

**BYLAWS
OF THE NEW HAMPSHIRE CHAPTER
OF THE CONSTRUCTION SPECIFICATIONS INSTITUTE
(As Amended in April 1991)**

ARTICLE I – NAME

The name of this organization is the New Hampshire 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 New Hampshire, 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 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 endorses a nondiscriminatory policy as to membership and does not restrict membership on a classification ratio 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 ten (10) members: president, first and second vice presidents, secretary, treasurer, immediate past president, (advisory member), and four (4) directors, of which the majority shall be professional members. If the Chapter includes a Student Affiliate, a Student Affiliate Representative may be an ex-officio member of the Board.

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 receive and promptly consider applications for membership in the Chapter received from prospective members meeting the qualifications for Institute membership; may accept resignations from the Chapter; and shall promptly report its actions on membership to the Institute.

Section 5.

The Board shall select all standing and special 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 days written or telephone notice to all members of the Board.

Section 7.

Not less than five (5) members of the Board of which the majority are professional members shall constitute a quorum.

Section 8.

Should a vacancy occur in an 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.

When appropriate, the Chapter Board shall appoint a Student Affiliate Committee of three or more members. 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 chairman of temporary committees, shall adopt 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.

Section 2.

The first vice president shall, also, be the president-elect. The first or second vice president shall, in order, serve as chairman of the Board and preside at all Chapter meetings upon the absence of the president. They shall perform other duties as assigned by the Board.

Section 3.

The secretary shall see that notices are sent at least seven days in advance of all meetings of the Board and of the Chapter and shall keep accurate minutes thereof. He 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 his office at the annual meeting. He shall perform other duties as assigned by the Board.

Section 4.

The treasurer shall collect and receipt for monies and securities; deposit funds and disburse of the same, subject to the direction of the Board; shall keep accurate books of account; shall submit reports at all Board meetings; and shall submit a report of his office at the annual meeting. He shall perform other duties as assigned by the Board.

ARTICLE VI – NOMINATION AND ELECTION OF OFFICERS AND DIRECTORS

Section 1.

Each elected Board member shall take office on July 1 and shall serve for a term of two (2) years.

Section 2.

The president and the first vice president (president-elect) shall not hold the same office for more than one term consecutively.

Section 3.

At the election of a new president, the immediate past president shall replace the advisory member on the Board without election.

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 meeting in April. At this time members present may present nominations from the floor. Election shall be by written ballot. The nominating committee shall prepare ballots, which shall include the original list of nominees and those nominated from the floor. Each member of the Chapter shall be provided with a ballot at least two weeks prior to the ballot count.

Section 5.

The ballots shall be counted and certified, by the 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 region directors and the Institute office of the results of the election, and shall submit to them a complete listing of the Chapter officers and standing committee chairmen for the coming year, with their addresses and telephone numbers.

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 by the Chapter only if he has been elected as an Honorary Member 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 meetings 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 administrative year, and the treasurer shall submit an annual report of the finances of the Chapter. A copy of these reports shall be sent to the 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 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 region directors.

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.

Section 6.

A quorum for regular and special meetings where business is to be voted upon shall be one quarter (1/4) of the total membership, of which not less than one-third (1/3) shall be professional members or a combination of industry and associate members.

ARTICLE IX – FICAL 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 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. Institute and Chapter dues shall be paid to the Institute with the Chapter dues being returned to the Chapter by the Institute.

Section 4.

An applicant may select introductory Institute membership (membership optionally available for an initial period of six months) and pay one-half (1/2) the annual Institute dues for the appropriate membership classification; provided the applicant has not been a member for at least one year preceding the month of application. All applicants shall pay full annual Chapter dues for appropriate membership classification.

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 in duplicate, accompanied by two copies of the complete, current bylaws, to the Institute for approval. After Institute approval, they shall then be publicized in the regular Chapter newsletter issued prior to a regular meeting or by letter issued at least two 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 or a special meeting comprising a quorum as defined in Article VIII, Section 6, of these Bylaws.

END OF BYLAWS