



A Newsletter written by Fellows of CSI for Fellows of CSI

Publisher: Gilman Hu, FCSI

Editor: Richard A. Eustis, FCSI

Editorial:

By: Your Editor

First of all, on behalf of both your Editor and Publisher, I would like to thank the Fellows who willingly provided articles for this issue of the Fellows Newsletter. Many are finding this periodic newsletter to be a major source of information about what is happening in CSI. The fact that all of the material is written by Fellows to inform other Fellows has added greatly to our communications.

Second, this edition of the newsletter contains the latest draft of the Bylaws for a proposed College of Fellows. This idea was the result of an earlier question distributed by Gilman Hu, when he served as Chair of the Jury of Fellows, asking if the Fellows, as a group, would like to become more active than the once a year "Fellows Meeting". The answer to Gilman's question was a resounding "yes".

Following the initial question, the Fellows present at a "Fellows Workshop" held at the 2001 Institute Convention adopted a Resolution containing 3 action items relative to the creation of a possible "College of Fellows": investigate other similar organizations, develop a draft document to establish a "College of Fellows", and prepare a recommendation for recognition of the "College of Fellows" by the CSI Board of Directors.

A team of volunteers under the leadership of former Institute President Stan Bair, undertook the task of drafting a set of bylaws for a "College of Fellows". This draft was distributed prior to the 2002 Institute Convention and was the subject of extensive discussions at the 2002 Fellows Workshop. Those present at the Workshop indicated support for the proposed College of Fellows but had some comments about the draft bylaws. Based on the comments made at the Workshop, Stan revised the draft bylaws. This was then circulated to the original team for any additional comments.

It appears we are now ready to take action on the final item in the Resolution adopted in 2001, "obtain recognition of the College of Fellows by the CSI Board of Directors".

To obtain this recognition, we need to go to the Institute Board with a specific recommendation for recognition. This recommendation should include documentation that the "College of Fellows" has broad support among the Fellows.

Immediately following the proposed bylaws (that begin on page 6), is a short questionnaire. We would like as many Fellows as possible to respond to this questionnaire as this will provide an indication of interest in the proposed "College" as well as an indication of support of the purpose and structure that is described in the proposed bylaws. As the intent is for the "College" to include all living Fellows, even if no longer a member of CSI, we hope all living Fellows will make an effort to respond.

Please send your responses to Richard Eustis, FCSI, CCCA; 35 Pride St: Old Town, ME 04468-1925 or by e-mail to: eustis@infi.net .

The Jury is In

By: J. Gregg Borchelt, P.E., FCSI, CDT (*Gregg received his Fellowship in 1990 at the Chicago Convention. He completed his term as as Chair of the Jury of Fellows following the June 2002 CSI Convention.*)

The Jury of Fellows met this year in a different manner. In lieu of the face-to-face meetings of prior years, we elected the new Fellows during a telephone conference call. The process and procedures were not without precedence. For the past two years at least one Jury member was not at the meeting and participated via telephone. Teleconference meetings are an established manner of conducting business. The Jury also used a telephone conference to complete the wording for the certificates of Fellowship.

The members had mailed their votes to the Institute office in envelopes identified by nominee. Two Jury members were present at Institute headquarters for the opening of the ballot envelopes and that was helpful. Other than one Jury member who taped a printed "Yes or "No" to the ballot sheet, the only way to identify the voter was by handwriting style. That was similar to previous balloting. The pace of the opening and recording precluded such an analysis.

The number of nominees this year was lower than in prior years, based on my service as a Jury member. However, the quality of the nominees was high. The letters of endorsement could have been more helpful. Perhaps some of the supporters forget that specific, personal knowledge of the nominee's contributions is helpful to the Jury. In any event, the evaluation was difficult. Ten of the fourteen nominees were advanced. If you have not yet learned if your favorite nominee has been advanced to Fellowship, please contact me by telephone (703-620-0010, ext 117) or email (borchelt@bia.org) for particulars.

