

This section is to contain a list of the current members of the Board of Directors.

For privacy reasons this page will remain blank on the CSC website. Should you require the list please contact the CSC Executive Director at 416-777-2198 or <http://www.csc-dcc.ca/executive.html>

By-laws relating generally to the conduct
of the affairs of

Construction Specifications Canada – Devis de Construction Canada
(the "Corporation")

BE IT ENACTED as a By-law of the Corporation as follows:

1 **DEFINITIONS**

In these By-laws and all other By-laws of the Corporation, unless the context otherwise requires:

- 1.1 **"Act"** means the *Canada Not-For-Profit Corporations Act* S.C. 2009, c.23 including the Regulations made pursuant to the Act, and any statute or Regulations that may be substituted, as amended from time to time;
- 1.2 **"Articles"** means the original or restated articles of incorporation or articles of amendment, amalgamation, continuance, reorganization, arrangement or revival of the Corporation;
- 1.3 **"Board"** means the Board of Directors of the Corporation and "Director" means a member of the Board;
- 1.4 **"By-law"** means this By-law and any other By-law of the Corporation as amended and which are, from time to time, in force and effect;
- 1.5 **"Chapter"** means local associations of the Corporation chartered by the Board to further the objects of the Corporation, consisting only of Members of the Corporation in good standing. The boundaries shall be defined by the Board;
- 1.6 **"Chapter Director"** a Director who represents a Chapter of the Corporation;
- 1.7 **"CSC"** means Construction Specifications Canada – Devis de Construction Canada;
- 1.8 **"Director"** means a member of the Board;
- 1.9 **"Director at Large"** a Director who does not represent a specific Chapter of the Corporation;
- 1.10 **"Executive Council"** means a committee of the Board consisting of Directors at Large representing the Officers of the Corporation;
- 1.11 **"General Meeting"** is the annual General Meeting of Members;
- 1.12 **"Member"** an individual who he criteria for membership in the Corporation and is in good standing;
- 1.13 **"Meeting of Members"** includes a General Meeting of Members or a Special Meeting of Members;
- 1.14 **"Special Meeting of Members"** includes a meeting of Members or a Special Meeting of all Members entitled to vote at an annual Meeting of Members;
- 1.15 **"Ordinary Resolution"** means a resolution passed by a majority of not less than 50% plus 1 of the votes cast on that resolution;
- 1.16 **"Officer"** means an elected or appointed Director at Large serving as an Officer of the Corporation such as, but not limited to, President and Vice-President;
- 1.17 **"Proposal"** means a Proposal submitted by a Member of the Corporation that meets the requirements of section 163 (Shareholder Proposals) of the Act;

1.18 "Regulations" means the Regulations made under the Act, as amended, restated or in effect from time to time; and

1.19 "Special Resolution" means a resolution passed by a majority of not less than two-thirds (2/3) of the votes cast on that resolution.

1.20 "CSC Administration Manual" means the manual that provides statements of policy and procedures for the guidance of members, officers, chapters and committees of the Corporation.

2 INTERPRETATION

2.1 In the interpretation of these By-laws, words in the singular include the plural and vice-versa, words in one gender include all genders, and "person" includes an individual, body corporate, partnership, trust and unincorporated organization.

2.2 Other than as specified above, words and expressions defined in the Act have the same meanings when used in these By-laws.

2.3 These By-laws shall be published in English and in French. The English language version shall govern in the event of ambiguity.

3 CORPORATE SEAL

3.1 The Corporation may have a corporate seal in the form approved from time to time by the Board. If a corporate seal is approved by the Board, the Secretary of the Corporation shall be the custodian of the corporate seal.

4 EXECUTION OF DOCUMENTS

4.1 Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the Corporation may be signed by any two (2) of its four (4) signing officers. In addition, the Board may from time to time direct the manner in which and the person or persons by whom a particular document or type of document shall be executed. Any person authorized to sign any document may affix the corporate seal (if any) to the document. Any signing Officer may certify a copy of any instrument, resolution, By-law or other document of the Corporation to be a true copy thereof.

5 FINANCIAL YEAR

5.1 The financial year end of the Corporation shall be March 31 in each year.

6 BANKING ARRANGEMENTS

6.1 The banking business of the Corporation shall be transacted at such bank, trust company or other firm or organization carrying on a banking business in Canada or elsewhere as the Board may designate, appoint or authorize from time to time by resolution. The banking business or any part of it shall be transacted by an Officer or Officers of the Corporation and/or other persons as the Board may by resolution from time to time designate, direct or authorize.

7 BORROWING POWERS

7.1 The Directors of the Corporation may, without authorization of the Members:

- .1 Borrow money on the credit of the Corporation;
- .2 Issue, reissue, sell, pledge or hypothecate debt obligations of the Corporation;
- .3 Give a guarantee on behalf; and

- 4 Mortgage, hypothecate, pledge or otherwise create a security interest in all or any property of the Corporation, owned or subsequently acquired, to secure any debt obligation of the Corporation.

8 **ANNUAL FINANCIAL STATEMENTS**

- 8.1 The Corporation may, instead of sending copies of the annual financial statements and other documents referred to in subsection 172(1) (Annual Financial Statements) of the Act to the Members, publish a notice to its Members stating that the annual financial statements and documents provided in subsection 172(1) are available at the registered office of the Corporation and any Member may, on request, obtain a copy free of charge at the registered office or by mail or electronic format. The statements will be made available 21 days prior to the General Meeting.

9 **MEMBERSHIP CONDITIONS**

- 9.1 Subject to the Articles, there shall be one class of Members in the Corporation.
- 9.2 Membership in the Corporation shall be available only to individuals who are concerned professionally with the preparation, interpretation and enforcement of construction specifications and documents used in connection with the design, construction, operation and maintenance, and commissioning of built facilities, sites, infrastructure or equipment.

OR

- An individual who uses specifications for construction, manufacturing, processing, purchasing or procuring construction materials, equipment and services for built facilities, sites, infrastructure or equipment, or who represents an association related to any of the foregoing.
- 9.3 The individual must have applied for and been accepted into membership in the Corporation by resolution of the Board or in such other manner as may be determined by the Board. Each Member shall be entitled to receive notice of, attend and vote at all Meetings of the Members of the Corporation.
- 9.4 Members shall be entitled to participate in the activities of all Chapters, Annual Conferences and General Meetings, subject to the payment of all fees or assessments which may apply or as otherwise restricted by these By-laws.
- 9.5 Members shall be entitled to vote at all General Meetings and in Corporation elections.
- 9.6 Members shall adhere to the code of conduct as prescribed by the Board and described in the CSC Administration Manual.
- 9.7 Pursuant to subsection 197(1) (Fundamental Change) of the Act, a Special Resolution of the Members is required to make any amendments to this section of the By-laws if those amendments affect membership rights and/or conditions described in paragraphs 197(1)(e), (h), (l) or (m).

10 **MEMBERSHIP RESIGNATION AND TRANSFERABILITY**

- 10.1 A Member who resigns shall have no claim for recovery of fees for unexpired term of membership.
- 10.2 The Board shall establish a policy regarding the transferability of membership and may amend as required.
- 10.3 Pursuant to Section 197(1) (Fundamental Change) of the Act, a Special Resolution of the Members is required to make any amendment to add, change or delete this section of the By-laws.

11 **NOTICE OF MEMBERS MEETING**

11.1 The Executive Director shall send a notice via mail or electronic communication to every Member at least thirty (30) days before a General Meeting. The notice shall state the business to be considered. An error or omission in the notice shall not invalidate the meeting or proceedings.

11.2 Pursuant to subsection 197(1) (Fundamental Change) of the Act, a Special Resolution of the Members is required to make any amendment to the By-laws of the Corporation to change the manner of giving notice to Members entitled to vote at a Meeting of Members.

12 **MEMBERS CALLING A MEMBERS' MEETING**

12.1 The Board shall call a Special Meeting of Members in accordance with Section 167 of the Act, on written requisition of Members carrying not less than 5% of the voting rights. If the Directors do not call a meeting within twenty-one (21) days of receiving the requisition, any Member who signed the requisition may call the meeting.

13 **MEMBERSHIP DUES**

13.1 Annual dues shall be established by a majority vote by the Board on the recommendation of the Executive Council.

13.2 The Corporation shall issue a bill for dues to each Member before the end of the membership year.

13.3 A Member shall be in default of dues 90 days after the due date. The Registrar shall inform such Member accordingly by mail or electronic format. A Member's name shall be removed from the Register without further notice if in default of dues after the 90th day following the due date, and privileges in the Corporation withdrawn.

13.4 The Board shall establish the amount of the dues, if any, to be forwarded to the Member's Chapters.

14 **DISCIPLINE OF MEMBERS**

14.1 The Board shall have authority to suspend or expel any Member from the Corporation for any one or more of the following grounds:

- .1 Violating any provision of the Articles, By-laws, or written policies of the Corporation such as the Code of Conduct; carrying out any conduct which may be detrimental to the Corporation as determined by the Board in its sole discretion;
- .2 For any other reason that the Board in its sole and absolute discretion considers to be reasonable, having regard to the purpose of the Corporation.

14.2 The Board shall establish a policy regarding the disciplinary process and may amend as required from time to time. The policy shall be included in the CSC Administration Manual.

15 **TERMINATION OF MEMBERSHIP**

15.1 A membership in the Corporation is terminated when:

- .1 The Member dies;
- .2 A Member fails to maintain any qualifications for membership described in the section on membership conditions of these By-laws;
- .3 The Member resigns by delivering a written resignation to the chair of the Board, or designated individual, of the Corporation in which case such resignation shall be effective on the date specified in the resignation;

- .4 The Member is expelled in accordance with any discipline of Members section or is otherwise terminated in accordance with the Articles or By-laws;
 - .5 The Member's term of membership expires; or
 - .6 The Corporation is liquidated or dissolved under the Act.
- 15.2 The Board by a vote of two-thirds of its membership at any of its meetings may remove from the Register the name of any Member whose conduct has been considered to be unsatisfactory or detrimental to the interests or reputation of the Corporation.
- 16 **EFFECT OF TERMINATION OF MEMBERSHIP**
- 16.1 Subject to the Articles, upon any termination of membership, the rights of the Member, including any rights in the property of the Corporation, automatically cease to exist.
- 16.2 Should the Member referred to in By-law 15 be an Officer, said Member shall be automatically relieved of office, and the Board may appoint a replacement for the balance of the term of office.
- 17 **NOMINATIONS AND ELECTIONS OF DIRECTORS**
- 17.1 Nominations and elections shall be conducted in a manner as prescribed by the Board and published in the CSC Administration Manual.
- 17.2 The Executive Director shall file all nomination and election records for a period of thirty days after the General Meeting and shall open them only to a defeated candidate upon written requisition.
- 18 **PLACE OF MEMBERS' MEETING**
- 18.1 Subject to compliance with section 159 (Place of Members' Meetings) of the Act, Meetings of Members may be held at any place within Canada determined by the Board or, if all of the Members entitled to vote at such meeting so agree, outside Canada.
- 19 **PERSONS ENTITLED TO BE PRESENT AT MEMBERS' MEETINGS**
- 19.1 The only persons entitled to be present at a Meeting of Members shall be those entitled to vote at the meeting, the Directors and the public accountant of the Corporation and such other persons who are entitled or required under any provision of the Act, Articles or By-laws of the Corporation to be present at the meeting. Any other person may be admitted only on the invitation of the chair of the meeting or by resolution of the Members.
- 20 **QUORUM AT MEMBERS' MEETINGS**
- 20.1 Thirty voting Members shall constitute a quorum at a General Meeting provided representation is present from at least half of the current existing Chapters.
- 21 **VOTES TO GOVERN AT MEMBERS' MEETINGS**
- 21.1 At any Meeting of Members every question shall, unless otherwise provided by the Articles or By-laws or by the Act, be determined by a majority of the votes cast on the questions. In case of an equality of votes either on a show of hands or on a ballot, the chair of the meeting in addition to an original vote shall have a second or casting vote.
- 22 **PARTICIPATION BY ELECTRONIC MEANS AT MEMBERS' MEETINGS**
- 22.1 Participation at Meetings of Members may not be by telephonic, electronic or other communication facility.

23 **NUMBER OF DIRECTORS**

23.1 The Board shall consist of the number of Directors specified in the Articles. If the Articles provide for a minimum and maximum number of Directors, the Board shall be comprised of the fixed number of Directors as determined from time to time by the Members by Ordinary Resolution or, if the Ordinary Resolution empowers the Directors to determine the number, by resolution of the Board.

24 **TERM OF OFFICE OF DIRECTORS**

24.1 The term of office for elected or appointed Chapter Directors shall be approximately two years commencing on the conclusion of the General Meeting, and terminating on the day of the conclusion of the second year, following the General Meeting.

24.2 Chapter Director terms will be on a staggered basis with 50% of Chapter Directors needing to be elected per year.

24.3 The term of office for elected Directors at Large shall be no more than 6 years commencing on the conclusion of the General Meeting, and terminating on the day of the conclusion of the sixth meeting following General Meeting. With the exception of the Executive Director whose term by resolution of the Board shall be subject to terms and conditions of employment.

24.4 Any Director may be removed from their position by a two-thirds vote of the Board.

24.5 The term of office for appointed Directors at Large shall be approximately one year commencing on the conclusion of the General Meeting, and terminating on the day of the conclusion of the following General Meeting. An individual may serve more than one consecutive term.

25 **CALLING OF MEETINGS OF BOARD OF DIRECTORS**

25.1 Meetings of the Board may be called by the President, President-Elect, Secretary or any 8 Directors.

25.2 The Board shall meet not less than once per year.

25.3 Executive Council shall meet at regular intervals as required to conduct and co-ordinate programs and activities.

25.4 The Board shall call a Special General Meeting within 21 days of receipt of a requisition signed by not less than 5% of voting Members stating the specific business to be considered.

25.5 A majority of Members shall constitute a quorum at Board, Executive Council or Committee Meetings.

25.6 Pursuant to subsection 197(1) (Fundamental Change) of the Act, a Special Resolution of the Members is required to make any amendment to the By-laws of the Corporation to change the manner of giving notice to Members entitled to vote at a Meeting of Members.

26 **NOTICE OF MEETING OF BOARD OF DIRECTORS**

26.1 Notice of the time and place for the holding of a meeting of the Board shall be given in the manner provided in the section on giving notice of meeting of Directors of this By-law to every Director of the Corporation not less than 21 days before the time when the meeting is to be held. Notice of a meeting shall not be necessary if all of the Directors are present, and none objects to the holding of the meeting, or if those absent have waived notice of or have otherwise signified their consent to the holding of such meeting. Notice of an adjourned meeting is not required if the time and place of the adjourned meeting is announced at the original meeting. Unless the By-law otherwise provides, no notice of meeting need specify the purpose or the business to be transacted

at the meeting except that a notice of meeting of Directors shall specify any matter referred to in subsection 138(2) (Limits on Authority) of the Act that is to be dealt with at the meeting.

27 **VOTES TO GOVERN AT MEETINGS OF THE BOARD OF DIRECTORS**

27.1 At all meetings of the Board, every question shall be decided by a majority of the votes cast on the question unless the question requires a Special Resolution under the Act. In case of an equality of votes, the chair of the meeting in addition to an original vote shall have a second or casting vote.

28 **COMMITTEES OF THE BOARD OF DIRECTORS**

28.1 The Board may from time to time appoint any committee or other advisory body, as it deems necessary or appropriate for such purposes and, subject to the Act, with such powers as the Board shall see fit. Any such committee may formulate its own rules of procedure, subject to such regulations, directives or directions as the Board may from time to time make. Any committee Member may be removed by resolution of the Board.

29 **NOMINATION AND APPOINTMENT OF OFFICERS**

29.1 Only Members who are in good standing and Directors at Large may be nominated for, appointed or elected to Corporation office. Subsequent default by any Officer shall require immediate removal from office.

29.2 The President, a Director at Large, shall succeed to this office after serving as President - Elect for a minimum of one year, except where the term as President-Elect has been shorter due to the death or resignation of a President.

29.3 The President-Elect, a Director at Large, who has served the preceding year as Vice-President of the Executive Council, shall be elected by the Board to assist the President at the President's request and to assume that office at the end of the President's term of office.

29.4 The First Vice-President, a Director at Large, shall have served as the Second Vice-President.

29.5 The Second Vice-President, a Director at Large, shall have served as Third Vice-President.

29.6 The Third Vice-President, a Director at Large, shall have served as Fourth Vice-President.

29.7 The Fourth Vice-President shall be nominated and elected by a vote of the Members and serve as a Director at Large. Candidates for this position shall have met the criteria for office as prescribed by the Board and served one year in the elected positions of Chapter Director and Chapter Officer. The required one year terms of office for Chapter Director and Chapter Officer cannot be served concurrently. The required term of office for Chapter Director shall have been served within the previous three years.

29.8 The Immediate Past-President, a Director at Large, shall have served as President. If this position becomes vacant it shall remain vacant for the remainder of the term.

29.9 The Secretary-Treasurer shall be appointed annually by the Board and serve as a Director at Large.

29.10 The Registrar shall be appointed annually by the Board and serve as a Director at Large.

29.11 The Executive Director, a Director at Large, whose term by resolution of the Board shall be subject to terms and conditions of employment as stipulated in By-law 24.3.

29.12 The Executive Council shall consist of the following Officers: President; Vice-Presidents; Secretary/Treasurer; Immediate Past-President and the Executive Director.

30 **DESCRIPTION OF DUTIES AND RESPONSIBILITIES OF OFFICERS**

30.1 The duties and responsibilities of Officers of the corporation shall be as prescribed by the Board in the CSC Administration Manual

31 **VACANCY IN OFFICE**

31.1 Notwithstanding the terms of office, a Member of the Board may resign at any time, and a successor may serve out the remainder of the term.

31.2 Any vacancies which may occur in a Corporation office by reason of death, resignation, default of dues, or other causes, may be filled by appointment for the duration of the unexpired term, or as defined hereafter by the Board.

31.3 When the total number of Vice-Presidents is reduced from the required number, the required number of Directors At Large will be nominated and elected by a vote of the Members at the next election.

32 **INVALIDITY OF ANY PROVISIONS OF THIS BY-LAW**

32.1 The invalidity or unenforceability of any provision of this By-law shall not affect the validity or enforceability of the remaining provisions of this By-law.

33 **OMISSIONS AND ERRORS**

33.1 The accidental omission to give any notice to any Member, Director, Officer, member of a committee of the Board or public accountant, or the non-receipt of any notice by any such person where the Corporation has provided notice in accordance with the By-laws or any error in any notice not affecting its substance shall not invalidate any action taken at any meeting to which the notice pertained or otherwise founded on such notice.

34 **MEDIATION AND ARBITRATION**

34.1 Disputes or controversies among Members, Directors, Officers, committee members, or volunteers of the Corporation are as much as possible to be resolved in accordance with mediation and/or arbitration as prescribed by the Board in the CSC Administration Manual.

35 **DISPUTE RESOLUTION MECHANISM**

35.1 Should the need arise to settle a dispute or controversy among Members, Directors, Officers, the Dispute Resolution policy as prescribed by the Board in the CSC Administration Manual will be utilized.

36 **BY-LAWS AND EFFECTIVE DATE**

36.1 The Board may not make, amend or repeal any By-laws that regulate the activities or affairs of the Corporation without having the By-law, amendment or repeal confirmed by the Members by Special Resolution. The By-law, amendment or repeal is only effective on the confirmation of the Members and in the form in which it was confirmed.

END OF BY-LAWS

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1.0 INTRODUCTION

1.1 OBJECTIVES

1.1.1 These Directives supplement the Constitution and By-Laws of CONSTRUCTION SPECIFICATIONS CANADA and provide a statement of policy for the guidance of members, officers and committees of the Corporation.

1.1.2 Directives are necessary in order that the Constitution and By-Laws themselves, may remain general in nature and therefore, not subject to frequent change.

1.2 PROCEDURE

1.2.1 The Directives set out in detail policy rulings by the Board of Directors for procedures required to manage the Corporation on a day to-day basis. They can be changed, within the structure of the By-Laws, by the Board of Directors. The interests of the members are, of course, safe-guarded through Chapter representation on the Board.

1.2.2 Detailed procedures for Chapter management are described in a Chapter Manual, published separately.

1.2.3 Throughout these Guidelines, the words CSC or Corporation means "CONSTRUCTION SPECIFICATIONS CANADA" in general or at association level.

1.2.3.1 (The term "Association" instead of Corporation may be used in common dialogue and correspondence, however for the sake of consistency the term Corporation is used in this document as it is used in the Chapter Manual and the By-Laws).

END OF DIRECTIVE

2.0 USE OF CSC NAME AND LOGO

2.1 PROCEDURE

- 2.1.1 Members in good standing may include on their letterhead or business card "Member of Construction Specifications Canada" or the initials "CSC", or both, as a suffix to their name in a discreet manner.
- 2.1.2 A Fellow of CSC in good standing may use on their letterhead or business card "Fellow of Construction Specifications Canada" or the initials "FCSC", or both, as a suffix to his name.
- 2.1.3 Chapters may use the logo and name of the Corporation on letterheads and other official publications of the Chapter, provided that their Chapter name is prominently identified.
- 2.1.4 No member shall include the Corporation name or logo on their letterhead, business card, products, literature or other advertising media which could be construed as an endorsement by the Corporation of the materials, products, services, etc., contained therein.
- 2.1.5 A member in good standing, may use the following guidelines to add the approved CSC logo to their letterhead, business cards or electronic signature to emphasize their CSC affiliation.
 - 2.1.5.1 The following guidelines must be adhered to when using the CSC Member logo. The logo may not be revised or altered in any way. It must be displayed in the same format as produced by CSC and cannot be reproduced unless such reproduction is identical to the logo provided by CSC, included the designated membership year.
 - 2.1.5.1.1 The member logo may be used on the member's business cards, stationary, forms, documents or electronic communication identifying the member by name.
 - 2.1.5.1.2 The logo may not be used in any manner which would tend to imply a connection between CSC and the member which, in fact may not exist. This includes the use of the logo that the public might construe as an endorsement, approval or sponsorship by CSC of a member a member's business, or which might be taken to support or encourage a member's sale of product, process or service. A member is allowed to print the logo on an advertisement or product literature as long as the name of the member is clearly identified.
 - 2.1.5.1.3 The logo may not be used in any manner that detracts from the high ideals or values of CSC.
 - 2.1.5.1.4 The logo may in no case be shown larger than 4 centimeters or 1.5 inches in size on a full page or proportionally on a smaller page.
 - 2.1.5.1.5 The logo in no case shall be shown smaller than 2 centimeters or 0.75inches in size on a full page or proportionally on a smaller page.

- 2.1.5.1.6 The logo may only be published in red and black as indicated or in black only.
 - .1 The CMYK (Cyan, Magenta, Yellow, Black) colour values for the CSC logo are:
 - .1 RED: 0, 100, 100, 0
 - .2 BLACK:0, 0, 0, 100
 - .2 The PMS colour value for the red is PMS 185C
 - 2.1.5.1.7 A member using the logo agrees to utilize the logo only if they are a member in good standing, to inform the CSC office that they are using the logo and provide a sample of the use of the logo.
 - 2.1.5.1.8 No person gains any rights whatsoever in the logo or its use; it remains the property of CSC. CSC reserves the right in its sole discretion to require the logo's removal from any location or thing CSC feels does not comply with these guidelines, or which could or does discredit the Association.
 - 2.1.5.1.9 To obtain electronic versions of the approved logos please contact the Association office.
- 2.1.6 Members in good standing who have attained "Registered" or "Certified" status may include their designation on their letterhead or business card as a suffix to their name in a discreet manner such as the following:
- 2.1.6.1 "Registered Specification Writer" or the initials "RSW", or both.
 - 2.1.6.2 "Certified Technical Representative" or the initials "CTR", or both.
 - 2.1.6.3 "Certified Construction Contract Administrator" or the initials "CCCA", or both.
 - 2.1.6.4 "Certified Specifications Practitioner" or the initials "CSP" or both.
 - 2.1.6.5 "Rédacteur de Devis Agréé" or the initials "RDA", or both.
 - 2.1.6.6 "Représentant Technique Certifié" or the initials "RTC", or both.
 - 2.1.6.7 "Administrateur de Contrat de Construction" or the initials "ACC", or both.
 - 2.1.6.8 "Praticien Certifié de Spécification" or the initials "PCS" or both.

