

BYLAWS
Of the Knoxville Chapter
Of
THE CONSTRUCTION SPECIFICATIONS INSTITUTE, INC.

ARTICLE I – NAME

The name of this organization is the Knoxville Chapter of the Construction Specifications Institute, Inc., hereinafter referred to as the “chapter”; said chapter being an affiliate chapter to The Construction Specifications Institute, Inc., hereinafter referred to as the “Institute”.

ARTICLE II – GOVERNING AUTHORITY

The chapter 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 chapters of the Institute as adopted from time to time by the Institute Board, and the rules and instructions of the chapter’s board issued through its officers.

ARTICLE III – PURPOSE AND POLICY

Section 1 - The purpose of the chapter is to provide a medium at the local level for advancement of the objectives of the Institute.

Section 2 – The name, funds or influence of the chapter may be used only in support of this purpose.

Section 3 – The chapter enforces a nondiscriminatory policy as to membership and does not restrict membership based on a classification ratio or any other practice.

Section 4 – The chapter is to have all the powers and authority conferred upon non-stock, non-profit corporations under the provisions of the Articles of Incorporation and Bylaws of the Institute and Laws of the State of Tennessee.

ARTICLE IV – BOARD

Section 1 – The management and direction of the chapter shall be delegated exclusively to its board.

Section 2 – The board shall consist of the following members: president, president-elect, , secretary, treasurer, immediate past president, six (6) directors and a student affiliate representative. Student affiliate representative shall be a non-voting member of the board. Emerging professional members may serve in any of the elected positions.

Section 3 – All members of the board are eligible to vote on chapter business, except the student affiliate representative.

Section 4 – The board shall consider requests to Retired or Emeritus status, and submit certified requests to the Institute.

Section 5 – The board shall select all standing and special committees, designate duties and may authorize compensation for justifiable expenses. All committee chairmen shall be members of the chapter.

Section 6 – The board shall schedule monthly business meetings. Special meetings shall be held upon the call of the president or a majority of the board upon seven days written notice.

Section 7 – A majority of the board shall constitute a quorum.

Section 8- Should a vacancy occur in any office of the chapter, the board shall by two-thirds affirmative vote of its total membership fill such vacancy by appointment of a member eligible by all other criteria for the duration of the unexpired term.

Section 9 – The chapter board shall appoint a Student Affiliate Committee to support the Student Affiliate. This committee shall be responsible for conducting liaison in the name of the chapter with the student affiliate by providing an advisor, support, guidance, program speakers, etc.

ARTICLE V – OFFICERS

Section 1 – The president shall serve as chairman of the board, shall preside at all chapter meetings, shall select the chairmen of temporary committees, shall appoint the chapter delegates to the annual meeting of the Institute, unless they are otherwise elected by the chapter members, shall be an ex-officio member of all committees, and shall sign all agreements and formal instruments. The president shall serve a term of one year with an option to serve a second year, or until a successor is elected.

Section 2 – The president-elect shall serve upon the absence of the president and perform other duties as assigned by the board. The president-elect shall serve a term of one year with an option to serve a second year, or until a successor is elected.

Section 3 – The secretary shall see that notices are sent out at least seven days in advance of all meetings of the board and of the chapter and shall keep accurate minutes thereof. The secretary shall maintain a file of all correspondence; shall keep a roster of members and committees; shall co-sign all agreements and formal instruments, except those pertaining to the office of treasurer; and shall submit a report of his/her office at the annual meeting. The secretary shall perform other duties as assigned by the president or board. The secretary shall serve a term of one year with an option to serve additional terms, or until a successor is elected.

Section 4 – The treasurer shall collect and receipt for monies and securities; deposit funds and disburse and dispose of the same, subject to the direction of the board; shall keep accurate books of account; shall submit a report at board meetings; shall submit a report of his/her office at the annual meeting. The treasurer shall perform other duties assigned by the president or board. The treasurer shall serve a term of one year with an option to serve additional terms, or until a successor is elected.

The treasurer will submit required forms and fees to the State of Tennessee within the prescribed time limits to maintain the corporation status. At the close of the fiscal year, the treasurer shall determine if informational forms and tax returns are required, file required forms, and pay taxes due to the Internal Revenue Service and other authorities within the prescribed time limits.