Of course the big question this year is the attendance at the investiture ceremony. That is scheduled for April 11 in Chicago as a part of the "Honors and Awards Gala" at the CSI Show and Construct America. It is an integral part of the Institute's new program that includes the educational sessions and exhibit. I will be there and I look forward to seeing many of you there.

The Jury discussed several items that relate to its operation. Of concern to most of you is the *History of Fellows* binder. The Jury will maintain the effort to update it until the College of Fellows is a reality. Several recent Fellows have not submitted their biographical information. If that applies to you, please respond when I ask you do so. The Institute has not yet seen fit to fund the update effort. Perhaps the College will do so when it is established.

The Jury requested two additional means of exposure for Fellows and their nomination. The first is a session at CSI University. This will be an opportunity to review successful nomination materials and procedures. The second is to add a presence of Fellowship on the Institute's website. Information similar to the background and list of Fellows will be included, along with recent articles on Fellowship from Institute publications and successful dossiers to encourage good nominations.

In any event, we have a great group of new Fellows in 2003. Join me in congratulating them; welcome them to their new status.

Fellows Workshop at the CSI Show

In order to advance the College of Fellows a Fellows Workshop has been scheduled to take place during the CSI Show at Construct America. This is a Fellows-only meeting and should result in a shorter, more informal meeting of Fellows at the traditional time. The workshop will include a report on the progress to establish the College of Fellows, an approval of the Bylaws, and nomination of officers. It will also give each of you the opportunity to express your opinions related to Fellowship. Of course there may be other opinions that you wish to state. The Fellows Workshop is scheduled for:

Wednesday, April 9, 2003

3:30 p.m. - 5:00 p.m.

McCormick Place, Room N137

Please plan to attend.

Phillip L McDade, FCSI, CCS, ASLA honored by The American Society of Landscape Architects.

Last October, Lee Kilbourn, FCSI, FAIA, forwarded the following item to you Editor with a note that Phil would receive his ASLA Fellowship in October 2002 in San Jose, CA. Lee also wondered if Phil would be the first ASLA/CSI "Double Fellow"

Phillip L. McDade, ASLA, FCSI, CCS

Jackson, Miss.

Nominated for Service to the Profession

His desire to be a credible, lead professional on major construction projects led Phil McDade to the Mississippi Chapter of the Construction Specification Institute, an organization focused on the laws, practices, and processes of the construction industry. He was committed to educating the architects, engineers, and contractors that made up CSI that landscape architecture should be included in the technical and contract document phase of a project.

The chapter had never had a landscape architect as a member, especially one that contributed by serving as a committee chair, director, vice president and president. Phil was elected a CSI Fellow in 1999, the first landscape architect to ever receive the honor. He will go on to represent ASLA and landscape architecture as the national CSI president in 2002.

Support Recognition of our Younger Members

By: Katherine Proctor, FCSI, CDT, AIA (*Kathy receiver her Fellowship in 1998 in Baltimore, MD and has served as an Institute Director since receiving her Fellowship.*)

This February the membership of CSI will be asked to

cast their vote an issue vital to the future of CSI- to allow our younger members to be recognized. The bylaws amendment asks for a change to allow our intermediate members to be designated by CSI-I and our student members with the designation of CSI-S.

As you know the membership of CSI is blessed with diversity. In fact, this is one of our true strengths. Our membership is made up of architects, engineers, contractors, owners, and material representatives. In addition to this we have members who support these members including lawyers, subcontractors, educators and many, many more.

We are also fortunate in that we have a diversity of experience within our membership. We have members that were first involved with CSI as MasterFormat was being developed. We also have members who have recently graduated from college and have entered the world of electronic documents where the computer is the means of communication of the design intent. Just as with a football team, we have the members with many years experience, and we have those that are still sitting on the bench, watching us, learning from us, being mentored by the more experienced. All are members of the same team.

But the members of our team aren't even allowed to wear the jersey. No one can tell that they have joined our organization. Only after years of membership do we even allow them to be recognized by the rest of the design and construction industry as belonging to our organization. It seems we are doing these younger members and ourselves a disservice.