END OF DIRECTIVE

3.0 REGISTRATION/CERTIFICATION

3.1 REGISTERED SPECIFICATION WRITER (RSW)REGISTRATION

3.1.1 Objectives

3.1.1.1 To register members of CSC who have satisfied the requirements of the Subcommittee and to carry out the objectives and activities of the Subcommittee contained in these Directives, and in particular:

3.1.1.1.1 Assess the qualifications of applicants for registration as a Registered Specification Writer.

3.1.1.1.2 Review and administer Subcommittee Directives.

3.1.1.1.3 Review qualification standards of the RSW Program on an annual basis.

3.1.1.1.4 Liaise with CSC Education Certification Committee on matters pertaining to education of specifiers.

3.1.2 Composition of Subcommittee

3.1.2.1 Not less than seven (7) CSC members of which at least four (4) shall be Registered Specification Writers, and to the extent possible the Subcommittee should represent the multi-disciplinary membership of CSC.

3.1.2.2 Of the four (4) Registered Specification Writers, one shall be Chair and one shall be Vice-Chair.

3.1.2.3 One or more supplementary non-voting members shall be from each Chapter to assist in the Subcommittee's operations invited as needed to attend Subcommittee meetings.

3.1.3 Qualifications and Replacements

3.1.3.1 Subcommittee members are to be canvassed from the general membership on a yearly basis.

3.1.3.2 Subcommittee members are selected for their knowledge and interest in the promotion of improved specifications and the Registered Specification Writer Program.

3.1.3.3 Subcommittee members are to be CSC members in good standing.

3.1.3.4 Resignations must be in writing. Replacements will be appointed for any member who is unable to complete the term of office by the Subcommittee.

3.1.4 Appointment

3.1.4.1 RSW Subcommittee members shall be appointed for a two (2) year term by the Education Certification Committee Chair with a maximum of 3 consecutive terms. A minimum of 2 and a maximum of 4 new members shall be appointed to the subcommittee in any one year. The Subcommittee term of appointment shall correspond with the CSC Annual General Meeting.

3.1.4.2 The Vice-Chair and Secretary shall be Subcommittee members, appointed by Subcommittee members at the first meeting of each year.

3.1.5 Subcommittee Members and Duties

3.1.5.1 Chair; Vice-Chair or an appointed delegate of the Subcommittee shall communicate with and report to the Education Certification Committee. The Education Certification Committee Chair shall report to the Board of Directors on behalf of the Subcommittee. The Chair shall be a non-voting member of the Subcommittee who shall only vote in case of a tie.

- 3.1.5.2 The Vice-Chair shall assume the duties of the chair in the chair's absence.
- 3.1.5.3 The Secretary shall record minutes of meetings and distribute them promptly thereafter in order to permit the various Subcommittee members to act upon them.
- 3.1.6 Meetings
 - 3.1.6.1 The Subcommittee shall meet at least once each year and as required to transact business. The Chair calls meetings. Members shall be given at least 30 days advance notice to attend.
 - 3.1.6.2 All matters before the Subcommittee are to be decided by the majority of the members present; four will constitute a quorum.
- 3.1.7 Expenses
 - 3.1.7.1 Refer to Directive 10.0, Reimbursement of Expenses.
 - 3.1.7.2 The Subcommittee's expenses must not exceed the amount set out for this purpose in the Annual Budget of the Corporation, except as approved by the Board of Directors.
- 3.1.8 Payment for Services
 - 3.1.8.1 Refer to Constitution and Directive 9.0.
- 3.1.9 Amendments
 - 3.1.9.1 The Subcommittee by a majority vote of its members may enact, repeal or amend the Directives of the Subcommittee subject to the approval of the Education Certification Committee and the Board of Directors of CSC.
 - 3.1.9.2 When circumstances permit, important matters as determined by the Chair, shall not be finalized until absent members have had a reasonable opportunity to review and submit written comment.
- 3.1.10 Requirements of Registration
 - 3.1.10.1 Registration
 - 3.1.10.1.1 Registration is available to CSC members who have satisfied the requirements of the RSW Program.
 - 3.1.10.2 Applications for Registration
 - 3.1.10.2.1 Applicants must be members in good standing of Construction Specifications Canada.
 - 3.1.10.2.2 Applications must be submitted on the RSW Program Application form and be accompanied by the prescribed fees and documentation.
 - 3.1.10.2.3 If an application is accepted by the Subcommittee, the CSC Office will so inform the applicant and issue instructions regarding mentoring, submissions, availability of assistance and requirements for examinations.
 - 3.1.10.3 Application and Examination Fees
 - 3.1.10.3.1 Application and fees are established at the discretion and by resolution of the Subcommittee, and are payable to CSC.

- 3.1.10.4 Failure to Meet Registration Requirements
 - 3.1.10.4.1 An applicant who has failed to meet the application or examination requirements of the Subcommittee will be notified by the Chair with requirements reasons for rejection and recommendation(s) for future direction.
 - 3.1.10.4.2 Application and examination fees are non-refundable.
- 3.1.10.5 Register
 - 3.1.10.5.1 The Executive Director will maintain a Register at the Corporate CSC Office.
 - 3.1.10.5.2 The name, address and date of registration of each member approved for registration by the Subcommittee, and who have paid the required dues and agree to abide by the Code of Conduct and Practice will be entered into the Register.
 - 3.1.10.5.3 The Register is open to inspection by any persons so requesting.
 - 3.1.10.5.4 Certificate and Title
 - .1 Each member whose name is inscribed in the Register will receive an RSW certificate bearing the member's name, date of registration, the seal of the Corporation and the signatures of the President and Chair of the Education Certification Committee. The certificate remains the property of the CSC. Each RSW will receive a copy of the RSW Code of Conduct and Practice at time of registration.
 - .2 Members so registered are titled "Registered Specification Writer" (RSW) or "Rédacteur de Devis Agrée" (RDA) and are entitled to use this designation provided they continue to abide by the Code of Conduct and Practice.
- 3.1.10.6 Conduct
 - 3.1.10.6.1 Registered Specification Writers are required to comply with the Code of Conduct and Practice of these Directives.
- 3.1.10.7 Recall of Certificate
 - 3.1.10.7.1 The Subcommittee by a majority vote of its members may recall the certificate and remove from the Register the name of any member whose conduct has been contrary to the Code of Conduct and Practice of these Directives.
 - 3.1.10.7.2 Non-payment of annual dues within the time stipulated in the CSC By-Laws will be cause for automatic recall of a certificate and removal of name from the Register.
 - 3.1.10.7.3 Upon recall of a certificate, the Chair of the Subcommittee will inform the member of the reasons for recall and the certificate must be returned to CSC.
 - 3.1.10.7.4 Individuals whose certificates have been recalled have no claim for recovery of balance of paid dues.
- 3.1.10.8 Appeal of Recall
 - 3.1.10.8.1 Members may appeal the recall of their certificate for causes other than failure to pay dues by written request to the Chair of the Education Certification Committee.

- 3.1.10.8.2 The Chair of the Education Certification Committee will appoint a committee of not less than five Registered Specification Writers, not members of the Subcommittee, to review the request in consultation with the Subcommittee.
- 3.1.10.8.3 The decision of this committee is final and binding.
- 3.1.10.9 Dues
 - 3.1.10.9.1 Registered Specification Writers shall pay annual registration dues that are established by the Subcommittee, in addition to CSC membership dues.
 - 3.1.10.9.2 Dues are payable to Construction Specifications Canada on receipt of invoice within time limits established by CSC By-Laws.
- 3.1.10.10 Qualifications for Registration
 - 3.1.10.10.1 Refer to Registered Specification Writer Application Form.
- 3.1.10.11 Codes of Conduct and Practice*
 - 3.1.10.11.1 Registered Specification Writers (RSW) by their acceptance of Registration shall agree to the following Code of Conduct and Practice:
 - 3.1.10.11.2 Code of Conduct Related to Project Work:
 - .1 The RSW performs quality work in accordance with accepted, recommended standards, using skill and good judgement.
 - .2 The RSW writes documents and specifications which are current, clear, concise, thorough, fair and capable of enforcement and specifies products on basis of merit without consideration for personal gain or favours.
 - .3 The RSW:
 - .1 upholds documents and specifications objectively and impartially;
 - .2 complies with Codes, Statutes, Regulations, and rules in connection with work undertaken;
 - .3 undertakes only work for which one is qualified;
 - .4 does not accept compensation for an identical service from more than one party;
 - .5 avoids conflicts of interest;
 - .6 does not make use of manufacturers or suppliers services which carry an obligation detrimental to ethics;
 - .7 maintains privacy of client's interests or business affairs and has loyalty to client's or employer's interests;
 - .8 maintains consideration for safety and welfare of the public;
 - .9 claims authorship for own work;
 - .10 does not provide services without a contract;
 - .11 does not gain advantage by undercutting another bid or proposal after bid or proposal closure.

- 3.1.10.11.3 Code of Conduct Related to Registered Specification Writers:
- .1 The RSW engages in activities to advance effectiveness of construction specification preparation including use of uniform practices and standard documents recommended by CSC.
 - .2 The RSW:
 - .1 supports the aims of the Association;
 - .2 freely exchanges non-confidential information and experience with other members of the Association;
 - .3 avoids conduct that would reasonably be regarded as disgraceful, dishonourable, or unprofessional;
 - .4 acts towards other members of the Association with respect, good will and fairness;
 - .5 does not maliciously injure the reputation or business of another RSW member.

*This information is to be sent to an RSW either during the program of certification or upon award of their certificate.

3.2 CERTIFIED TECHNICAL REPRESENTATIVE CERTIFICATION (CTR)

3.2.1 Objectives:

- 3.2.1.1 To certify members of CSC who have satisfied the requirements of the Certified Technical Representative Subcommittee and carry out the objectives and activities contained in these Directives, and in particular:
- 3.2.1.2 Assess the qualifications of applicants for certification as a Certified Technical Representative.
- 3.2.1.3 Review and administer Subcommittee Directives.
- 3.2.1.4 Review qualification standards of the CTR Program on an annual basis.
- 3.2.1.5 Liaise with CSC Education Certification Committee on matters pertaining to education of Technical Representatives.

3.2.2 Composition of Subcommittee

- 3.2.2.1 Not less than seven (7) CSC members of which at least four (4) shall be Certified Technical Representatives, and to the extent possible the Subcommittee should represent the multi-disciplinary membership of CSC.
- 3.2.2.2 Of the four (4) Certified Technical Representatives, one shall be Chair and one shall be Vice-Chair.
- 3.2.2.3 One or more supplementary non-voting members shall be from each Chapter to assist in the Subcommittee's operations invited as needed to attend Subcommittee meetings.

3.2.3 Qualifications & Replacements

- 3.2.3.1 Subcommittee members are to be canvassed from the general membership on a yearly basis.
- 3.2.3.2 Subcommittee members are selected for their knowledge and interest in the advancement and edification of Technical Representatives and the promotion of the Certified Technical Representative Program.
- 3.2.3.3 Subcommittee members are to be CSC members in good standing.
- 3.2.3.4 Resignations must be in writing. Replacements will be appointed for any member who is unable to complete the term of office by the Subcommittee.

3.2.4 Appointment

- 3.2.4.1 CTR Subcommittee members shall be appointed for a minimum of two (2) years and a maximum of four (4) years. No more than four new members shall be appointed by the Subcommittee in any one year. The Subcommittee term of appointment shall correspond with the CSC Annual General Meeting.
- 3.2.4.2 The Vice-Chair and Secretary shall be Subcommittee members, appointed by Subcommittee members at the first meeting of each year.

3.2.5 Subcommittee Members and Duties

- 3.2.5.1 The Chair; Vice-Chair or an appointed delegate of the Subcommittee shall communicate with and report to the Education Certification Committee. Education Certification Committee Chair shall report to the Board of Directors on behalf of the Subcommittee.
- 3.2.5.2 The Chair shall be a non-voting member of the Subcommittee who shall only vote in case of a tie.
- 3.2.5.3 The Vice-Chair shall assume the duties of the chair in the chair's absence.
- 3.2.5.4 The Secretary shall record minutes of meetings and distribute them promptly thereafter in order to permit the various Subcommittee members to act upon them.

3.2.6 Meetings

- 3.2.6.1 The Subcommittee shall meet at least once each year and as required to transact business. The Chair calls meetings. Members shall be given at least 30 days advance notice to attend.
- 3.2.6.2 All matters before the Subcommittee are to be decided by the majority of the members present; four will constitute a quorum.

3.2.7 Expenses

- 3.2.7.1 Refer to Directive 10.0, Reimbursement of Expenses.
- 3.2.7.2 The Subcommittee's expenses must not exceed the amount set out for this purpose in the Annual Budget of the Corporation, except as approved by the Board of Directors.

3.2.8 Payment for Services

- 3.2.8.1 Refer to the Constitution and Directive 9.0.

3.2.9 Amendments

- 3.2.9.1 The Subcommittee by a majority vote of its members may enact, repeal or amend the Directives of the Subcommittee subject to the approval of the Education Certification Committee and the Board of Directors of CSC.
- 3.2.9.2 When circumstances permit, important matters as determined by the Chair, shall not be finalized until absent members have had a reasonable opportunity to review and submit written comment.

3.2.10 Conditions of Certification

- 3.2.10.1 Certification
 - 3.2.10.1.1 Certification is available to CSC members who have satisfied the requirements of the CTR Program.
- 3.2.10.2 Applications for Certification
 - 3.2.10.2.1 Applicants must be members in good standing of Construction Specifications Canada.

- 3.2.10.2.2 Applications must be submitted on the CTR Program Application form and be accompanied by the prescribed fees and documentation.
- 3.2.10.2.3 If an application is accepted by the Subcommittee, the CSC Office will so inform the applicant and issue instructions regarding mentoring, submissions, availability of assistance and requirements for examinations.
- 3.2.10.3 Application and Examination Fees
 - 3.2.10.3.1 Application and fees are established at the discretion and by resolution of the Subcommittee, and are payable to CSC.
- 3.2.10.4 Failure to Meet Certification Requirements
 - 3.2.10.4.1 An applicant who has failed to meet the application, examination or presentation requirements of the Subcommittee will be notified by the CSC Office with reasons for rejection and recommendation(s) for future direction. Application, examination, and presentation fees are non-refundable.
- 3.2.10.5 Register
 - 3.2.10.5.1 The Executive Director will maintain a Register at the Corporate CSC Office.
 - 3.2.10.5.2 The name, address and date of certification of each member approved for certification by the Subcommittee, and who have paid the required dues and signed and agree to abide by the Code of Conduct and Practice will be entered into the Register.
 - 3.2.10.5.3 The Register is open to inspection by any persons so requesting.
- 3.2.10.6 Certificate and Title
 - 3.2.10.6.1 Each member whose name is inscribed in the Register will receive a CTR certificate bearing the member's name, date of certification, the seal of the Corporation and the signatures of the President and Chair of the Education Certification Committee. The certificate remains the property of CSC. Each member will receive a copy of the CTR Code of Conduct and Practice at the time of certification.
 - 3.2.10.6.2 Members so registered are titled "Certified Technical Representatives" (CTR) or "Représentant Technique Certifié" (RTC) and are entitled to use this designation provided they continue to abide by the Code of Conduct and Practice.
- 3.2.10.7 Conduct
 - 3.2.10.7.1 Certified Technical Representatives are required to comply with the Code of Conduct and Practice of these Directives.

- 3.2.10.8 Recall of Certificate
 - 3.2.10.8.1 The Certification Subcommittee by a majority vote of its members may recall the certificate and remove from the Register the name of any member whose conduct has been contrary to the Code of Conduct and the Practice of these Directives.
 - 3.2.10.8.2 Non-payment of annual dues within the time stipulated in the CSC By-Laws will be cause for automatic recall of a certificate and removal of name from the Register.
 - 3.2.10.8.3 Upon recall of a certificate, the Chair of the Subcommittee will inform the member of the reasons for recall and the certificate must be returned to CSC.
 - 3.2.10.8.4 Individuals whose certificates have been recalled have no claim for recovery of balance of paid dues.
- 3.2.10.9 Appeal of Recall
 - 3.2.10.9.1 Members may appeal the recall of their certificate for causes other than failure to pay dues by written request to the Chair of the Education Certification Committee.
 - 3.2.10.9.2 The Chair of the Education Certification Committee will appoint a committee of not less than five Certified Technical Representatives, not members of the Subcommittee, to review the request in consultation with the Subcommittee.
 - 3.2.10.9.3 The decision of this committee is final and binding.
- 3.2.10.10 Dues
 - 3.2.10.10.1 Certified Technical Representatives shall pay annual Certification dues that are established by the Subcommittee, in addition to CSC membership dues.
 - 3.2.10.10.2 Dues are payable to Construction Specifications Canada on receipt of invoice within time limits established by CSC By-Laws.
- 3.2.10.11 Qualifications for Certification
 - 3.2.10.11.1 Refer to separate Certified Technical Representative Application Form.
- 3.2.10.12 Codes of Conduct and Practice*
 - 3.2.10.12.1 Certified Technical Representatives by their acceptance of Certification shall agree to the following Code of Conduct and Practices:
 - 3.2.10.12.2 Code of Conduct related to Project Work:
 - .1 The CTR performs quality work in accordance with accepted, recommended standards, skill and good judgement;
 - .2 represents products or services in a fair, timely and consistent manner. Will not knowingly misrepresent a product or service;
 - .3 represents products, services and information on the basis of merit in a clear, concise and complete manner without consideration for personal gain. Will not knowingly misrepresent a product or service;
 - .4 The CTR:
 - .1 maintains consideration for safety and welfare of the public;

- .2 maintains privacy of clients interests or business affairs and
 - .3 complies with Codes, Statutes, Regulations, and rules applicable to work undertaken.
- 3.2.10.12.3 Code of Conduct related to the Certified Technical Representative:
- .1 The CTR engages in activities to advance effectiveness of construction technical documents, product literature, and specification preparation including use of uniform practices and standard documents recommended by CSC;
 - .2 The CTR shall not present the CTR designation as an endorsement of products or services but as a certification that the CTR has achieved prescribed level of knowledge and understanding of the design and construction process through successful completion of a course of studies;
 - .3 The CTR;
 - .1 supports the aims of the CSC;
 - .2 freely exchanges non confidential information and experience with other members of the Association;
 - .3 avoids conduct which would reasonably be regarded as disgraceful, dishonourable, or unprofessional;
 - .4 acts toward other CTR members with respect, good will, and fairness;
 - .5 does not maliciously injure the reputation or business of another member.

*This information is to be sent to a CTR either during the program of certification or upon award of their certificate.

3.3 CERTIFIED CONSTRUCTION CONTRACT ADMINISTRATOR CERTIFICATION (CCCA)

3.3.1 Objectives

- 3.3.1.1 To certify members of CSC who have satisfied the requirements of the Certified Construction Contract Administrators Subcommittee and carry out the objectives and activities contained in these Directives, and in particular:
- 3.3.1.2 Assess the qualifications of applicants for certification as a Certified Construction Contract Administrator.
- 3.3.1.3 Review and administer Subcommittee Directives.
- 3.3.1.4 Review qualification standards of the CCCA Program on an annual basis.
- 3.3.1.5 Liaise with CSC Education Certification Committee on matters pertaining to education of Contract Administrators.

3.3.2 Composition of Subcommittee

- 3.3.2.1 Not less than seven (7) CSC members of which at least four (4) shall be Certified Construction Contract Administrators, and to the extent possible the subcommittee should represent the multi-disciplinary membership of CSC.
- 3.3.2.2 Of the four (4) Certified Construction Contract Administrators, one shall be Chair and one shall be Vice-Chair.
- 3.3.2.3 One or more supplementary non-voting members shall be from each Chapter to assist in the Subcommittee's operations invited as needed to attend Subcommittee meetings.

- 3.3.3 Qualifications & Replacements
 - 3.3.3.1 Subcommittee members are to be canvassed from the general membership on a yearly basis.
 - 3.3.3.2 Subcommittee members are selected for their knowledge and interest in the advancement and edification of Contract Administrators and promotion of the Certified Construction Contract Administration Program.
 - 3.3.3.3 Subcommittee members are to be CSC members in good standing.
 - 3.3.3.4 Resignations must be in writing. Replacements will be appointed for any member who is unable to complete the term of office by the Subcommittee.
- 3.3.4 Appointment
 - 3.3.4.1 CCCA Subcommittee members shall be appointed for a minimum of two (2) years and a maximum of four (4) years. No more than four new members shall be appointed by the Subcommittee in any one year. The Subcommittee term of appointment shall correspond with the CSC Annual General Meeting.
 - 3.3.4.2 The Vice-Chair and Secretary shall be Subcommittee members, appointed by Subcommittee members at the first meeting of each year.
- 3.3.5 Subcommittee Members and Duties
 - 3.3.5.1 Chair; Vice-Chair or an appointed delegate of the Subcommittee shall communicate with and report to the Education Certification Committee. The Education Certification Committee Chair shall report to the Board of Directors on behalf of the Subcommittee. The Chair shall be a non-voting member of the Subcommittee who shall only vote in case of a tie.
 - 3.3.5.2 The Vice-Chair shall assume the duties of the chair in the chair's absence.
 - 3.3.5.3 The Secretary shall record minutes of meetings and distribute them promptly thereafter in order to permit the various Subcommittee members to act upon them.
- 3.3.6 Meetings
 - 3.3.6.1 The Subcommittee shall meet at least once each year and as required to transact business. Meetings are called by the Chair. Members shall be given at least 30 days advance notice to attend.
 - 3.3.6.2 All matters before the Subcommittee are to be decided by the majority of the members present; four will constitute a quorum.
- 3.3.7 Expenses
 - 3.3.7.1 Refer to Directive 10.0, Reimbursement of Expenses.
 - 3.3.7.2 The Subcommittee's expenses must not exceed the amount set out for this purpose in the Annual Budget of the Corporation, except as approved by the Board of Directors.
- 3.3.8 Payment for Services
 - 3.3.8.1 Refer to the Constitution and Directive 9.0.
- 3.3.9 Amendments
 - 3.3.9.1 The Subcommittee by a majority vote of its members may enact, repeal or amend the Directives of the Subcommittee subject to the approval of the Education Certification Committee and the Board of Directors of CSC.

3.3.9.2 When circumstances permit, important matters as determined by the Chair, shall not be finalized until absent members have had a reasonable opportunity to review and submit written comment.

3.3.10 Requirements of Certification

3.3.10.1 Certification

3.3.10.1.1 Certification is available to CSC members who have satisfied the requirements of the CCCA Program.

3.3.10.2 Applications for Certification

3.3.10.2.1 Applicants must be members in good standing of Construction Specifications Canada

3.3.10.2.2 Applications must be submitted on the CCCA Program Application form and be accompanied by the prescribed fees and documentation.

3.3.10.2.3 If an application is accepted by the Certification Subcommittee, the CSC Office will so inform the applicant and issue instructions regarding mentoring, submissions, availability of assistance and requirements for examinations.

