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1.0 ELECTION OF CHAPTER DIRECTORS{tc \l1 "1.0 ELECTION OF CHAPTER DIRECTORS}

- .1 Refer to CSC Bylaws 17 Nominations and Elections of Directors; Article 24 Term of Office and Part 3 Directives 6.0 Nominations and Elections.
- .2 Refer to Part 4 of this Administrative Manual, Chapter Manual, Article 5;
- .3 Each Chapter shall elect one person to represent their Chapter on the CSC Board of Directors;
- .4 The term of office shall be two (2) years, as described under Chapter Operations article 3.1.4. Notwithstanding the two year term of office a member of the Board of Directors may resign at any time and a the Board may appoint a successor to serve the remainder of the term.. A Vice-President may concurrently serve as a Director representing a Chapter
- .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
- .6 The following named Chapters shall elect their Director on even numbered years (1980, 1982, etc.): Calgary, Grand Valley, Ottawa, Quebec City, Regina, Toronto, and Vancouver. All other Chapters elect their Director on odd numbered years.
- .7 For coordination and communication purposes, the Executive Director, President and Executive Council are to be advised of the name, address and telephone numbers of each Director no later than June 30th.

2.0 PROGRAM DIRECTORS{tc \l1 "2.0 PROGRAM DIRECTORS}

- .1 Refer to Directives, section 7.7 Program Directors
- .3 Term of office is not to exceed two years unless re-appointed;
- .4 A Program Director may concurrently serve as a Director representing their Chapter
- .5 In accordance with Directive 7.7 the Board of Directors may appoint the following listed Program Directors for:
 - .1 Membership/Chapter Development/Communications;
 - .2 Technical Studies;
 - .3 Education Certification;
 - 4 Publications;
 - .5 Conferences;
 - 6 Awards;
 - 7 Legislative;
 - 8 Strategic Planning.
- .6 Responsibilities are as stated under respective Articles of CSC Directives, Section 11.0.

3.0 PAYMENT AND EXPENSES{tc \l1 "3.0 PAYMENT AND EXPENSES}

- .1 Refer to Directives, Section 9.0 Remuneration for Services
- .2 Directors shall receive no remuneration for services inherent to their responsibilities;
 - .1 Legitimate travel, food and accommodation expenses will be reimbursed.
Extraneous expenses will not be considered.

4.0 MEETINGS{tc \l1 "4.0 MEETINGS}

- .1 Refer to CSC Constitution and By-Laws Article 25, 26. 27. 28 and directive 13.0 Board of Directors Meetings;
- .2 The Board of Directors shall meet not less than two times per year;
- .3 Meetings will be called by the President acting through the Executive Director;
- .4 Time, date, location and agenda are determined by the President and the Executive Council;
- .5 Meetings are usually held in the vicinity Toronto, Ontario for reasons of cost control and physical relationship to the offices of Construction Specifications Canada;
- .6 A Board of Directors' Meeting may be held during the Annual Conference. This is, however, not a usual occurrence as it tends to distract from and interfere with the conference schedule and participation therein;
- .7 Meetings will be conducted in accordance with "Bourinot's Rules of Order" (latest edition) as far as they may be applicable;
- .8 Minutes of meetings are taken by the Executive Director and reviewed by the Secretary of the Board Prior to distribution;
- .9 Minutes distributed to each member of the Board of Directors;
- .10 Minutes of the previous meeting are reviewed and approved at the commencement of each Board Meeting.

5.0 REPORTS{tc \l1 "5.0 REPORTS}

- .1 Directors and Program Directors are to prepare and submit written reports to the Board of Directors prior to and by the date stipulated with the formal notice of each meeting. These reports will be reproduced and distributed by the Executive Director of the Association prior to the meeting if received on or before the stipulated date. Any Director failing to submit the Board reports to the Executive Director of the Association Office of CSC, by the date set by the Executive Director prior to each Board Meeting, will affect its eligibility to qualify for the Lloyd Boddy Chapter of the Year Award or the President's Chapter Award. The Executive Director will determine if the report meets the requirements of the Administrative Manual. In the event of a dispute over non-compliance, the matter will be handed over to the Executive Council to make the final decision. The matter will be decided by majority vote.
- .2 The templates for said reports are to be distributed to the Board of Directors at the time of the announcing the date of the meeting. See sample copies Appendix A.
- .3 Said reports will be reviewed and commented on by the Board of Directors at the meeting.
- .4 Directors are to file reports on the Board of Directors' Meeting with their Chapter within one month of said meeting.

6.0 OTHER RESPONSIBILITIES{tc \l1 "6.0 OTHER RESPONSIBILITIES}

- .1 Chapter Manual Section 5.0, Article 5.5 outlines the Chapter Director's Duties.