The Board has approved a recommendation that will bring the question to the membership - should all members of CSI be able to be recognized by our peers in the design and construction industry – through the designation of some type of acronym. I believe it is time to say "YES".

Some say that this recognition ought to be earned. What is interesting is that each of us "earned " this right as soon as we paid the full membership fee in joining CSI. This should not be about money, but about the ability to display the name of the organization that you value enough to commit to becoming a member.

Currently anyone can use the initials CDT after their names after passing the Construction Document Technologist exam. Some of these same people are members of our organization. And are not allowed to use the initials CSI after their names. These members are our intermediate and student members.

I teach at the University of Tennessee School of Architecture. Our CSI student affiliate has a

membership of 40 – 50 members. About a third of the students have earned their CDT. They are members, hold the CSI values in high esteem, serve on all our chapter committees, publish our chapter newsletter, but cannot carry any recognition of their status as a member. What a shame! These young people are bubbling over with enthusiasm for CSI. Why squelch that spirit!

As an organization that celebrates its diversity in so many ways, I believe all members should be able to proudly wear the initials of the professional organization of which they have chosen to be members. These are people who are members, and take an active role in our chapters. Let's show that we value their contributions. Please vote in the Institute election to allow all our members to be recognized, and to use the CSI initials proudly, identifying each of us as members of an organization that represents the construction industry in the best way possible.

FY2003 CSI Treasurer's Report to the FELLOWS

By: Edward L. Soenke, FCSI, CCS, AIA (*Edd received his Fellowship in 1995 in Minneapolis, MN and is currently serving his second term as Institute Treasurer.*)

In keeping with the Treasurer's campaign promises made back in 2000, it is now an appropriate time to inform the CSI Fellows about the steps taken during these tough financial times and where our organization stands financially. Back then I vowed to:

1. Coordinate member volunteers who work to assure CSI's financial stability
2. Work with CSI staff, the Board and the rest of the Finance Committee to guarantee a fiscally responsible budget, implement plans to adhere to that budget, and look to the future for CSI.

CHANGES FOR CSI

Wearing three hats as Treasurer, member of the Finance Committee (who review and recommend all proposals costing more than \$250,000) and a member of the Executive Committee of the Board, I am charged with managing the resources of the Institute as a team. Over the past three years this has been a bit of a challenge due to the following events:

1. **CSI's Controller position** is held by the third person in as many years. Jan Bigelow, Director of Finance, possesses the credentials, experience and dedication to assure CSI's business activities are conducted in a responsible manner for the membership.

2. The **departure of CSI's Executive Director**, Greg Balestrero, to the Project Management Institute has added major responsibility to Deputy Director Tony Keane's position. Now as Interim Director, Tony has done an exemplary job of training Jan Bigelow while, at the same time, running the Institute. It is the intention of the Board to select an Executive Director at the February Board meeting in St. Louis.
3. The impact of the **tragic events of September 11, 2001**, still haunts our organization, like so many companies across the country. CSI Membership is recovering from that "11-month-year" in 2001, when membership receipts dropped off, events were cancelled and business travel was reduced. Membership retention still hovers around 80% though.
4. The **Convention Exhibit**, which accounts for approximately 40% of CSI's income, has struggled the past three years due to competition and the economic uncertainty over the past eighteen months. To continue to attract exhibitors, management made the decision that was needed to improve the ratio of exhibitors to attendees by reducing the number of booths by 100. The Board also took proactive steps and voted to meet this challenge by moving the Exhibit to April at major venues (Chicago and Las Vegas) for at least the next three years, collocating with other construction-related conventions to increase attendance, especially during this construction economy downturn. As of November 30, 2002, 890 booths have been sold.
5. CSI's **investments** performance in our portfolio declined 6% since June, 2002. This compares to the Russell 3000 Index of 5% decline for almost all of the U.S. equity market. Also, this past year the Finance Committee terminated CSI's financial consultant, Merrill Lynch, for not providing the level of service required by CSI. CSI has since hired Olcott Consulting Group, resulting in improved service.
6. The **outsourcing** transition for *Perspective* was completed in April, 2001. This action by Staff, Finance Committee and Board stopped the negative cash flow associated with this product. Since April, 2001, sales have not met original projections due to the economic environment, however, *Perspective* is now contributing a positive cash flow to CSI.
7. *The Construction Specifier* was outsourced effective July 1, 2001. This has been a

successful transition with advertising pages up over 50% from FY2001. This resulted in a 30% improvement in net performance for FY2002, and it is on track in FY2003 to deliver a net surplus for a 134% improvement over FY2002.