3.3.10.3 Application and Examination Fees

3.3.10.3.1 Application and fees are established at the discretion and by resolution of the Subcommittee, and are payable to CSC.

3.3.10.4 Failure to Meet Certification Requirements

3.3.10.4.1 An applicant who has failed to meet the application, examination or presentation requirements of the Subcommittee will be notified by the CSC Office with reasons for rejection and recommendation(s) for future direction.

3.3.10.4.2 Application, examination, and presentation fees are non-refundable.

3.3.10.5 Register

3.3.10.5.1 The Executive Director will maintain a Register at the Corporate CSC Office.

3.3.10.5.2 The name, address and date of certification of each member approved for certification by the Subcommittee, and who have paid the required dues and signed and agree to abide by the Code of Conduct and Practice will be entered into the Register.

3.3.10.5.3 The Register is open to inspection by any persons so requesting.

3.3.10.6 Certificate and Title

3.3.10.6.1 Each member whose name is inscribed in the Register will receive a CCCA certificate bearing the member's name, date of certification, the seal of the Corporation and the signatures of the President and Chair of the Education Certification Committee. The certificate remains the property of CSC. Each CCCA will receive a copy of the CCCA Code of Conduct and Practice at the time of certification.

- 3.3.10.6.2 Members so registered are titled "Certified Construction Contract Administrators" (CCCA) or "Administrateur de Contrat de Construction" (ACC) and are entitled to use this designation provided they continue to abide by the Code of Conduct and Practice.
- 3.3.10.7 Conduct
 - 3.3.10.7.1 Certified Construction Contract Administrators are required to comply with the Codes of Conduct and Practice of these Directives.
- 3.3.10.8 Recall of Certificate
 - 3.3.10.8.1 The Subcommittee by a majority vote of its members may recall the certificate and remove from the Register the name of any member whose conduct has been contrary to the Code of Conduct and the Practice of these Directives.
 - 3.3.10.8.2 Non-payment of annual dues within the time stipulated in the CSC By-Laws will be cause for automatic recall of a certificate and removal of name from the Register.
 - 3.3.10.8.3 Upon recall of a certificate, the Chair of the Subcommittee will inform the member of the reasons for recall and the certificate must be returned to CSC.
 - 3.3.10.8.4 Individuals whose certificates have been recalled have no claim for recovery of balance of paid dues.
- 3.3.10.9 Appeal of Recall
 - 3.3.10.9.1 Members may appeal the recall of their certificate for causes other than failure to pay dues by written request to the Chair of the Education Certification Committee.
 - 3.3.10.9.2 The Chair of the Education Certification Committee will appoint a committee of not less than five Certified Construction Contract Administrators, not members of the Subcommittee, to review the request in consultation with the Subcommittee.
 - 3.3.10.9.3 The decision of this committee is final and binding.
- 3.3.10.10 Dues
 - 3.3.10.10.1 Certified Construction Contract Administrators shall pay annual Certification dues that are established by the Subcommittee, in addition to CSC membership dues.
 - 3.3.10.10.2 Dues are payable to Construction Specifications Canada on receipt of invoice within time limits established by CSC By-Laws.
- 3.3.10.11 Qualifications for Certification
 - 3.3.10.11.1 Refer to separate Certified Construction Contract Administrator Application document.
- 3.3.10.12 Codes of Conduct & Practice*
 - 3.3.10.12.1 Certified Construction Contract Administrator by their acceptance of Certification shall agree to the following Code Conduct and Practices:
 - 3.3.10.12.2 Code of Conduct related to Project Work:
 - .1 The CCCA performs quality work in accordance with accepted, recommended standards, skill and good judgement;

- .2 The CCCA administers and conducts work in a fair and consistent manner in accordance with the contract documents and industry practice;
- .3 The CCCA issues instructions which are current, clear, concise, thorough, fair, and capable of enforcement on a basis of merit in a concise and complete manner. Will knowingly not misrepresent a service;
- .4 The CCCA:
 - .1 upholds documents and specifications objectively and impartially.
 - .2 complies with Codes, Statutes, Regulations, and rules applicable to work undertaken;
 - .3 undertakes only work for which one is qualified;
 - .4 does not accept compensation for a service from more than one party on a project;
 - .5 avoids conflicts of interest;
 - .6 does not use manufacturers or suppliers services that carry an obligation detrimental to the Code of Conduct;
 - .7 maintains confidentiality of client's or employer's interests or business affairs and has loyalty to client's or employer's interests;
 - .8 maintains consideration for safety and welfare of the public;
 - .9 does not provide services without a contract or written letter of understanding, and
 - .10 communicates through channels designated for the project.

3.3.10.12.3 Code of Conduct related to Certified Construction Contract Administrators:

- .1 The CCCA engages in activities to advance effectiveness of recommended CSC practices in organizing, implementing, supervising construction contract documents;
- .2 The CCCA:
 - .1 supports the aims of CSC;
 - .2 freely exchanges non-confidential information and experience with other members of CSC;
 - .3 avoids conduct which would reasonably be regarded as disgraceful, dishonourable, or unprofessional;
 - .4 acts towards other CCCA members with respect, goodwill and fairness;
 - .5 does not maliciously undermine the reputation or business of another CCCA member.

*This information is to be sent to a CCCA either during the program of certification or upon award of their certificate.

3.4 CERTIFIED SPECIFICATION PRACTITIONER CERTIFICATION (CSP)

3.4.1 Objectives

- 3.4.1.1 To certify members of CSC who have satisfied the requirements of the Certified Specification Practitioner Subcommittee and carry out the objectives and activities contained in these Directives, and in particular:
- 3.4.1.2 Assess the qualifications of applicants for certification as a Certified Specification Practitioner.

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- 3.4.1.3 Review and administer Subcommittee Directives
 - 3.4.1.4 Review qualification standards of the CSP Program on an annual basis.
 - 3.4.1.5 Liaise with CSC Education Certification Committee on matters pertaining to education of Specification Practitioners.
 - 3.4.2 Composition of Subcommittee
 - 3.4.2.1 Not less than five (5) CSC members of whom at least three (3) shall be Certified Specification Practitioners, except for the first two years where other Certified or Registered CSC members may be substituted, and to the extent possible, the subcommittee should represent the multi-disciplinary membership of CSC.
 - 3.4.2.2 Of the three (3) Certified Specification Practitioners, one shall be Chair and one shall be Vice-Chair.
 - 3.4.2.3 One or more supplementary non-voting members may be from each ECC Subcommittee to assist in the CSP Subcommittee's operations invited as needed to attend Subcommittee meetings.
 - 3.4.3 Qualifications and Replacements
 - 3.4.3.1 Subcommittee members are to be canvassed from the general membership on a yearly basis.
 - 3.4.3.2 Subcommittee members are selected for their knowledge and interest in the advancement of the profession.
 - 3.4.3.3 Subcommittee members are to be CSC members in good standing.
 - 3.4.3.4 Resignations must be in writing. Replacements will be appointed for any member who is unable to complete the term of office by the Subcommittee.
 - 3.4.4 Appointment
 - 3.4.4.1 CSP Subcommittee members shall be appointed for a minimum of two (2) years and for a maximum of four (4) years. No more than three (3) new members shall be appointed by the Subcommittee in any one year. The Subcommittee term of appointment shall correspond with the CSC Annual General Meeting.
 - 3.4.4.2 The Vice-Chair and Secretary shall be Subcommittee members, appointed by Subcommittee members at the first meeting of each year.
 - 3.4.5 Subcommittee Members and Duties
 - 3.4.5.1 Chair, Vice-Chair or an appointed delegate of the Subcommittee shall communicate with and report to the Education Certification Committee. The Education Certification Committee Chair shall report to the Board of Directors on behalf of the Subcommittee. The ECC Chair shall be a non-voting member of the Subcommittee who shall only vote in case of a tie.
 - 3.4.5.2 The Vice-Chair shall assume the duties of the Chair in the Chair's absence.
 - 3.4.5.3 The Secretary shall record minutes of meetings and distribute them promptly thereafter in order to permit the various Subcommittee members to act upon them.
 - 3.4.6 Meetings
 - 3.4.6.1 The Subcommittee shall meet at least once each year and as required to transact business. Meetings are called by the Chair. Members shall be given at least 30 days advance notice to attend.
 - 3.4.6.2 All matters before the Subcommittee are to be decided by the majority of the members present; three will constitute a quorum.

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- 3.4.7 Expenses
 - 3.4.7.1 Refer to Directive 10.0, Reimbursement of Expenses.
 - 3.4.7.2 The Subcommittee's expenses must not exceed the amount set out for this purpose in the Annual Budget of the Corporation, except as approved by the Board of Directors.
 - 3.4.8 Payment for Services
 - 3.4.8.1 Refer to the Constitution and Directive 9.0.
 - 3.4.9 Amendments
 - 3.4.9.1 The Subcommittee, by a majority vote of its members may enact, repeal or amend the Directives of the Subcommittee subject to the approval of the Education Certification Committee and the Board of Directors of CSC.
 - 3.4.9.2 When circumstances permit, important matters, as determined by the Chair, shall not be finalized until absent members have had a reasonable opportunity to review and submit written comment.
 - 3.4.10 Requirements of Certification
 - 3.4.10.1 Certification
 - 3.4.10.1.1 Certification is available to CSC members who have satisfied the requirements of the CSP Program.
 - 3.4.10.2 Applications for Certification
 - 3.4.10.2.1 Applicants must be members in good standing of Construction Specifications Canada.
 - 3.4.10.2.2 Applications must be submitted on the CSP Application form and be accompanied by the prescribed fees and documentation.
 - 3.4.10.2.3 If an application is accepted by the Certification Subcommittee, the
 - 3.4.10.2.4 CSC Office will so inform the applicant and issue instructions regarding mentoring, submissions, availability of assistance and requirements for examinations.
 - 3.4.10.3 Application and Examination Fees
 - 3.4.10.3.1 Application and fees are established at the discretion and by resolution of the Subcommittee and are payable to CSC.
 - 3.4.10.4 Failure to Meet Certification Requirements
 - 3.4.10.4.1 An applicant who has failed to meet the application, examination or experience requirements of the Subcommittee will be notified by the Subcommittee Chair with reasons for denial and recommendation(s) for future direction.
 - 3.4.10.4.2 Application and examination fees are non-refundable.
 - 3.4.10.5 Register
 - 3.4.10.5.1 The Executive Director will maintain a Register at the Corporate CSC Office.

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- 3.4.10.5.2 The name, address and date of certification of each member approved for certification by the Subcommittee, and who has paid the required dues and signed and agree to abide by the Code of Conduct and Practice will be entered into the Register.
- 3.4.10.5.3 The Register is open to inspection by any persons so requesting.
- 3.4.10.6 Certificate and Title
- 3.4.10.6.1 Each member whose name is inscribed in the Register will receive a CSP certificate bearing the member's name, date of certification, the seal of the Corporation and the signatures of the President and Chair of the Education Certification Committee. The certificate remains the property of CSC. Each CSP will receive a copy of the CSP Code of Conduct and Practice at the time of certification.
- 3.4.10.6.2 Members so registered are titled "Certified Specification Practitioners" (CSP) or "Le Practicien Certifiés de Spécifications" (PCS) and are entitled to use this designation provided they continue to be a member of CSC, and abide by the Code of Conduct and Practice.
- 3.4.10.7 Conduct
- 3.4.10.7.1 Certified Specification Practitioners are required to comply with the Codes of Conduct and Practice of these Directives.
- 3.4.10.8 Recall of Certificate
- 3.4.10.8.1 The Subcommittee, by a majority vote of its members, may recall the certificate and remove from the Register the name of any member whose conduct has been contrary to the Code of Conduct and Practice of these Directives.
- 3.4.10.8.2 Non-payment of annual dues within the time stipulated in the CSC By-laws will be cause for automatic recall of a certificate and removal of name from the Register.
- 3.4.10.8.3 Upon recall of a certificate, the Chair of the Subcommittee will inform the member of the reasons for the recall and the certificate must be returned to CSC.
- 3.4.10.8.4 Individuals whose certificates have been recalled have no claim for recovery of balance of paid dues.
- 3.4.10.9 Appeal of Recall
- 3.4.10.9.1 Members may appeal the recall of their certificate for causes other than failure to pay dues by written request to the Chair of the Education Certification Committee.
- 3.4.10.9.2 The Chair of the Education Certification Committee will appoint a committee of not less than five (5) Certified Specification Practitioners, not members of the Subcommittee, to review the request in consultation with the Subcommittee.
- 3.4.10.9.3 The decision of this committee is final and binding.
- 3.4.10.10 Dues
- 3.4.10.10.1 Certified Specification Practitioners shall pay annual Certification dues that are established by the Subcommittee, in addition to CSC membership dues.

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- 3.4.10.10.2 Dues are payable to Construction Specifications Canada on receipt of invoice within time limits established by CSC By-Laws.
- 3.4.10.11 Codes of Conduct & Practice*
- 3.4.10.11.1 Certified Specification Practitioners by their acceptance of Certification shall agree to the following Code of Conduct and Practices:
- 3.4.10.11.2 Code of Conduct related to Project Work:
- .1 The CSP performs quality work in accordance with accepted, recommended standards, skill and good judgement;
 - .2 The CSP administers and conducts work in a fair and consistent manner in accordance with the contract documents and industry practice;
 - .3 The CSP issues instructions which are current, clear, concise, thorough, fair, and capable of enforcement on a basis of merit in a concise and complete manner.
 - .4 The CSP will knowingly not misrepresent a service;
 - .5 The CSP:
 - .1 upholds documents and specifications objectively and impartially.
 - .2 complies with Codes, Statutes, Regulations, and rules applicable to work undertaken;
 - .3 undertakes only work for which one is qualified;
 - .4 does not accept compensation for a service from more than one party on a project;
 - .5 avoids conflicts of interest;
 - .6 does not use manufactures' or suppliers' services that carry an obligation detrimental to the Code of Conduct;
 - .7 maintains confidentiality of clients' and employer's interests or business affairs and has loyalty to client and employers interests;
 - .8 maintains consideration for safety and welfare of the public;
 - .9 does not provide services without a contract or written letter of understanding, and
 - .10 communicates through channels designated for the project.
- 3.4.10.11.3 Code of Conduct related to Certified Specification Practitioners:
- .1 The CSP engages in activities to advance effectiveness of recommended CSC practices in organizing, implementing, and supervising construction contract documents;
 - .2 The CSP:
 - .1 supports the aims of CSC;
 - .2 freely exchanges non-confidential information and experience with other members of CSC;
 - .3 avoids conduct which would reasonably be regarded as disgraceful, dishonourable, or unprofessional;
 - .4 acts towards other CSP members with respect, goodwill and fairness;
 - .5 does not maliciously undermine the reputation or business of another CSP member.

*This information is to be sent to a CSP either during the program of certification or upon award of their certificate.

END OF DIRECTIVE

4.0 MEMBERSHIP DUES

4.1 DUES

4.1.1 Reference

4.1.1.1 By-Laws: 13.0

4.1.2 Amounts

4.1.2.1 As approved by Board of Directors.

4.1.3 Membership Year

4.1.3.1 January 1st to December 31st

4.1.4 Date Due

4.1.4.1 Payment in full on or before January 1st of each calendar year..

4.1.5 Partial Dues

4.1.5.1 New member dues for the first year, are to be pro-rated on a quarterly basis

4.1.5.2 New members joining between October 1st and December 31st receive the remainder of t

4.2 CHAPTER REBATES

4.2.1 Rebates

4.2.1.1 An amount equal to 10% of all dues received will be set aside in separate account called the Chapter Development Fund. Where a new member is accepted during the year, the deposit will be 10% of the dues paid.

4.2.1.2 Each Chapter is entitled to its share of this Fund proportionate to Chapter membership if the chapter has submitted to the Association completed and accurate financial statements ending March 31 in the year for which the rebate was calculated in the prescribed format (see CSC Administrative Part 4 Exhibit A).

4.2.1.3 Each Chapter will be informed of the amount of entitlement standing to the credit of their respective Chapter at the end of the month of February, each year.

4.2.1.4 A Chapter must inform the Association in writing if they wish to collect or decline the Chapter Rebate. This is a requirement for audit purposes.

END OF DIRECTIVE

5.0 MEMBER CODE OF CONDUCT

5.1 REFERENCE

5.1.1 By-Laws: 9.6

5.2 OBJECTIVE

5.2.1 To establish a Code of Conduct that all CSC members must adhere to as a minimum.

5.3 GENERAL

5.3.1 A member of CSC shall:

5.3.1.1 support the goals of CSC.

5.3.1.2 freely exchange non-confidential information and experience with other members of CSC.

5.3.1.3 avoid conduct which would reasonably be regarded as disgraceful, dishonourable or unprofessional.

5.3.1.4 act towards other CSC members with respect, goodwill and fairness.

5.3.1.5 not maliciously undermine the reputation or business of CSC or any of its members.

5.3.1.6 avoid actions and situations where the member's personal interests conflict or appear to conflict with the activities of CSC; if in doubt the member may contact the Registrar for clarification.

5.3.1.7 not use the offices or the facilities of the Corporation for the promotion of his personal business or professional interests.

5.3.1.8 not knowingly violate any law or regulation.

5.4 MEETINGS

5.4.1 All participants in any meeting of CSC members dealing with business of the corporation conduct themselves in accordance with the CSC Rules of Order for Meetings and CSC Rules of Engagement for Meetings.

5.4.2 Rules of Order

5.4.2.1 Respect others' opinions even if you don't agree

5.4.2.2 Engage every-one and encourage them to speak

5.4.2.3 In a forum, raise your hand and be acknowledged before you speak

5.4.2.4 Check ego at the door

5.4.2.5 Constructive feedback instead of destructive feedback

5.4.2.6 Come prepared (this is already in the roles and responsibilities for Directors)

5.4.2.7 Every discussion needs a moderator

5.4.2.8 Do not dominate the conversation (this would be facilitated by the moderator above)

5.4.2.9 Stay with the topic.

5.4.2.10 Take a break if discussions are not progressing in a positive manner.

5.4.2.11 Remember and respect the rules

5.4.3 Rules of Engagement

5.4.3.1 Encourage the mentoring of new board members – team new members with more experienced members when they join the board

5.4.3.2 Reemphasize directors of corresponding members of program committees

5.4.3.3 Mandatory participation of directors on program committees (sub. of above)

- 5.4.3.4 Verbal status report by all participants at each board meeting
- 5.4.3.5 More communication (between board members) between meetings
- 5.4.3.6 Endeavor to provide clear and concise information at all times – up and down
- 5.4.3.7 Include Vision and Mission statements in meeting preparation materials (to encourage discussion alignment with CSC’s Vision and Mission statements)

END OF DIRECTIVE

6.0 NOMINATIONS AND ELECTIONS

6.1 REFERENCE

- 6.1.1 Bylaws: 1.14, 9.3, 9.5, 17.0, 24, 29
- 6.1.2 Directive: 11.1, Committees - General
- 6.1.3 Time Schedule: attached

6.2 OBJECTIVES

- 6.2.1 To seek out and identify members willing to take office as Director at Large to serve as 4th Vice-President. This Committee will supervise the election. The persons nominated must be willing to serve as President if called upon by the Board to do so.
- 6.2.2 Committee
 - 6.2.2.1 The Chair will be the immediate Past President subject to the approval of the Board of Directors. At least four other members knowledgeable in the current affairs of the Association will be appointed by the Chair (i.e.; Executive Council).
 - 6.2.2.2 Neither the Chair nor members of this Committee will be eligible for nomination.
- 6.2.3 Procedure
 - 6.2.3.1 The Committee will invite, by mail, all members eligible to vote, to make nominations for the office using the form provided. (See Document 'A').
 - 6.2.3.2 Nominations may be made by not less than ten members reflecting membership in at least three different Chapters, provided that the consent of the nominee is obtained.
 - 6.2.3.3 Such nominations are to be received by the Executive Director before the date stipulated on the form.
 - 6.2.3.4 If no nominations are received from the general membership, the Committee will nominate a 4th Vice-President.
 - 6.2.3.5 The Executive Director will ensure that the Registrar verifies the eligibility of nominees and nominators.
 - 6.2.3.6 Should any nomination prove to be invalid within 5 days, the chair shall inform the first, second or third nominator with an explanation. The Executive Director shall return the invalid nomination form to the nominator so informed. The nominator shall have the right to remedy the invalid nomination form and return it to Executive Director within 14 days.
 - 6.2.3.7 When nominations have been received and verified, they shall be conveyed to the Nominating Committee. The nominating Committee issue a list of the nominees for Vice President.
 - 6.2.3.8 In the event that there is more than one nomination for the position of Director At Large for the position of 4th Vice President, the Executive Director will prepare a ballot form (Document 'B'). One copy of the ballot form, together with instructions for its use, will be delivered to each member
- 6.2.4 Ballot
 - 6.2.4.1 Ballot forms, completed and sealed as prescribed are to be received by the Executive Director before the date stipulated on the form.
 - 6.2.4.2 Before opening the ballot envelopes, the Executive Director will have the Registrar or Registrar's representative verify the eligibility of the voters.
 - 6.2.4.3 The committee will appoint three unbiased scrutineers.

- 6.2.4.4 The scrutineers will decide on the validity of ballots, witness the opening of the ballot envelopes, and count the votes and tabulate the votes received by each candidate subjected to the ballot.
- 6.2.4.5 The tabulated results, the ballots both valid and invalid, and the envelopes will be collected by the Executive Director who will hold them in the event of a challenge from an unsuccessful candidate.
- 6.2.5 Election
 - 6.2.5.1 The election will be determined in favour of the candidate who has received the greater number of votes. In the event of a tie, the member with the longest continuous membership will be declared elected.
 - 6.2.5.2 The membership will be informed of the results of the election by the Executive Director, prior to the Annual General Meeting

DOCUMENT 'A'

20XX-20XX FORM FOR THE NOMINATION DIRECTOR AT LARGE TO SERVE AS
CSC VICE-PRESIDENT

Nominee: _____ Chapter: _____

I agree, if elected, to serve in the capacity of CSC Director at Large and as Vice-President for one year, and I am prepared to allow my name to stand in subsequent years for Vice-President, as appropriate, and that of President-Elect. I am also prepared to accept the responsibility of President. I also verify that I am not (a) a principal of, or hold a position of officer in a private sector organization; (b) hold a position in a public sector organization; or (c) hold a position with any organization that is in competition with CSC; and have final decision making and/or signing authority directly related to agreements with CSC, such as Memoranda of Understanding, contracts and alliances.

Signature of Nominee: _____

We, the following members in good standing, nominate this member as Director at Large to serve the office of CSC Vice-President. We represent at least three different CSC Chapters as indicated.

<u>Name (Printed)</u>	<u>Chapter</u>	<u>Signature & Date</u>
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____
6 _____	_____	_____
7 _____	_____	_____
8 _____	_____	_____
9 _____	_____	_____
10 _____	_____	_____

Return this form completed as required before XXXXXX to:

Executive Director
Construction Specifications Canada
120 Carlton St., Suite 312
Toronto, ON
M5A 4K2
Fax: (800) 668-5684 (Canada)
Fax: (416) 777-2197 (Toronto) or Email: info@csc-dcc.ca

DOCUMENT 'B'
BALLOT FORM FOR DIRECTOR AT LARGE FOR 4TH VICE-PRESIDENT:



Please indicate your choice for the position of Director at Large to Serve as **CSC 4th Vice-President** by placing an "X" in the appropriate brackets.

DO NOT IDENTIFY YOURSELF ON THIS BALLOT.

() Candidate Name

() Candidate Name

Return this ballot **VIA MAIL USING THE ADDRESSED AND STAMPED ENVELOPE PROVIDED** before **DATE**

Ballots that are faxed or emailed **WILL NOT** be accepted.

