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1.0	INTRODUCTION {TC \L1 "1.0	INTRODUCTION}
1.1	GENERAL {TC \L2 "1.1	GENERAL}
1.1.1	Construction Specifications Canada is a national, non-profit Association with membership from coast to coast organized and co-ordinated by Chapters currently located in the following areas: Atlantic - Prince Edward Island, New Brunswick, Newfoundland-Labrador and Nova Scotia; Calgary, Alberta; Edmonton, Alberta; Grand Valley, Ontario; Hamilton/Niagara, Ontario; London, Ontario; Montreal, Quebec; Ottawa, Ontario; Quebec City, Quebec; Regina, Saskatchewan; Saskatoon, Saskatchewan; Toronto, Ontario; Vancouver, British Columbia; Vancouver Island, British Columbia, Winnipeg, Manitoba.	
1.1.2	The aims and objectives of the Association are as follows:	
1.1.2.1	To foster the interests of those who are engaged in or who are affected by the compilation or use of any form of specification or related documentation for the construction industry.	
1.1.2.2	To publish technical literature pertaining to the construction industry.	
1.1.2.3	To engage in activities to improve procedure and techniques related to the construction industry.	
1.1.3	This manual is for Chapter Management and Operations and is compiled to assist CSC Chapters to:	
1.1.3.1	organize effective programs.	
1.1.3.2	outline officers' duties and responsibilities.	
1.1.3.3	introduce a uniformity of operation between Chapters.	
1.1.4	Throughout this manual, "CSC" or "Association" mean "CONSTRUCTION SPECIFICATIONS CANADA".	
1.1.5	This Chapter Manual is governed by the most current Construction Specifications Canada Directives including Addenda.	
1.1.5.1	Construction Specifications Canada Directives are governed by Construction Specifications Canada Constitution and Bylaws including Addenda.	
1.1.6	National Organization reference - CSC Articles of Continuance and Directives	
1.1.7	Qualifications for National Offices references - CSC Constitution and Bylaws Article 29.	
2.0	ADMINISTRATION STRUCTURE {TC \L1 "2.0	ADMINISTRATION STRUCTURE}
2.1	EXECUTIVE COUNCIL {TC \L2 "2.1	EXECUTIVE COUNCIL}
2.1.1	The Association is administered by the Executive Council which acts on directives from the Board of Directors.	
2.2	BOARD OF DIRECTORS {TC \L2 "2.2	BOARD OF DIRECTORS}
2.2.1	The Board of Directors is composed of the Executive Council and one Director from each Chapter with the President as Chair.	
2.3	CHAPTERS {TC \L2 "2.3	CHAPTERS}
2.3.1	Chapters are administered by the Chapter Officers elected by the Chapter members and appointed by the elected Chapter Officers.	

- 2.4 MEMBERSHIP {TC \L2 "2.4 MEMBERSHIP}
- 2.4.1 The general membership, Directors and/or Chapter Officers are not authorized to correspond on behalf of the Association with other Associations or government departments unless authorized. This is not meant to preclude the day to day liaison between Chapter officers and local governments, Associations and/or industry on behalf of the Chapter. Matters, however, which are national in perspective or pertain to the policies, aims or objectives of the Association, must be channelled through the Association office.
- 2.5 CHAPTER OFFICERS {TC \L2 "2.5 CHAPTER OFFICERS}
- 2.5.1 Chapter officers are encouraged to liaise with local Departments of Government, Agencies, Institutions and Associations for the purpose of advancing the work of the Association as a whole. The principle of liaison is that it be conducted on an office-to-office basis: Chair to Chair, Technical to Technical, etc.
- 3.0 CHAPTER OPERATIONS {TC \L1 "3.0 CHAPTER OPERATIONS}**
- 3.1 OFFICERS {TC \L2 "3.1 OFFICERS}
- 3.1.1 Chapter Officers elected and appointed are described by Appendix Document 'B' - Chapter Officers.
- 3.1.2 Chapter Officer(s) nominees for election or appointees shall be members in good standing at time of nomination or appointment. Subsequent default of dues by any Officer shall require the immediate removal from office, in which case the Chapter members shall elect a replacement for the balance of the term of office.
- 3.1.3 In all cases, except Chapter Director, the term of office for elected or appointed officers shall be approximately one year commencing on the day following the Association Annual General Meeting and terminating on the day of the conclusion of the next Association Annual General Meeting.
- 3.1.3.1 This does not preclude officers from repeating their terms of office. It does however request the Chapter to ratify all terms of office annually at the Annual Chapter Meeting.
- 3.1.4 Chapter Director's term of office shall be approximately two years commencing on the day following the Association Annual General Meeting and terminating on the day of the conclusion of the Association Annual General Meeting subsequent to next following Association Annual General Meeting. (Refer to article 5.26 re-election years)
- 3.1.5 Candidates for election to the post of CSC Chapter Director cannot be a Principal of, or hold a position of officer or have decision making and/or signing authority in an organization that is determined to be in direct competition with CSC.
- 3.2 MEETINGS {TC \L2 "3.2 MEETINGS}
- 3.2.1 Chapters are encouraged to meet regularly (once a month) but shall meet not less than four times each year.
- 3.2.2 Chapter Executive meetings may be open to guests at the discretion of the Chair.
- 3.2.3 A guest is there as an observer unless otherwise agreed upon prior to the meeting.
- 3.2.4 The Chair may ask guests to leave the meeting room if there are confidential matters being discussed.

- 3.2.5 All Chapter Executive Committee (Elected and Appointed) members are permitted to vote on all motions unless there is a conflict of interest.
- 3.2.6 The Chair is able to vote on all matters or the Chair may choose to only vote in the case of a tie. However, the Chair should be consistent in their approach to voting throughout the meeting. If the Chair does vote and there is a tie, then the Chair has a second vote.
- 3.2.7 One of these meetings shall be identified and advertised as the Annual Chapter Meeting.
- 3.2.8 The Annual Chapter Meeting should be held not later than the month immediately preceding the Association's Annual General Meeting.
- 3.2.9 A recommended agenda for the Annual Chapter Meeting is provided at Appendix Document 'F'.

