

- A. The Secretary shall keep the minutes of all meetings of the Region and Board; preserve all papers, letters, and transactions of the Region; and have custody of the Corporate Seal.
- B. The Secretary shall issue notices for all meetings for which notice must be given.
- C. The Secretary shall have such other duties as may be prescribed from time to time by the Board or the Executive Committee.
- D. The duties of the Secretary, under authority of the Board, may be assigned in whole or in part, to other assistants as the Board may determine.

Section 4 - Treasurer

- A. The Treasurer shall collect and receipt for moneys 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.
- B. The Treasurer shall perform other duties as assigned by the Board or the Executive Committee.

Section 5 – Immediate Past President

- A. The Immediate Past President shall be the former President of the Region, who has completed the most recent term and shall be a member of the Executive Committee of the Board.
- B. The Immediate Past President shall advise the current President concerning the operations of the Region.
- C. The Immediate Past President shall have other assignments as prescribed by the President, the Executive Committee, or the Board.

Section 6 - General

- A. Neither the Secretary nor the Treasurer shall serve more than one (1) consecutive term.
- B. A vacancy in the office of Secretary or Treasurer shall be filled in accordance with Article V, Section 6 – Vacancies, Paragraph D.

ARTICLE VIII - MEETINGS OF THE REGION

Section 1 - Annual Meeting

- A. The Region shall meet annually during the fiscal year, normally during the Gulf States Region Conference, at such times and places as fixed by the President with the consent of the Board. Any member of the Region in good standing in the Institute may attend the Region Annual Meeting.
- B. Members in good standing may offer motions and comment on motions/issues, but votes shall only be cast by Directors (or their Certified Delegates representing the Region Chapters) and the Executive Committee.

Section 2 - Leadership Meeting

A meeting of new chapter officers and committee chairs shall be held near the beginning of each fiscal year for the purpose of educating these persons into the duties and purposes of their positions in their individual chapters and the aims and purposes of the Region and the Institute.

Section 3 - Special Meetings

Special meetings of the Region may be called by the President, a majority of the Board to the President or the written request of not less than ten (10) percent of the Region membership.

Section 4 - Announcements of Meetings

The time and place of the Annual, Leadership and any Special meetings shall be announced to all members of the Region not less than twenty (20) days in advance of the meeting.

Section 5 - Business of Meeting

Notice of Annual, Leadership or Special meeting shall include a description of any matter or matters for which the meeting is called or which must be approved by the members.

Section 6 - Order of Business

The order of business for meetings; of members of the Region shall be determined by the Board. "*Roberts Rules of Order Newly Revised*" shall govern except where otherwise provided in these Bylaws.

ARTICLE IX - FISCAL ADMINISTRATION

Section 1 - Fiscal Year

The fiscal year of the Region shall commence on July 1 of each year or as determined by the affirmative vote of at least two-thirds of the members of the Board.

Section 2 - Funding

- A. The principal funding for the operation of the Region shall be from the Institute in the form of an assessment or dues from each member of the Region. Supplemental funding may be provided in the form of an assessment to be received from the Chapters of the Gulf States Region. This assessment shall be defined as “a specified amount to be assessed per member of each Chapter”. This assessment shall be approved by the Region membership at the annual meeting before the end of each fiscal year prior to the start of the assessment. If a Region Assessment is implemented, the following requirements shall apply:
1. Chapters shall be notified of all proposed changes in Region assessments not less than ninety (90) days prior to the annual meeting so that the chapter representatives to the annual meeting can convey the sense of the membership.
 2. The Region Board may authorize a poll of the Region membership by mail of proposed changes in Region assessments.
 3. Prior to July 30, the Treasurer shall notify each Chapter in the Region as to the amount of the assessment to be remitted to the Treasurer prior to September 1. The amount of the assessment shall be based on the membership as published in the official Institute report of membership as of July 1 of the current fiscal year.
- B. At the close of the fiscal year, the treasurer shall determine if informational forms and tax returns are required, and shall cause same to be filed with, and shall pay any taxes due, to the Internal Revenue Service and other authorities within the prescribed time limits.
- C. The Board shall appoint a committee to audit the books and transactions of the Treasurer at the close of the Fiscal Year. The Committee’s report shall be available at the next regular meeting of the members of the Region.