DOCUMENT 'C'

INSTRUCTIONS TO VOTERS:
(included with ballot form)

Any divergence from these instructions, or those of the form itself, will invalidate the ballot.

Do not, in any way, indicate your identity on the ballot form.

Your name and Chapter must be clearly printed on the envelope only and the envelope must be marked:
CSC BALLOT.

Enclose no material other than the ballot form in the self-addressed stamped envelope provided.

Seal the envelope and return it as indicated to the Executive Director.

The ballots, after validation, will be opened, counted and tabulated in the presence of independent, disinterested scrutineers. The principle of the secret ballot will be preserved at each stage of the process.

TIME SCHEDULE

(Minimum calendar days before the Annual General Meeting)

120 days -	Chair appointed
110 days -	Nomination forms sent to membership
80 days -	Nomination forms returned to Executive Director
85 days -	Nominations validated
80 days -	Nominations remedied, if required
70 days -	Ballots to membership
50 days -	Ballots due from membership
45 days -	Votes validated, counted and tabulated
40 days -	Executive Director notify the successful and unsuccessful candidates, concerned Chapter Chairs and Secretaries, so that the Chapter may re-organize for a Chapter Director if required, and appoint same 30 days before the Annual General Meeting.
14 or more days -	Results to membership

END OF DIRECTIVE

7.0 DUTIES OF EXECUTIVE COUNCIL

7.1 REFERENCE

7.1.1 By-laws: 30

7.2 PRESIDENT

7.2.1 The President will be the Chief Executive Officer of the Corporation and will supervise its affairs.

7.2.2 The President will preside at meetings of the Board of Directors, Executive Council and General meetings.

7.2.3 In the absence of the President, the President-Elect (1st Vice-President) will preside. If the President -Elect is not present the 2nd, 3rd or 4th Vice-President shall preside. If the president-Elect is not present than alternate Vice-President will be appointed by the Board. If no Vice-president is present, the members will appoint any other officer as Chair.

7.2.4 The President will represent CSC in dealings with other organizations or with the public; except as provided otherwise by the Board of Directors or by the By-laws.

7.3 VICE PRESIDENTS

7.3.1 In the absence of the President, the President-Elect (1st Vice-President) or in his/her absence another Vice-President will preside at meetings of the Board of Directors, Executive Council, and Annual General Meetings.

7.3.2 All Vice-Presidents will assist when requested to do so by the President.

7.3.3 Vice-Presidents may concurrently serve as Chapter Director for their Chapters

7.3.4 Vice-Presidents may concurrently serve as a Program Director

7.3.5 The President-Elect assumes the responsibility for Strategic Planning.

7.4 EXECUTIVE DIRECTOR

7.4.1 The Executive Director shall be employed on a contract basis with the Corporation with the proviso of termination included in the contract. The term of the contract shall be established by the Executive Council, not to exceed five years. The Executive Director will:

7.4.1.1 Report to the Board of Directors and Executive Council

7.4.1.2 Be the resident Executive of CSC and represent it within the framework of policies established by the Board of Directors. In matters requiring policy decisions or authority, the Executive Director will ask the President for advice.

7.4.1.3 Maintain up-to-date information on matters affecting the building professions and trades especially those developments which could be of interest or cause concern to CSC.

7.4.1.4 Maintain liaison with organizations in the construction industry at a national level as necessary for healthy and profitable mutual exchange of information.

- 7.4.1.5 Follow up and expedite Association programs with Committee Chairs; develop details of responsibilities inherent in any appointment; assist Officers, Directors and Committee Chairs in the performance of their duties.
- 7.4.1.6 Conduct the routine business of, and manage the Corporation Office, organize the work and direct the personnel; conduct correspondence and act for the Vice-Presidents and Officers of CSC as directed by the President.
- 7.4.1.7 Collect and distribute reports, information, documents, references and data required for meetings of Officers and Directors, and for special meetings as directed by the President and Executive Council .
- 7.4.1.8 Prepare written up-to-date reports on activities in which CSC is involved and assist the Executive Council by supplying necessary background information.
- 7.4.1.9 Represent CSC when requested by the President at a functions, accept speaking and writing engagements for the benefit of CSC.
- 7.4.1.10 Provide continuity of procedure and information for elected Officers.
- 7.4.1.11 Prepare quarterly statements, and if required, interim financial statements for review by the Secretary/Treasurer.
- 7.4.1.12 Prepare minutes of meetings of Executive Council and the Board of Directors for review by the President and the Secretary/Treasurer.
- 7.4.1.13 Attend, as a voting member, the regular meetings of the Board of Directors and Executive Council

7.5 IMMEDIATE PAST-PRESIDENT

- 7.5.1 The Immediate Past-President, may be appointed as Director At Large and sit as a member of the Executive Council and advises on policy matters. The Immediate Past-President acts in other capacities on request of the President.

7.6 SECRETARY / TREASURER

- 7.6.1 The Secretary/Treasurer will:
 - 7.6.1.1 Have custody of the funds of CSC and maintain and hold available the accounts thereof.
 - 7.6.1.2 Attend as a voting member, the regular meetings of the Board of Directors and Executive Council.
 - 7.6.1.3 Prepare an annual budget for approval by the Board of Directors at its Fall meeting.
 - 7.6.1.4 Present quarterly statements and yearend financial statements. Make Executive Council aware of any serious deviation from the Budget.
 - 7.6.1.5 Review submitted Chapter budgets and financial statements and comment or make recommendations accordingly to the Board of Directors.
 - 7.6.1.6 Advise all concerned that without permission of the Executive Council or the Board, they are not authorized to spend beyond the Budget.
 - 7.6.1.7 Assist Corporation Auditor as required, in preparation of annual audited statement. Ensure audited statement is available to the Membership a minimum of 21 days prior to the Annual General Meeting.
 - 7.6.1.8 Report to Membership at Annual General Meeting as required.

7.7 PROGRAM DIRECTORS

- 7.7.1 Program Directors are appointed by the Board of Directors for the following programs:
 - 7.7.1.1 Membership/Chapter Development/Communication
 - 7.7.1.2 Technical Studies

- 7.7.1.3 Publications
- 7.7.1.4 Education Certification
- 7.7.1.5 Legislative
- 7.7.1.6 Awards
- 7.7.1.7 Conferences
- 7.7.1.8 Strategic Planning
- 7.7.1.9 Marketing

7.7.2 Program Directors may concurrently serve as a Vice-President and/or Chapter Director.

7.7.3 Program Directors shall act as Chair of their respective program committees.

END OF DIRECTIVE

8.0 DUTIES OF REGISTRAR

8.1 AUTHORITY AND QUALIFICATIONS

- 8.1.1 The Registrar shall be a member of the Board of Directors. The position shall be appointed annually by the Board on the recommendation of the President.

8.2 DUTIES

- 8.2.1 Attend regular meetings of the Board of Directors as a voting member.
- 8.2.2 Sign Membership Certificates.
- 8.2.3 Respond to requests or complaints regarding the use of CSC logo by members or non-members.
- 8.2.4 Respond to and investigate alleged misuse of CSC designations by members or non-members.
- 8.2.5 Provide counsel on special matters as requested by the President from time to time.
- 8.2.6 Liaise with Registrars of related Provincial and National associations such as architectural, engineering, interior designers, technologists, etc.
- 8.2.7 Investigate reported allegations of misconduct or violations of the Codes of Conduct and practice by members.
- 8.2.7.1 Any allegations of misconduct or violations of the Codes of Conduct and Practice by members received will be forwarded by the Executive Council (EC) to the Registrar for the purpose of conducting an investigation.
- 8.2.7.2 If the Registrar finds no merit to the allegations, the Executive Council will be informed in writing. If the Executive Council accepts the findings of the Registrar the parties involved will be notified in writing.
- 8.2.7.3 If the Registrar finds that the allegations warrant an investigation, the Registrar will inform the Executive Council. The Executive Council will, in writing, notify the member under investigation as well as the party that made the allegations.
- 8.2.7.4 The Registrar will assemble a panel consisting of no less than three and no more than five members of which a minimum of three shall be members of the College of Fellows to carry out an investigation.
- 8.2.7.5 The Panel will base their investigation on information and or documentation available to them. The Panel will interview all parties involved. Phone calls shall be recorded and meeting minutes taken.
- 8.2.7.6 The Registrar will convey the Panel's findings, and where there is merit to the allegations, any recommendations regarding discipline to the Executive Council for action.
- 8.2.7.7 The Executive Council will review any recommendation. If the majority of Executive Council have any questions, concerns or need further clarification, the Executive Council will convey that request to the Registrar. Communication with the member under investigation will occur once a clear recommendation is achieved.

END OF DIRECTIVE

9.0 REMUNERATION FOR SERVICES

9.1 REFERENCE

9.1.1 Articles of Continuance

9.2 PROCEDURE

- 9.2.1 Members will not be paid per diem or similar remuneration for attendance at Board, Executive or Committee Meetings.
- 9.2.2 No appointed or elected voting members of the Board should receive remuneration for services rendered CSC with the exception of the Executive Director whose compensation shall be in accordance with the terms of the employment contract
- 9.2.3 Members of Committees should not hold a contract with the Corporation if this contract directly relates to duties as a Committee member. All efforts should be made to avoid any conflict of interest.
- 9.2.4 Members may be paid for other services rendered to CSC authorized by the Executive Council and in a Manner at a rate determined by Executive Council.
- 9.2.5 All contracts or agreements for services with members must be approved by the Finance Committee and reviewed periodically.

END OF DIRECTIVE

10.0 REIMBURSEMENT OF EXPENSES

10.1 REFERENCE

10.1.1 Articles of Continuance

10.2 PROCEDURE

10.2.1 Members of the Board of Directors, authorized committees, and others authorized by the Board to travel on Corporation business will be reimbursed by the Corporation as follows:

- 10.2.1.1 air travel at economy class fare;
- 10.2.1.2 automobile at a rate per kilometre established annually by the Finance Committee, whichever is less;
- 10.2.1.3 ground transportation by taxi, limousine, or public transportation;
- 10.2.1.4 hotels at single bedroom rates;
- 10.2.1.5 meals at reasonable charges.
- 10.2.1.6 Other approved expenses for CSC business will be reimbursed.

10.2.2 Members of the Board and authorized committees will not be reimbursed for expenses for the Annual Conference unless otherwise stipulated in the CSC Administrative Manual Part 7 – Conferences.

10.2.3 The President, Immediate Past President, Vice-Presidents (except the incoming 4th Vice-President), Secretary/ Treasurer, will be reimbursed for all expenses reasonably incurred during the execution of association business at the annual conference, including travel, accommodations and registration.

10.2.4 The President and President Elect spouses/companions will be provided conference registration fees and travel costs to attend the Annual Conference.

10.2.5 Spouses/Companions of all Executive Council members receive free conference registration.

10.2.6 Except as described above, and in CSC Administrative Manual Part 7 – Conferences registration fees for conferences will not be paid to, or for, any member.

10.2.7 Claims for expenses must be submitted on the CSC Expense Account form with original receipts for all claimed expenditures attached.

10.2.8 Expense claims received more than sixty (60) days after the month in which the expense occurred may not be honoured. All expenses incurred must be submitted prior to April 1 as annual audit and closing off of books is underway at that time.

10.2.9 Cheques for expenses may be obtained from CSC office in advance provided an application is made 30 days prior to the expenditure.

10.2.10 Cheques for expenses will be issued by CSC Office within a maximum of 30 days of receipt of an Expense Account.

10.3 EXPENSE SHEET

10.3.1 Copies of current Expense Sheet are available from the Association Office

END OF DIRECTIVE

11.0 COMMITTEES

11.1 GENERAL

11.1.1 Reference

11.1.1.1 By-Laws: 28.0

11.1.2 Objectives

11.1.2.1 To form committees as required to consider and recommend procedures related to the goals and objectives and management of CSC.

11.1.3 Composition

11.1.3.1 The various committees are formed by appointment. Where such appointments are made by the Board of Directors, they will be confirmed in writing.

11.1.4 Procedure

11.1.4.1 Each committee shall keep the Board of Directors informed by means of written reports submitted for scheduled meetings of the Board and shall prepare an annual report for presentation by the Program Director to the Annual General Meeting.

11.1.4.2 Each committee shall prepare budgeting and financial reports as appropriate to their operations and submit them to the Secretary/Treasurer.

11.1.4.3 All appointed committees are disbanded at the end of the term for which they are appointed. All Committees shall be reviewed annually.

11.1.5 Expenses

11.1.5.1 Refer to Directive 10.0, Reimbursement of Expenses.

11.2 LEGISLATIVE

11.2.1 Reference

11.2.1.1 By-Laws: 28.0

11.2.1.2 Directive: 11.1, Committees - General

11.2.2 Objectives

11.2.2.1 To advise the Board of Directors concerning the Constitution, the By-Laws of the Corporation and any published guidelines or Directives issued in relation to the management of CSC both at the corporate and Chapter level.

11.2.3 Composition

11.2.3.1 The Board of Directors will appoint a Chair who will be allowed to add to the Committee at his/her discretion.

11.2.4 Activity

11.2.4.1 To review and propose amendments to the Constitution, By-Laws and Directives referred to as necessary to develop the activities of CSC in accordance with its objects.

11.3 FINANCE

11.3.1 Reference

- 11.3.1.1 By-Laws: 28.0
- 11.3.1.2 Directive: 11.1, Committees - General

11.3.2 Objectives

- 11.3.2.1 The Committee will control and supervise the financial affairs and records of CSC to maintain financial stability, and recommend approval by the Board of Directors.
- 11.3.2.2 The Committee will investigate and report concerning all financial requirements and expenditures.

11.3.3 Composition

- 11.3.3.1 The Committee is to be composed of the members of Executive Council.

11.3.4 Procedure

- 11.3.4.1 The outgoing Committee will, before the end of the current fiscal year, prepare a draft budget for the coming fiscal year. The draft budget shall be based on the current year's income and expenditures, planned initiatives and programmes, and shall serve as the interim operating budget of the Association until reviewed by the new committee.
- 11.3.4.2 It will inform all those responsible for the various amounts listed in the budget and request them to submit a more detailed breakdown of their anticipated expenses.
- 11.3.4.3 Any changes to the draft budget are to be reviewed by the Executive Council and a final budget submitted to the Board of Directors for approval at its fall meeting.
- 11.3.4.4 It will inform all concerned of the approved amount in the budget.
- 11.3.4.5 The Executive Council must authorize any unbudgeted expenditures that do not exceed \$5,000. The President may approve an unbudgeted expenditure that do not exceed \$3,000.00 if a quorum of the Executive Council is not possible. Such amounts authorized should be confirmed in the minutes of the Executive Council meeting immediately following the expenditure. Any unbudgeted amount exceeding \$5,000.00 must be approved by the Board.

11.4 MEMBERSHIP/CHAPTER DEVELOPMENT/COMMUNICATION

11.4.1 Reference

- 11.4.1.1 By-Laws: 28.0
- 11.4.1.2 Directive: 11.1, Committees - General

11.4.2 Objectives

- 11.4.2.1 To increase and strengthen the membership.
- 11.4.2.2 To liaise with the membership through Chapter Membership Officers in order to promote good relations between the members and officers of CSC.
- 11.4.2.3 To assist Chapters in their development as effective local groups working for the aims of CSC.

11.4.3 Program Director

- 11.4.3.1 The Board of Directors will appoint a Program Director for Membership/Chapter Development/Communication, who will act as Chair of this Committee.

11.4.4 Composition

- 11.4.4.1 Each Chapter will appoint a Membership Officer as a corresponding member of the committee. Other members may be appointed by the Chair as required.

11.4.5 Activities

- 11.4.5.1 Cause the preparation and distribution of promotional devices together with forms of application designed to persuade prospective members to the aims of CSC.
- 11.4.5.2 Assist Chapters to promote CSC with a view of recruiting new members.
- 11.4.5.3 Co-ordinate, in cooperation with Program Directors for Education/Certification and Technical Studies, material for programs for use by Chapter Program Chairs.
- 11.4.5.4 Encourage the renewal of membership. Provide lists to Chapters of delinquent members. Obtain reports from Chapters regarding failure to renew.
- 11.4.5.5 Develop and oversee plans for member services.
- 11.4.5.6 Supervise the maintenance of membership records.
- 11.4.5.7 Monitor and assist in the issuance of a current membership directory on an annual basis.
- 11.4.5.8 Monitor and assist in the development and updating of CSC's web site.
- 11.4.5.9 Liaise with Chapter Specifier Editors to foster quality communication between the association and the membership through the Specifier medium.

11.5 LIAISON

11.5.1 Reference

- 11.5.1.1 By-Laws: 28.00
- 11.5.1.2 Directive: 11.1, Committees - General

11.5.2 Objectives

- 11.5.2.1 To liaise with Departments of Government, Agencies, Institutions, and Associations for the purpose of advancing the work of CSC as a whole.

11.5.3 Composition

- 11.5.3.1 The Chair will be appointed by the Board of Directors. Other members of the Committee will be appointed by the Board in consultation with the appointed Chair.

11.5.4 Procedures

- 11.5.4.1 The principle of Liaison with other associations is that it be conducted on an office-to-office basis.
- 11.5.4.2 President to President, Technical Director to Technical Director, Executive-Director to Executive Director, etc.
- 11.5.4.3 The principle of Liaison with governmental agencies and departments parallels that for associations. Policy matters, for example, President to Deputy Minister; Administrative matters, Executive-Director to Department Head or other designated staff member.

- 11.5.4.4 The general membership, or other committees, are not to correspond on behalf of CSC with other associations or government departments unless authorized. Corporation matters must be channelled through the Executive Director.
- 11.5.4.5 Notwithstanding the above, Chapter liaison and inter association dialogue is to be encouraged at the Chapter and Provincial levels, to pursue the aims and objectives of CSC.
- 11.5.4.6 Submit written reports before each scheduled Board of Directors meeting of individual liaison activities.

11.6 MARKETING

11.6.1 Reference

- 11.6.1.1 By-Laws: Article 28.0
- 11.6.1.2 Directive: 11.1, Committees - General

11.6.2 Objectives

- 11.6.2.1 To develop and implement a marketing strategy that will enhance the CSC brand.

11.6.3 Composition

- 11.6.3.1 The composition of the Marketing Committee shall not exceed 9 members and shall be:
 - 11.6.3.1.1 Voting members:
 - .1 Chair (appointed by the Executive Council)
 - .2 Program Director
 - .3 CSC members in good standing (Minimum 4, Maximum 6) to suggested in collaboration by the Chair and Program Director.
 - 11.6.3.1.2 Non-voting members:
 - .1 CSC Executive Director
 - 11.6.3.1.3 Minimum 1 year term and a maximum 2 year term, multi terms are permissible.
 - 11.6.3.1.4 The committee shall keep the Board of Directors informed by means of written reports submitted for scheduled meetings of the Board and shall prepare an annual report for presentation by the Program Director to the Annual General Meeting
 - 11.6.3.1.5 The committee shall prepare budgeting and financial reports as appropriate to their operations and submit them to the Secretary/Treasurer for approval

11.6.4 Goals

- 11.6.4.1 To create a strategy for the promotion of CSC products and services.
- 11.6.4.2 To create a strategy to communicate the benefits of the work CSC does for the betterment of the industry.
- 11.6.4.3 To create a strategy to promote the need and benefits of improved and quality construction documents.
- 11.6.4.4 To create a strategy to promote the benefits of continued professional development and education.
- 11.6.4.5 To assist Chapters in promoting the CSC brand.

11.7 CONFERENCES

11.7.1 Reference

- 11.7.1.1 By-Laws: 28
- 11.7.1.2 Directive: 11.1, Committees - General

11.7.2 Time Schedule

- 11.7.2.1 Refer to Part 7 Conferences (NOTE PART 7 IS CURRENTLY BEING REVIEWED)

11.7.3 Objectives

- 11.7.3.1 To establish policies for and guide the conduct of the Annual Conference.

11.7.4 Composition

- 11.7.4.1 The Conference Committee is composed of Co-Chairs, one being the Conferences Director appointed annually by Executive Council, the other being the Co-Chair appointed by the host Chapter, the Executive Director, and members of the host chapter assigned the duties of coordinating the Technical, Social and Companion Programs.

11.7.5 Procedure

- 11.7.5.1 The Host Chapter Conference Committees will report to the Conference Committee Co- Chairs.
- 11.7.5.2 Maintain Part 7 of the Administrative Manual, Conferences, for the benefit of successive Committees.
- 11.7.5.3 The Host Chapter Committee must submit a Post-Conference Report in accordance with Part 7 of the Administrative Manual, Conferences, no later than 60 days after the Annual General Meeting.

11.8 TECHNICAL STUDIES

11.8.1 Reference

- 11.8.1.1 By-Laws: 28.0
- 11.8.1.2 Directives: 11.1, Committees - General

11.8.2 Goals

- 11.8.2.1 To formulate programs of technical and related studies.
- 11.8.2.2 To liaise with other technical bodies provincially, nationally and internationally.
- 11.8.2.3 To develop and maintain systems and procedures related to the management and communication of information related to the construction process.

11.8.3 Objectives

- 11.8.3.1 Provide technical support to our educational programs by partnering with the CSC Education Certification Committee.
- 11.8.3.2 Investigate and develop state-of-the-art electronic systems for implementation by our association, our fellow members, and the Canadian construction industry.
- 11.8.3.3 Maintain and continually update our existing slate of technical documents.
- 11.8.3.4 Develop new technical documents and programs, designed to offer our members more opportunities to continually upgrade their skills and expertise.

- 11.8.3.5 Continue to monitor trends in Canadian construction law and develop contractually-related documents designed to aid our members in their day-to-day business.
- 11.8.3.6 Partner with other technically-oriented organizations for the development of technical documents and programs deemed to be of value to the construction industry.
- 11.8.4 Program Director
 - 11.8.4.1 The Board of Directors will appoint a Vice President for Technical Studies who will act as the Program Director of this Committee.
 - 11.8.4.2 The Program Director will maintain a detailed knowledge and understanding of all CSC documents and programs, and will coordinate the activities of this committee with those of other CSC committees.
 - 11.8.4.3 The Program Director will report on all activities of this committee to the Board of Directors.
 - 11.8.4.4 The Program Director may appoint a Committee Chair, at his/her discretion, subject to the approval of the Board of Directors, who will administer the activities of this committee.
 - 11.8.4.5 The Program Director will be considered a Member of this committee, with full voting privileges.
- 11.8.5 Executive Director
 - 11.8.5.1 The Association Executive Director will:
 - 11.8.5.1.1 Provide administrative support to this committee;
 - 11.8.5.1.2 Along with the Program Director, maintain a general knowledge and understanding of all CSC documents and programs, and coordinate activities of other committees with this committee; and
 - 11.8.5.1.3 Ensure the priorities, goals and objectives of the Association are maintained.
 - 11.8.5.2 The Executive Director is not a voting Member of this committee.
 - 11.8.5.3 The Executive Director may, as required, appoint a staff member to assist with or assume the Executive Director's duties and responsibilities to this committee.
- 11.8.6 Committee Chair
 - 11.8.6.1 The Committee Chair will:
 - 11.8.6.1.1 Administer and coordinate the activities of this committee;
 - 11.8.6.1.2 Report all activities of this committee to the Program Director on a regular and continual basis;
 - 11.8.6.1.3 Maintain a detailed knowledge of all documents and programs of this committee, and coordinate the activities of the CSC standing representatives, task groups and any retained consultants as directed by the Program Director.
 - 11.8.6.2 The Committee Chair will be considered a voting Member of this committee,
- 11.8.7 Appointments
 - 11.8.7.1 Volunteer appointments made by the Committee Chair shall be for a term of not more than two years. Appointments may be renewed up to a maximum of 3 consecutive terms. Terms of appointment shall correspond with the CSC Annual General Meeting.