3.3 CHAPTER ACCOUNTS {TC \L2 "3.3 CHAPTER ACCOUNTS}

- 3.3.1 Chapters are advised to have the accounts of Chapter funds audited prior to the Annual Chapter Meeting and have a statement thereof presented to the Chapter membership. In lieu of engaging an accounting firm Chapters can obtain a signed audit from a committee of three Chapter members who are not Chapter officers for the year of the audit.
- 3.3.2 A copy of the audit report is to be included by the Chapter Director in the report to the first Board of Directors for the meeting immediately following the Annual Chapter Meeting.
- 3.3.3 Chapter financial reports are to be prepared in accordance with the instructions provided at Document 'G'.

3.4 REMUNERATION FOR SERVICES {TC \L2 "3.4 REMUNERATION FOR SERVICES}

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- 3.4.1 Officers and members will not be paid per diem or similar remuneration for attendance at Board, Executive or Committee Meetings.
- 3.4.2 Officers and members may be paid for other services rendered to the Chapter and authorized by the Chapter Executive.
- 3.4.3 Expenses incurred on authorized Chapter business will be reimbursed as follows:
 - 3.4.3.1 Automobile mileage.
 - 3.4.3.2 Other travel costs.
 - 3.4.3.3 Hotel, single bedroom rate.
 - 3.4.3.4 Reasonable charges for meals.
 - 3.4.3.5 Photocopies.
 - 3.4.3.6 Postage and courier costs.
 - 3.4.3.7 Telephone and facsimile costs.
 - 3.4.3.8 Registration costs for events attended on behalf of the Chapter.
- 3.4.4 Claims for reimbursement of additional or other special and authorized expenses or refunds for overpayments will be submitted to the Chapter Treasurer on standard form as provided by the Chapter Treasurer with receipts attached.
- 3.4.5 Cheques in advance of specific expenses may be obtained from the Chapter Treasurer.

- 4.0 CHAPTER NOMINATIONS AND ELECTIONS {TC \L1 "4.0CHAPTER NOMINATIONS AND ELECTIONS}**
- 4.1 GENERAL {TC \L2 "4.1 GENERAL}**
- 4.1.1 It is recognized that Chapters should retain certain authority and autonomy.
- 4.1.2 Chapter election procedures will be overseen by the Chapter Executive. The spirit and intent of the procedures outlined below should be maintained.
- 4.2 COMMITTEE {TC \L2 "4.2 COMMITTEE}**
- 4.2.1 A Chapter Nominations and Elections Committee should be formed.
- 4.2.1.1 The Committee Chair will be appointed by the Chapter Executive. (could be the immediate Past-Chair)
- 4.2.1.2 At least two other members of the Chapter will be appointed by the Committee Chair.
- 4.2.1.3 Members of this committee will not be eligible for self-nomination or nomination by the Committee for any position on the Chapter Executive.
- 4.3 COMMITTEE PROCEDURE {TC \L2 "4.3 COMMITTEE PROCEDURE}**
- 4.3.1 Conform to time schedule (Document "A") as closely as possible. It should be noted that non-compliance with the scheduled dates will not nullify the nomination procedure as long as the proper steps were followed.
- 4.3.2 Nominate officers (Document "B")
- 4.3.3 Report nominations to the Chapter Executive
- 4.3.4 In the Chapter Specifier/Newsletter or email communication publish the:
- 4.3.4.1 Slate of officers.
- 4.3.4.2 Invitation to all members eligible to vote to make additional nominations in the prescribed manner by obtaining copies of Document "D" from the Secretary.
- 4.3.4.3 At this stage members of the Nomination Committee are eligible for nomination by another member that is not on the Nominations Committee.
- 4.4 NOMINATIONS {TC \L2 "4.4 ADDITIONAL NOMINATION}**
- 4.4.1 Nominations are to be received by the Committee before the date stipulated on Document "D".
- 4.4.2 The Committee Chair will ensure the eligibility of nominees and nominators.
- 4.4.3 Should any nomination prove to be invalid, the Chair will inform the first nominator with an explanation.
- 4.4.4 Where additional nominations have been received and verified,
- 4.4.4.1 The Chair will prepare a ballot form (Document "E") for the officers concerned.
- 4.4.4.2 Distribute one copy of the form, with instructions (Document "F") for its use, to each member eligible to vote.