Section 3 - Disposition of Remaining Funds

In the event of the dissolution of the Region, the remaining funds shall be distributed to each Chapter of the Region proportionately to the membership of each Chapter at the time of dissolution.

ARTICLE X - ADMINISTRATIVE YEAR

All Officers and Directors of the Region shall be elected to hold office for a period beginning with the start of the Fiscal Year as per Article IX, Section 1 (above).

ARTICLE XI - AMENDMENTS:

Section 1 - Proposal for Amendments

- A. Proposals for amendments to these Bylaws may be made by the Board or submitted to the Board in a petition accompanied with detailed justification for the proposed changes, and signed by not less than ten (10) percent of the members of the Region.
- B. All amendment proposals must be in the hands of the Region Secretary Fifteen (15) calendar days before the Annual Meeting in order to be on the Agenda.

- C. Proposed amendments shall be submitted in duplicate, accompanied with two copies of the complete and current Bylaws, to the Institute Secretary for approval. After Institute Secretary approval, they shall then be publicized by letter to each Board member at least two weeks prior to a regular or special meeting.

Section 2 - Voting on Amendments

- A. An affirmative vote by at least two-thirds (2/3) of the certified chapter delegates attending the next scheduled annual meeting is required to approve an amendment to these Bylaws. Proxy votes will be allowed. Approval of an amendment to the Bylaws by mailed written ballots shall be by two-thirds (2/3) of the votes cast by eligible members.
- B. The Board may authorize the amendment(s) to be voted on by the Region membership based on mailed written ballots.

ARTICLE XII - NOMINATION OF REGION OFFICERS

Section 1 - Region Vice President

- A. From the period beginning July 15 and not later than September 15 each year, a region nominating committee comprised of a nonvoting chair and one voting member designated by each chapter shall be formed. The Region Vice President shall serve as the nonvoting chair unless currently serving as president by appointment; in which case, the Board will appoint a member of the Region that will serve as the nonvoting chair.
- B. The nominating committee shall prepare a list of nominees, showing at least one qualified name for the Region Vice President.
- C. Not more than two qualified members shall be nominated to run for the Region Vice President.
- D. This list shall be presented to the Board not later than the regular meeting conducted prior to the submission date as established by the Institute for submission of nominations for elections. At this time, Board Members may present nominations from the floor. If more than two nominees are identified, the Board shall reduce the number to two (2) names via a Vote. Voting shall be by either written ballot or show of hands.
- E. Not later than date established by the Institute for submission of Nominations, the Region shall notify the Institute Secretary of the nominees using the form prescribed.

Section 2 - Institute Director

- A. The region shall conform to Institute Bylaws, Article V for selecting nominees for Institute Directors.
- B. From the period beginning July 15 and not later than September 15 in the year prior to the expiration of the Institute Director's term of office, The nominating committee shall prepare a list of nominees, showing at least one qualified name for the Institute Director.
- C. This list shall be presented to the Board not later than the regular meeting conducted prior to the submission date as established by the Institute for submission of nominations for

elections. At this time, Board Members may present nominations from the floor. If more than two nominees are identified, the Board shall reduce the number to two (2) names via a Vote. Voting shall be by either written ballot or show of hands.

- D. Not later than date established by the Institute for submission of Nominations, the Region shall notify the Institute Secretary of the nominees using the form prescribed.
- E. Any candidate nominated for the position of Institute Director shall be a member of the Region and must have and maintain their home chapter membership within the Region.