- 11.8.7.2 Potential appointees are to be canvassed annually from the general membership.
- 11.8.7.3 Committee appointees are selected for their knowledge and interest in the promotion of the goals and objectives of this committee and the Association.
- 11.8.7.4 Committee appointees shall be CSC members in good standing.
- 11.8.7.5 Resignations must be in writing. Replacements will be appointed for any member who is unable to complete their term.
- 11.8.8 **Composition of Committee**
 - 11.8.8.1 The Committee Chair, in consultation with the Program Director, and subject to approval by the Board of Directors, will appoint not more than 3 Members to this committee. These Members are in addition to the Program Director and the Committee Chair. It is understood that reasonably equal regional representation from across the country is desired.
- 11.8.9 **Task Groups**
 - 11.8.9.1 The Members of this committee, with the assistance of the Executive Director, may appoint volunteers to sit on Task Groups as needed to perform the tasks required. Volunteers for such Task Groups may be canvassed from both the general membership and from other industry specialists.
 - 11.8.9.2 Each Task Group will also include a Member of this committee.
 - 11.8.9.3 A Task Group will only exist for the duration of the identified task. Upon completion of this task, the Task Group will be disbanded.
- 11.8.10 **Activities**
 - 11.8.10.1 This committee will identify technically-oriented documents or programs deemed to be worthwhile pursuing and developing.
 - 11.8.10.2 This committee will prepare a detailed business case, complete with financial data, for each proposed activity. Business cases will be presented to the Board of Directors for their approval and allocation of funding prior to implementation.
 - 11.8.10.3 This committee will prepare Requests for Proposals/Letters of Interest to solicit proposals from potential consultants to perform work on behalf of the Association. All such proposals received will be fairly evaluated using predetermined criteria, and provide a written recommendation for contract assignments to the Board of Directors for their approval and allocation of funding.
 - 11.8.10.4 This committee will monitor the progress of all tasks, and report on their progress or status to the Board of Directors.
 - 11.8.10.5 This committee will evaluate and measure the success or failure of completed tasks, and report their findings to the Board of Directors.
- 11.8.11 **Meetings**
 - 11.8.11.1 This committee will meet at least once each year and as required to conduct business.
 - 11.8.11.2 The Committee Chair calls meetings, providing Members at least 30 days advance notice to attend.
 - 11.8.11.3 When circumstances permit, important matters, as determined by the Committee Chair, may be deferred until such later date as necessary to provide Members a reasonable opportunity to review and submit written comment.

11.8.12 Expenses

11.8.12.1 Refer to Directive 10.0, Reimbursement of Expenses.

11.8.12.2 This committee's expenses must not exceed the amount set out for this purpose in the annual budget of the Corporation, except as approved by the Board of Directors.

11.8.12.3 The Program Director, in consultation with the Executive Director, will evaluate annually the costs for committee expenses and assign approximate amounts to each item prior to the development of the next fiscal year's budget.

11.8.13 Payment for Services

11.8.13.1 Refer to **Articles of Continuance** and Directive 9.0.

11.9 PUBLICATIONS

11.9.1 Reference

11.9.1.1 By-Laws: 28.0

11.9.1.2 Directive: 11.1, Committees - General

11.9.2 Objectives

11.9.2.1 To cause to be prepared various publications including the Corporation's magazine (Construction Canada) in accordance with objectives of CSC.

11.9.3 Program Director

11.9.3.1 The Board of Directors will appoint a Program Director for Publications who will act as a Chair of this Committee.

11.9.4 Composition

11.9.4.1 The Program Director will appoint the members of the Editorial Advisory Committee to the approval of the Board of Directors.

11.9.5 Activities

11.9.5.1 Establish publishing policies with the Board of Directors and ensure their implementation.

11.9.5.2 Develop and maintain a budget of income and expenses for approval by the Executive Council.

11.9.5.3 Liaise with other private and institutional publishers to encourage interchange of appropriate material.

11.9.5.4 Encourage the membership individually, and Chapters collectively, as well as CSC committees to submit technical articles, reports, abstracts, or other material for publication.

11.9.5.5 Liaise with Technical Studies Committee, Education Certification Committee, and others to coordinate publication of documents and/or literature.

11.9.5.6 The Editorial Advisory Committee will liaise with the publisher of Construction Canada on matters concerning the content of the magazine.

11.10 EDUCATION CERTIFICATION COMMITTEE

11.10.1 Reference

11.10.1.1 By-laws: Article 28.0

11.10.1.2 Directives:

11.10.1.2.1 3.0 Registration / Certification

11.10.1.2.2 11.1, Committees - General

11.10.2 Objectives

- 11.10.2.1 To provide guidance and coordination to the Certification/Registration Subcommittees and to endeavour to deliver uniform certification/registration programs and education courses. To promote the development of appropriate levels of knowledge of construction specifications through education, professional development and mutual exchange of information.
- 11.10.2.2 To provide the educational opportunities to enable members to qualify as a Certified Construction Contract Administrator, Certified Technical Representative or Registered Specification Writer.

11.10.3 Program Director

- 11.10.3.1 The Board of Directors shall appoint a Program Director for the Education Certification Committee, who shall be the Chair of that committee.
- 11.10.3.2 The Program Director will report Education Certification Committee activities to the Board of Directors.

11.10.4 Executive Director

- 11.10.4.1 The Executive Director shall:
 - 11.10.4.1.1 Provide administrative support to the Education Certification Committee;
 - 11.10.4.1.2 Maintain a general knowledge and understanding of CSC Programs, and coordinate activities of other committees with the Education Certification Committee;
 - 11.10.4.1.3 Ensure the goals of the Association are maintained.
 - 11.10.4.1.4 The Executive Director may, as required, appoint a staff member to assist the Executive Director or assume the Executive Directors responsibilities to the Education Certification Committee.

11.10.5 Composition

- 11.10.5.1 The composition of the Education Certification Committee shall be:
 - 11.10.5.1.1 Voting members:
 - .1 Program Director
 - .2 CCCA Subcommittee Chair,
 - .3 CTR Subcommittee Chair
 - .4 RSW Subcommittee Chair
 - .5 CSP Subcommittee Chair
 - 11.10.5.1.2 Non-voting members:
 - .1 CSC Executive Director
- 11.10.5.2 Each Chapter will elect an Education Certification Officer who, if possible, should be a Certified Construction Contract Administrator, Certified Technical Representative, Registered Specification Writer or a Certified Specification Practitioner, and who automatically will be a corresponding member of the Education Certification Committee. This Officer will assume the responsibilities, in their own Chapter, for the objectives and activities of this Committee and will represent the CCCAs, CTRs RSWs and CSPs in its Chapter.

11.10.6 Procedure

- 11.10.6.1 Liaise with other Program Directors of the Association in areas of mutual concern related

- 11.10.6.2 Liaise with other associations and facilities in areas of mutual concern related to education and registration/certification and pursuit of knowledge and skills.

11.10.7 Activities

- 11.10.7.1 To review and coordinate the requirements of the Certification/Registration Subcommittees to ensure all program requirements are consistent and complementary.
- 11.10.7.2 Work with the Certification/Registration Subcommittees to encourage members to obtain CCCA, CTR, CSP or RSW status and to promote the Certification/Registration Programs within CSC and throughout the design and construction industry.
- 11.10.7.3 Assist colleges and universities to establish appropriate curricula related to the aims of CSC.
- 11.10.7.4 Develop and promote the organization and delivery of seminars and courses consistent with mission statement of the Association.
- 11.10.7.5 Collect and disseminate information for the edification of members of the Association and of the construction industry in general.

11.11 RESOLUTIONS

11.11.1 Reference

- 11.11.1.1 By-Law: 28.0
- 11.11.1.2 Directive: 11.1, Committees - General

11.11.2 Objectives

- 11.11.2.1 To review and process all resolutions at Annual General Meeting.

11.11.3 Composition

- 11.11.3.1 The Chair of the Committee for Legislation shall act as Chair of this Committee and shall add to the Committee at his/her discretion.

11.11.4 Procedures

- 11.11.4.1 The Committee shall act on each resolution.
- 11.11.4.2 The Committee may:
 - 11.11.4.2.1 Present the resolution to the Annual General Meeting.
 - 11.11.4.2.2 Amend the resolution for form, clarity and factual content, but not for intent without the consent of the sponsor and present the amended resolution to the Annual General Meeting.
 - 11.11.4.2.3 Combine resolutions of similar import, identifying the sponsors and take appropriate action.
 - 11.11.4.2.4 Return the resolution to the sponsor not later than February 15 identifying items which do not comply with stated requirements; and indicate that the sponsor may revise and re-submit the resolution to the Committee so that it is received not later than March 1 for reconsideration.
 - 11.11.4.2.5 Reject the resolution and return to the sponsor with a statement of reason for rejection.
 - 11.11.4.2.6 The Committee shall advise of its action on each resolution to its sponsor so that it is received not later than April 1 with copies of the report to the Executive Director of CSC, the sponsor, and all members of the Board.

- 11.11.4.2.7 Except as provided for in these regulations and except for resolutions ruled as illegal or contrary to the Certificate of Incorporation, the decision on resolutions rejected by the Committee may be appealed by the sponsor. The sponsor shall notify the Executive Director, in writing, not later than May 10 that the decision is being appealed including full documentation and the reason for the appeal. The appeal will be considered by the Annual Meeting provided it is moved by the sponsor.

11.11.5 Procedures

- 11.11.5.1 The Committee shall submit a report of its actions on the resolutions in a form suitable for submitting to the Board of Directors and to the Executive Director so that it is received not later than March 1.
- 11.11.5.2 Copies of the resolutions which will be presented to the Annual General Meeting by the Committee, as well as resolutions being appealed, shall be distributed to all members not later than April 1. Resolutions being appealed shall be clearly marked that they have not been accepted for presentation to the Annual General Meeting.
- 11.11.5.3 Resolutions of acknowledgement, sympathy and like import may be submitted prior to and at the Annual General Meeting by the Committee.

11.11.6 Resolutions

- 11.11.6.1 A resolution is a written declaration submitted for consideration as a formal expression of opinion, will or intent of the delegates to the Annual General Meeting.
- 11.11.6.2 Resolutions shall be submitted in the stipulated form to the Executive Director, Construction Specifications Canada, and be received not later than January 15th. The Executive Director shall record and acknowledge receipt of all resolutions.
- 11.11.6.3 The Executive Director shall forward copies of all resolutions to the Resolutions Committee for their action not later than March 1st.
- 11.11.6.4 Resolutions may be submitted by:
- 11.11.6.4.1 The Board of Directors.
 - 11.11.6.4.2 A Chapter of the Corporation.
 - 11.11.6.4.3 Members of the Corporation.
- 11.11.6.5 Each resolution shall be certified by the signatures of the sponsor.
- 11.11.6.6 Each resolution shall be limited to one subject only.
- 11.11.6.7 Resolutions received after January 15 shall not be considered by the Resolutions Committee.

11.11.7 Procedure

- 11.11.7.1 The Resolutions Committee shall review each resolution to ascertain that:
- 11.11.7.1.1 It is an appropriate subject for a resolution.
 - 11.11.7.1.2 It complies with applicable legal requirements.
 - 11.11.7.1.3 It does not conflict with the Corporation's Certificate of Incorporation, By-Laws and these regulations.
 - 11.11.7.1.4 It is in correct format and clearly stated.
 - 11.11.7.1.5 Statements of fact are correct and supportable.
 - 11.11.7.1.6 Assumptions are clearly identified as such.

11.11.8 Other Business

- 11.11.8.1 Requests for consideration of items of other business for presentation to the Annual Meeting shall be submitted in writing to the Resolutions Committee prior to noon of the day preceding the Annual Meeting. Such requests may be submitted by any chapter or by any five accredited delegates, each from a different chapter.
- 11.11.8.2 The Resolutions Committee shall rule on the acceptability of each request for items of other business and shall announce its decision to the sponsoring chapter or voting delegate(s) not later than six (6) hours before the Annual Meeting. No appeal from the decision will be allowed.

11.12 STRATEGIC PLANNING

11.12.1 Reference

- 11.12.1.1 By-Laws: 28.0
- 11.12.1.2 Directive: 11.1, Committees - General

11.12.2 Objectives

- 11.12.2.1 Formulate strategic objectives and plans of the Corporation including future program direction for consideration of the Board of Directors.

11.12.3 Composition

- 11.12.3.1 The Board of Directors will be the Strategic Planning Committee with the President serving as Chair.

11.12.4 Activities

- 11.12.4.1 In considering broad scope future plans, examine the feasibility of accomplishing associated programs, determining the level of interest and technical/ educational value to the corporation membership and the overall construction industry.
- 11.12.4.2 Review the Corporation's Strategic Plan on a regular basis to determine if applicable for the present and future. Modify as required.
- 11.12.4.3 Set out Objectives related to the Strategic Plan. Categorize them as near-term (one year) intermediate (two and three years) and long term (four or more years). Determine whether objectives are realistic, practical and whether their fulfilment would be in the best interest of the Association.
- 11.12.4.4 Set out Corporation Activities to accomplish the Objectives.
- 11.12.4.5 Examine current activities in relation to future planning.
- 11.12.4.6 Give definition to new plans.
- 11.12.4.7 Lead the Board of Directors in the revaluation of Strategic Plan on an annual basis.
- 11.12.4.8 Bring cohesiveness and compatibility into planning being done independently by other committees.

11.13 AWARDS PROGRAM

11.13.1 Reference

- 11.13.1.1 Directive: 11.1, Committees - General
- 11.13.1.2 Part 6 - Awards Guide

11.13.2 Objectives

- 11.13.2.1 To recognize the contributions to the wellbeing of the Association, and to ensure that all qualified members are given adequate opportunity to participate in the Awards program and are encouraged to do so.

11.13.3 Program Director

11.13.3.1 The Board of Directors will appoint a Program Director for the Awards Program Committee who will act as the Chair of the Committee.

11.13.4 Composition

11.13.4.1 The program Director may appoint members to the Committee.

11.13.5 Activities

11.13.5.1 The Committee is charged with the responsibility of developing an awards program subject to the approval of the Board of Directors.

11.13.5.2 The Committee will establish qualifications and procedures for granting awards to be given in recognition of the volunteer service given to the Association.

11.13.5.3 The Committee will call for nominations for awards and ensure that the Awards are granted where appropriate, and defined in the Awards Guide. (Administrative Manual - Part 6)

11.13.5.4 The awards approved by the Board of Directors are listed in the Administrative Manual Part 6, Awards Guide.

END OF DIRECTIVE

12.0 ANNUAL GENERAL MEETING

12.1 REFERENCE

12.1.1 By-Laws:28.0 1.11, 9.4, 9.5

12.2 OBJECTIVES

12.2.1 To establish Proceedings and Conduct of the Annual General Meeting.

12.3 PROCEDURE

12.3.1 Presiding President call to order.

12.3.2 Roll call of delegates present and Chapters represented; declaration of quorum.

12.3.3 Approval of agenda and addition of new items.

12.3.4 Minutes of preceding Annual General Meeting.

12.3.5 Pending Business

12.3.6 President's Report

12.3.7 Treasurer's Report and Appointment of Auditors

12.3.8 Executive Director's Report

12.3.9 Committee Reports (Order of reports may vary)

12.3.9.1 Membership/Chapter Development/Communication

12.3.9.2 Conference/Awards/Legislative

12.3.9.3 Technical Studies Committee

12.3.9.4 Education Certification Committee

12.3.9.5 Strategic Planning

12.3.9.6 Publications

12.3.9.7 Liaison

12.3.9.8 Nominations

12.3.9.9 Any other Committee established by Executive Council or the Board of Directors

12.3.9.10 College of Fellows Report

12.3.9.11 Other Business

12.3.9.11.1 Motions such as votes of thanks are accepted

12.3.9.11.2 Resolutions or motions affecting the Association business are accepted by the presiding President. (Only recommendations can be passed on to the incoming Board.)

12.3.9.11.3 Questions and inquiries of the Corporation's continued affairs are accepted from the delegates.

12.3.9.12 Ratification of the actions of The Board of Directors.

12.3.9.13 President will pass over to the incoming President the CSC gavel. At that point, incoming President becomes President of CSC.

12.3.9.14 Newly appointed President's acceptance address.

12.3.9.15 New President moves acceptance of the List of Corporation Officers for the upcoming year.

12.3.9.16 Date and place of next meeting.

12.3.9.17 Motion for adjournment.

12.4 APPENDIX NO. 1 - CONTENTS OF RESOLUTIONS

12.4.1 Subjects appropriate for resolutions and Other Business are those of concern to the general membership.

- 12.4.1.1 CSC purposes.
- 12.4.1.2 CSC Policies.
- 12.4.1.3 CSC programs.
- 12.4.1.4 CSC By-Laws.
- 12.4.1.5 Items of broad concern to the construction industry.
- 12.4.1.6 Actions of acknowledgement, sympathy and like import.

12.5 APPENDIX NO. 2 - RULES FOR DRAFTING RESOLUTIONS

12.5.1 Purpose

- 12.5.1.1 To achieve uniformity in the manner of presentation of resolutions before the Annual Meeting of the Corporation conform to the following procedures and rules:
- 12.5.1.2 Determine the actual need for a resolution. Wherever possible, attempt to resolve problems through the Board of Directors without resorting to a resolution. Consult the Chapter Executive and Chapter Directors.
- 12.5.1.3 Initiate and prepare resolution as early as possible in the administrative year. Thoroughly research the subject prior to preparing the resolution.
- 12.5.1.4 Develop proposed resolution in consultation with the Chapter Executive and Chapter Directors.
- 12.5.1.5 Insofar as possible, discuss proposed resolutions at Chapter Executive meetings to obtain a broader base of opinion.
- 12.5.1.6 Submit an original of each resolution to the CSC office in Toronto, properly signed by the established date.
- 12.5.1.7 Cover only one subject in each resolution.
- 12.5.1.8 Submit typed resolution on plain white bond paper (not letterhead), 8 1/2" x 11".
- 12.5.1.9 Use headings, paragraphing, punctuation and capitalization, increasing or reducing the number of clauses as needed
- 12.5.1.10 Prepare the resolution as briefly as possible; omit all unnecessary words or phrases.
- 12.5.1.11 Abbreviate "Construction Specifications Canada" when used in the context, as "CSC".
- 12.5.1.12 Word the RESOLVED clauses to provide a clear statement of the entire action desired, to stand by itself as a complete resolution if read independently of the WHEREAS clauses. For example: "RESOLVED that the above matter be taken under consideration by the Corporation Board of Directors" is not a complete resolved clause.
- 12.5.1.13 If the resolution involves a cost to CSC, include an estimate of the cost of implementation of the action, since an adopted resolution may require a study and an appropriation by the Finance Committee"
- 12.5.1.14 Exclude everything from the resolution which is not pertinent to the resolution.
- 12.5.1.15 Each resolution from a Chapter shall be certified by a separate forwarding cover letter in the following manner.
 - 12.5.1.15.1 Identification of the meeting of the Chapter that endorsed the resolution plus the signature of the Chapter Chair and Secretary.
 - 12.5.1.15.2 The forwarding cover letter of each resolution should also include the statement that the appropriate Chapter Director has been consulted in the study, drafting and review of the proposed resolution.

12.5.1.16 Consecutively number each WHEREAS clause and consecutively letter each RESOLVED clause.

12.5.1.17 Submit the resolution in the following format:

SUBJECT: (As few words as possible describing subject matter.)

SUBMITTED BY: (Name of sponsors)

WHEREAS, (1)

and

WHEREAS, (2)

and

WHEREAS, (3)

now therefore be it

RESOLVED (a)

and be it further

RESOLVED (b)

ESTIMATED CSC COST: (Fill in as appropriate) COMMITTEE ACTION:
(\$0000)

12.6 APPENDIX NO.3 - REQUESTS FOR OTHER BUSINESS

12.6.1 Requests for consideration to present Other Business to the Annual Meeting shall be in a form similar to that prescribed for resolutions.

12.6.2 Insofar as appropriate and possible, treat Other Business in a similar way to paragraphs 1 through 4 of the Rules for Drafting Resolutions.

12.6.3 **Now therefore be Submit all requests** for consideration of Other Business, which may be developed more than fifteen days prior to the start of the Annual Meeting, directly to the Executive Director, with a copy to each member of the Resolutions Committee.

12.6.4 Submit requests for consideration of Other Business that develop after fifteen days prior to the Annual Meeting to the Resolution Committee.

12.6.5 Title the first page "Request for Consideration of Other Business at the Annual Meeting".

12.6.6 State the reasons why the subject is submitted as Other Business rather than a resolution.

12.6.7 Conform to paragraphs 6 through 10 and 12 through 14 of the Rules for Drafting Resolutions, substituting "Other Business" for resolution.

12.6.8 List the names of those who wish to speak on behalf of the matter, in the order in which they will be recognized.

12.6.9 Have the request properly signed, identifying the sponsors and their Chapters.

12.6.10 State who the Resolutions Committee should contact to advise of their decision including when and where the person may be reached. Arrange to meet the Chair of the Resolutions Committee.

12.7 STANDING RULES FOR THE ANNUAL GENERAL MEETING

12.7.1 Only CSC members shall be admitted to, and may participate in, the Annual General Meeting.

- 12.7.2 An accredited voting delegate wishing to speak shall approach the nearest microphone, address the chair, wait to be recognized and give their name and Chapter affiliation.
- 12.7.3 No voting delegate may speak more than once to each motion until all who wish to speak have been heard.
- 12.7.4 No voting delegate shall speak more than twice on each motion without the unanimous consent of the voting delegates present.
- 12.7.5 When requested by the presiding officer, motions made from the floor shall be presented in writing signed by the voting delegate.
- 12.7.6 The sponsor of a resolution will be given first opportunity to speak to the resolution.
- 12.7.7 Debate shall be limited to three minutes per person.
- 12.7.8 Debate on any resolution shall be limited to a total of 20 minutes. The presiding officer will recognize debaters on an alternating basis as available, pro and con, until the time limit is reached. The debate time limit may be extended by a two-thirds vote of voting delegates present and voting.
- 12.7.9 The Chair of a Chapter, or his designated representative, may make a motion at any time during the meeting to recess, not to exceed five minutes, to allow the Chapter delegates to caucus. This motion to recess shall be approved by a majority vote.
- 12.7.10 Voting may be by voice, cards or by roll call at the option of the presiding officer, or a voting delegate may make a motion for a roll call vote. A motion for a roll call vote must be approved by a majority vote.
- 12.7.11 On roll call votes, only the Chair of the Chapter will report the votes of that Chapter's voting delegates present and voting.
- 12.7.12 No speeches or extraneous anecdotes will be allowed during the recording of a roll call vote.
- 12.7.13 A delegate may abstain from voting.
- 12.7.14 The Secretary shall be responsible for approval of minutes of the Annual General Meeting.
- 12.7.15 A motion to reconsider does not have to be made by one who voted on the prevailing side.

END OF DIRECTIVE

13.0 BOARD OF DIRECTORS MEETINGS

13.1 REFERENCE

- 13.1.1 Bylaws: 25,26,27,28
- 13.1.2 Bourinot's Rules of Order - latest edition

13.2 OBJECTIVES

- 13.2.1 To establish proceedings and conduct of the meetings of the Board of Directors.