- 4.5 BALLOTS {TC \L2 "4.5 BALLOTS}
- 4.5.1 The Chapter Secretary will:
- 4.5.1.1 Receive ballot forms completed and sealed as prescribed by the date stipulated on the form;
 - 4.5.1.2 Verify the eligibility of the voters;
 - 4.5.1.3 Deliver ballots to scrutineers.
- 4.6 SCRUTINEERS {TC \L2 "4.6 SCRUTINEERS}
- 4.6.1 The Committee Chair will appoint a committee to scrutinize and count the votes.
- 4.6.2 Such committee will be composed of three persons not nominated, nor nominators, nor members of the nominating committee.
- 4.6.3 The scrutineers will:
- 4.6.3.1 Witness the opening of the ballot envelopes.
 - 4.6.3.2 Decide on the validity of ballots.
 - 4.6.3.3 Count the votes and tabulate the votes received by each candidate.
 - 4.6.3.4 Will forward the tabulated results, ballots both valid and invalid, and the envelopes to the Secretary to hold in the event of a challenge from an unsuccessful candidate. If no challenge is received within 30 days of the Annual Chapter Meeting the ballots are to be destroyed.
- 4.7 ELECTION {TC \L2 "4.7 ELECTION}
- 4.7.1 The election will be determined in favour of the candidate for each office who has received the greater number of votes cast.
- 4.7.2 In the event of a tie, the member with the longest continuous membership will be declared elected.
- 4.7.3 The results of the election will be published and distributed:
- 4.7.3.1 To all members by the Secretary prior to the Annual Meeting of the Chapter.
 - 4.7.3.2 To the Executive Director of the Association.
- 4.8 APPENDED DOCUMENTS RE: NOMINATIONS AND ELECTIONS {TC \L2 "4.8APPENDED DOCUMENTS R
- 4.8.1 "A" Time Schedule
- 4.8.2 "B" Chapter Officers
- 4.8.3 "C" Slate of Officers - Letters to Members
- 4.8.4 "D" Nomination Form
- 4.8.5 "E" Ballot Form
- 4.8.6 "F" Voting Instruction
- 5.0 DUTIES OF ELECTED CHAPTER OFFICERS {TC \L1 "5.0DUTIES OF ELECTED CHAPTER OFFICERS}**
- 5.1 CHAPTER CHAIR {TC \L2 "5.1 CHAPTER CHAIRMAN}
- 5.1.1 Be the chief Elected Officer of the Chapter and supervise its affairs.
- 5.1.2 Preside at meetings of:
- 5.1.2.1 Chapter Executive.

- 5.1.2.2 Chapter Meetings.
- 5.1.2.3 Annual Chapter Meeting.
- 5.1.2.4 In the absence of the Chapter Chair, the Vice-Chair will preside.
- 5.1.2.5 If no Vice-Chair is present, the Chapter Executive members present will appoint any other Officer as Acting Chair.

- 5.1.3 Be a non-voting member of Standing Committees or may deputize a qualified member for any committee or meeting.

- 5.1.4 Represent the Chapter in dealings with other organizations or with the public except as otherwise delegated.

- 5.1.5 Know the Association By-Laws.

- 5.1.6 Understand the workings of the Association's administrative structure.

- 5.1.7 Understand the Chapter Administration.

- 5.1.8 Plan, with the Executive, a program for the coming year.

- 5.1.9 Prepare an agenda for all meetings.

- 5.1.10 Encouraged to represent the Chapter at Association Conferences.

- 5.1.11 Recommend prospective persons for various appointments and submit recommendations to the Executive for ratification by majority vote.

- 5.1.12 Maintain close liaison with the Chapter Director so that Association policies and new programs are presented to members.

- 5.1.13 Inform members about Chapter activities.

- 5.1.14 Ensure that the Vice-Chair is informed of activities.

- 5.1.15 Assist as required in preparing announcements and newsletters.

- 5.1.16 Ensure financial budget is maintained and adhered to.

- 5.1.17 Prepare the annual report for Annual Chapter Meeting and send copy to the Association office.

- 5.1.18 Welcome new members to the Chapter, preferably at a Chapter function in some formal manner.

- 5.2 CHAPTER VICE-CHAIR {TC \L2 "5.2 CHAPTER VICE-CHAIRMAN}

 - 5.2.1 Assist when requested to do so by the Chair.
 - 5.2.2 Be as familiar as the Chair with all activities.

- 5.3 OFFICER - SPECIFICATION WRITER {TC \L2 "5.3 OFFICER - SPECIFICATION WRITER}

 - 5.3.1 Act as representative for all disciplines preparing Specifications and or Technical literature.
 - 5.3.2 Promote the use of CSC documents and formats to encourage uniform, clear and concise specifications
 - 5.3.3 Advise the Executive.
 - 5.3.4 Co-ordinate activities with Professional Developments Education Committee.

- 5.4 OTHER OFFICERS – REFER TO DOCUMENT “B” FOR A SUGGESTED LIST OF OTHER POSITIONS. {TC \L2 "5.4 OTHER OFFICERS - OPTIONAL}
- 5.4.1 Communicate with discipline and keep Chapter Executive informed.
 - 5.4.2 Promote the use of CSC documents and formats.
 - 5.4.3 Advise the Executive of:
 - 5.4.3.1 Meetings, seminars, etc. relevant to CSC activities.
 - 5.4.3.2 Areas of concern of procedures in conflict with CSC policy that require review and clarification by the Association and/or Chapter.
- 5.5 CHAPTER DIRECTOR {TC \L2 "5.5 CHAPTER DIRECTOR}
- 5.5.1 Provide reports on Chapter activities to the Association Board of Directors. Refer also to Directors’ Guide (Part 5) for Meetings and the Director’s Report Guide.
 - 5.5.2 Represent the Chapter on the Board of Directors which is to govern and administer the Constitution By-Laws and policies of the Association.
 - 5.5.3 Actively and conscientiously participate in the business and affairs of the Board.
 - 5.5.4 Continually alert and report to the Association and Board all matters of importance arising at the Chapter level.
 - 5.5.5 Effectively transmit and promote Association plans, programs and policies to the Chapter Executive and Chapter membership by publishing a summary after each Association Board Meeting.
 - 5.5.6 In general terms, be concerned with the administration and activity of the Chapter; encourage active participation by all members.
 - 5.5.7 Assist in the promotion of the annual conference.
 - 5.5.8 Liaise or communicate with members at large as well as encourage and assist in the formation of new Chapters if requested.
 - 5.5.9 Seek out leaders and encourage their interest in advancement to leadership positions in the Association.
 - 5.5.10 Observe the operation of the Chapter and offer suggestions for improvement.
 - 5.5.11 Encourage the Officers and members in all phases of activity.
 - 5.5.12 Reinforce communications between the Association and the Chapter.
 - 5.5.13 Maintain up-to-date information on matters affecting the local Design + Construction industry which could be of interest or cause concern to the Chapter and the Association.
 - 5.5.14 Maintain liaison with local organizations in the construction industry at a Chapter level for healthy and profitable mutual exchange of information.
 - 5.5.15 Follow up and expedite Association programs with Committee Chairs.
 - 5.5.16 Develop details of responsibilities inherent in any appointment or assignment.
 - 5.5.17 Assist Chair and Officers in the performance of their duties if requested.

