

**BYLAWS OF THE  
GREATER ORLANDO CHAPTER  
CONSTRUCTION SPECIFICATIONS INSTITUTE**

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## **BYLAWS OF THE GREATER ORLANDO CHAPTER CONSTRUCTION SPECIFICATIONS INSTITUTE**

### **Article I – Name**

The name of the organization is the Greater Orlando Chapter of the Construction Specifications Institute, Inc., hereinafter referred to as the "Chapter"; said chapter being an affiliate chapter of The Construction Specifications Institute, Inc., hereinafter referred to as the "Institute".

### **Article II – Governing Authority**

The Chapter is governed and operated in accordance with the laws of the State of Florida, provisions of the Institute bylaws, these bylaws, the regulations and requirements for the conduct of the chapters of the Institute as adopted from time to time by the Institute Board.

### **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 endorses a nondiscriminatory policy as to membership and does not restrict membership based on a classification or any other practice.

### **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 members: President, President-elect, Vice-President(s), Secretary, Treasurer, immediate Past-President and Directors.
- 2.1       Professional members shall constitute a minimum of thirty-three (33) percent of the Chapter Board and industry and associate members shall constitute a minimum of thirty-three (33) percent of the Chapter Board.
- 2.2       The size of the Chapter Board shall be determined by the Board to comply with the ratio of one (1) Board member for each fifteen (15) chapter members, calculated each April prior to election.
- Section 3:           All members of the Board are eligible to vote on Chapter business.
- Section 4:           The Board, through the action of authority delegated to the Chapter Secretary or Membership Chairman, shall process promptly applications for membership in the Chapter received from prospective members; may accept resignations from the Chapter; and shall report its actions on membership to the Institute promptly.

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- Section 5: The Board shall select all special and standing committees, designate duties and may authorize compensation for justifiable expenses.
- Section 6: The Board shall schedule monthly business meetings. Special meetings shall only be held upon the call of the President or a majority of the Board upon seven (7) days written notice.
- Section 7: A majority of the Board shall constitute a quorum.
- Section 8: The Board may remove members who fail to fulfill their obligations to the Chapter, subject to approval by a two-thirds (2/3) majority of the Board.
- Section 9: The President shall appoint members to fill vacant offices in the Chapter, subject to approval by a two-thirds (2/3) majority of the Board.

**Article V – Officers**

- Section 1: The President shall serve as chairman of the Board, shall preside at all Chapter meetings, shall select the chairman of temporary committees, shall appoint the Chapter delegates to the annual meeting of the Institute unless they are otherwise selected by the Chapter members, shall be an ex-officio member of all committees and shall sign all agreements and formal instruments.
- Section 2: The President-Elect and Vice-President(s) shall perform such assignments as delegated by the President or Board and serve upon the absence of the President.
- Section 3: The Secretary shall see that notices are sent at least seven (7) days in advance of all meetings of the Board and of the Chapter and shall keep accurate minutes thereof, 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 the Treasurer and shall submit a report of office at the annual meeting. The Secretary shall perform other duties as assigned by the Board.
- Section 4: The Treasurer shall collect and receive monies and securities, deposit funds and disburse and dispose of the same, subject to the direction of the Board, shall keep accurate books of accounts, shall submit a report of the office at the annual meeting and shall perform other duties as assigned by the Board.

**Article VI – Nomination and Election of Officers and Directors**

- Section 1: At the April election meeting of the Chapter, Board members shall be elected by the Chapter membership present to fill the number of Board seats due to become vacant. Immediate Past- President and President-Elect shall remain on the Board during the term of their successors without further election.
- Section 2: Each elected Board member shall take office on July 1.

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- Section 3: Board members to be elected for a single three (3) year term; and may be re-elected once, that is elected to serve a maximum of two (2) consecutive terms.
- Section 4: A nominating committee shall be appointed by the President at the February Board meeting. The nominating committee shall prepare a list with at least one (1) name for each elective position on the Board, due to become vacant, and shall present the list to the Chapter no later than the regular meeting in March. At this time, the members may present nominations from the floor. The election shall be by written ballot. The nominating committee shall prepare the ballot, which shall include the original list of nominees and those nominated from the floor. Each member of the Chapter present shall be provided with a ballot for the election.
- 4.1. The requirement for written ballot may be waived if approved by simple majority of the membership present at the April election meeting.
  - 4.2. The Board, consisting of the continuing Board members, retiring Board members and newly elected Board members, shall hold a joint organizational meeting, each April, not later than the 30th day, at which time the continuing and newly elected Board members shall vote by ballot to separately elect, by simple majority of those present, a President, President-Elect, Vice-President(s), Secretary and Treasurer, to serve as officers for one (1) year beginning the following July 1st, subject to membership approval at the May membership meeting.
  - 4.3. The persons eligible to be elected President-Elect shall be those persons who are "continuing Board members". First year Board members shall not be eligible for President-Elect except by special proclamation of the Board at the election meeting.
- Section 5: The ballots shall be counted by tellers appointed by the President and the results shall be reported to the members.
- Section 6: Not later than May 31, the Chapter Secretary shall notify the Southeast Region Institute Directors and the Institute office of the results of the election and shall submit to them a complete listing of the Chapter officers for the coming year with their addresses, phone numbers, fax numbers, and E-mail 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 elected as an Honorary Member or Lifetime Member by the Chapter only if elected as an Honorary Member or Lifetime Member by the Institute.

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

**Article VIII – Meeting of Members**

Section 1: The annual meeting of the Chapter shall be held during the month of June at which time committee reports shall be submitted. The Secretary shall submit a report on the activities of the Chapter during the past term of office and the Treasurer shall submit an annual report of the finances of the Chapter. A copy of these reports shall be sent to the Institute Region Directors.

Section 2: Regular meetings shall be held monthly, except when otherwise decreed by the Board. Not less than ten (10) 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 (1/10) 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 distributed to the members and shall be mailed to the Institute Region Directors.

Section 5: These bylaws, together with the applicable provisions of the Institute Bylaws and Robert's Rules of Order Newly Revised, shall govern the conduct of the 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 Board. Members Emeritus, Lifetime Members and Honorary Members shall not be subject to dues.

Section 3: Annual dues notices shall be mailed by the Institute at least two (2) months in advance of each member's anniversary date and are payable when rendered. Initial dues shall accompany the membership application. An applicant may select introductory membership (optionally available for an initial period of six (6) months) at one-half (1/2) the annual dues for the appropriate membership classification; provided the applicant has not been a member for at least one (1) year preceding the month of application.

Section 4: Institute and Chapter dues shall be paid to the Institute with the Chapter dues being returned to the Chapter by the Institute.

**Article X – Audit**

Section 1: 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.

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**Article XI – Amendments**

Section 1: Proposed amendments to these Chapter bylaws shall first be submitted in duplicate, accompanied with two (2) copies of the complete, current bylaws 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 by letter issued at least two (2) weeks prior to a special meeting.

Section 2: These bylaws may then be amended by a two-thirds (2/3) vote of the professional, industry, and associate members present at the regular meeting or a special meeting.

END OF BYLAWS

Revised / Updated November, 2003