Section 3 – Region Secretary

The Secretary shall be elected by the Region Board and shall serve a term of office of two (2) years expiring in odd numbered years.

Section 4 – Region Treasurer.

The Treasurer shall be elected by the Region Board and shall serve a term of office of two (2) years expiring in even numbered years.

ARTICLE XII - DISQUALIFICATION OF OFFICERS AND DIRECTORS:

Officers of the Region who cease for any reason whatsoever to be members of the Gulf States Region or the Institute shall thereupon no longer hold such office in the Region.

ARTICLE XIV - NUMBERING OF ARTICLES AND SECTIONS

The Board is authorized to number the articles and sections of these Bylaws to correspond with any changes that may be made.

ARTICLE XV - REGISTERED AGENT OF CORPORATION

The Region Board shall select the initial Registered Agent of the Corporation from the incumbent Institute Directors representing the Gulf States Region. Expiration of this Agent's term shall coincide with the expiration of term as Institute Director. Thereafter, the Board shall appoint a Registered Agent for the Corporation, resident to the State of Tennessee, for a three (3) year term.

ARTICLE XVI - INDEMNIFICATION OF OFFICERS, DIRECTORS, AND EMPLOYEES:

Section I - Indemnification of Officers, Directors, and Employees

- A. The Region shall indemnify every person who is Trustee, Director, Officer, or employee of the Region, or who is serving or has served at its request as a Director, Trustee, Officer, or employee of any other Corporation (hereinafter referred to as "other Corporation") against reasonable expenses, including attorney's fees and disbursements, judgments, decrees, fines, penalties, and amounts paid in settlement, in connection with any pending or threatened claim, action, suit, or proceeding (civil, criminal, administrative, or investigative) in which they may be involved or threatened to be involved as a party or otherwise, by reasons of being or having been such Director, Trustee, Officer, or

employee; provided a determination is made in the manner provided in B of this Section that such person:

1. Was not willfully negligent or guilty of willful misconduct in the performance of duties to the Region or other Corporation of which the individual is or was a Director, Trustee, Officer, Committee Chair or employee of the Region;
2. Acted in good faith in what they reasonably believed to be the best interest of the Region or other Corporation;
3. In any matter, the subject of a criminal action, suit or proceeding, had no reasonable cause to believe that his conduct was unlawful;
4. And in the case of amounts paid in settlement, that such settlement is or was reasonable and in the best interest of the Region or other Corporation; provided, however, that if at any time any provisions are contained in the laws of the State of Tennessee prohibiting indemnification in respect of any claim, action, suit, or proceeding except upon a determination of the extent thereof in the manner provided therein, then indemnification in respect thereof shall be made only in accordance with such provisions.

B. The determination as to (1), (2), (3), and (4) in the preceding paragraph may be made by an adjudication of a court of competent jurisdiction. All determinations, except those made by such prior adjudication, shall be made:

1. By a majority vote of a quorum consisting of disinterested Directors of the Region (namely Directors who are or were not parties to or threatened with any such claim, action, suit or proceeding);
2. If such a quorum is not obtainable, or even if obtainable, if the quorum of disinterested Directors so directs, by independent legal counsel in a written opinion;
3. Or by the members in like manner to the procedure for amending the Region Bylaws.
4. In making a determination, the disinterested Directors may conclusively rely upon an opinion as to the facts or law or both, of independent legal counsel selected by them. The termination of a claim, action, suit, or proceeding by judgment, settlement, conviction, or upon a plea of guilty or nolo Contendere, or its equivalent shall not of itself create a presumption that the Trustee, Director, Officer, or employee was negligent or guilty of misconduct in the performance of duty to the Region or other Corporation while a Director, Trustee, Officer, or employee did not act in good faith in what they reasonably believed to be the best interests of the Region or other Corporation, or in any manner the subject of a criminal action, suit, or proceeding, had reasonable cause to believe that his conduct was unlawful.