- 5.5.18 If elected as Association Vice-President, continue to stand as Chapter Director only if requested by the Chapter membership.
 - 5.5.19 Conduct correspondence as Vice-President and/or Chapter Director as directed by the President.
 - 5.5.20 Prepare reports and have information, documents, references and data required for:
 - 5.5.20.1 Meetings of Chapter Officers.
 - 5.5.20.2 Meetings of the Board.
 - 5.5.21 Make available up-to-date reports on activities in which the Association is involved.
 - 5.5.22 Assist the Executive Council and/or the Chapter Executive by supplying necessary background information.
 - 5.5.23 Represent the Chapter at local functions when requested by the President or the Chair.
 - 5.5.24 Accept speaking and writing engagements and notify the Association of such engagements.
 - 5.5.25 Provide continuity of Association procedures and information for the Chapter Officers.
 - 5.5.26 Obtain from the Chapter Treasurer the annual Chapter audit and submit to the Association office.
 - 5.5.27 Be appointed or assigned duties on various Association committees.
 - 5.5.28 Attend:
 - 5.5.28.1 Chapter Executive Meetings.
 - 5.5.28.2 Chapter Meetings.
 - 5.5.28.3 Board of Directors Meetings.
 - 5.5.28.4 Association Committee Meetings, where applicable.
 - 5.5.29 Election: Term of office is two years as per Chapter Operations Item 3.1.4 above. Notwithstanding the two year term of office a member of the Board of Directors may resign at any time and a (election by Chapter) successor will serve the remainder of the term. A Vice-President may concurrently serve as a Director representing a Chapter. See item 3.1.5 above for guidelines for election of a Director.
 - 5.5.30 The following named Chapters elect their Director on even numbered years (2018, 2020, 2022, etc): Calgary, Grand Valley, Ottawa, Quebec City, Regina, Toronto, and Vancouver. All other Chapters elect their Director on odd numbered years.
 - 5.5.31 Upon the death of a Chapter member, it shall be the responsibility of the Chapter Director to notify the Association Office of this event in an expeditious manner.
- 5.6 EDUCATION CERTIFICATION OFFICER {TC \L2 "5.6EDUCATION CERTIFICATION OFFICER}
- 5.6.1 Promote the development of knowledge, skills and experience of the membership through:
 - 5.6.1.1 Education.
 - 5.6.1.2 Training.
 - 5.6.1.3 Qualifications for registration.
 - 5.6.1.4 Mutual exchange of information.
 - 5.6.2 Coordinate work with Association Program Director for Educational Certification.

- 5.6.3 Submit programs to Chapter Executive for consideration and approval.
- 5.6.4 Promote an understanding of the Educational Certification program throughout the Design + Construction industry.
- 5.6.5 Encourage members to qualify as a Registered Specification Writer; Certified Technical Representative; Certified Construction Contract Administrator and or Certified Specification Practitioner
- 5.6.6 Co-operate with colleges and universities to establish appropriate curricula related to the aims of the Association when requested by the Association Education Certification Committee
- 5.6.7 Inform students seeking vocational guidance as to the opportunities to be afforded by a career in the Design + Construction industry.
- 5.6.8 Encourage the continuing professional development and education of writers, readers and users of specifications and related documents.
- 5.6.9 Promote the organization of seminars and courses pertinent to the aims of CSC. Coordinate with Technical Committee.
- 5.6.10 Support technical programs of Association and Chapter.

6.0 DUTIES OF APPOINTED OFFICERS/COMMITTEES {TC \L1 "6.0DUTIES OF APPOINTED OFFICERS/COM

6.1 SECRETARY {TC \L2 "6.1 SECRETARY}

- 6.1.1 Maintain permanent files of correspondence and minutes of meetings.
- 6.1.2 If the Chapter is small, the Secretary's office can be combined with that of the Treasurer.
- 6.1.3 Record and distribute Chapter Executive meeting minutes promptly.
- 6.1.4 Correspond with Association office, other Chapters and members as required.
- 6.1.5 Co-ordinate with Membership Officer and Treasurer.
- 6.1.6 Arrange for the submission of all chapter minutes to the Association office.
- 6.1.7 Ensures that any financial surplus is clearly recorded and allocated in the chapter minutes of meeting
- 6.1.8 A motion must be passed by the Executive at their first meeting of the current operations year allowing the Chapter to retain earned surplus equal to one year of operation. This meeting should take place immediately following the Annual Chapter Meeting and could be a one item only meeting. (See CSC Appointed Officers Article 6.2.9)
- 6.1.9 Ensure that motions regarding the allocation of funds refer to financial surpluses, not profits.
- 6.1.10 Assist Chair and Officers in procedural matters involving arrangements for elections, election results and recording of elections.
- 6.1.11 Pass on records to successor.

6.2 TREASURER {TC \L2 "6.2 TREASURER}

- 6.2.1 Manage the funds of the Chapter.