7 POLICY{tc \l1 "7.0 POLICY}

- .1 Refer to Directives Section 1.00 Introduction; 12.0 Annual General Meeting; 13.0 Board of Directors Meetings
- .2 In very general terms - Policy rulings by the Board of Directors are as set out in CSC - Directives, found in Part 3 of this Administration Manual. The activities of the Executive Council and Program Directors are as directed by resolutions passed and decisions taken by the Board of Directors.
- .3 The following is a general description of procedure of a Board of Directors Meeting.
 - .1 Agenda reviewed - items added as requested.
 - .2 Minutes of last meeting reviewed - corrections/amendments recorded as directed.
 - .3 Business arising from minutes reviewed and recorded.
 - .4 Reports presented commencing with President, continuing with reports from Program Directors and Committees.
 - .5 Written resolutions (not motions from the floor) submitted prior to the meeting and during the meeting are brought forward, discussed and decided.
 - .6 Directors should note there are resolutions passed at Board of Directors Meetings which decide on the course of action for Committees and the Executive Council and may supplement or modify the Directives. However, there are also resolutions which while passed by the Board of Directors, if contrary to the Constitution and Bylaws, cannot be put into effect or acted upon without distributing a copy of each to the General Membership prior to the Annual Meeting. These resolutions are then brought forward, discussed and decided on by the voting delegates at the Annual Meeting. This latter process is that prescribed by Directive 12.4, 12.5, 12.6.

CSC _____ Chapter _____ EXHIBIT 'A'
STATEMENT OF ASSETS, LIABILITIES AND SURPLUS
 as at March 31, 20____
ASSETS

CURRENT ASSETS

Petty Cash	\$		
Chequing Accounts	\$		
Saving Accounts	\$		
Total Cash.....			\$
Term Deposits (1 Year or Less).....			\$
Accounts Receivable.....			\$
GST Rebate Receivable (From Previous Year)			\$
Goods for Resale.....			\$
Documents for Resale.....			\$
Office Supplies			\$
Other Current Assets	[]		\$
	[]		\$

TOTAL CURRENT ASSETS.....\$ _____

LONG TERM ASSETS

GIC's (Over 1 Year Term).....			\$
Furniture and Equipment	\$		
Less Accumulated Depreciation	\$		
TOTAL LONG TERM ASSETS			\$

TOTAL ASSETS (A).....\$ _____

LIABILITIES

Accounts Payable			\$
GST Collected	\$		
GST Paid on F & B x 50%	\$	()	
GST Paid on Other Purchases	\$	()	
GST Owing (Rebate).....			\$

Other Liabilities	[]		\$
	[]		\$

TOTAL LIABILITIES (B).....\$ _____

SURPLUS

Retained Earnings	\$		(from previous year)
Current Earnings	\$		(from Exhibit B)

TOTAL SURPLUS ©.....\$ _____

LIABILITIES AND SURPLUS (B + C = A).....\$ _____

NB: This report must include all Chapter assets and liabilities.

CSC _____ Chapter
CHAPTER FINANCIAL REPORT
STATEMENT OF INCOME AND EXPENSES
 For the 12 month period April 1, 20____ to March 31, 20____

EXHIBIT 'B'

INCOME	Amount (Excluding GST)
Dinner Meetings	\$ _____
Trade Shows	_____
Seminars	_____
Advertising	_____
Sales	_____
Chapter Rebate	_____
Interest	_____
Other:	
.....	_____
.....	_____
.....	_____
Total Income	\$ _____
EXPENSES	Amount (Including PST, Excluding GST)
Dinner Meetings	\$ _____
Connections Café	_____
Seminars	_____
Chapter Administration	
Food and beverage.....	_____
Other Expenses.....	_____
Newsletter and Meeting Notices.....	_____
Membership and Promotion	_____
Technical Program.....	_____
Transfers to Association	_____
Other:	
Bank Charges	_____
Conference Honorarium	_____
Awards	_____
Professional Development.....	_____
Golf Tournament	_____
Total Expenses	\$ _____
Net Income (Loss)	\$ _____
GST/HST Paid – Food and Beverage x 80%	_____
- Other	_____
Total GST/HST Input Tax Credits	\$ _____
Less GST/HST Collected	_____
GST/HST Rebate (Liability)	_____
Expenses Paid to Members and Organizations Under the Substantial Control of Members (this figure should be included in the expenses shown above)	\$ _____

CSC _____ Chapter
CHAPTER AWARDS DATA SHEET
JANUARY 1, _____ to DECEMBER 31, _____

EXHIBIT 'C'

1. Membership Growth:

- 1. Chapter Membership January 1, 20: _____
- 2. Chapter Membership December 31, 20 : _____

2. Regular Monthly Meeting Attendance (Excluding Social Events):

January	July
February	August
March	September
April	October
May	November
June (golf)	December

3. Financial Contribution

- 1. Chapter Rebate Amount Retained by Association \$ _____
 - 2. Other Financial Contribution to CSC:
 - .1 Cash \$ _____
 - .2 \$ _____
- Total Financial Contribution to Association..... \$ _____

4. CSC Conference Attendance:

- 1. Number of Chapter Members Attending (including Chapter Executive)
- 2. Chapter Executive Attendance:
 - Director:
 - Chairman:
 - Number of Other Executive:

