

The Construction Specifications Institute
Northeast Region
Region Administrative References dated August 6, 2005

Part 1 – Introduction, Region Organization, Region Administration and Governance/Management Documents – Adopted August 27, 2005

Purpose – The purpose of this Part is to provide the user with a general overview of this “Administrative References” and to provide general information about the organization and operation of the Region.

1. Introduction

A. Definitions

1. Within this Administrative References, the term “Institute” is intended to mean “The Construction Specifications Institute” and the term “Region” is intended to mean the “Northeast Region”.
2. Region Leadership is intended to mean the Region Executive Committee, Region Directors, Region Committee Chairs and Region Task Team Chairs.

B. The Region Administrative References is intended to assist:

1. the Region Membership in understanding the organization and governance of the Region;
2. Region Leaders in better understanding their role and responsibility in administering the affairs of the Region;
3. aid in recording and communicating actions taken by the Region Leadership that has on-going multi-year effect on the Region.

C. Use of this document

1. This Administrative References has been organized into “Parts” to assist the user in the locating desired information.
2. The various “Parts” do not carry the same level of authority; see “Region Governance Documents” below in this “Part”.

2. Region Organization

- A. The Northeast Region is a geographically area of the United States designated by the Institute Bylaws and the area is subject to change by action by the Institute Board. Institute Policy mandates that the boundaries of regions be reviewed at intervals of not greater than 5 years.
- B. Chapters “chartered” by the Institute and located within the geographic boundaries of the Region are automatically a part of the Region.
- C. The membership of the Region consists of the members of chapters “chartered” within the Region and members without chapter affiliation whose mailing address is within the Region’s geographical boundaries.

3. Region Administration

- A. The Region is administered by a Region Board consisting of the Executive Committee and Region Directors.

- B. The duties and responsibilities of the Executive Committee members and Region Directors are defined in the Region Bylaws.
 - C. Region Policy may expand on the requirements of the Region Bylaws but may not conflict with the Bylaws.
4. **IRS Tax Classification**
- A. Both the NE Region and the Institute are 501(c) 6 organizations based on IRS classification.
5. **Institute Directors –**
- A. The Northeast Region Institute Directors serve in a dual capacity. As Institute Directors, they serve as officers of the Institute and their nomination, election process and duties are defined by Institute Bylaws and Institute Policy.
 - B. Region Bylaws mandate the Region’s Institute Directors also serve as the Region President and Vice President. Region Bylaws define the basic duties of the Region President and Vice President and these duties are expanded by Region Policy.
6. **Region Governance and Management Documents**
- A. Articles of Agreement (Part 2) – This document defines the “Corporate Power” granted by the state of New Hampshire, the state in which the Region is incorporated, under Chapter 292 of the New Hampshire Statutes Annotated. This is the basic governance document for the incorporated Region.
 - B. Region Bylaws (Part 3) – This document is second only to the Certificate of Incorporation and has been approved by the vote of the Region’s Membership. The requirements of the Region Bylaws may not be waived by the Region Board; the Bylaws may only be amended by the prescribed course of action which includes a balloting of the entire Region Membership. The Bylaws expand on the powers granted by the Certificate of Incorporation but can not conflict with the Certificate of incorporation.
 - C. Region Policy (Part 4) – This document is the third layer of Region Governance and is the result of actions taken by the Region Board through a majority vote and is intended to include action that have on-going, multi-year effect on the administration or operation of the Region. Region Policy may be modified by majority vote of the Region Board. Region Policy expands on the authority granted under the Region Bylaws but may not conflict with the Bylaws.
 - D. Guides – Guides are management documents for a specific program or activity. Modifications to “Guides” require Board approval.
 - E. Guidelines – Guidelines are management documents but are advisor. They are intended to provide guidance to the appropriate parties in the performance of their duties. Guideline may be modified by the “designated leader” so long as the modification does not conflict with Region Policy or Guides and the Region Secretary has approved the modification.
 - F. Appendices – Appendices are management documents and are included in this Administrative References to assist the user in performing specific tasks as defined in other parts of this Administrative References. Appendices may be modified as required, so long as the modification does not conflict with Region Policy or Guides and the Region Secretary has approved the modification.

End of Part 1