C. Expenses incurred with respect to any claim, action, suit, or proceeding may be advanced by the Region to the Trustee, Director, Officer, or employee, or their legal counsel prior to the final disposition thereof upon receipt of an undertaking by the Trustee, Director, Officer, or employee to repay such amount as shall not ultimately be determined to be payable to him hereunder.

- D. The rights of indemnification provided hereunder shall not be deemed exclusive of other rights to which any Trustee, Director, Officer, or employee now or hereinafter may be entitled, shall continue to a person who has ceased to be a Trustee, Officer, Director, or employee, and shall inure to the benefit of such persons heirs and legal representatives.

Section 2 - Fidelity Bond

Every person entrusted with the handling of funds or property by the Region shall be bonded in such form and such amount and with surety satisfactory to the Board, of any fraudulent or dishonest act or acts committed against the Institute while acting alone or in collusion with others; the cost of said bond to be paid by the Region.

ARTICLE XVII - ADOPTION

- A. These bylaws were adopted on April 23, 1993 at the meeting of the Gulf States Region of The Construction Specifications Institute, Inc.
- B. The bylaws adopted on April 23, 1993 were modified and accepted by the Board of Directors at the Annual Board Meeting on March 19, 1994 and were adopted by membership at Annual Meeting on March 20, 1994.
- C. The bylaws were modified and accepted by the Institute and accepted by the Board of Directors at their Annual Meeting on April 28, 2000 and were adopted by the membership at the Annual Meeting on April 29, 2000.
- D. The bylaws were modified and accepted by the Institute and accepted by the Board of Directors at their Annual Meeting on May 16, 2009 and were adopted by the membership at the Annual Meeting on May 16, 2009.
- E. The bylaws were modified and accepted by the Board of Directors during a special Electronic Review Process conducted in December 2012, were reviewed and approved by the Institute Secretary on June 10th, 2013 and were adopted by the membership at the Region Caucus Special Meeting conducted on September 16th, 2013.

END OF BYLAWS

APPENDIX B

GULF STATES REGION CHAPTER REPORTING FORM

Gulf States Region The Construction Specifications Institute Chapter Report Form

For the purposes of reporting, the Gulf States Region has adopted the CSI Outstanding Chapter Commendation Nomination Form as their reporting form. This form has two advantages.

1. The form is an excellent checklist for a Chapter to see if they are complying with the minimum standards expected of a Chapter.
2. Completion of this form for submission provides each Chapter with the opportunity, with minimal updating, to prepare and submit the Outstanding Chapter Commendation Award nomination package each year.

Attached to this is the most current Outstanding Chapter Commendation form as provided by the Institute Honors and Awards Guide. This form will be updated as required to reflect only the most current form and information required.

APPENDIX B

GULF STATES REGION COMMITTEE REPORTING FORM

Date: _____

To: Directors
Gulf States Region

From: _____
(Chair)

(Committee)

SUBJECT: Committee Report for the period _____ to _____

1. Vice-Chair

2. Committee Members (Chapter Chairs)

A. Acadiana _____ I. Memphis _____

B. Baton Rouge _____ J. Mississippi _____

C. Birmingham _____ K. Mobile Bay _____

D. Chattanooga _____ L. Montgomery _____

E. Gulf Coast _____ M. Nashville _____

F. Huntsville _____ N. New Orleans _____

G. Knoxville _____ O. Pensacola _____

H. Little Rock _____ P. Shreveport _____

3. Current Budget _____

Anticipated Budget For Next Fiscal Year _____

4. Goals

A. _____

Accomplished _____ YES _____ NO

COMMENTS: _____

B. _____

Accomplished _____ YES _____ NO

COMMENTS: _____

C. _____

Accomplished _____ YES _____ NO

COMMENTS: _____

D. _____

Accomplished _____ YES _____ NO

COMMENTS: _____

E. _____

Accomplished _____ YES _____ NO

COMMENTS: _____

5. Comments (Suggestions, Opinions or Additional Information:

(Attach supporting data to report)