BELT TIGHTENING

After all of this, the current year-to-date Net Performance for the period ending November 30, 2002 was \$27,651, which was \$453,700 above budget. Also, revenue was more than budgeted by \$96,500 with expenses lower by \$357,200. This may seem like a turn-around but let's look at how the Board, Finance Committee and Staff accomplished this feat.

In June, 2002, the Finance Committee delivered a balanced budget to the Board that took into account reduced dues from membership and exhibit sales, the cancellation of the Emergent Buildings Technology Conference in Las Vegas, removal of MemberKnowledge integration on our website, and reductions in certification revenue, Perspective sales and portfolio income.

But on top of this, the Board mandated a **\$250,000 cushion**, mostly via postponing certain business activities until after the second quarter. A few of the significant items included in these delays were:

1. Web integration amortization
\$20,000
2. Staff region Conference travel
\$10,000
3. Staff chapter support visits
\$10,000
4. Staff professional development
\$25,000
5. Strategic Planning until FY04
\$20,000
6. Shorten Fall Board meeting
\$ 6,000
7. Task Team meetings by teleconference
\$21,000
8. Reduce President's fund
\$ 5,000
9. Delay CSI University to 2nd quarter
\$80,000*

* Now the Finance Committee has agreed these expenditures can no longer be deferred and authorized Staff to proceed with the CSI University implementation.

10. Feb. Board meeting as teleconference
\$35,000**

**This meeting has now been mandated to interview Executive Director candidates. Expenses will be minimized to approximately \$30,000 by meeting in St. Louis.

Also, the Finance Committee approved funding of the OmniClass Construction Classification System (OCCS) from operations in lieu of the Underwriting Reserve Fund through June 30, 2003. The Board also approved an additional meeting of the Manual of Practice Editorial Advisory Board and deferral of the release of the MOP and Coordinated Drawings and Specifications document.

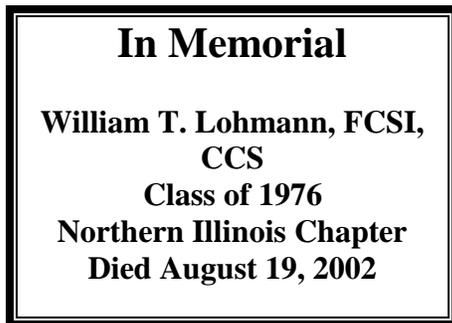
SUMMARY

The Board is addressing CSI's entire legacy, fine-tuning what we offer our members and chapters based on our current financial condition. They are implementing initiatives on a timely basis (MasterFormat Expansion) for CSI to partner with the rest of the construction industry. I am positive our organization is being managed in a sound financial manner, allowing our members the maximum benefits for their dues. Because of this, I look forward to more years serving the volunteer membership.

HUNT FOR FELLOWS

Your Editor and Publisher are attempting to locate two Fellows. The distribution of the Fellows newsletter has provided an opportunity to periodically check addresses of all of the Fellows, even if they are no longer members of CSI. Since the distribution of the August 2002 newsletter, we have been searching for an address for two Fellows whose mail was returned to Gilman as undeliverable and with no "forwarding" information. If any of the Fellows know the address of either of the following, please let send it to either Gilman Hu or Dick Eustis:

Curtis H. Lee, FCSI - Class of 1983
last address in Bonita, CA
William P. Vickers, FCSI - Class of 1967
Last address in Brooksville, FL



Remember to VOTE

Specifications Competition is Still Here and Wants/Needs Entries MARK YOUR CALENDARS - 2004 Specifications Competition is coming.

