

ALLENTOWN CHAPTER CSI POLICY MANUAL

General

- Item 1: All board members which include officers and directors shall be expected to attend a minimum of eight (8) board meetings in a calendar year.
- Item 2: No board member shall consume alcoholic beverages during any board meeting.
- Item 3: Each board member including officers, directors, and chairs are required to maintain a current, accurate CSI BIO based upon the Institute=s recommendations on format, inclusions, etc.

Executive Committee

- Item 1: The President shall take over the position as Awards Chair for two years after completing a full term as President.
- Item 2: The President shall appoint a nominating committee consisting of three current or past advisors.

Nominating Committee

- Item 1: The Nominating committee shall review the attendance records of past officers and directors at board meetings as well as their past CSI experience and calculate those factors into the decision to nominate a candidate as a future director or officer.
- Item 2: The Nominating committee shall take into consideration the past experiences of a candidate when considering a member for a future director=s position.
- Item 3: The NC should consist of the PE, the advisors and the current President serves as an advisor to the committee with no voting power. Immediate past president shall be the chair.

Directors

Elections

- Item 1: The senior advisor or another chapter member as appointed by the President shall coordinate the balloting process.
- Item 2: The number of votes received in a balloted election will not be announced by the tellers committee but only the successful candidates along with the total number of ballots received.

Finances

Item 1: Reimbursement Policy

- A. National Conventions: Reimbursement will be based upon the expenses incurred up to the amount budgeted and approved by the board with supporting receipts and a written convention report turned into the Financial Committee Chair within 30 days of the Convention Closing. The report must be sent electronically to the newsletter editor. The report must be written on an independent Convention Seminar.
- B. Region Conferences: Reimbursement will be based upon the expenses incurred up to the amount budgeted and approved by the board with supporting receipts turned into the Financial Committee Chair within 30 days of the Conference Closing. The report must be sent electronically to the newsletter editor.
- C. LOS: Reimbursement will be based upon the expenses incurred up to the amount budgeted and approved by the board with supporting receipts turned into the Financial Committee Chair within 30 days of the Conference Closing. The written article must be sent electronically to the newsletter editor.

- Item 2: Unused Conventions / Conference Monies: Any monies budgeted towards either the National Convention or the Region Conference shall be transferred to the MARC Account.

Programs

Hospitality

- Item 1: No Smoking Policy: The Board voted to implement a no smoking policy at all regular board and general meetings. [March 28th, 2001]
- Item 2: Inclement Weather Policy: If inclement weather occurs on the day of our regularly schedule monthly meeting, the President can choose to cancel the meeting and notify the hotel/restaurant of the cancellation by noon of the day of the meeting. [February 23, 2003]

Technical

Education

Certification

Awards

Membership

Item 1: The Chapter shall pay the chapter dues for any Honorary members.

Item 2: The Chapter shall pay for the cost of a new member's meal at their first meeting after joining the Chapter.

Item 3: The Chapter will bill members for the second monthly meeting if a reservation was made and the member did not attend. The member will be notified of the first offense by a warning letter.

Communications

Middle Atlantic Region

Item 1: The Chapter shall contribute \$500 to one of its members that the current President has endorsed for nomination for the Region's Institute Director position, for use towards the campaign.

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