APPENDIX D

GULF STATES REGION ANNUAL AWARDS NOMINATION FORM

NOMINATION FOR REGION STANDING SERVICE AWARD

Date: _____

TO: _____
Chair, Region Awards Committee

_____ hereby nominates _____
(Nominator – Individuals or Chapter) *(Nominee)*

for the following Region award _____
(as listed in the Awards Guide)

Nominee's Biographical Data:

Name: _____

Address (Line 1): _____

Address (Line 2): _____

City, State, Zip: _____

Home Chapter: _____

Date Joined CSI: _____

Should the nominee be selected for this award the following is the nominator's suggested narration to be imprinted on the certificate of award:

This Nomination is hereby submitted this _____ day of _____, _____

Signature of Chapter President / Member in Good Standing

Signature of Member in Good Standing

Signature of Member in Good Standing

APPENDIX E

GULF STATES REGION ANNUAL AWARDS EVALUATION FORM

Gulf States Region



Award Nomination Evaluation Checklist

Award Nominated For:					
Nominee's Name:					
Mandatory Items		Yes	No		
Has the Nomination Packages been received on or before the Due Date?					
Was the Appropriate Nomination Form utilized?					
Is the Nomination Package limited to five (5) Pages plus any appropriate Back-up Material?					
Has the appropriate number of Nomination Packages been received (5 Hard Copy / 2 Electronic)?					
Does the Nomination Package match the Award being Nominated?					
No to any of the above results in automatic rejection					
Approval Criteria	Points				
	1	2	3	4	5
Is the Nomination Package presented in a neat, concise, and orderly fashion?					
Is the Region Service Award Nomination Form correctly filled out and complete?					
Does the Nomination Package contain the appropriate amount of Backup Material to support the Nomination?					
Does the Back-up Material submitted limited to that which directly supports the award?					
Is the Back-up Material clear and concise in it's presentation?					
Using the Criteria for the Award, does the Nominee meet each of the requirements for the Award Nominated?					
In comparison to the other Nomination Packages received, how well does this package meet the 4 Cs of CSI?					
Is the Level of Benefit to CSI, Region, Chapter or Fellow Members equal to or above that required for the Award?					
Bonus Point For award categories with multiple nominees, an optional one (1) bonus point may be assigned to the package whom in your evaluation is most deserving of the award. Note your justification fo assignment of the bonus point in the Comments Section provided below.					
Column Subtotals:					
Overall Total	0				
Evaluator Comments (Please make notations for non-recommendation scores):					
BASIC EVALUATOR NOTES / INFORMATION					
Each Committee Member has a maximum of 41 points which can be awarded to each nomination package.					
A Nominee must receive an average minimum of 25 points to be eligible for an award. This "Average Score" will be determined by averaging the total score from each Committee Member.					
In the event of Multiple Eligible Nominees, the Award(s) will be Awarded in Order of Scores received till the limit is reached.					
Unless a Nomination Package is Perfect or an Achievement is Outstanding, do not over rate. A rating of 5 should be limited to Outstanding Service or Commitment - should be the exception not the rule.					
Do not allow personal acquaintance with a Nominee to enter into consideration unless that helps you understand the information as included in Package.					
In order to avoid the "Appearance of Impropriety" do not evaluate any package received from your Home Chapter even if accidentally sent to you to review.					