13.3 PROCEDURES

- 13.3.1 Directive: 11.1, Committees - General

13.4 GENERAL

- 13.4.1 Meetings of the Board of Directors are normally held two times a year in Toronto.
- 13.4.2 The agenda for the meeting will be distributed along with submitted Committee and Directors' Reports, prior to the meeting. The Agenda may be modified, at the time of the meeting by the President to suit the business of the day. Generally, the following format will be followed:
 - 13.4.2.1 Call to Order
 - 13.4.2.2 Review of Agenda and addition of new items
 - 13.4.2.3 Review of Minutes of Previous Meeting
 - 13.4.2.4 Pending Business
 - 13.4.2.5 Correspondence
 - 13.4.2.6 President's Report
 - 13.4.2.7 Treasurer's Report
 - 13.4.2.8 Executive Director's Report
 - 13.4.2.9 Committee Reports
 - 13.4.2.10 New Business
 - 13.4.2.11 Resolutions
 - 13.4.2.12 Date and place of next meeting
 - 13.4.2.13 Adjournment
- 13.4.3 At the first Board Meeting following the Annual General Meeting, the Board will elect officers and appoint Committee Chairs . It will also give approval to the budget for the current fiscal year. This budget was given interim approval at the second Board meeting of the preceding year. The Budget may be revised at this meeting to suit new information and circumstances.
- 13.4.4 Committee reports are submitted to each meeting of the Board to inform the Board of its activities. Reports are to be submitted prior to each meeting.
- 13.4.5 The purpose of "New Business" is to deal with those subjects of concern to the Board of Directors. Reports of special or AD Hoc Committees, the College of Fellows, actions of acknowledgement, sympathy, and the like. New subjects relating to CSC purposes, bylaws, policies and programs are appropriate. These subjects are presented to obtain Board consensus, to provide guidance to Executive Council and the standing Committees.
- 13.4.6 Matters appropriate for resolutions are similar to those under "new business" and will be those matters which require formal debate and the approval of The Board for further action. These matters will include contracts between CSC and other agencies and other matters which may commit the finances of CSC.

13.5 QUORUM

13.5.1 A simple majority of the members of the Board of Directors shall constitute a quorum.

13.6 DIRECTORS

13.6.1 Directors are to be aware of the contents of the Chapter Manual, particularly Part 5, Duties of Elected Officers, the Directors' Guide and the importance to CSC of their role on the Board. They should also familiarize themselves with the CSAE publication "Duties and Responsibilities of Directors of Non-Profit Corporations.

13.6.2 An individual Director has no authority to act as an agent of CSC unless those powers have been specifically delegated to him. The Directors must act and vote as a Board. A decision made by the Board binds the Board and CSC, assuming it was within its legal power to do so.

13.7 COMMITTEES

13.7.1 Directive 11.0 Committees, defines the objectives, composition and activity of the standing committees appointed by the Board to carry out a continuing responsibility for specific aspects of corporation business.

13.7.2 Special Committees may be appointed to study or act upon an item of business which requires special consideration. These special or AD HOC Committees exist for only as long as necessary to discharge their appointed function and is are dissolved once its their duties have been discharged.

13.7.3 A committee of the whole may be created by a motion that the Board resolve itself into a Committee of the whole. This Committee may be used to permit more free debate and detailed examination. Its function is very limited. Its findings are immediately reported to the Board and formal action is taken by the Board in its official capacity.

13.7.4 A Committee may only deal with such matters as a have been referred to it by the Board of Directors and is not at liberty to go beyond its Terms of Reference. It must be report only to the Board of Directors and to no others. It is improper for a committee to convey its findings, decisions or recommendations to any other party prior to its report being made to the Board of Directors. After reporting to the Board of Directors, the authority to disseminate the contents of its report to others remains with the Board and Executive Council.

13.8 REPORTS

13.8.1 A committee's report to the Board of Directors shall contain the names of Committee members, a clear concise summary of its activities and shall be signed and submitted by the Committee Chair. The general format shall be as follows:

13.8.1.1 **Part 1 - Matters for Decision.** These items will require a vote by the Board.

13.8.1.2 **Part 2 - Matters for Action.** These items require action by the Directors and/or the Chapters. They do not require a vote by the Board.

13.8.1.3 **Part 3 - Matters for Information.** These items will provide additional information to the Directors about the activities of the committee and activities by the association office, and require neither a vote nor additional action.

13.8.2 Reports for Standing Committees are generally progress reports, routine in nature, and are received by the Board for information. Reports containing proposals or recommendations must be presented clearly and be suitable for debate as a motion. Refer to Directive 11.1, Committees - General.

- 13.8.3 Special Committee Reports shall deal exclusively with Matters referred to the Committee for study. These reports should reiterate its Terms of Reference and then proceed to the findings or recommendations concerning them.
- 13.8.4 Reports of a Committee of the Whole are presented for adoption, signifying concurrence in the recommendations and will be decided without debate.
- 13.8.5 The Board of Directors may alter or adjust the terms of any proposal or may decline to accept the proposal. If it is felt that a report fails in ways that cannot be conveniently corrected by the immediate amendment. The report may be referred back to the Committee for further study and revision.

13.9 MOTIONS

- 13.9.1 Motions should be worded, to the extent possible, in the affirmative and should express fully and unambiguously the intent of the mover.
- 13.9.2 A Motion must be seconded before it may be opened to consideration.
- 13.9.3 A motion may be withdrawn by its mover and seconder only with the assent of the meeting as a whole.
- 13.9.4 A question, once decided, cannot be brought up again at the same meeting., but if it should become necessary to rescind the motion that has been passed "*a notice of intention*" can be given.
- 13.9.5 An amending motion must be relevant to the main motion under consideration. It must not alter in a material way the principle embodied in the main motion. Usually, only two amendments to a question, namely an amendment and a sub-amendment, will be allowed at the same time. Each amendment to a question shall be dealt with in reverse order. Once the amendments to the question have been decided, then the question shall be decided.

13.10 RESOLUTIONS

- 13.10.1 Definition - Resolutions are items raised from the Board.
- 13.10.2 A resolution should follow the same guidelines as described above under motions.
- 13.10.3 Resolutions must be in written form and presented to the President / Chair of the Board.
- 13.10.4 The procedure, where applicable, will comply with Directives 12.4 and 12.5.

END OF DIRECTIVE

14.0 DISCIPLINE OF MEMBERS

14.1 REFERENCE

14.1.1 By-Law 14, 6.01

14.2 OBJECTIVE

14.2.1 To establish a process to deal with disciplinary actions towards members.

14.3 PROCEDURE

14.3.1 In the event that the Board of Directors determines that a member should be expelled or suspended from membership in the Corporation, the President, or such other officer as may be designated by the Board, shall provide twenty (20) days Notice of Suspension or Expulsion to the member and shall provide reasons for the proposed suspension or expulsion.

14.3.2 The member may make written submissions to the President, or such other officer as may be designated by the Board, in response to the notice received within such twenty (20) day period.

14.3.3 In the event that no written submissions are received by the President, the President, or such other officer as may be designated by the Board, may proceed to notify the member that the member is suspended or expelled from membership in the Corporation. If written submissions are received in accordance with this Directive, the Board will consider such submissions in arriving at a final decision and shall notify the member concerning such final decision within a further twenty (20) days from the date of receipt of the submissions. The Board's decision shall be final and binding on the member, without any further right of appeal.

END OF DIRECTIVE

15.0 MEDIATION AND ARBITRATION

15.1 REFERENCE

15.1.1 Bylaws: 34.0

15.2 OBJECTIVES

15.2.1 To establish procedures to resolve disputes or controversies among Members, Directors, Officers, committee members, or volunteers of the Corporation.

15.3 PROCEDURES

15.3.1 Mediation: Disputes or controversies among members, directors, officers, committee members, or volunteers of the Corporation are as much as possible to be resolved in accordance with mediation and/or arbitration as provided in the section on dispute resolution mechanism Directive 16.0.

END OF DIRECTIVE

16.0 DISPUTE RESOLUTION

16.1 REFERENCE

16.1.1 Bylaws: 35.0

16.2 OBJECTIVES

16.2.1 To establish procedures to settle a dispute or controversies among Members, Directors, Officers or committee members.

16.3 PROCEDURES

16.3.1 In the event that a dispute or controversy among members, Directors, Officers, committee members or volunteers of the Corporation arising out of or related to the articles or by-laws, or out of any aspect of the operations of the Corporation is not resolved in private meetings between the parties then without prejudice to or in any other way derogating from the rights of the members, Directors, Officers, committee members, employees or volunteers of the Corporation as set out in the articles, by-laws or the Act, and as an alternative to such person instituting a law suit or legal action, such dispute or controversy shall be settled by a process of dispute resolution as follows:

16.3.1.1 The dispute or controversy shall first be submitted to a panel of mediators whereby the one party appoints one mediator, the other party (or if applicable the board of the Corporation) appoints one mediator, and the two mediators so appointed jointly appoint a third mediator. The three mediators will then meet with the parties in question in an attempt to mediate a resolution between the parties.

16.3.1.2 The number of mediators may be reduced from three to one or two upon agreement of the parties.

16.3.1.3 If the parties are not successful in resolving the dispute through mediation, then the parties agree that the dispute shall be settled by arbitration before a single arbitrator, who shall not be any one of the mediators referred to above, in accordance with the provincial or territorial legislation governing domestic arbitrations in force in the province or territory where the registered office of the Corporation is situated or as otherwise agreed upon by the parties to the dispute. The parties agree that all proceedings relating to arbitration shall be kept confidential and there shall be no disclosure of any kind. The decision of the arbitrator shall be final and binding and shall not be subject to appeal on a question of fact, law or mixed fact and law.

16.3.2 All costs of the mediators appointed in accordance with this section shall be borne equally by the parties to the dispute or the controversy. All costs of the arbitrators appointed in accordance with this section shall be borne by such parties as may be determined by the arbitrators.

END OF DIRECTIVE

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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} (REF. - I
- 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.

- 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.

6.6.2 Ensure the following disclaimer is included in each Chapter Specifier:

"The opinions and comments expressed by the authors do not necessarily reflect the official views of Construction Specifications Canada. Also, appearance of advertisements and new product or service information does not constitute an endorsement of products or services featured."

6.6.3 Obtain accurate and current Chapter mailing list from the Membership Officer. Include potential members on Specifier mailing list.

6.6.4 Obtain Chapter meeting details from Program Officer and publish prior to Chapter meetings identifying date, location, time, subject, speakers or panel, brief description of subject content, and cost of meal.

6.6.5 Obtain reports for each issue of Specifier from each of the elected and appointed Chapter officers.

6.6.6 Promote programs and services of the Association, including the Annual Conference and Annual General Meeting.

6.6.7 Maintain mailing list of advertisers / sponsors for the Specifier and solicit advertising.

6.6.8 Publish notices of Chapter nominations and ballots and publish Chapter election results as requested by Chapter Committee.

6.6.9 Prepare annual budget for the Treasurer for approval by Chapter Executive.

6.6.10 Send Specifier to the Board of Directors.

6.7 **MARKETING OFFICER {TC \L2 "6.7 MARKETING OFFICER}**

6.7.1 Coordinate Chapter marketing activities with the Association Marketing Committee and other Chapters.

6.7.2 Submit annual marketing strategy and budget to the Treasurer for Chapter Executive approval.

6.7.3 Develop strategies to promote the objectives and programs of CSC to the Chapter membership.

6.7.4 Participate in the development a strategy to increase the visibility of CSC and make the Construction Industry, Colleges, Vocational Schools and public more familiar with CSC.

6.7.5 Be in charge of publications and promotional materials. Display materials at meetings.

6.7.6 Be the Chapter Liaison to the Association Marketing Committee.

7.0 ORGANIZATION OF NEW CHAPTERS {TC \L1 "7.0ORGANIZATION OF NEW CHAPTERS}

7.1 **CHAPTER FORMATION {TC \L2 "7.1 CHAPTER FORMATION}**

7.1.1 When membership in a geographic area that does not have a local Chapter has reached 20 or more members of the Association and/or interested persons contact should be made with the Executive Director to establish a date for the first Chapter Organization 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
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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.

Section Title Page

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3.0 PAYMENT AND EXPENSES.....4

4.0 MEETINGS5

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6.0 OTHER RESPONSIBILITIES6

7.0 POLICY7

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).*

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1.1.1	Efforts and achievements aimed at the improvement of our association as a whole, deserve to be recognized in a positive way.	
1.1.2	Being an organization of many members who contribute time and effort generously on a volunteer basis, it is important that CSC express appreciation of these efforts.	
1.1.3	Recognition of effort above and beyond the call in the form of an award encourages further participation and contribution by the membership.	
1.1.4	Presentation of Awards attracts attention of our industry and afford access to new members by demonstration of the appreciation of the association of the efforts and achievements of the membership.	
1.1.5	Unless noted, awards are based on the performance during the preceding calendar year.	
1.2	PURPOSE OF AWARDS GUIDE {TC \L2 "1.2	PURPOSE OF AWARDS GUIDE}
1.2.1	To afford understanding and clarification of the awards program.	
1.2.2	To clarify the nomination procedures associated with each of the awards.	
1.2.3	To encourage participation of the membership in the evaluation and appreciation of their fellow members efforts on behalf of the association by nomination of the deserving members for the appropriate awards.	
2.0	COMMITTEES {TC \L1 "2.0	COMMITTEES }
2.1	REFERENCE {TC \L2 "2.1	REFERENCE}
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2.1.2	Directives: Section 11.1 Committees General; 11.13 Awards	
2.2	DUTY {TC \L2 "2.2	DUTY}
2.2.1	To ensure that all qualified members are given adequate opportunity to participate in the awards programs and are encouraged to do so.	
2.3	ASSOCIATION COMMITTEE {TC \L2 "2.3	ASSOCIATION COMMITTEE}
2.3.1	CSC Awards Program Chair will serve as Chair of a "CSC Committee for the Approval of Awards of Merit" and will also act as Chair of CSC Committee for approval of all other association awards, excluding "Election to the College of Fellows".	
2.4	CHAPTER COMMITTEE {TC \L2 "2.4	CHAPTER COMMITTEE}
2.4.1	Chapters will appoint a Chapter Committee to encourage the nomination of suitable candidates for Awards of Merit and to assist the Association Committee in final selections for Chapter Awards of Merit.	
2.4.2	Chapter Committees will consist of a Chair and two other members. These three members should not hold any office in CSC but, should be familiar with current activities in CSC and the Chapter.	

3.0	LIFE MEMBERSHIP {TC \L1 "3.0	LIFE MEMBERSHIP}
3.1	REFERENCE {TC \L2 "3.1	REFERENCE}
	3.1.1 Directive 11.13 Award Program	
3.2	DEFINITION {TC \L2 "3.2	DEFINITION}
	3.2.1 The highest award the association can bestow upon an individual member in recognition of service to the association.	
3.3	QUALIFICATION {TC \L2 "3.3	QUALIFICATION}
	3.3.1 Long term membership.	
	3.3.2 Active participation in the advancement of the goals of the Association.	
3.4	PROCEDURE {TC \L2 "3.4	PROCEDURE}
	3.4.1 Nominations for life membership must be made by no less than seven (7) members, reflecting membership in at least three different chapters.	
	3.4.2 Endorsement of nominations for Life Membership shall be by majority vote of the Executive Council.	
	3.4.3 Election shall be by majority vote of the Board of Directors.	
	3.4.4 The maximum number of life membership awards will be two for the first 1000 members in Construction Specifications Canada (CSC), for the year in question, and one additional life membership award for each 1000 members, or part thereof, over and above the initial 1000 members. The total number of awards within this limit will be at the discretion of the Executive Council.	
	3.4.5 Inform the successful nominees, through the Executive Director, of the committee decisions and of the time and place at which the presentations will be made	
3.5	THE AWARD {TC \L2 "3.5	THE AWARD}
	3.5.1 A Plaque in which the inscription will express appropriate appreciation for and recognition of the individual member's contribution to the advancement of CSC.	
	3.5.2 Acknowledgment on the plaque of the member's enrolment as a Life Member of Construction Specifications Canada.	
3.6	PRESENTATION {TC \L2 "3.6	PRESENTATION}
	3.6.1 Presentation of the award will be made at an appropriate time during the Annual Conference of CSC to afford recognition and expression of appreciation by the membership.	
4.0	HONORARY MEMBERSHIP {TC \L1 "4.0	HONORARY MEMBERSHIP}
4.1	REFERENCE {TC \L2 "4.1	REFERENCE}
	4.1.1 Directive 11.13 Awards.	
4.2	DEFINITION {TC \L2 "4.2	DEFINITION}
	4.2.1 The only award that is conferred on a non-member of CSC.	

- 4.3 QUALIFICATIONS {TC \L2 "4.3 QUALIFICATION}
- 4.3.1 An individual who is a non-member.
- 4.3.2 An individual who has performed distinguished services in fields of activity related to the purposes of CSC or to the construction industry in general.
- 4.4 PROCEDURE {TC \L2 "4.4 PROCEDURE}
- 4.4.1 Nomination for "Honorary Membership" shall be by majority vote of the Executive Council.
- 4.4.2 Election shall be by majority vote of the Board of Directors.
- 4.5 THE AWARD {TC \L2 "4.5 THE AWARD}
- 4.5.1 A suitable plaque with inscription descriptive of the nominee's contribution to CSC and the industry
- 4.6 PRESENTATION {TC \L2 "4.5 PRESENTATION}
- 4.6.1 Presentation of the Award will be made at an appropriate time during the annual conference of CSC to afford recognition and expression of appreciation by the membership.
- 4.6.2 Under special circumstances, the Association may select some other occasion for presentations.
- 4.6.3 Inform the successful nominees, through the Executive Director, of the committee decisions and of the time and place at which the presentations will be made.
- 5.0 PRESIDENT'S AWARD{TC \L1 "5.0 PRESIDENT'S AWARD}**
- 5.1 DEFINITION {TC \L2 "5.1 DEFINITION}
- 5.1.1 An award presented to an individual member or group of members of CSC.
- 5.2 QUALIFICATION {TC \L2 "5.2 QUALIFICATION}
- 5.2.1 Meritorious effort and achievement on the part of an individual member or group of members.
- 5.3 PROCEDURE {TC \L2 "5.3 PROCEDURE}
- 5.3.1 This award presented solely at the decision and discretion of the President of CSC.
- 5.4 THE AWARD {TC \L2 "5.4 THE AWARD}
- 5.4.1 A suitable plaque with inscription descriptive of the member's contribution to CSC.
- 5.5 PRESENTATION {TC \L2 "5.5 PRESENTATION}
- 5.5.1 Presentation to be made at an appropriate time during the annual conference of CSC.
- 6.0 PAST PRESIDENT'S AWARD{TC \L1 "6.0 PAST PRESIDENT'S AWARD}**
- 6.1 DEFINITION {TC \L2 "6.1 DEFINITION}
- 6.1.1 An award presented to the out-going President of CSC

- 6.2 QUALIFICATION {TC \L2 "6.2 QUALIFICATION}
- 6.2.1 Term of service in the office of the President of CSC.
- 6.3 PROCEDURE {TC \L2 "6.3 PROCEDURE}
- 6.3.1 Presentation by the in-coming President of CSC to express the appreciation of the membership for the efforts and contributions of the out-going President of CSC.
- 6.4 THE AWARD {TC \L2 "6.4 THE AWARD}
- 6.4.1 The Past President's Medal and an appropriate memento suitably inscribed.
- 6.5 PRESENTATION {TC \L2 "6.5 PRESENTATION}
- 6.5.1 Presentation to be made at an appropriate time during the annual conference of CSC.
- 7.0 NATIONAL AWARD OF MERIT{TC \L1 "7.0 NATIONAL AWARD OF MERIT}**
- 7.1 DEFINITION {TC \L2 "7.1 DEFINITION}
- 7.1.1 An award presented to an individual member to recognize contributions to the well-being of CSC.
- 7.2 QUALIFICATION{TC \L2 "7.2 QUALIFICATION}
- 7.2.1 Contribution on the part of a member in terms of time, zeal and effort, beyond that normally required by a member or officer of CSC.
- 7.3 PROCEDURE {TC \L2 "7.3 PROCEDURE}
- 7.3.1 Nomination for this award may be made by all Directors of the Board.
- 7.3.2 The CSC Committee shall carry out the following:
- 7.3.2.1 Forward, through the Executive Director, a letter to all CSC Officers, including Directors, Program Directors, CSC Committee Members and Appointed Members on Special Committees, soliciting nominations for National Award of Merit and prescribing the format and deadline for submission of nominations. (refer to the awards time schedule - Appendix A and B)
- 7.3.2.2 Receive the nomination forms for CSC awards, check them for completeness and validate the membership of the nominee, nominator and endorser.
- 7.3.2.3 Where forms are found to be deficient, allow the nominator one opportunity to re-submit the nomination by a stipulated deadline.
- 7.3.2.4 Select and approve nominations of members to receive the award.
- 7.4 THE AWARD {TC \L2 "7.4 THE AWARD}
- 7.4.1 A Plaque with appropriate inscription shall be used for a National Award of Merit.

- 7.5 PRESENTATION {TC \L2 "7.5 PRESENTATION}
- 7.5.1 Presentation of the Award will be made at an appropriate time during the Annual Conference of CSC.
- 8.0 CHAPTER AWARD OF MERIT{TC \L1 "8.0 CHAPTER AWARD OF MERIT}**
- 8.1 DEFINITION {TC \L2 "8.1 DEFINITION}
- 8.1.1 An award to afford recognition of contribution to the advancement of CSC by an individual member at the chapter level.
- 8.2 QUALIFICATION {TC \L2 "8.2 QUALIFICATION}
- 8.2.1 Active and enthusiastic participation in the activities of the chapter by a member for a substantial period of time.
- 8.2.2 Each Chapter is entitled to two chapter Awards of Merit for first 100 members and one additional chapter Award of Merit for each additional 100 chapter members or part thereof.
- 8.3 PROCEDURE {TC \L2 "8.3 PROCEDURE}
- 8.3.1 Nomination for this award may be made by all members of CSC"
- 8.3.2 The CSC Committee shall carry out the following:
- 8.3.2.1 Request the Chair of each Chapter to appoint a Chapter Committee for the selection of Awards of Merit and advise them to inform the CSC Committee of the names of those appointed (Refer to Appendix C)
- 8.3.2.2 A copy of this section of the Awards Guide indicating those procedures which must be followed, together with the awards time schedule - appendix a (refer to Appendices A, C and D)
- 8.3.2.3 Forward, Through the Executive Director, a letter to all members of CSC soliciting nominations for chapter award of merit and prescribing the format and deadline for submission of nominations" (refer to awards time schedule – Appendices A and C)
- 8.3.2.4 Receive the nominations for Chapter Awards, check them for completeness and validate the membership of the nominee, nominator and endorser.
- 8.3.2.5 Where forms are found to be deficient, allow the nominator one opportunity to re-submit the nomination by a stipulated deadline.
- 8.3.2.6 If more valid nominations are received from a chapter than its entitlement, send a copy of each valid nomination form to the respective Chair of the Chapter Committee for selection
- 8.3.3 The Chapter Committee shall carry out the following:
- 8.3.3.1 Review the nominations and select from those considered appropriate for the receipt of a chapter award of merit. Where more than one person is selected, state order of preference and support such additional selections with a substantive report to the CSC committees.
- 8.3.3.2 Forward the selected nomination's to the CSC Committee Chair in care of the Association offices.
- 8.3.3.3 All Information related to these procedures shall be kept confidential for all time.
- 8.3.4 The CSC Committee shall then:
- 8.3.4.1 Receive recommended nominations from the chapter committee and approve as appropriate after due consideration.