5. Professional Development/Education:

- 1. Number of Student Members
- 2. Chapter Seminars (no. of attendees) -
- 3. Continuing Education Courses (no. of attendees)
- 4. Number of new RSW's
- 5. Number of new CTR's
- 6. Number of new CCCA's

6. Chapter Newsletter:

- 1. Number of Issues
- 2. Number of Director's Reports
- 3. Number of Chapter Chair Reports
- 4. Number of other Chapter Executive Reports
- 3. Number of Technical Articles
- 4. Conforms to CSC Format

CSC _____ Chapter

EXHIBIT 'D'

STATEMENT OF ASSETS, LIABILITIES AND SURPLUS
 as at December 31, 20
ASSETS

CURRENT ASSETS

Petty Cash		\$	_____	
Chequing Accounts		\$	_____	
Saving Accounts		\$	_____	
Total Cash.....				\$ _____
Term Deposits (1 Year or Less).....				\$ _____
Accounts Receivable.....				\$ _____
GST Rebate Receivable (From Previous Year)				\$ _____
Goods for Resale.....				\$ _____
Documents for Resale.....				\$ _____
Office Supplies				\$ _____
Other Current Assets	[]	\$	_____	\$ _____
	[]	\$	_____	\$ _____
TOTAL CURRENT ASSETS				\$ _____

LONG TERM ASSETS

GIC's (Over 1 Year Term).....				\$ _____
Furniture and Equipment		\$	_____	
Less Accumulated Depreciation		\$	_____	
TOTAL LONG TERM ASSETS				\$ _____
TOTAL ASSETS (A)				\$ _____

LIABILITIES

Accounts Payable				\$ _____
GST Collected		\$	_____	
GST Paid on F & B x 50%		\$	()	
GST Paid on Other Purchases		\$	()	
GST Owing (Rebate).....				\$ _____
Other Liabilities	[]			\$ _____
	[]			\$ _____
TOTAL LIABILITIES (B)				\$ _____

SURPLUS

Retained Earnings		\$	_____	(from previous year)
Current Earnings		\$	_____	(from Exhibit B)
TOTAL SURPLUS ©				\$ _____
LIABILITIES AND SURPLUS (B + C = A)				\$ _____

NB: This report must include all Chapter assets and liabilities.

CSC _____ Chapter **EXHIBIT 'E'**
CHAPTER FINANCIAL REPORT
STATEMENT OF INCOME AND EXPENSES
 For the 9 month period April 1, 20 _____ to December 31, 20 _____

INCOME	Amount (Excluding GST)
Dinner Meetings	\$ _____
Trade Shows	_____
Seminars	_____
Advertising	_____
Sales	_____
Chapter Rebate	_____
Interest	_____
Education Courses	_____
Other	_____
.....	_____
.....	_____
Total Income	\$ _____
EXPENSES	Amount (Including PST, Excluding GST)
Dinner Meetings	\$ _____
Connections Café	_____
Seminars	_____
Chapter Administration	
Food and beverage (to include 50% of GST paid)	_____
Other Expenses.....	_____
Newsletter and Meeting Notices.....	_____
Membership and Promotion	_____
Technical Program.....	_____
Transfers to Association	_____
Other:	
Bank Charges	_____
Conference Honorarium	_____
Awards	_____
Education Courses	_____
Golf Tournament	_____
Total Expenses	\$ _____
Net Income (Loss)	\$ _____
GST Paid – Food and Beverage x50%	_____
GST- Other	_____
Total GST Input Tax Credits	\$ _____
Less GST Collected.....	_____
GST Rebate (Liability)	_____
Expenses Paid to Members and Organizations Under the Substantial Control of Members (this figure should be included in the expenses shown above).	\$ _____

Report to CSC Board of Directors

Date: [_____]

Chapter: [_____]

Director: [_____]

1. **Chapter Executive:** *(list all elected and appointed executive members separately, edit the following list to suit your Chapter).*
Chair
Vice-Chair
Officer-Specification Writer
Officer-Manufacturer/Supplier
Director to Association Board
Past Chairman
OTHERS
2. **Financial:** *(provide explanation of Exhibits A and B and provide details of Chapter financial successes and shortcomings).*
3. **Membership/Communications:** *(provide details of Chapter Membership and Communication activities, including growth of Chapter and details of Chapter Specifier content and distribution).*
4. **Professional Development/Education:** *(provide details of Chapter activities. List associated topics, number of attenders, speakers and resource material, financial results).*
5. **Technical/Programs:** *(provide details of Chapter activities).*
6. **Awards:** *(provide comments applicable to Exhibit C).*
7. **Chapter Marketing Strategy:** *(provide details of Chapter Marketing activities and provide details of Chapter successes and shortcomings).*
8. **Nominations:** *(identify the nominations officers and schedule for election of Chapter Executive).*
9. **Liaison:** *(identify the groups and other associations the Chapter has had liaison with, list reason for liaison, contact persons and results).*
10. **Other Activities:** *(list all other Activities of the Chapter, such as Trade Shows, social programs. Provide details of results both positive and negative).*