Section 5 - The person who is stepping down before the end of their term is responsible for finding their replacement. If earnest effort at attempting Option #1 is unsuccessful, a current Board member or Director will fill the position for the rest of the former person's term, until a replacement is elected.

ARTICLE VI – NOMINATION AND ELECTION OF OFFICERS AND DIRECTORS

Section 1 – Officers and directors shall be elected to those offices as established by Article IV by members of the chapter. When the new president assumes office, the current president-elect shall assume without election the office of president and the current president shall assume without election the office of immediate past president.

Section 2 – Each elected board member shall take office on July 1 and shall serve for a minimum of two years.

Section 3 – The term of office for directors shall be staggered two-year with half of the directors being elected each year.

Section 4 – A nominating committee shall be appointed by the board not later than February 20. The nominating committee shall prepare a list of nominees, showing at least one name for each elective position on the board due to become vacant, and shall present the list to the chapter not later than the regular meetings in April. At this time the members may present nominations from the floor. Election of contested offices shall be by written or electronic ballot. Each voting member of the chapter shall be provided with a ballot at least two weeks prior to the ballot count. Eligibility to vote shall be as defined in the Institute Bylaws. The winners shall be determined by a simple majority of votes cast before and during the meeting.

Section 5- The ballots shall be counted and certified by tellers appointed by the president and the results shall be reported to the members no later than May 30.

Section 6 – Not later than June 1, the chapter secretary shall notify the Region President and the Institute office of the results of the election, and shall submit to them a complete listing of chapter officers for the coming year, with their addresses, telephone numbers and email addresses.

ARTICLE VII - MEMBERSHIP

Section 1 – The qualifications for membership shall conform to the requirements of the Institute Bylaws.

Section 2 – Membership in the Institute is a prerequisite to membership in the chapter.

Section 3 – A chapter member may be classified as an Honorary Member, Distinguished Member, or Lifetime Member only by action of the Institute.

Section 4 – The provisions of the Institute Bylaws for disqualification, suspension, expulsion and reinstatement of members shall govern.

ARTICLE VIII – MEETINGS OF MEMBERS

Section 1 – The annual meeting of the chapter shall be held during the month of June at which time committee reports shall be submitted, the secretary shall submit a report on the activities of the chapter during the past term of office, and the treasurer shall submit an annual report of the finances of the chapter.

Section 2 – Regular meetings shall be held monthly, except when otherwise decreed by the board. Not less than ten regular meetings shall be held in the fiscal year.

Section 3 – Special meetings may be called whenever the majority of the board deems it necessary, or upon written request by not less than one-tenth of the chapter membership. The business at special meetings shall be limited to that for which the meeting was called.

Section 4 – Minutes of regular and special meetings shall be available to the members.

Section 5 – These bylaws, together with the applicable provisions of the Institute bylaws and Robert’s Rule of Order Newly Revised, shall govern the conduct of business of the chapter.

ARTICLE IX – FISCAL ADMINISTRATION

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

Section 2 – The annual chapter dues shall be set by the Institute. Retired Members, Members Emeritus, Honorary Members, Distinguished Members, and Lifetime Members shall not be subject to dues.

Section 3 – The Institute will invoice each member in advance of the members’ anniversary date. Initial dues shall accompany the membership application.

Section 4 - Institute and chapter dues shall be paid to the Institute with the chapter dues being returned to the chapter by the Institute.

Section 5 - If the chapter is dissolved by the Institute Board, the organization’s assets will be used to establish a scholarship fund.

Section 6 - The President (or president's designy) will sign all checks, and co-signer will be any available member of the Executive Board (President Elect, Past President, Secretary, Treasurer).

ARTICLE X – AUDIT

The board shall appoint a committee to audit the books and transactions of the treasurer at the close of the fiscal year. This report shall be read at the next regular meeting of the members of the chapter.

ARTICLE XI – AMENDMENTS

Section 1 – Proposed amendments to these chapter bylaws shall first be submitted to the Institute secretary for approval. After Institute secretary approval they shall then be publicized in the regular chapter newsletter issued prior to a regular meeting or otherwise sent to each member at least two weeks prior to a special meeting.

Section 2 –Following publication, the amendments must be approved by a two-thirds vote of the members present at the regular meeting or a special meeting.

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