- 6.2.2 Verify accounting from previous Treasurer by audit. Report to be presented to membership.
 - 6.2.3 Transfer bank account, signature cards of authorized officers. The Treasurer, the Chapter Chair and Director shall have signing authority for the Chapter. Any cheques issued on behalf of the Chapter shall require two signatures.
 - 6.2.4 Maintain accurate bookkeeping, with proper distribution to various accounts, when in doubt, confer with the Chair or former Treasurer.
 - 6.2.5 Align fiscal year end so that it corresponds with the Association's year end of March 31.
 - 6.2.6 Submit audited financial statements to the Association following the Chapter Annual Meeting.
 - 6.2.7 At the first meeting of the current operations year a motion must be passed by the executive allowing the chapter to retain earned surplus equivalent to one year of operation. (See CSC Appointed Officers Item 6.1.8 above)
 - 6.2.8 Pay invoices on/or before due date. Chapter Executive approval is required for expenditures not provided for in the budget.
 - 6.2.9 Receive monetary requirements for the program year from Officers.
 - 6.2.10 Prepare and submit annual budget to the Chapter Executive for approval.
 - 6.2.11 Arrange for the independent audit of all accounts at the end of the fiscal period. This may be done by Association officers who are not members of the Chapter Executive.
 - 6.2.12 Ensure that all original books of accounts and supporting documentation are maintained in accordance with Association Policy. (Document 'I')
- 6.3 MEMBERSHIP {TC \L2 "6.3 MEMBERSHIP}
- 6.3.1 Membership Recruitment:
 - 6.3.1.1 Distribute promotional material to potential new members.
 - 6.3.1.2 Follow up with personal contact to see if they are interested.
 - 6.3.1.3 Issue list to Chapter Executive committee for personal contact to interested responses.
 - 6.3.2 Maintain an up-dated membership roster with assistance from the Association
 - 6.3.3 Maintain lists to include:
 - 6.3.3.1 Members.
 - 6.3.3.2 Selected Construction Building Associations/Associations.
 - 6.3.3.3 Selected Architectural/Engineering offices.
 - 6.3.4 Recognize member activities by:
 - 6.3.4.1 Acknowledgement in notice of meeting announcements.
 - 6.3.4.2 Personal congratulations.
 - 6.3.5 Submit budget request to Treasurer for Chapter Executive for approval.

- 6.4 TECHNICAL {TC \L2 "6.4 TECHNICAL}
- 6.4.1 Arrange for CSC representation in activities related to the management and communications of technology in the Construction Industry of such local groups as joint industry committees, and other local technical committees.
 - 6.4.2 Supervise and coordinate the technical and related activities to be undertaken in accordance with Association procedure.
 - 6.4.3 Promote sale and use of Association technical documents.
 - 6.4.4 Coordinate all sub-committee activities and submit reports to Chapter members, Chapter Director and Association Program Director for Technical Studies (see CSC Directives Article 7.07).
- 6.5 PROGRAM {TC \L2 "6.5 PROGRAM}
- 6.5.1 Chapter Programs:
 - 6.5.1.1 Plan programs for Chapter meetings.
 - 6.5.1.2 Review activities of other Chapters.
 - 6.5.1.3 Obtain program approval from Chapter executive.
 - 6.5.2 Make necessary meeting arrangements:
 - 6.5.2.1 Location.
 - 6.5.2.2 Room size.
 - 6.5.2.3 Menu.
 - 6.5.2.4 Audio/Visual requirements.
 - 6.5.2.5 Agenda.
 - 6.5.2.6 Be host to speakers.
 - 6.5.2.7 Introduce speaker to members.
 - 6.5.2.8 Arrange for "thank you" after presentation.
 - 6.5.3 Prepare, distribute and/or coordinate with Newsletter Editor Notice of Meeting containing:
 - 6.5.3.1 Date.
 - 6.5.3.2 Location.
 - 6.5.3.3 Time.
 - 6.5.3.4 Subject.
 - 6.5.3.5 Speaker(s) or panel.
 - 6.5.3.6 "Teaser" of subject content.
 - 6.5.3.7 Meeting cost.
 - 6.5.3.8 Cost of meal.
 - 6.5.4 Obtain and maintain file copies of prepared talks.
 - 6.5.5 Prepare report of previous meeting and notice of upcoming meeting and distribute and publish in Chapter communications.
 - 6.5.6 Prepare budget for Treasurer for approval by Chapter Executive.
- 6.6 COMMUNICATIONS / NEWSLETTER EDITOR {TC \L2 "6.6 NEWSLETTER EDITOR}
- 6.6.1 Edit and publish Specifier so as to inform members of the activities of the Association and Chapter. Publish one Specifier for each month of a Chapter meeting.

- 7.2 ORGANIZATION COMMITTEE {TC \L2 "7.2 ORGANIZATION COMMITTEE}
- 7.2.1 The initiator and one member of the Association should form an Organization Committee of three to five persons.
- 7.2.2 The initiator shall act as Interim Chair.
- 7.3 ASSISTANCE {TC \L2 "7.3 ASSISTANCE}
- 7.3.1 The Association will:
- 7.3.1.1 Provide promotional material.
 - 7.3.1.2 Defray cost of:
 - 7.3.1.2.1 Notice of Organization meeting
 - 7.3.1.2.2 Meeting place.
 - 7.3.1.2.3 Assist the Interim Chair.
 - 7.3.1.2.4 Arrange for attendance by members of the Executive Council and Board of Directors at the first meeting
 - 7.3.1.2.5 The Association shall coordinate the organization of a new Chapter with the geographically closest Chapter which shall provide the expertise of the Chapter to the new Chapter.
- 7.4 ORGANIZATION MEETING {TC \L2 "7.4 ORGANIZATION MEETING}
- 7.4.1 A notice of Organization Meeting stating date, time, place and purpose should be sent to
- 7.4.1.1 Construction Canada Online.
 - 7.4.1.2 Posted on the CSC website.
 - 7.4.1.3 Existing members.
 - 7.4.1.4 Architectural offices.
 - 7.4.1.5 Engineering offices.
 - 7.4.1.6 General Contractors and Subcontractors.
 - 7.4.1.7 Manufacturers and Suppliers.
 - 7.4.1.8 Local Construction Associations/Associations.
 - 7.4.1.9 Interior Design offices.
 - 7.4.1.10 Government Agencies.
 - 7.4.1.11 Secondary and Post-Secondary Educational Institutions.
- 7.4.2 Contact nearby Association Chapters for publicity.
- 7.4.3 Two days before meeting all persons on mailing list should be contacted by telephone, email or in person to promote attendance at meeting.
- 7.4.4 The Interim Chair of the Organization Committee shall act as Chair of the meeting.
- 7.5 CHAPTER CHARTER {TC \L2 "7.5 CHAPTER CHARTER}
- 7.5.1 Once the formation of an interim Chapter Executive is completed a two year business plan is to be submitted to the CSC Board of Directors for review and approval.
- 7.5.2 When the Board of Directors approves the business plan they shall arrange to issue a Chapter Charter for the newly formed Chapter.