APPENDIX F

GULF STATES REGION REIMBURSEMENT FORM

**Gulf States Region
Reimbursement Form**

Name _____

Address for reimbursement to
Be mailed _____

Event/Purpose _____

Committee/budget to be charged _____

Amount of this charge \$ _____

Prior charges to this budget \$ _____

Balance remaining in this budget \$ _____

Signature _____ Date _____

Committee chair signature _____ Date _____

Treasurer's signature _____ Date _____

APPENDIX G

GULF STATES REGION BUDGET ALLOCATIONS EXPLANATION

BUDGET ALLOCATIONS

I. Income

Income in the Region budget is made up from two (3) primary sources:

- A. Dues from individual members, paid to the institute and then sent to the Region in the form of the Region Allocation Program (RAP).
- B. Contingency funds maintained in a revolving account used to help offset situations where funds from the RAP and / or the Assessments are not available.
- C. Assessments to each chapter based on membership, if directed by the board in order to balance the budget.

II. Expenditures

A. Institute Directors Activities

Funds in this account are available to be used by the Institute Director to supplement funding by the Institute for attendance at the Institute Convention. Region funds should be expended only if there are insufficient Institute funds available to the director's for Institute Convention expenditures and the director should draw only up to the amount of actual expenses.

B. Region Officers

- 1. Funds are provided to assist in offsetting general expenditures not covered by other Budget Line Items. These funds are normally used for items such as postage, copying expenses, minor office supplies, etc. Receipts must be provided to justify expenditures.
- 2. Include reasonable travel and lodging costs for officer visits to the chapters of the region as required. Travel costs to be set as a certain amount per mile or actual fuel costs incurred, lodging for one night if required due to the distance traveled and the time of day when the chapter's meeting is held. Receipts must be provided to justify expenditures.
- 3. Include expenses related to the GSR President's attendance at the Institute Convention for the sole purpose of conducting the Region Caucus. Expenses are normally limited to travel (mileage/gas) as indicated above and one (1) night's stay.
- 4. Include expenses related to Officer travel and lodging for GSR Leadership Conference. Travel costs to be set as a certain amount per mile or actual fuel costs incurred, lodging for as many nights as required for the event. Receipts must be provided to justify expenditures.

C. Committees

- 1. Awards
- 2. Certification
- 3. Education
- 4. Finance

5. Membership
6. Planning
7. Fund Raising
8. Publications
9. Robert Bishop Award
10. Eugene Wetzel Award
11. Academic Programs
12. CSI Document Competition
13. Technical
14. Electronic Communications / Website

The number of committees may change on a yearly basis as needed to carry out the work of the Region and as authorized by the Region Board. In addition to standing committees, the Board may authorize limited scope "ad hoc" committees to address specific needs of the Region. Funds are to be used to accomplish the work of the committees including items such as postage, copying, etc. Travel, if authorized by the Board may also be included on a limited basis. Chairs should request reimbursement for actual expenses not covered by other sources. Funds may be moved from one committee to another as approved by the Board.

D. Region Leadership Conference

Seed monies provided by the Region should be reimbursed to the Region Treasury by the Host Chapter from gross income generated at the conference(s). Certain Officer and Committee Chair costs are to be included and provided, as part of the conference costs. Refer to the specific requirements for each individual conference in the applicable sections of the Operating Guide.

E. Region Planning Retreat

Each year (currently in the late spring) the Region has one (1) day planning meeting for the Region Board Officers, Committee Chairs, and pre-approved invited speakers/guests. The Region pays the direct cost of lodging and certain food expenses for that meeting. Vice Chairs and others attending will do so at their own expense.

F. Institute Convention

The budget includes monies for a limited continental breakfast to be provided at the Region Caucus at the Institute Convention each year.

G. Other Expenditures

Other expenses that are provided for in the Region budget each year include expenses related to State and Federal Corporate Income Tax filings and a small contingency to assist the Board in addressing unforeseen occurrences.

III. Funding

The Region's annual budget is adopted by the Board at the spring meeting. Refer to the approved budget for specifics on the amount funded for a particular category in a given fiscal year.

APPENDIX H

GULF STATES REGION CSI DOCUMENT COMPETITION FORMS

20XX GULF STATES REGION CSI DOCUMENT COMPETITION APPLICATION - CATEGORIES A – E

Category A - Project Manuals

Submit two (2) copies of each entry. Limit one entry per person in this category.
Entry Fee: \$25 for CSI Members; \$50 for non-CSI Members.