By: Sandi Velleca, FCSI, CCS, CCCA (*Sandi received her Fellowship in 2002 in Las Vegas, NV and is serving as Chair of the Institute Specification Competition Committee.*)

As Chairman of the Specifications Competition Committee and a new recipient of Fellowship in CSI, I am writing this to encourage you to enter one of your Project Manuals, Product Binder, and/or Web Site in the Competition or encourage another member who is writing well developed specifications and product binders to do so. The submittal due dates have changed drastically in the last year with the debut of Construct America. Before we know it, the cut-off date for submittal will be here and gone.

Why should you submit? Having sat on the Committee for the last seven years, I think I have heard all reasons why not to submit. I say that while there are numerous competitions out there for outstanding architectural and engineering "design", there is only one competition which recognizes excellence in construction specifications. That is our prestigious Specifications Competition. It is a means for CSI to recognize professional knowledge and ability in the preparation of Project Manuals and the effort, experience and depth of knowledge required to prepare effective product literature.

The Specifications Competition has changed drastically over the last 6-7 years in order to keep in line with the changes in the industry. New categories have been added; one for the Product Binders and the new Web Site Category which came on-line last year. Another drastic change is the charging of an entry fee to the Competition. This change was extremely difficult to recommend to the Board after many meetings and Committee hours spent discussing the pros and cons. The Committee's primary concern during our evaluation process was that the quality of entries and number of entrants in the Competition has continually decreased over the years and 35-50% of the entries were being disqualified during preliminary evaluation due to non-compliance with Competition requirements. The perception of CSI's Competition by the industry is that it was merely an evaluation process with few honored. The Committee felt this perception of a "free evaluation" rather than a "value received" competition with 1-3 award winners and noting the "best of the best" was a major contributor to both the decline in quality as well as the downturn in the number of submittals. This perception of "if it's free, it's not

worth anything” was one of the primary reasons behind the decision to recommend an entry fee.

Another change to the Competition is that the awards themselves are being changed to be more in line with what other professional organizations are doing and to add prestige to the awards themselves. There will be one Honor Award (best of the best), one Honorable Mention, and unlimited Merit Awards in each category. The Honor and Honorable Mention Award winners will receive a 3-D award and a framed award certificate presented at the CSI Awards Ceremony. The Merit Award winners will receive a framed certificate presented at the CSI Awards Ceremony. All winners will continue to be exhibited in the CSI Showcase, the recipients name and entry will be featured on CSI/Net, in *The Construction Specifier* and the *News Digest*, and all recipients receive a CSI Award Press Kit for their local media. In addition, the Product Binder recipients will receive labels for their binder spine which will identify the binder as a CSI Award Winning Binder; and Web Page winners will have a link from CSI/Net to their web page.

On how the evaluation process works: The evaluations are performed in three stages. The first stage is performed by the Committee members based on established criteria. The entries are evaluated and scored by a minimum of three Committee members during this meeting. This is when the entries are disqualified for major discrepancies and/or not meeting Competition requirements. Those entries that make it through the first stage are then sent on to local evaluation teams in various parts of the country. Evaluation teams are led by a Committee member and their review and scoring of the entries is based on a more in-depth established evaluation criteria. Now comes the really hard part – the third stage of the evaluation. The Committee meets again and all members review the scoring and comments of all evaluators. It is now the Committee’s charge to determine if an entry is eligible for an award and if so, which award. Let me tell you this can, and has, become extremely difficult for the Committee in the past. They have sometimes struggled with trying to determine how an extremely well done Project Manual or Binder but not meeting all the criteria for an Honor or Honorable Mention can receive the recognition it deserves. I can assure you, the Committee members are not “anal”, “nit-picky”, and unfair in their evaluations. They do, however, feel strongly that an Honor Award must meet all the evaluation criteria as this is the “Best of the Best” and must comply with our Manual of Practice. We do not give awards just to give an award.