A.0 NOMINATIONS AND ELECTIONS - TIME SCHEDULE {TC \L2 "DOCUMENT AELECTION SCHEDULE}

A.1 MILESTONE DATES

A.1.1 The dates listed below are a guide and any nomination or election will not be void if the dates are not strictly adhered too. However, the steps outlined below must be followed in a reasonable time frame.

- A.1.1.1 January 15: Nominations Committee Chair appointed
- A.1.1.2 **February 10:** Committee nominations complete
- A.1.1.3 **February 15:** Nomination forms and committee nominations sent to membership
- A.1.1.4 **March 15:** Nominations due from membership
- A.1.1.5 April 1: Ballots to membership
- A.1.1.6 **April 15:** Ballots due from membership
- A.1.1.7 **April 15:** Committee for scrutiny appointed, votes validated, counted and tabulated
- A.1.1.8 **May 1:** Report of Scrutineers submitted
- A.1.1.9 **May 1:** The Chapter Secretary will notify the successful and unsuccessful candidates concerned.
- A.1.1.10 May 15: Results to membership

B.0 CHAPTER OFFICERS {TC VL2 "DOCUMENT B CHAPTER OFFICERS}

B.1 ELECTED OFFICERS

B.1.1 All Chapters should elect:

- B.1.1.1 Chair
- B.1.1.2 Vice-Chair
- B.1.1.3 Officer – Specification Writer
- B.1.1.4 Officer – Manufacturer/Supplier
- B.1.1.5 Director to Association Board

B.1.2 Chapters may choose to elect any or all of the following positions:

- B.1.2.1 Officer – Engineering
- B.1.2.2 Officer – Landscaping
- B.1.2.3 Officer – Architectural
- B.1.2.4 Officer – Interior Design
- B.1.2.5 Officer – Contractor
- B.1.2.6 Officer – Contractor
- B.1.2.7 Officer – Owner

B.2 APPOINTMENTS

B.2.1 Chapter elected officers should appoint out of the elected officers and/or out of the membership the following appointments:

- B.2.1.1 Secretary
- B.2.1.2 Treasurer
- B.2.1.3 Membership Chair
- B.2.1.4 Technical Chair
- B.2.1.5 Program Chair
- B.2.1.6 Professional Development Officer
- B.2.1.7 Communications / Newsletter Editor
- B.2.1.8 Marketing

Notes:

.1
.2

Past Ch
Where a

C.0 ELECTION SAMPLE LETTER{TC \L2 "DOCUMENT C

DRAFT LETTER}

NOMINATIONS AND ELECTIONS - SLATE OF OFFICERS

DATE:

Dear Member:

The [Name of Chapter] Nominating Committee presents below, the Slate of Officers for election to the 20_/20_, [Name of Chapter] Chapter Executive in accordance with the By-Laws of Construction Specifications Canada.

We invite you to make additional nominations on the form enclosed herewith. Be sure to have your nominee's signed consent and the proper number of nominators for each office.

Nominations shall be mailed to:

[Name of Secretary], Secretary

Name of Chapter

Address of Chapter

These forms are to be returned by

_____ (postma

Yours truly,

[Name of Nominating Committee Chair]
Chair, Nominating Committee

D.0 SAMPLE NOMINATION FORM {TC \L2 "DOCUMENT D NOMINATION FORM}

- | | | | | | |
|----|---|-----|-----|-------------|-----|
| 1. | Chapter Director to Association Board | () | 6. | Other _____ | () |
| 2. | Chair | () | 7. | Other _____ | () |
| 3. | Vice Chair | () | 8. | Other _____ | () |
| 4. | Officer, Specification Writer | () | 9. | Other _____ | () |
| 5. | Officer, Manufacture/Supplier Architectural | () | 10. | Other _____ | () |

NOTE: Refer to Chapter Manual Appendix DOCUMENT "B" for applicable Officers

THREE NOMINATORS ARE REQUIRED FOR EACH OFFICE
USE SEPARATE FORM FOR EACH NOMINATION.

Name of Nominee: _____
Member Classification: _____

(1) _____
(Nominator name – print) _____ Member

(2) _____
(Nominator name – print) _____ Member

(3) _____
(Nominator name – print) _____ Member

I AGREE TO SERVE IN THIS OFFICE, IF ELECTED:

NOMINEE SIGNATURE: _____

NOTE:
Nominators for Specification Member Officers must include at least one Specification Writer.
Nominators for Manufacture/Supplier Officers must include at least one Manufacture/Supplier Member.
NOMINATION FORMS TO BE RETURNED TO:
(Secretary, Name of Chapter and address)
NOT LATER THAN _____ 20____

E.0 SAMPLE BALLOT FORM

This is a sample ballot; a summary of the nominee's qualifications should be distributed with the ballot.



(NAME OF CHAPTER)

(SAMPLE) BALLOT

Please indicate your choice for the position of _____ Position _____ by placing an "X" in the appropriate brackets.
DO NOT IDENTIFY YOURSELF ON THIS BALLOT.

() _____ Name of Nominee _____

() _____ Name of Nominee _____.