Category B - Short Form Specifications/Preliminary Project Description

Submit two (2) copies of each entry. Limit one entry per person in this category.
Entry Fee: \$25 for CSI Members; \$50 for non-CSI Members.

Category C - Manufacturer's Information

Submit two (2) copies of Manufacturer's Binder for each entry. The Binder should include design, installation, performance, and specification information on the products listed.

Submit a single page letter giving the URL and other information provided on the Manufacturer's Website that you wish the judges to consider. If registration is required to access the Website include the registration information in the letter for viewing by three people. The Website should provide drawing "plug-ins" in more than one format; design, installation, performance, and specification information. The website should also provide contact information for additional information.

Limit one entry per manufacturer in each category.

Entry Fee: \$95 for CSI Members; \$190 for non-CSI Members.

Category D – Contract Documents

Submit two (2) copies of each entry. The submission shall include a single specification section and up to 5 drawing sheets that illustrate the extent and details of the specified item within the project. Non-typical details are encouraged to illustrate non-typical conditions. Door hardware submissions will be limited to non-typical doors.

Limit one per person.

Entry Fee: \$ 25.00 for CSI Members; \$ 50.00 for non-CSI persons

Category E - Students

Submit two (2) copies of each entry. Limit one entry per person in this category.

Entry Fee: \$ 5.00 for CSI-S and \$ 7.50 for other students.

CSI Member “Sponsorship” of Non-members

Note that a CSI Member may “sponsor” a Non-CSI person at the Member rate. Include a cover letter with your contact information and home chapter with the entry form stating that you are sponsoring this entry. Sponsoring members must have permission of the Design Professional and include the signature of the author of the materials at the bottom of the cover letter. See Page 6 for a suggested outline of this cover letter.

References

The basic reference materials are the following publications by CSI and are available from the CSI Store at <http://csinet.org/Main-Menu-Category/CSI-Store>

The references include the following:

[Construction Specifications Practice Guide](#)

<http://csinet.org/Main-Menu-Category/CSI-Store/15/82301860-d419-e011-8ffb-0019b9e160b2.txt>

[PageFormat / SectionFormat](#)

<http://csinet.org/Main-Menu-Category/CSI-Store/6/SectionFormat-WEB-DOWNLOADABLE-ONLY.txt>

[MasterFormat 2014 numbers and titles](#)

<http://csinet.org/numbersandtitles>

Award Levels

Honor Award (Grade of 95 percent minimum)

CSI Gulf States Region’s highest award, recognizing outstanding achievement.

Honorable Mention (Grade of 85 percent minimum)

Exceptional entries with limited deficiencies.

Merit Award (Grade of 75 percent minimum)

Entries that use new or unusual approaches or handle specific conditions in a particularly effective manner.

Only one entry may qualify for an Honor Award. There is no limit to the number of Honorable Mention and Merit Awards. However, awards may not be given in all categories

General Requirements

Deadline for submittals must be postmarked by **February XX, 20XX.**

You do not have to be a member of The Construction Specification Institute to submit an entry.

Entries must have been produced within the calendar year (2015) proceeding the year in which the award is to be submitted.

Make checks payable to "Gulf States Region CSI."

Decision of the judges will be final.

Entries will not be returned. CSI GSR will not be responsible for lost or damaged entries.

One framed certificate will be presented to the Honor Award leader and up to three (3) unframed certificates may be provided to the members of the design team. Certificates will be presented to the other award winners

Student Requirements

Students shall submit a three-part specification Section following CSI's recommended practices. The Section shall be between three (3) and six (6) pages long.

Presentation of Awards

Awards will be presented at the annual Gulf States Region CSI Awards Banquet. Awards will not be mailed to recipients unless we receive a shipping label for UPS or Federal Express from the recipient.