8.3.4.2 Arrange for the certificates to be prepared, and signed.

8.4 THE AWARD {TC \L2 "8.4 THE AWARD}

8.4.1 A framed certificate with appropriate inscription signed by the President of CSC.

8.5 PRESENTATION {TC \L2 "8.5 PRESENTATION}

8.5.1 Presentation to be made at an appropriate time during the Annual Conference of CSC.

9.0 LLOYD BODDY CHAPTER OF THE YEAR AWARD {TC \L1 "9.0 LLOYD BODDY CHAPTER OF THE YEAR AWARD}

9.1 DEFINITION {TC \L2 "9.1 DEFINITION}

9.1.1 An award presented annually to one Chapter of CSC.

9.2 QUALIFICATION {TC \L2 "9.2 QUALIFICATION}

9.2.1 Outstanding achievements by a Chapter toward fostering the objective of CSC.

9.2.2 Any Chapter failing to submit the Chapter Board reports to the Executive Director of CSC, by the date set by the Executive Director prior to each Board Meeting, shall be penalized accordingly. 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.

9.3 EVALUATION COMMITTEE {TC \L2 "9.3 EVALUATION COMMITTEE}

9.3.1 Evaluation Committee shall consist of the President, Immediate Past President and Executive Director.

9.4 SCRUTINEER{TC \L2 "9.4 SCRUTINEER}

9.4.1 The President Elect shall act as the scrutineer as described under 9.5 below

9.5 PROCEDURE {TC \L2 "9.5 PROCEDURE}

9.5.1 The Executive Director shall complete the "Chapter Evaluation" form no later than May 1 and distribute the completed forms to the Evaluation Committee based on the following criteria:

9.5.1.1 Membership Growth - 200 Points

9.5.1.1.1 Membership Growth will be based on the net membership for the membership year as reported on in the Spring Board Meeting Director's Report.

9.5.1.1.2 A maximum of 200 points is allocated to this category and will be calculated as follows:

.1 10 multiplied by the net membership Growth (G) as a percentage of total membership at December 31.

.2 Example is: If a chapter gains 15 new members and at December 31 the total membership was 125 they would earn 120 Points.

.1 $15/125 \times 100 = 12\% \times 10 = 120$

9.5.1.1.3 If membership increases at all, the chapter will earn a minimum of 50 Points.

	9.5.1.1.4	If membership is held constant, no loss or gain, a chapter will earn 25 points.	
	9.5.1.1.5	If membership decreases the chapter will earn no points.	
9.5.1.2	Chapter Communications – 200 Points		
	9.5.1.2.1	Points will be calculated as follows:	
		.1 Spring Directors Report – submitted on time	50
		.2 Spring Directors Report – submitted late	20
		.3 Spring Directors Report – not submitted prior to meeting	0
		.4 Fall Directors Report – submitted on time	50
		.5 Fall Directors Report – submitted late	20
		.6 Fall Directors Report – not submitted prior to meeting	0
	9.5.1.2.2	Chapter Newsletters as reported on Exhibit C submitted at the Spring Board meeting.	
		.1 Number of issues multiplied by 5 to a max of	50
	9.5.1.2.3	Chapter Awards of Merit	
		.1 Nominations Submitted on time	50
		.2 Nominations Submitted late	20
		.3 Nominations not submitted at all	0
9.5.1.3	Chapter Meetings – 100 Points		
	9.5.1.3.1	As reported on Exhibit C submitted at the Spring Board meeting.	
		.1 0 Meetings	0
		.2 1-2 Meetings annually	25
		.3 3-5 Meetings annually	50
		.4 6-8 Meetings annually	
9.5.1.4	Chapter meeting attendance as percentage of CSC membership. – 100		
	9.5.1.4.1	As reported on Exhibit C submitted at the Spring Board meeting.	
	9.5.1.4.2	Points will be calculated as follows:	
		.1 Number of total attendees at Chapter meetings (excluding social events such as connections café and seasonal celebrations) divided by the number of meetings and that average as a percentage of CSC members as at December 31 multiplied by 10.	
		.2 Example: Ontario Chapter has 400 attendees over 10 meetings (400/10) for an average of 40 per meeting. 40 as a percentage of CSC membership of 1800 is 2.2 multiplied by 10 gives the Ontario Chapter 22 points.	
9.5.1.5	CSC Education Courses Offered – 200 Points		
	9.5.1.5.1	As reported on Exhibit C submitted at the Spring Board meeting.	
	9.5.1.5.2	Each course has a set value of 50 points to a maximum of 200.	
9.5.1.6	Chapter Seminars - 100 Points		
	9.5.1.6.1	As reported on Exhibit C submitted at the Spring Board meeting.	
	9.5.1.6.2	Each seminar that the Chapter hosts or jointly presents with another industry association has a set value of 25 points to a maximum of 100.	

- 9.5.1.7 Financial Contribution – 50 Points
 - 9.5.1.7.1 Any financial contribution (excluding Chapter Rebates) to the Association regardless of the amount has a set value of 50 points.
- 9.5.1.8 Chapter Rebate – 50 Points
 - 9.5.1.8.1 Declining the Chapter Rebate regardless of the amount has a set value of 50 points.
- 9.5.1.9 Fostering of Networking Opportunities/Industry Relationships – 100 points
 - 9.5.1.9.1 This category takes into account socially focused events hosted by CSC Chapters such as trade shows, Connections Café, holiday season events, golf tournaments, ski days, etc. It also includes participating in other industry association trade shows or events. Each event has a value of 25 points to a maximum to 100 points.
- 9.5.1.10 Chapter Spirit – 100 Points
 - 9.5.1.10.1 This category includes actions or activities that the Chapter may have taken to towards the promotion of bettering the construction industry. A written explanation of any such actions or activities is required to receive points in this category and forwarded to the attention of the CSC Executive Director.
- 9.5.1.11 CSC Committee Involvement – 100 points
 - 9.5.1.11.1 A Chapter will receive 10 points for each Chapter member that either sits on a CSC committee (excluding Chapter Committees) or represents CSC on a committee outside of CSC to a maximum of 100 points.
- 9.5.2 Members of the evaluation committee shall review the forms and provide any comments or concerns to the Executive Director no later than May 15.
- 9.5.3 In the event of a tie, the decision shall be made by the President Elect after review with the Executive Director.
- 9.5.4 Evaluation forms shall be destroyed by the Executive Director after the selection is final.
- 9.6 THE AWARD {TC \L2 "9.6 THE AWARD}
 - 9.6.1 A portable lectern to be held by the winning chapter for the period of one year.
- 9.7 PRESENTATION {TC \L2 "9.7 PRESENTATION}
 - 9.7.1 Presentation of the award to be made at an appropriate time during the Annual Conference of CSC by the Executive Director.
- 10.0 10-YEAR MEMBER AWARD{TC \L1 "10.0 10-YEAR MEMBER AWARD}**
- 10.1 DEFINITION {TC \L2 "10.1 DEFINITION}
 - 10.1.1 An award to afford recognition of those members who have sustained their membership in the Association for 10 years.

- 10.2 QUALIFICATION {TC \L2 "10.2 QUALIFICATION}
- 10.2.1 Member must have completed 10 years of continuous membership in the Association.
- 10.3 PROCEDURE {TC \L2 "10.3 PROCEDURE}
- 10.3.1 Association staff will, during the month of April, search membership records and produce a list of names of those current members who joined CSC 10 years prior to June 1 of the current membership year. Membership must have been continuous. A one year or more lapse restarts the clock as of the date of re-joining. (Refer to Appendix G)
- 10.4 THE AWARD {TC \L2 "10.4 THE AWARD}
- 10.4.1 A red notary seal with appropriate inscription, for placement in the upper right hand corner of the recipient's membership certificate.
- 10.5 PRESENTATION {TC \L2 "10.5 PRESENTATION}
- 10.5.1 The Award will be announced at an appropriate time at the annual conference of CSC.
- 10.5.2 The award shall be mailed by the Association Office to the recipient with an accompanying letter of explanation and commendation from the Awards Committee Chair. (Refer to Appendix H)
- 11.0 15-YEAR MEMBER AWARD{TC \L1 "11.0 15-YEAR MEMBER AWARD}**
- 11.1 DEFINITION {TC \L2 "11.1 DEFINITION}
- 11.1.1 An award to afford recognition of those members who have sustained their membership in the Association for 15 years.
- 11.2 QUALIFICATION {TC \L2 "11.2 QUALIFICATION}
- 11.2.1 Member must have completed 15 years of continuous membership in the Association.
- 11.3 PROCEDURE {TC \L2 "11.3 PROCEDURE}
- 11.3.1 Association staff will, during the month of April, search membership records and produce a list of names of those current members who joined CSC 15 years prior to June 1 of the current membership year. Membership must have been continuous. A one year or more lapse restarts the clock as of the date of re-joining. (Refer to Appendix G)
- 11.4 THE AWARD{TC \L2 "11.4 THE AWARD}
- 11.4.1 A gold notary seal with appropriate inscription in red screen print for placement in the upper right hand corner of the recipient's membership certificate.
- 11.5 PRESENTATION {TC \L2 "11.5 PRESENTATION}
- 11.5.1 The Award will be announced at an appropriate time at the annual conference of CSC.
- 11.5.2 The award shall be mailed by the Association Office to the recipient with an accompanying letter of explanation and commendation from the Awards Committee Chair. (Refer to Appendix H)

- 12.0 20-YEAR MEMBER AWARD{TC \L1 "12.0 20-YEAR MEMBER AWARD}**
- 12.1 DEFINITION {TC \L2 "12.1 DEFINITION}
- 12.1.1 An award to afford recognition of those members who have sustained their membership in the Association for 20 years.
- 12.2 QUALIFICATION {TC \L2 "12.2 QUALIFICATION}
- 12.2.1 Member must have completed 20 years of continuous membership in the Association.
- 12.3 PROCEDURE{TC \L2 "12.3 PROCEDURE}
- 12.3.1 Association staff will, during the month of April, search membership records and produce a list of names of those current members who joined CSC 20 years prior to June 1 of the current membership year. Membership must have been continuous. A one year or more lapse restarts the clock as of the date of re-joining.
- 12.3.2 The Association President shall write the recipients, congratulating them upon having reached this milestone and inviting them to attend the awards luncheon during the annual conference of CSC to receive their certificate. (Refer to Appendix G)
- 12.4 THE AWARD {TC \L2 "12.4 THE AWARD}
- 12.4.1 A Certificate with appropriate inscription signed by the President of CSC. (Refer to Appendix I)
- 12.5 PRESENTATION {TC \L2 "12.5 PRESENTATION}
- 12.5.1 The Award will be announced at an appropriate time at the annual conference of CSC.
- 12.5.2 If a recipient is not present at the Annual Conference, the certificate shall be forwarded to the respective Chapter Chair for presentation at a Chapter meeting.
- 13.0 25, 30, 35, 40 ,45, 50, 55, 60, 65, -YEAR MEMBER AWARD{TC \L1 "13.025-YEAR MEMBER AWARD}**
- (Note: the number of years on the certificate must be edited to reflect the number of years of membership. 25 years is to be substituted by the appropriate number of years of continuous membership.)
- 13.1 DEFINITION {TC \L2 "13.1 DEFINITION}
- 13.1.1 An award to afford recognition of those members who have sustained their membership in the Association for 25, 30, 35, 40 ,45, 50, 55, 60 or 65 years.
- 13.2 QUALIFICATION {TC \L2 "13.2 QUALIFICATION}
- 13.2.1 Member must have 25, 30, 35, 40 ,45, 50, 55, 60 or 65 years of continuous in the Association.
- 13.3 PROCEDURE {TC \L2 "13.3 PROCEDURE}
- 13.3.1 Association staff will, during the month of April, search membership records and produce a list of names of those current members who joined CSC 25, 30, 35, 40 ,45, 50, 55, 60 or 65 years prior to June 1 of the current membership year. Membership must have been continuous. A one year or more lapse restarts the clock as of the date of re-joining.
- 13.3.2 The Association President shall write the recipients, congratulating them upon having reached this milestone and inviting them to attend the awards luncheon during the annual conference of CSC to receive their certificate. (Refer to Appendix G)

- 13.4 THE AWARD {TC \L2 "13.4 THE AWARD}
- 13.4.1 A Certificate with Appropriate Inscription Signed by the President of CSC. (Refer to Appendix I)
- 13.5 PRESENTATION {TC \L2 "13.5 PRESENTATION}
- 13.5.1 Presentation shall be made at an appropriate time during the Annual Conference of CSC.
- 13.5.2 If a recipient is not present at the Annual Conference, the certificate shall be forwarded to the respective Chapter Chair for presentation at a Chapter meeting.
- 14.0 EUREKA CLUB MEMBERSHIP{TC \L1 "14.0 EUREKA CLUB MEMBERSHIP}**
- 14.1 DEFINITION{TC \L2 "14.1 DEFINITION}
- 14.1.1 An award to afford recognition of individual members for their efforts in recruiting new members to CSC.
- 14.2 QUALIFICATION {TC \L2 "14.2 QUALIFICATION}
- 14.2.1 The member must have sponsored three or more new members during the preceding calendar year.
- 14.2.2 The top Sponsor will receive the Russ Cornell Award, being the member who sponsored the highest number of new members during the preceding calendar year.
- 14.3 PROCEDURE {TC \L2 "14.3 PROCEDURE}
- 14.3.1 To become eligible, a member who has persuaded an individual to join CSC shall identify him/herself as "sponsor" on the member ship application form.
- 14.3.2 Association staff, will, during the month of April, compile a list of membership sponsors and the number of new members sponsored by each.
- 14.4 THE AWARD {TC \L2 "14.4 THE AWARD}
- 14.4.1 A one year membership in the Eureka Club signified by presentation of a red ribbon labelled "Eureka Club Sponsor", which is to be attached to name badge if attending current CSC Conference.
- 14.4.2 The Russ Cornell Award recipient receives an appropriately inscribed plaque.
- 14.5 PRESENTATION {TC \L2 "14.5 PRESENTATION}
- 14.5.1 The names of all new Eureka Club members are announced at the Awards Luncheon and those members present are asked to stand and be recognized.
- 14.5.2 The Russ Cornell Award is introduced at the Awards Luncheon and the member is presented with the plaque.
- 14.5.3 If the "Top Sponsor" is not present at the Awards Luncheon, arrangements are to be made for the presentation at a subsequent Chapter meeting.

- 15.0 CHAPTER CERTIFICATE OF APPRECIATION{TC \L1 "15.0 CHAPTER CERTIFICATE OF APPRECIATION}**
- 15.1 DEFINITION{TC \L2 "15.1 DEFINITION}
- 15.1.1 An award to show appreciation for dedication and service to the chapter by an individual member.
- 15.2 QUALIFICATION{TC \L2 "15.2 QUALIFICATION}
- 15.2.1 Outstanding service to the Chapter by a Chapter officer for a minimum period of one year.
- 15.2.2 Outstanding service to the chapter by an individual member responsible for organizing and directing Chapter activity.
- 15.3 PROCEDURE{TC \L2 "15.3 PROCEDURE}
- 15.3.1 Nomination for this award may be made by all members of the Chapter or by the Chapter Awards Committee.
- 15.3.2 Nominations from members shall be submitted in writing to the Chapter Awards Committee, listing reasons for the nomination, and shall be signed by the nominator and at least one endorser.
- 15.3.3 Nominations shall be reviewed and approved by the Chapter Awards Committee.
- 15.3.4 The Chapter Awards Committee shall then arrange for the certificates to be prepared, signed and framed. (Refer to Appendix J) for the wording to be inscribed on the certificate)
- 15.4 THE AWARD{TC \L2 "15.4 THE AWARD}
- 15.4.1 A framed certificate with appropriate inscription signed by the Chapter Chair.
- 15.5 PRESENTATION{TC \L2 "15.5 PRESENTATION}
- 15.5.1 Presentation to be made at the chapter's annual general meeting or at some other appropriate time.
- 16.0 PRESIDENT'S CHAPTER AWARDS{TC \L1 "16.0 PRESIDENT'S CHAPTER AWARDS}**
- 16.1 DEFINITION {TC \L2 "16.1 DEFINITION}
- 16.1.1 The President's Award sets goals for each Chapter in the key areas of membership, meeting attendance, financial contribution, attendance at conferences and education and newsletters.
- 16.2 QUALIFICATION{TC \L2 "16.2 QUALIFICATION}
- 16.2.1 The Award is based on a calculation in five categories, by formulas which take into consideration variations in geography and size between chapters. The five categories and their purposes are:
- 16.2.2 Membership - to encourage chapters to increase membership in their Chapter.
- 16.2.3 Meeting Attendance - to encourage active and meaningful chapter meetings.

- 16.2.4 Financial Contribution - to encourage chapters to financially support CSC programs and give direction to the various chapter fund raising efforts.
- 16.2.5 Conference Attendance - to encourage each chapter to be represented at CSC's Annual General Meeting and encourage attendance by the Chapter Officers.
- 16.2.6 Education & Newsletter - to emphasize the commitment to serve its members through programs of continuing education and the dissemination of association information through Chapter communications.

16.3 PROCEDURE{TC \L2 "16.3 PROCEDURE}

- 16.3.1 Pursuant to the calculations provided below, each Chapter will earn qualifying points. All Chapters that accumulate over 1000 points will receive the President's Chapter Award.
 - 16.3.1.1 Membership Growth - 200 Points
 - 16.3.1.2 Membership Growth will be based on the net membership for the membership year as reported on in the Spring Board meeting Director Report.
 - 16.3.1.3 A maximum of 200 points is allocated to this category and will be calculated as follows:
 - 16.3.1.4 10 multiplied by the net membership Growth (G) as a percentage of total membership at December 31. An example is: If a chapter gains 15 new members and at December 31 the total membership was 125 they would earn 120 Points.
 - 16.3.1.4.1 Example: $15/125 \times 100 = 12\% \times 10 = 120$
 - 16.3.1.5 If membership increases at all, the chapter will earn a minimum of 50 Points.
 - 16.3.1.6 If membership is held constant, no loss or gain, a chapter will earn 25 points.
 - 16.3.1.7 If membership decreases the chapter will earn no points.
 - 16.3.2 Chapter Communications and Education – 250 Points
 - 16.3.2.1 Chapter Newsletters as reported on Exhibit C submitted at the Spring Board meeting.
 - 16.3.2.1.1 Number of issues multiplied by 5 to a max of 50
 - 16.3.2.2 CSC Education Opportunities Offered – 200 Points
 - 16.3.2.2.1 As reported on Exhibit C submitted at the Spring Board meeting.
 - 16.3.2.3 Each course has a set value of 50 points to a maximum of 200.
 - 16.3.3 Chapter meeting attendance as percentage of Chapter membership. – 100
 - 16.3.3.1 As reported on Exhibit C submitted at the Spring Board meeting.
 - 16.3.3.2 A maximum of 100 is allocated to this category and will be calculated as follows:
 - 16.3.3.3 Number of total attendees at Chapter meetings (excluding social events such as connections café and seasonal celebrations) divided by the number of meetings and that average as a percentage of Chapter members as at December 31 multiplied by 10.
 - 16.3.3.3.1 Example: Ontario Chapter has 400 attendees over 10 meetings (400/10) for an average of 40 per meeting.
 - 16.3.3.3.2 40 as a percentage of CSC membership of 1800 is 2.2.
 - 16.3.3.3.3 2.2 multiplied by 10 gives the Ontario Chapter 22 points.

16.3.4 Financial Contribution – 50 Points

16.3.4.1 Any financial contribution (excluding Chapter Rebates) to the Association regardless of the amount has a set value of 50 points.

16.3.5 Conference Attendance – 100 Points

16.3.5.1 Chapters will receive 5 points per Chapter member that attends the annual conference and is accounted for in the roll call at the AGM to a maximum of 100 points.

16.4 THE AWARD{TC \L2 "16.4 THE AWARD}

16.4.1 A President's Chapter Seal will be awarded to all Chapters attaining more than 600 points in the qualifying year.

16.5 PRESENTATION{TC \L2 "16.5 PRESENTATION}

16.5.1 Announcement to be made at the Annual Awards Luncheon.

AWARDS TIME SCHEDULE

APPENDIX A

Award	December 1st	January 15th	February 15th	March 15th	April 15th	April 30th	May 1st	Presentation
Life Membership and Honorary Membership				Nomination by EC and Board Approval at Spring Meeting				President's Ball or Awards luncheon.
Fellowship		Nomination Letter to Members		Deadline for Nominations	Election by College	Notification to the successful candidates.		Induction ceremony at the annual conference.
President's Award				Selection by President				President's Ball by the President
Past President's Award								President's Ball
National Award of Merit		Letter to CSC Officers Executive Director		Deadline for Nominations	Committee Decision			Conference Awards Luncheon by President
Chapter Award of Merit	Letter to Chapter Chairs by Executive Director and VP - Awards	Nomination Preparation & Submission		Deadline for Nominations				Conference Awards Luncheon
Lloyd Boddy Chapter of the Year Award				Submission of Exhibit C by Directors	Evaluation Forms Distributed	Evaluation completed by Committee		Conference Awards Luncheon

Award	December 1st	January 15th	February 15th	March 15th	April 15th	April 30th	May 1st	Presentation
				Deadline for Submission by Chapter	by ED			
10 yr. Member Award				Review and Calculation by Association Staff			Letter to Recipient Signed by President	Announced at Conference Awards Luncheon by MC Seal and Letter sent by Executive Director
15 yr. Member Award				Review and Calculation by Association Staff			Letter to Recipient Signed by President	Announced at Conference Awards Luncheon by MC Seal and Letter sent by Executive Director
20, 25 through 65 yr. Member Award				Review and Calculation by Association Staff			Letter to Recipient Signed by President	Certificate at Conference Awards Luncheon by President
Eureka Club Membership				Review and Calculation by Association Staff			Letter to Recipient Signed by President	Conference Awards Luncheon by President
Chapter Certificate of Appreciation	Nomination			Review and Approval by the Chapter Awards Committee			Letter to Recipient Signed by President	Chapter ACM by Chapter Chair
President's Chapter Awards				Preparation of Exhibit C by Director submitted with Board Report	Review Calculation by President and Executive Director	Letter and Banner Sticker to Recipients by Executive Director		Announced at Conference Awards Luncheon

Award	December 1st	January 15th	February 15th	March 15th	April 15th	April 30th	May 1st	Presentation
				Deadline for Submission by Chapter				

TO/À: Members of the Board of Directors

FROM/DE: Nick Franjic, CAE, Executive Director/directeur administratif

SUBJECT / CSC Awards

À PROPOS:

DATE: December 1, 2016

The recognition of member volunteer effort is an important aspect of the work undertaken by CSC which has a well-developed awards program. This program is based on co-operation between the Association and individual Chapters and takes the form of various awards - some of which are based on length of membership and others on services rendered to the Association. Length of membership awards are handled exclusively by the Association while services rendered awards require input from the Chapter. As a member of the Board of Directors, you have a special role to play in ensuring that deserving volunteers in your Chapter are nominated and recognized for their efforts. The awards of which you should be particularly aware are noted below with comments indicating your involvement.

NATIONAL AWARD OF MERIT

This award is presented to members to recognize contributions to the well-being of CSC. All Board Members are entitled to nominate or endorse the nomination of a member to whom they believe an award should be made for exceptional effort, zeal, effectiveness and time expended for the well-being of CSC as a whole. The contribution to CSC by the nominee need not necessarily be confined to the current year alone and can result from contributions and consistent effort over and above that which might be expected under a normal obligation to the Association. For your convenience, a National Award of Merit Nomination is attached. Please email this to nfranjic@csc-dcc.ca at the CSC Office by February 27, 2017.

CHAPTER AWARD OF MERIT

Please refer to Awards Vice-President Eckert's letter to each Chapter Chair dated December 1, 2016. My referring to it here is merely a reminder to have your nominations in by February 27, 2017.