Return this ballot VIA MAIL USING THE ADDRESSED AND STAMPED ENVELOPE PROVIDED before DATE Ballots that are faxed or emailed WILL NOT be accepted.



(NAME OF CHAPTER)

(SAMPLE) BALLOT

Please indicate your choice for the position of _____ Position _____ by placing an "X" in the appropriate brackets.
DO NOT IDENTIFY YOURSELF ON THIS BALLOT.

() _____ Name of Nominee _____

() _____ Name of Nominee _____.

Return this ballot VIA MAIL USING THE ADDRESSED AND STAMPED ENVELOPE PROVIDED before DATE Ballots that are faxed or emailed WILL NOT be accepted.

F.0 ANNUAL CHAPTER MEETING

F.1 AGENDA (RECOMMENDED)

- .1 Chapter Chair call to order.
- .2 Minutes of preceding Annual Chapter Meeting.
- .3 Business arising from Minutes.
- .4 Chair's reports.
- .5 Treasurer's report.
 - .1 Review of Chapter Financial Statements.
 - .2 Appointment of Auditors for the Chapter.
- .6 Committee reports
 - .1 Program.
 - .2 Membership.
 - .3 Technical.
 - .4 Professional Development/Education.
 - .5 Marketing.
 - .6 Any other Committee established by Executive.
- .7 New business.
 - .1 Motions such as votes of thanks are accepted.
 - .2 Motions or resolutions affecting the Chapter business are accepted by the outgoing Chair, (only recommendations can be passed on to the incoming executive).
 - .3 Questions and Inquires of the Chapter's affairs are being accepted.
- .8 Chair will pass over to the Chair-Elect the Chair's gavel.
- .9 Chair-Elect acceptance address.
- .10 Motion for adjournment.

G.0 INSTRUCTIONS FOR PREPARATION OF CHAPTER FINANCIAL REPORTS

G.1 FISCAL YEAR

G.1.1 Chapter fiscal year is April 1 to March 31 to correspond with Association fiscal year.

G.2 AUDITING OF CHAPTER FINANCIAL RECORDS

G.2.1 Chapter's books and financial statements are to be audited as soon as possible after fiscal year end (not later than August 31st) by three Chapter members who were not Chapter officers for the year being audited.

G.2.2 The audit committee shall:

G.2.2.1 Audit the Chapter financial records annually after all transactions related to the previous fiscal year have been completed and bank statements received; an audit is also to be carried out whenever the financial records are turned over to a new treasurer.

G.2.2.2 Include, as a minimum, the following checks and tests:

- G.2.2.2.1 a comparison of journal debit entries against deposit slips and the monthly bank statement;
- G.2.2.2.2 a comparison of journal credit entries against cheque register and supporting invoices;
- G.2.2.2.3 a comparison of financial statement against opening and closing bank balances and sub account balances;
- G.2.2.2.4 checking mathematics of the financial statement and verifying that all necessary information has been provided; and
- G.2.2.2.5 carrying out any other checks and tests which may be prudent under the prevailing circumstances.

G.2.3 Prepare a report which includes, as a minimum, the following:

- G.2.3.1 a confirmation that the audit has been carried out;
- G.2.3.2 that the attached financial statement accurately reflects the past years transactions and the year-end financial position;
- G.2.3.3 a recommendation regarding changes to the accounting procedures if warranted;
- G.2.3.4 date of report; and
- G.2.3.5 names and signatures of the audit committee.

G.3 EXHIBIT PREPARATION

G.3.1 The treasurer is responsible for the preparation of the following exhibits:

G.3.1.1 Exhibit 'A' and 'D'

- G.3.1.1.1 Prepare Exhibit 'A' at end of fiscal year and submit to Association office immediately after it has been reviewed by chapter audit committee and approved at the chapter AGM. Also include with Chapter Director's report to the fall Board meeting;
- G.3.1.1.2 Prepare Exhibit 'D' after third quarter (December 31) and include with Chapter Director's report to the spring Board meeting.
- G.3.1.1.3 "Inventory" of documents and goods for resale valued at cost.
- G.3.1.1.4 "Fixed assets" such as office furniture and equipment are valued at cost less accumulated depreciation.

- G.3.1.1.5 Examples of "other assets".
- G.3.1.1.6 "Prepaid and deferred expenses" such as expenses paid during the current fiscal year for a trade show, seminar or conference which will take place during a subsequent fiscal year.
- G.3.1.1.7 Examples of "Other Liabilities";
- G.3.1.1.8 "Revenue received in advance" such as registration fees received during the current fiscal year for a trade show, seminar or conference which will take place during a subsequent fiscal year.
- G.3.1.2 Exhibit 'B' and 'E'
 - G.3.1.2.1 Reports are to be cumulative through to year end. Exhibit 'B' is used by the Association Office at year end to consolidate all chapter and Association financial activities for GST/HST purposes;
 - G.3.1.2.2 The new report form requires more detail than previous. This information is necessary so that the Association can monitor Chapter finances and prepare GST quarterly returns.
 - G.3.1.2.3 To facilitate preparation of this report, Chapters should be set up a simple double entry accounting system. (Manual or computerized.) A suggested Chart of Accounts is attached, which may be expanded to provide as much detail as desired by the Chapter Treasurer to facilitate budgeting and accurate reporting.