As Fellows, we are all well aware of the need to recognize our members for their achievements. One

way to do this is through the Specifications Competition. It gives recognition of their knowledge and abilities in the preparation of Project Manuals, Product Binders, or Web Sites. With the reduction in budgets for our Committees, promotion of all of our programs through other means is essential. I ask that you either submit an entry in the Competition, encourage another member to submit their entry, or encourage a member to become involved on the Committee or on a local evaluation team level.

College of Fellows

Following the adoption of a resolution at the 2001 Fellows Workshop, a volunteer Task Team under the leadership of Stan Bair investigated organizations similar to the ones discussed at the Workshop and began the process of developing a set of bylaws for a “College of Fellows. Volunteers serving on this Team in addition to Stan were: Tom Tarkowski, Carole Schafmeister, Bill Riesberg, William Pegues, Diana Hamilton, Dennis Hall, Gilman Hu, Gene Valentine, Jo Drummond, Bob Molseed, Alana Griffith, Joe Kasimer, and Dick Eustis. This diverse group had some differences of opinion but the Chair was able to develop a consensus document for distribution to the Fellows prior to the 2002 Fellows Workshop.

Those present at the 2002 Fellows Workshop discussed the draft bylaws and as a result, Stan revised the draft based on the discussions. This was again circulated to the original team for comments. The following is the result of the work that has occurred since the Fellows Workshop at the 2002 Convention.

Construction Specification Institute College of Fellows Bylaws (7-2-02)

I. The College of Fellows

- A. The College of Fellows of the Construction Specifications Institute is composed of those individuals who have been advanced to Fellowship, have the right to use the initials FCSI, and to use the title Fellow of the Construction Specifications Institute, all in accordance with the Bylaws of CSI.

II. Purpose

- A. The purpose of the College of Fellows is to: engage the Fellows in educational and charitable activities; stimulate the sharing of interest among the Fellows; promote the purpose of the Institute; advance the construction industry; be of

service to society; and perform services for the Institute as agreed upon with the Institute President.

III. Officers

- A. The Officers of the College of Fellows and their terms of office shall be as follows:
1. THE CHANCELLOR shall serve a single one-year term that shall immediately follow a term as Vice Chancellor.
 2. THE VICE CHANCELLOR shall serve a single one-year term as Vice Chancellor and shall succeed to the office of Chancellor.
 3. THE SECRETARY shall serve a single two-year term of office.
 4. THE BURSAR shall serve a single two-year term of office.
 5. THE IMMEDIATE PAST CHANCELLOR shall serve a single one-year term immediately following the term as Chancellor.
 6. DIRECTOR: The Chair of the Jury of Fellows shall serve a one-year term as an advisory, non-voting member of the Executive Committee of the College of Fellows.

IV. Election of Officers

- A. The Officers shall be elected by those present at the Annual Business Meeting of the College and shall take office on July 1 following their election.
- B. The Fellows present at the Annual Business Meeting shall elect new officers to the Executive Committee each year to fill the expiring terms of existing officers. In odd numbered years a Secretary shall be elected and in even numbered years a Bursar shall be elected.

V. Duties of the Officers

- A. The Chancellor shall act as the presiding officer at the Annual Business Meeting and at any meetings of the Executive Committee of the College of Fellows.

The Chancellor shall perform all the duties incidental to the office, those required by law and these Bylaws, and those properly delegated to the office by the Executive Committee of the College of Fellows.

- B. The Vice Chancellor shall assume all the powers and the duties of the Chancellor in the event of absence or disability of the Chancellor and shall perform other duties assigned by the Executive Committee of the College of Fellows or by the Chancellor.
- C. The Secretary shall record all actions taken at the Annual Business Meeting and meetings of the Executive Committee of the College of Fellows, shall furnish a copy thereof to all members of the College of Fellows, and shall perform other duties assigned by the Executive Committee of the College of Fellows or the Chancellor.
- D. The Bursar shall be responsible for the financial affairs of the College of Fellows and shall serve without bond. The Bursar shall undertake such related responsibilities as are assigned by the Executive Committee of the College of Fellows. The Bursar shall accept receipts and authorize disbursements from the College of Fellows funds with the approval of the Executive Committee of the College of Fellows.
- E. The Immediate Past Chancellor shall perform duties assigned by the Executive Committee of the College of Fellows or by the Chancellor.