LLOYD BODDY CHAPTER OF THE YEAR AWARD

As above, please refer to Awards Vice-President Eckert's letter to each Chapter Chair dated December 1, 2016. My referring to it here is merely a reminder to have your documentation in by March 31, 2017.

PRESIDENT'S CHAPTER AWARD

This award sets goals for each Chapter in the key areas of membership, meeting attendance, financial contribution, attendance at conferences, and education and newsletters. It is based upon the accumulation of points according to a formula which is applied to the "Exhibit C" information submitted by each Chapter for the Spring Board Meeting. Your Chapter **must** submit the "Exhibit C" no later than March 31, 2017 in order to be considered for this award.

CHAPTER BANNER

Your Chapter Banner is a visual reminder of the voluntary accomplishments won by your Chapter and its members. It should be on display at Chapter functions and the Awards Luncheon at the National Conference. Please remember to keep your banner up to date, to use it at every opportunity, and to make arrangements to have it brought to Conference 2017. All Chapters have been provided with the appropriate stickers and seals for their banners in order to keep them current. If you need additional information about your banner, please call the CSC office.

CSC NATIONAL AWARD OF MERIT 2017 NOMINATIONS FORM

Nominee Information

1 Name

2 Chapter

3 Name/Address of Nominee's work supervisor if available.

4 Association offices and appointments held (past and present) and awards received.

5 Detail reasons for the nomination (Please attach)

6 Name and Chapter of Nominator:

7 Name and Chapter of Endorser:

7 Date:

PLEASE RETURN NOMINATIONS TO THE CSC OFFICE NO LATER THAN FEBRUARY 27, 2017

Email: nfranji@csc-dcc.ca

SAMPLE

TO/À: Chapter Chair; Chapter Directors
FROM/DE: [Insert name], CSC Vice-President, Awards
SUBJECT/À PROPOS: CSC Awards
DATE: _____ December, _____

As you are no doubt aware, the lifeblood of our association is volunteers like you who donate valuable time and effort for the betterment of Construction Specifications Canada.

As described in the Awards section of our Administration Manual, CSC has in place a mechanism for recognizing this effort. In particular, I am referring to the following awards:

- a) Chapter Award of Merit;
- b) The Lloyd Boddy Chapter of the Year Award.

We need your input so that the appropriate and deserving awards can be made.

Chapter Award of Merit

Please appoint a Chapter Committee for the nomination of award recipients. This committee should be comprised of a Chair and two other members, none of whom is likely to be nominated to receive or hold current office in the Chapter but who is familiar with Chapter activity.

Each Chapter is entitled to two Chapter Awards of Merit for the first 100 members and one additional award for each additional 100 Chapter members or part thereof. I suggest nominations for your Chapter Awards of Merit be solicited as soon as your committee is in place. Nominations along with a brief description outlining the qualifications of the individual nominated should be forwarded directly to the Association Office no later than March 17, 2016.

Lloyd Boddy Chapter of the Year Award

The following documentation is required to be considered for the Lloyd Boddy Chapter of the Year Award:

1. If you wish your Chapter to be considered for this award, please submit a letter of nomination listing the reasons why you feel your Chapter should win this award. The form of the nomination is left to your discretion but should include major accomplishments and activities for the year.
2. Exhibit "C" - Chapter Awards Data Sheet, this is usually submitted with the Chapter report to the March Board of Directors meeting.

The evaluation committee will examine the information received, make due enquiries if required and proceed to select the Chapter to receive this award. The information must be forwarded to the Association Office no later than March 31, _____.

NOMINATIONS FOR CHAPTER AWARDS OF MERIT - Will be received by:

Awards Committee Chair,
Construction Specifications Canada
120 Carlton Street, Suite 312
Toronto, ON
M5A 4K2
FAX 416/777-2197

Until _____

All members of the Chapters of CSC, with the exception of those appointed to the Chapter Committees directly involved in this program, are entitled to nominate or endorse the nomination of a member from amongst their fellows to whom, they believe, an award should be made for exceptional effort, zeal and time expended for the well-being of CSC within their own Chapter.

Such a contribution, by the nominee, need not necessarily be confined to the current year alone but, may have been as a result of contributions and consistent effort over and above that which might be expected from a member or officer under a normal obligation to the Chapter and CSC.

Nominators should discuss their choices for honours with their Chapter Chair or Chapter Awards Committee before making a submission. Two Chapter Awards of Merit for first 100 members and one for each additional 100 members or part thereof, may be allowed at the discretion of the National Merit Awards Committee.

Nominations shall list in order:

- 1 Name, address and Chapter of Nominee.
- 2 Occupation of Nominee.
- 3 Offices and appointments held in CSC by the Nominee (past and present) and previous awards.
- 4 Reasons for the Nomination with details.
- 5 Signatures with printed names and Chapter affiliations of Nominator and at least one Endorser.
- 6 Date of forwarding the Nomination.

CERTIFICATE FOR CHAPTER AWARD OF MERIT

Construction Specifications Canada, Chapter gratefully acknowledges the outstanding contribution by:

toward the development and improvement of Construction Specifications and related documents in
Canada.

signature

President _____

Dated this _____ day of _____, _____

March 31, 2017

«Salutation» «First_Name» «Last_Name», CTR
«Company_Name»
«Address_Line1» «Address_Line2»
«Address_Address_Line3»
«City», «State_Province», «Zip_Post_Code»

Dear «First_Name»:

You have reached a very distinctive plateau of membership within Construction Specifications Canada – that of **20* Years** of continuous membership completed during 2017! A special membership seal to be affixed to your Membership Certificate signifying your achievement will be presented during the Awards Luncheon, at noon on **Saturday May 27, 2017** as part of the Annual Conference in Kelowna, British Columbia. In preparation for the Awards Luncheon, please advise us whether you will be in attendance by faxing this letter to the office as noted below. If you are unable to attend, your special membership seal will be sent to you following the Annual Conference.

The knowledge and experience you have gained during these years' serves as both a model and encouragement for our newer members who are just beginning their "CSC careers". As an association, we highly regard your background and that of other long service members in that it represents a wealth of information and history not only of CSC, but also of the construction industry.

We are proud and honoured to count you among our members, and look forward to many additional years together. On behalf of President John Cooke, RSW, and the Board of Directors, I wish to congratulate you on achieving this milestone and to thank you for the confidence you have displayed in CSC throughout the years.

Yours very truly,

Executive Director

cc: Association Office/Member file

I will _____ will not _____ be able to attend the 2007 Awards Luncheon.

Please fax by April 16, 2017 to CSC at 1-800-668-5684.

Congratulations!

* NOTE: The number of years of continuous membership will be edited to reference the appropriate number of years of membership.

May 26, 2017

«Salutation» «First_Name» «Last_Name», CTR
«Company_Name»
«Address_Line1» «Address_Line2»
«Address_Address_Line3»
«City», «State_Province», «Zip_Post_Code»

Dear «First_Name»:

Congratulations on attaining a milestone level of membership in CSC. As an individual who has maintained membership in CSC for a continuous period of 10* years, you have now become one of a select group within our ranks. Your commitment to CSC is testimony to the value being a member of this association.

In accordance with our Directives, the 10* Year Membership Award consists of a seal, which is enclosed, to be affixed to your CSC Membership Certificate in the upper left hand corner.

The Board of Directors joins me in extending congratulations to you on having attained this milestone in your membership with CSC. We are proud to count you as one of our long-term members. We look forward to your continuing contributions towards the betterment and growth of our association.

Yours very truly,

Executive Director

* NOTE: The number of years of continuous membership will be edited to reference the appropriate number of years of membership.

Construction Specifications Canada gratefully acknowledges the sustained support

of:

who has maintained continuous membership in the Association for 20*.years.

Date _____ 20 __

President

Presented to

in recognition for outstanding service to the

_____ Chapter.

Chapter Chair

Date:

Construction Specifications Canada

Chapter _____

March 31, 2017

«Salutation» «First_Name» «Last_Name», CTR
«Company_Name»
«Address_Line1» «Address_Line2»
«Address_Address_Line3»
«City», «State_Province», «Zip_Post_Code»

Dear «First_Name»:

It is a great pleasure for me to inform you that you have been chosen to receive a Chapter Award of Merit for the CSC year ____ .

Official recognition of your contribution and the presentation of the Award will take place during CSC Conference _____, at the Awards Luncheon, which is scheduled for *(date and time)*, at the *(location of Conference)*.

We are hoping that you will be able to attend the Conference and receive your well-deserved Award.

Congratulations!

Executive Director

cc: Chapter Nomination Committee Chair

March 31, 2017

«Salutation» «First_Name» «Last_Name», CTR
«Company_Name»
«Address_Line1» «Address_Line2»
«Address_Address_Line3»
«City», «State_Province», «Zip_Post_Code»

Dear «First_Name»:

It is a great pleasure for me to inform you that you have been chosen to receive the National Award of Merit for the CSC year ____ .

Official recognition of your contribution and the presentation of the Award will take place during CSC Conference _____, at the Awards Luncheon, which is scheduled for *(date and time)*, at the *(location of Conference)*.

We are hoping that you will be able to attend the Conference and receive your well-deserved Award.

Congratulations!

Executive Director

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1.0 INTRODUCTION

1.1 PREAMBLE

1.1.1 CSC is a national multidisciplinary, non-profit association with chapters across Canada. CSC is committed to delivering progressive education, certification, publications and professional networking opportunities for the Design + Construction community.

1.1.2 CSC annual conferences provide an ideal opportunity to provide such opportunities for people involved in the various disciplines of the construction industry.

1.2 INTENT

1.2.1 This manual is intended to be used as a guide for the Conference Committee in planning and finalizing details for annual conferences. An attempt is made here to convey the philosophies of the Association as they relate to conferences and therefore provide cornerstones on which to build a successful conference.

1.3 ACRONYMS

1.3.1 ACC – Association Conference Committee

1.3.2 AO – Association Office

1.3.3 CCC – Chapter Conference Committee

1.3.4 CPS – Companion Program Subcommittee

1.3.5 SPS – Social Program Subcommittee

1.3.6 TPS – Technical Program Subcommittee

2.0 HOST CHAPTER (CITY)

2.1 PROCEDURE

2.1.1 The CSC Board of Directors accept requests to host a Conference at the Spring Board Meeting.

2.1.2 Any Chapter may request to host a conference.

2.1.3 All interested Chapters are required to make a presentation to the Board of Directors.

2.1.4 If more than one Chapter expresses interest in a given year, a vote by secret ballot by the Board of Directors will take place following the presentations.

3.0 BUDGET

3.1 POLICY

3.1.1 It is Association policy that annual conferences should not place a financial burden on the Association. Therefore, Conference budgets are prepared by the Association and show a reasonable but conservative surplus.

3.1.2 The Budget is prepared by the CSC Secretary/Treasurer and Executive Director as a part of the CSC annual budget that is approved by the Board of Directors.

- 3.1.2.1 The Budget is based on historic numbers, location of the conference, venue, a forecast of the number of attendees, sponsorship revenue among other things.

3.2 SURPLUS/DEFICIT

- 3.2.1 Excess of revenue is shared between the Association and the Chapter hosting the conference.
- 3.2.2 The Host Chapter will receive 25% of the surplus to a maximum of \$10,000.

4.0 COMMITTEES AND INDIVIDUALS

4.1 ASSOCIATION CONFERENCE COMMITTEE (ACC)

- 4.1.1 A CSC Vice-president will act as Conference Co-Chair and the remainder of the Executive Council will form the Association Conference Committee.

4.2 CHAPTER CONFERENCE COMMITTEE (CCC)

- 4.2.1 Committee appointed by the host Chapter in accordance with the Association guidelines. They are to provide support to the Association Office and perform organizational activities at the local level to ensure a successful conference.
- 4.2.2 Composition: (may vary depending on responsibilities as negotiated with Association Conference Committee)
 - 4.2.2.1 Chapter Conference Co-Chair
 - 4.2.2.2 Chapter Conference Vice-Chair (if required)
 - 4.2.2.3 Secretary
 - 4.2.2.4 Treasurer (possibly Chapter Treasurer who works closely with the Executive Director)
 - 4.2.2.5 Technical Program Committee Chair
 - 4.2.2.6 Social Program Committee Chair
 - 4.2.2.7 Companion Program Committee Chair
- 4.2.3 The main characteristic of all members of the Chapter Conference Committee is that they are individuals who are capable of making decisions, carrying out assigned tasks and good team players. They should also be familiar with CSC Conferences as a delegate.
- 4.2.4 During the period between 18 months and 6 weeks prior to the Conference, the Chapter Conference Committee should meet at least once per month.
- 4.2.5 Meetings during the first 6 months of the committee's mandate should, in collaboration with the Executive Director and Association Conference Co-Chair, concentrate on development of the technical program, social program, timetable, preliminary budgets and presentation to current year conference to generate interest and commitments for the following the Conference.
- 4.2.6 During the final six weeks preceding the Conference, meetings should be held weekly, or more often if necessary, to assure that all details have been finalized. Since the Association will take a lead role in items related to the facilities and hotel service, any concerns should be brought to the attention of the AO.
- 4.2.7 A final post-conference meeting should be held, following submission of all subcommittee reports to the Chapter Conference Co-Chair to conduct a post-mortem of the Conference and make recommendations for future conferences.

4.3 CHAPTER CONFERENCE CO-CHAIR

- 4.3.1 Is appointed by the Host Chapter or CCC. Chapter Co-Chair of the CCC coordinates all functions of Conference between the ACC , the CCC and Conference Co-Chair (generally the CSC Vice-President – Conferences) and the AO.

4.4 HOST CHAPTER SUBCOMMITTEES

4.4.1 Companion Program Subcommittee (CPS)

4.4.1.1 The CPS is responsible for the Companion Program. Although the Companion Program should be of general interest to the majority of companions, it is wise to avoid the stereotypical convention fare with emphasis on shopping, clothes and make up. As with the overall Social Program, the CPS should take advantage of unique attractions of the host city or area and develop a program which reflects the cultural and historical features.

4.4.1.2 A proposed program and related budget should be prepared well in advance of the Conference and be included in the Conference program submitted for Board approval.

4.4.1.3 All contracts must be signed by the AO for legal reasons.

4.4.2 Social Program Subcommittee (SPS):

4.4.2.1 The Social Program is primarily the CSC Fun Night that is traditionally held on the Friday night. It is an important aspect of CSC conferences which is looked forward to by the delegates and their companions. In addition to being entertaining, the Social Program should reflect historical, cultural and scenic features of the host city.

4.4.2.2 The SPS and the AO work together to find a venue that is suitable for the event for the Fun Night. The SPS is responsible for making recommendations for entertainment for the evening as well.

4.4.2.3 The SPS is also asked to provide assistance in identifying a few bands that the President can choose from for the entertainment for the President's Ball.

4.4.2.4 The SPS may also be asked to help identify a Piper to pipe in the head table at the beginning of the President's Ball.

4.4.2.5 All contracts must be signed by the AO for legal reasons.

4.4.3 Technical Program Subcommittee (TPS)

4.4.3.1 The TPS is tasked with the responsibility of developing a current and relevant Technical Program that will help attract delegates from across the country. Although this manual is a detailed guide, the Education Certification Committee (ECC), the Technical Studies Committee (TSC), in collaboration with the CCC, is granted a considerable degree of latitude to develop an educational/technical program reflecting current industry interests.

4.4.3.2 The selection of appropriate, topical and interesting subject matter for the Technical Program is most important to the success of a conference. It should be noted that not all sessions need to be focused on a specific subject matter; and should appeal to the interests the three streams of delegates (specification writers, contract administrators and technical representatives).

4.4.3.3 The Conference Co-Chairs and Executive Director should participate in the TPS meetings to help ensure conference success.

- 4.4.3.4 The general scope of the Technical Program should be in place 12-18 months prior to the Conference. The ECC, TSC and other CSC committees can be surveyed as to any specific issues that may be of interest to the industry. Association Conference Co-Chair will report progress to the Executive Council and the Board of Directors.
- 4.4.3.5 Speakers should be identified and contacted 10-11 months prior to the Conference with commitments by 6 months prior to the Conference.
- 4.4.3.6 The TPS is responsible to obtain an outline of each session, speaker information once confirmed and send it to the AO for posting on the website.
- 4.4.3.7 The TPS is responsible for obtaining the presentation prior to the Conference in order to include any presentation material in the delegate package. This should be done no later than 45 days prior to the conference start date.

5.0 ASSOCIATION OFFICE RESPONSIBILITIES

5.1 CONTRACTS

- 5.1.1 All contracts must be signed by the AO for legal purposes.

5.2 SPONSORSHIP

- 5.2.1 The AO is primarily responsible for the Sponsorship Program.
- 5.2.2 The AO will maintain the Sponsorship Prospectus which has five levels of corporate sponsorship:
 - 5.2.2.1 Diamond
 - 5.2.2.2 Platinum
 - 5.2.2.3 Gold
 - 5.2.2.4 Silver
 - 5.2.2.5 Bronze.
- 5.2.3 The AO will on an annual basis review the Prospectus and make changes as required to better meet the needs of the event.
- 5.2.4 The AO will solicit for sponsorships and may request some assistance from the CCC if required. The AO will be responsible for all aspects of the Sponsorship Program including but not limited to: allocating space for the display area; acknowledgement of sponsors as required throughout the conference.

5.3 VENUE SELECTION

- 5.3.1 The location of the venue to host the Conference does not have to be located in the city limits of the Host Chapter.
- 5.3.2 The venue should be of sufficient size to accommodate a CSC Conference as follows:
 - 5.3.2.1 Sufficient number of guest rooms to accommodate expected number of delegates;
 - 5.3.2.2 Sufficient number of meeting rooms of adequate size to accommodate technical sessions committee meetings, food and beverage functions, sponsor display area and the Annual General Meeting;
 - 5.3.2.3 Alternatively, some of the functions requiring large space may be held in a convention centre adjacent to the hotel.

- 5.3.3 A major source of funding for CSC conferences is derived from revenues generated by corporate sponsorships. For this reason, it is important to hold conferences in areas having a sufficiently large Design+ Construction community to justify the expense incurred by a manufacturer to sponsor and provide staff for an exhibit.
 - 5.3.4 The AO has the primary responsibility for the selection of the host venue.
 - 5.3.5 The AO will provide the CCC opportunity to express their opinions and suggestions.
 - 5.3.6 The AO will forward the recommended venue to the ACC for final approval.
 - 5.3.7 The AO will finalize arrangements with the approved venue.
- 5.4 HOTEL – ROOM ALLOCATIONS, FOOD & BEVERAGE AND LIAISON
- 5.4.1 The AO will be the primary contact for all matters dealing with the hotel.
 - 5.4.2 The AO in consultation with the CCC will allocate the meeting space for the technical program and food and beverage events, and the registration desk.
 - 5.4.3 The AO will allocate the space for the Sponsor Display area.
 - 5.4.4 The AO will select all food menus for functions within the hotel.
- 5.5 AUDIO/VISUAL
- 5.5.1 The AO will contract for all Audio/Visual equipment and services required.
 - 5.5.2 The CCC and TPS will provide the AO with the Audio/Visual requirements for the Technical Program.
 - 5.5.3 All Technical Program sessions will be equipped with a minimum of the following:
 - 5.5.3.1 podium and microphone
 - 5.5.3.2 lapel mic
 - 5.5.3.3 screen, projector and remote for advancing slide presentations.
 - 5.5.3.4 The TPS will inform the AO of any additional requirements for the Technical Program at least one month prior to the event.
- 5.6 CONFERENCE LOGO
- 5.6.1 The AO is responsible for the updating of the standard CSC conference logo once the slogan is received from the CCC. The AO will also arrange for lapel pins with the logo if required.
- 5.7 WEBSITE
- 5.7.1 The AO is responsible for ensuring all pertinent information is posted and maintained current on the Conference page of the CSC website in a timely manner.
- 5.8 ADVERTISING/PROMOTION – WEBSITE, ADVERTISEMENTS ETC.
- 5.8.1 The AO is responsible for the development of advertisements, the distribution of promotional material and the maintenance of the Conference page on the Association website.
- 5.9 PHOTOGRAPHER
- 5.9.1 The AO is responsible to ensure a photographer is present throughout the CSC Conference.

5.10 SIGNAGE

5.10.1 The AO is responsible for signage. The AO ask for assistance from the CCC in locating a local print company.

5.11 TRANSPORTATION

5.11.1 Transportation may be required for a number events such as the Companion Program and Fun Night. The CCC is responsible for obtaining quotes for transportation services from local service providers and to make a recommendation to the AO.

5.11.2 The AO in consultation with the CCC will sign a contract for services as recommended by the CCC.

5.12 REGISTRATION

5.12.1 The AO is responsible for registration.

5.12.2 The AO is responsible for the updating and posting on the web site all forms including but not limited to Conference Registration and Hotel Room Reservation forms.

5.12.3 Information regarding the hotel room rate and cut off dates should be clearly noted on the website and promotional material.

5.12.4 The AO is to ensure that there is a multitier Conference member and non-member fee structure to encourage early registrations.

5.12.5 The AO on an annual basis is to review the fee structure and make appropriate changes to the fee structure. The ACC will be informed of any recommended changes to the conference registration fees.

5.12.6 The AO will prepare badges for all attending the Conference.

5.12.7 The AO will assemble the registration envelope that will contain the following: Name badge, event tickets as required, ribbons (such as FCSC, President, Life Member etc) and any other item that may be required.

5.12.8 The AO are in charge of the registration desk. The CCC will be are asked to arrange for 2 or 3 volunteers to help at the registration desk throughout the conference.

5.12.9 The AO will ensure that there is a printer available to print badges on site.

5.13 ANNUAL GENERAL MEETING AND MEMBERS' FORUM

5.13.1 All matters regarding the Members' Forum and Annual General Meeting are the responsibility of the AO.

5.13.2 It is listed in this manual simply as a reminder that it takes place during the Conference.

6.0 SLOGAN

6.1 RESPONSIBILITY

6.1.1 The Host Chapter or CCC will provide a slogan for Conference at least 16 months in advance of the event.

7.0 AWARDS AND AWARDS LUNCHEON

7.1 PURPOSE

7.1.1 The Awards Luncheon is held to recognize the accomplishments of CSC members who have made exceptional contributions at the both Chapter and national level; as well as encourage involvement of all members in the business and activities of the Association.

7.2 RESPONSIBILITY

7.2.1 The AO is responsible to ensure that all award certificates/plaques are available for presentation at the Awards luncheon.

7.2.2 The AO will also ensure that an appropriate Master of Ceremonies is identified well in advance of the luncheon.

7.2.3 The AO is responsible for the awards script to be used by the Master of Ceremonies of the luncheon.

8.0 PRESIDENT'S BALL

8.1 RESPONSIBILITY

8.1.1 The AO is responsible for the event.

8.1.1.1 The SPS is asked to provide assistance in identifying a few bands that the President can choose from for the entertainment for the evening.

8.1.1.2 If a live band is used, arrangements for a disc jockey to play music during the band breaks should be arranged.

8.2 PIPER

8.2.1 The AO is responsible for contracting with a Piper to accompany the head table into the President's Ball.

8.2.1.1 The SPS may also be asked to help identify a Piper to pipe in the head table at the beginning of the Ball.

8.3 MASTER OF CEREMONIES

8.3.1 The Master of Ceremonies is selected by the President.

8.3.2 The AO will provide the Master of Ceremonies an agenda/script for the evening; however the Master of Ceremonies is encouraged to add their personal touch.

8.4 PRESENTATIONS

8.4.1 The College of Fellows will present the new inductees into the College during a 10 to 15 minute presentation at the President's Ball.

8.4.2 The Host Chapter for the following CSC Conference will have an opportunity to make a short presentation as well.