H.0 SUGGESTED CHART OF ACCOUNTS

ASSETS (100 - 199)		LIABILITIES & SURPLUS (200 - 399)	
101 – 109	Cash Accounts	220	Accounts Payable
111 – 119	Investments (One Year or Less)	222	Notes Payable
121 – 129	Receivables	224	Accrued Interest Payable
131 – 139	Inventory (Items for resale)	251	Unearned Revenue
141 – 149	Office Supplies, Postage, etc.	265	GST Collected
151 – 159	Prepaid Expenses	266	GST Paid on Food & Beverages
161 – 169	Investments (Over One Year)	267	GST Paid on Other Purchases
171 - 179	Furniture and Equipment	268	GST Owning (Rebate)
		356	Retained Earnings
		360	Current Earnings
		369	Surplus
INCOME (400-499)		EXPENSES (500-599)	
401 - 409	Dinner Meetings	501 - 509	Dinner Meetings
411 - 419	Trade Shows	511 - 519	Trade Shows
421 - 429	Seminars	521 - 529	Seminars
431 - 439	Advertising	531 - 539	Newsletter & Meeting Notices
441 - 449	Sales	541 - 549	Administration
451 - 459	Chapter Rebate	551 - 559	Membership & Promotion
461 - 469	Interest	561 - 569	Technical Program
471 – 479	Conferences	571 - 579	Conferences
481 - 489	Other Income	581 - 589	Transfers to Associations
		591 - 599	Depreciation

I.0 POLICY FOR COLLECTION, ARCHIVING AND RETENTION OF CHAPTER AND ASSOCIATION RECORDS AND DOCUMENTS

I.1 CHAPTER RECORDS:

- I.1.1 The Chapter Secretary shall maintain files of chapter documents at a secure location approved by the Chapter Executive Committee. Ensure that there is no inadvertent loss of records when executive portfolios change hands.
- I.1.2 Maintain files for the following records and documents:
 - I.1.2.1 Executive Committee meeting and annual meeting minutes and correspondence.
 - I.1.2.2 Chapter financial statements and supporting documents (invoices etc.)
 - I.1.2.3 Audited chapter financial statements for 12 month period ending March 31
 - I.1.2.4 Sub-committee meeting minutes
 - I.1.2.5 Records and documents of chapter education program
 - I.1.2.6 Records and documents of chapter "networking" events (Connections Café etc.)
 - I.1.2.7 Chapter elections records
 - I.1.2.8 Chapter awards nominations
 - I.1.2.9 Chapter newsletters
 - I.1.2.10 Photographs and/or CD's of Chapter events
- I.1.3 Ensure that a copy of all Executive Committee meeting minutes, annual meeting minutes and audited chapter financial statements are forwarded to the Association Office following the Annual Chapter Meeting.
- I.1.4 The above-mentioned files are to be retained for the current year plus six (6) full years with the exception of the following, which are to be retained indefinitely as historical records:
 - I.1.4.1 Executive Committee and annual meeting minutes
 - I.1.4.2 Audited chapter financial statements
 - I.1.4.3 Chapter newsletters
 - I.1.4.4 Photographs and/or CD's of chapter events

I.2 ASSOCIATION RECORDS:

- I.2.1 Maintain electronic and/or hard copy records and related documents of all CSC activities (including records and documents received from the chapters) at the corporate office for the current plus two (2) full operating years. All electronic data shall be "backed up" daily on tape or disk media that is safely stored off-site.
- I.2.2 Each July, assemble and box all records and documents that are more than three (3) years old for transfer to the off-site storage facility. Exceptions may be made for records and documents that need to be available at the corporate office for easy reference.
- I.2.3 Files at the off-site storage facility shall be maintained in cardboard transfer cases located on metal storage racks with wheels for easy access. Label boxes by category and operations year(s). (ie July 1 to June 30)
- I.2.4 Maintain the following categories of files:
 - I.2.4.1 Executive Council minutes
 - I.2.4.2 Board of Directors minutes (including notes from Board orientation)

- 1.2.4.3 Chapter reports
 - 1.2.4.4 Association financial records, financial statements and Auditor's reports
 - 1.2.4.5 Association member's forum notes and annual general meeting minutes
 - 1.2.4.6 Minutes of program committee meetings and related correspondence
 - 1.2.4.6.1 ECC including RSW, CTR, CSP and CCCA sub-committees
 - 1.2.4.6.2 TSC including sub-committee, NMS.
 - 1.2.4.6.3 Membership/Chapter Development/Communications
 - 1.2.4.6.4 Conference/Legislative/Awards (including awards nominations, script for Awards Lunch, citations and photos of awards recipients)
 - 1.2.4.6.5 Publications
 - 1.2.4.6.6 Strategic Planning
 - 1.2.4.6.7 Marketing
 - 1.2.4.6.8 Liaison
 - 1.2.4.7 College of Fellows meeting minutes, correspondence and elections including CV's or citations of inductees
 - 1.2.4.8 Association magazine, NIB and Annual Review
 - 1.2.4.9 Conference binder including post-conference report, correspondence, conference publicity material and registration form
 - 1.2.4.10 Association administration (staff records, insurance, condominium office records, hardware purchases or lease, software, off-site storage rent etc.)
 - 1.2.4.11 Prints and/or CD's of all relevant photographs
 - 1.2.4.11.1 President.
 - 1.2.4.11.2 Board of Directors.
 - 1.2.4.11.3 Executive Director.
 - 1.2.4.11.4 Conferences.
 - 1.2.4.12 Membership directory.
 - 1.2.4.13 Association history book and updates.
 - 1.2.4.14 Records forwarded from Chapters.
- 1.2.5 Multiple categories can be stored in the same box if separated by labeled dividers and outside label clearly indicates contents.
- 1.2.6 Records and documents over seven (7) years old may be destroyed and disposed of in a secure manner (shredding and baling) with the exception of the following which are considered to be of "historical significance" and must be retained indefinitely:
- 1.2.6.1 Executive Council, Board of Directors and Annual General Meeting minutes.
 - 1.2.6.2 Audited financial statements.
 - 1.2.6.3 Association magazines, NIB's and Annual Reviews.
 - 1.2.6.4 Awards records.
 - 1.2.6.5 Membership directory.
 - 1.2.6.6 Conference binder.
 - 1.2.6.7 Relevant photographs and/or CD's.
- 1.2.7 Association history book and updates.