VI. The Executive Committee of the College of Fellows

- A. The Officers of the College of Fellows shall constitute the Executive Committee of which the Chancellor shall be the Chairman and the Vice Chancellor shall be the Vice Chairman. The Executive Committee shall be responsible for the conduct of the affairs of the College of Fellows.
- B. The Executive Committee shall meet at least annually. It may meet at the time and location of the Investiture of Fellows, prior to the Annual Business Meeting of the College of Fellows. The Executive Committee may, in addition, conduct business by mail, e-mail, facsimile or by telephone.

- C. The Executive Committee of the College of Fellows shall report to the membership of the College of Fellows at each Annual Business Meeting and shall submit a written “informational report” to the CSI Board of Directors at its Annual Meeting.

VII. Vacancies in Office

- A. In the event an Officer cannot or does not fulfill the duties of the Office, the remaining members of the Executive Committee of the College of Fellows shall appoint a member of the College of Fellows to serve out the original elected officer’s term with full rights and title to the office. If the Chancellor’s office become vacant, the Vice Chancellor shall immediately succeed to the unexpired term of the Chancellor, and on completion of that term, shall continue to serve as Chancellor for a full on-year term. The Executive Committee of the College of Fellows shall appoint a new Vice Chancellor who shall complete the term of the original Vice Chancellor but who, unless duly elected as Vice Chancellor, shall not succeed to the Chancellor’s office. All officers shall remain in office until their successors are duly elected and installed.

VIII. Annual Business Meeting

- A. A business meeting of the College of Fellows shall be held annually at the time and place of the CSI meeting at which the “Investiture of Fellows” occurs. Notice of the business meeting shall be sent to all Fellows at least 30 days prior to the meeting.
- B. A quorum at the Annual Business Meeting shall consist of not less than fifty (50) Fellows representing not less than eight (8) CSI Regions.
- C. Any motions, resolutions or proposed amendments to these Bylaws must be presented in writing to the Secretary of the College of Fellows not less than six (6) weeks in advance of the Annual Business Meeting in order that the Secretary may properly notify the membership of the College of Fellows at least 30 days prior to the meeting. No actions taken at the Annual Business

Meeting shall be in conflict with the Bylaws of CSI.

IX. Committees

- A. The Executive Committee of the College of Fellows shall appoint a Nominating Committee to propose a slate of officers for election by those members present at the Annual Business Meeting.
- B. Other committees as may be needed may be appointed by the Chancellor or the Executive Committee of the College of Fellows.

X. Amendments

- A. These Bylaws may be amended: (1) at the Annual Business Meeting by a vote of not less than two-third of those present, or (2) by letter ballot by a majority of those voting, provided at least 50 ballots are returned, subject to the limitations set forth in Article XII of the CSI Bylaws.

XI. Operating Procedures

- A. The Executive Committee of the College of Fellows may establish such operating procedures as may be necessary to administer the activities of the College of Fellows, which shall not be in conflict with the Bylaws or operating procedures of CSI.

End of Bylaws

The next step towards a “College of Fellows”

By: Your Editor

The “Final Action Item” in the 2001 Resolution was, “Prepare a recommendation for recognition of the College of Fellows by the CSI Board of Directors”. It appears we are ready for this step but the “Recommendation” should be specific and show the recommendation reflects the interest and support of the Fellows. To determine the interest and support, we are inclosing a brief questionnaire and ask that all of the Fellows take a few moments to respond to these questions. Your response will help determine the content of the “Recommendation” that is proposed to be submitted to the Board as well as providing the supporting documentation for the recommendation.

As you consider this questionnaire, we would like to call your attention to a few key points in the draft bylaws that directly relate to the questions.