Submit Entries to:

(Name) _____
Chair Gulf States Region CSI Document Competition

(Address) _____

(City/State/Zip) _____

Should you have any questions please contact me at the following:

(Cell) _____

(Home) _____

E-mail: _____

Application Form Categories A – D

Category: _____

Entrant Firm Data

Entrant: _____

Address: _____

City/State/Zip: _____

Primary Contributor

Name: _____

Title: _____ Phone Number: _____

Address: _____

City/State/Zip: _____

E-mail: _____

Secondary Contributor(s)

Name: _____

Name: _____

Entry Data

Title: _____

Location or Division Number(s): _____

Owner or Manufacturer: _____

Signature of Entrant

Date

Print or type name and title: *if additional pages are required to include the project team or other necessary information please feel free to include those pages.*

Application Form – Students - E

Name: _____

Address: _____

City/State/Zip: _____

Contact Information:

E-Mail: _____ Phone: _____

School: _____

Instructor: _____

MasterFormat,TM 2014 Number and title for the Work Result specified _____

6 digit – 3 sets of two digits preferred: XX XX XX; two and four digits acceptable: XX
XXXX

Submission of a specification section created for a class project are acceptable.

Suggested Sponsor Cover Letter Outline

Date

<Name>

Chair, Gulf States Region CSI Specifications Competition

<Address>

<City, State Zip>

RE: Sponsorship of Entrants Name and Category

Dear Committee:

I am sponsoring the referenced entrant in the "Doc Comp" and enclosed please find a check in the amount of \$_____.

I am a member of the _____ Chapter CSI and hereby state that to the best of my knowledge, my membership is current.

Provide additional information about the Entrant and the project to assist the judges in reviewing the submission.

Yours truly,

<Signature of Sponsor>

Contact Information for Sponsor (Full Name, Address, City, State, Zip, Phone, Email)

I am the Entrant being sponsored by _____ and fully support the submission of the submitted information.

Provide additional information about the project and the relationship with the Sponsor in the design and or specifications.

<Signature of Entrant>

Contact Information for Entrant (Full Name, Address, City, State, Zip, Phone, Email)

APPENDIX I

GULF STATES REGION SAMPLE BALLOT

&

SECRETARY REPORT LETTER

Voting in the Gulf States Region will normally be conducted using a Google Docs or some other form of electronic voting. For purposes of this guide, however, a sample ballot has been prepared as an example of what you may see. It should be noted that the votes will be by Secret Ballot and that there will be protections in place to preclude multiple voting by a single individual.

OFFICIAL BALLOT GULF STATES REGION, CSI

In order to abide by the Gulf States Region Operations Guide, the election process will run for a period starting _____, 20XX and run until _____, 20XX at which time the votes will be tallied and the results sent to the Board of Directors for final acceptance and certification.

- Candidate #1: _____
- Candidate #2: _____
- Write-In Candidate: _____

<Date>

<Name> _____, President

Gulf States Region, CSI

<Address1>

<Address2>

Re: Results of Voting
Tabulation of Votes

Dear President <Name>,

Please allow this letter to act as the Certification of the Votes received by the <Secretary's Name>, Secretary of the Gulf States Region, for the Officers and Members of the Board of Directors. As tabulated and having as a record on hand the actual ballots, the voting is as follows:

OFFICE NAME	VOTES		
	YES	NO	N/A
Vice President >Full Name> _____	XX	XX	XX

Note 1: Yes indicates a positive mark was entered on the ballot. No indicates that a negative or write-in vote was received. N/A indicates that the particular section of the Ballot did not receive a mark.

Note 2: Repeat the entire listing for each candidate, including authorized write-in Candidates

I hereby certify this vote as completed as prescribed in the By-Laws and official. All necessary notifications and updates at Institute and Chapter Level will be made by the appropriate dates.

Sincerely,

<Full Name> _____

Secretary, Gulf States Region, CSI