Article I of the bylaws indicates the “College of Fellows” consists of all individual who have been advanced to Fellowship and have the right to use the initials FCSI after their name. This includes individuals who have been advanced to Fellowship but are no longer members of CSI. It also means that individual advanced to Fellowship automatically become members of the “College without any further action and that dues are not a condition of membership.

Article II of the bylaws covers the purpose of the “College” and indicates the “College” is intended to serve and support the purpose of CSI.

Most of the balance of the bylaws provides a “structure” for the “College” and provisions for the “College” to be operated and maintained.

In the development of the bylaws, the Task Team did not reach agreement on the question of the “College” being an integral part of CSI, or be separately incorporated. Some members of the Team had strong opinions on each side of the issue.

Question 4 asks for your opinion on two options, one being an integral unincorporated activity of the Institute and the other providing for a separately incorporated organization.

The “integral unincorporated” approach would be a much less formal organization that would gain its strength from its “Recognition” by the Institute Board. As a volunteer organization, it would have little for expense as it would operate as a part of CSI. The only thing required for the implementation of the “College” would be the “Recognition” by the CSI Board. If this approach was followed and it later was determined there was reason for the College to become incorporated, incorporation could occur at a later date

The “separate incorporated” approach would be a more formal organization that would draw its strength from its incorporation. The “incorporated College” could have strong ties to the Institute but would not be limited by the corporate structure of CSI. This approach would have some expense for the incorporation process and any necessary administrative costs as there would be little basis for this expense to be covered by CSI. This approach would require the formal incorporation as a non-profit organization to fully implement the “College”.

There may be other alternative available but these two were selected for the questionnaire as they offer two

distinctly different approaches for the formation of “The College of Fellows”.

QUESTIONNAIRE

1. Do you support the concept of creating a “Fellows Organization” consisting of all living CSI Fellows as a way of increasing the activities and contributions to CSI as a “group”?

YES or NO

If you answered YES, please proceed to the balance of the questions. If you answered NO, we are still interested in receiving your response to “Question 1”.

2. Do you agree with the proposal to call the “Fellows Organization”, “**The College of Fellows**”?

YES or NO

If “NO”, what name would you suggest?

3. Do you agree with the Draft Bylaws (7-2-02) for the College of Fellows?

YES or NO

4. Do you support the College of Fellows being:

Select one

- A. - An “integral unincorporated” part of CSI
- B. - A “separately incorporated” organization linked to CSI

5. Would you favor the “College of Fellows” assuming the responsibility for the updating and distribution of the “History of the Fellows”?

YES or NO

6. Do you have any suggestions for activities a “College of Fellows” might undertake?

Please list suggested activities.

Please send responses to questionnaire to: Richard Eustis, FCSI; 35 Pride St; Old Town, ME 04468-1925 or E-mail to: eustis@infi.net

All Opinions expressed in the articles in this newsletter are those of the author and the opinions do not represent the Construction Specifications Institute, the Editor or the Publisher.

TO:

First Class Mail

The FELLOWS
% Gilman K.M. Hu, FCSI
833 Ilanial St., 2nd Floor
Honolulu, HI 96813-5222

Purpose

This newsletter was originally conceived as a way of providing a communications link between the Fellows and to encourage Fellows to remain active in CSI at one or more levels in the Institute. The communications link comes through individual Fellows taking the time to author an article of interest to the other Fellows or by providing information that may be of interest to Fellows.

We can encourage activity by the Fellows but it requires action by individual Fellows for the activity to occur. Fellows are the “organizations memory” of past activity. With the turnover of membership, many of our members do not know our history or how our past may impact our future. March is CSI Awareness Month

and this provides a great opportunity to share your first-hand knowledge of CSI and its activities.

This is also a good time to remind the Chapter of two membership categories, “Retired Member” and “Emeritus Member”. Chapter should take appropriate steps to recognize eligible CSI Members before these members allow their membership to lapse.

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James A. Chaney, FCSI

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NOTE: All previous editions of the Fellows newsletters including the “Coconut Wireless” are available on the web at www.mecsi.org/fellows.htm .