

**BYLAWS  
OF THE GEORGIA CHAPTER  
THE ROOF CONSULTANTS INSTITUTE, INC.  
AS AMENDED APRIL 13, 2016**

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## **BYLAWS**

### **ARTICLE I – NAME**

- Section 1. The name of this organization is the Georgia Chapter of the Roof Consultants Institute, Inc., a corporation chartered in the local jurisdiction of Georgia, hereinafter referred to as the "Chapter"; said Chapter being an affiliate Chapter of The Roof Consultants Institute, Inc., hereinafter referred to as the "Institute".

### **ARTICLE II - GOVERNING AUTHORITY**

- Section 1. The Chapter is governed and operated in accordance with the laws of the State of Georgia, provisions of the Institute Bylaws, and these Bylaws. The regulations and requirements for the conduct of Chapters of the Institute are adopted from time to time by the Institute Board, and the rules and instructions of the Chapter Board of Directors issued through its Officers.

### **ARTICLE III - PURPOSE AND POLICY**

- Section 1 The purpose of the Chapter is to provide a medium at local level for advancement of the objectives of the Institute, to promote closer relations and cooperation among the professions, contractors, manufacturers, trade associations and societies which are engaged in, or directly connected with, the building construction industry.
- Section 2. The name, funds or influence of the Chapter may be used only in support of the Institute objectives and those objectives stated herein.
- Section 3. The Chapter endorses a nondiscrimination policy as to membership and does not restrict membership based on a classification ratio or any other practice.

### **ARTICLE IV - BOARD OF DIRECTORS**

- Section 1. The management and direction of the Chapter shall be delegated exclusively to its Board of Directors, hereinafter referred to as the "Board".
- Section 2. The Board of Directors shall be comprised of the following members: The President, Vice President, Immediate Past President, Secretary, Treasurer, and up to three Directors. The minimum Board for governance of the Chapter shall be composed of the President, Vice President and Secretary/Treasurer. The RCI Region Director shall serve as an ex-officio member of the Chapter Board of Directors, with membership on the board automatically renewing each year and extending to newly elected or appointed RCI Region Directors. A Liaison shall represent each Chapter Branch and serve a one year term. The Board shall execute the responsibilities outlined in the Chapter Bylaws, combining duties where officers are not elected because of a smaller board size. A majority of the Board shall be Consultant Members. Consultant members are defined in RCI Bylaws.
- Section 3. All members of the Board, except the Chair of the meeting, are eligible to vote on Chapter business. The Chair of the meeting is entitled to vote when the vote is by ballot, or in cases where the vote would change the result.

- Section 4. The Board, through the action of authority delegated to the Membership Chair, shall receive and promptly accept applications for membership in the Chapter received from prospective members meeting the qualifications for Institute membership; may accept resignations for the Chapter; and shall promptly report its actions on membership to the Institute.
- Section 5. The Board shall select all standing and special committees, and designate duties, and authorize compensation or justifiable expenses. All committee Chairs shall be members of the Chapter.
- Section 6. The Board shall schedule quarterly business meetings. Special meetings shall be held upon the call of the President, or three members of the Board, upon five days written notice.
- Section 7. A majority of the Board, excluding ex-officio members shall constitute a quorum.
- Section 8. Should a vacancy occur in any office of the Chapter, except that of President or Vice-President, the Board shall by two-thirds affirmative vote of its total membership fill such vacancy by appointment of a member eligible by all other criteria, for the duration of the unexpired term.
- Section 9. Should a vacancy occur in the office of President, the Vice President shall assume the office of President for duration of the unexpired term.
- Section 10. Should a vacancy occur in the office of Vice-President, a nominating committee appointed by the Board shall make nominations to fill the vacancy in accord with applicable provisions of Article VI of these Bylaws.

#### **ARTICLE V - OFFICERS**

- Section 1. The President shall serve as Chair of the Board of Directors, shall serve as Chair of the meeting at Chapter meetings, shall select the Chairs of temporary committees shall appoint delegates to the annual meeting of the Institute, shall be an ex-officio member of all committees, and shall sign all agreements and formal instruments.
- Section 2. The Vice-President shall assist the President in the administration of Chapter business. The Vice-President shall be an ex-officio member of all committees reporting to the Office.
- Section 3. The Vice-President shall assist the President as directed by the President in the administration of Chapter business.
- Section 4. The Vice-President shall serve as Chair of the Chapter meetings and meetings of the Board upon absence of the President.
- Section 5. The Secretary/Treasurer shall send notices at least five day in advance of special meetings of the Board and the Chapter and shall keep accurate minutes of all regular and special meetings. The Secretary/Treasurer shall handle all correspondence; shall keep a roster of members and committees; shall prepare and co-sign all agreements and formal instruments, except those pertaining to the office of Treasurer, and shall submit a report of his office at the annual meeting.

Section 6. The Secretary/Treasurer shall collect and receipt for monies and securities, deposit funds and disburse and dispose of the same, subject to the direction of the Board. The Secretary/Treasurer shall keep accurate books of account and shall submit a report of his office at the annual meeting, and at meetings of the Board.

#### **ARTICLE VI - NOMINATION AND ELECTION OF OFFICERS AND DIRECTORS**

Section 1. At the first annual meeting following the adoption of these Bylaws the following officers shall be elected; President, Vice President, and Secretary/Treasurer.

Section 2. Each elected officer shall take office January 1<sup>st</sup> and shall serve for a term of one year.

Section 3. The Vice-President shall assume to the office of President at the conclusion of the term of President.

Section 4. The Board shall appoint a nominating Committee not later than March 1st. The Nominating Committee shall prepare a list of nominees, showing at least one name for each elective office of the Board due to be vacant. The Committee shall present the list to the Chapter by mail not later than September 15th. At this time the members may present nominations from the field. If no nominees are presented, nominations may be closed and nominees elected by members present at the next scheduled Chapter meeting. The Nominating Committee shall prepare the ballot, which shall include the original list of nominees and those nominated from the field. The committee shall submit a copy thereof, together with a notice of the time and place of the meeting at which the ballots will be cast and then counted, to each member of the Chapter at least two weeks prior to such meeting. This meeting shall be held not later than the month of December.

Section 5. The vote shall be taken and ballots shall be counted at the meeting by tellers appointed by the Chair of the meeting. The results shall be reported to the members.

Section 6. Not later than December 31, the Chapter Secretary/Treasurer shall notify the Region Director and the Institute Office of the results of the election, and shall submit to them a complete listing of the Chapter Officers for the coming year, with their addresses and phone numbers.

#### **ARTICLE VII - MEMBERSHIP**

Section 1. The qualifications for membership shall conform to the requirements of the Bylaws of the Institute.

Section 2. Membership in the Institute is prerequisite to membership in the Chapter.

Section 3. A Chapter member, having been elected as an Honorary Member by the Institute, may be elected as an Honorary Member by the Chapter. Honorary Members shall

have the same rights and privileges as Consultant Members except that they shall not be eligible to vote, unless they were Consultant, Industry or Associate Members at the time of honorary membership.

Section 4. The provisions of the Institute Bylaws for disqualification, suspensions, expulsions and reinstatement shall govern for the Chapter.

#### **ARTICLE VIII - MEETINGS OF MEMBERS**

Section 1. The annual meeting of the Chapter shall be held during the 1st Quarter, at which time committee reports shall be submitted, the Secretary/Treasurer shall submit a report on the activities of the Chapter during the past term of office, and the Secretary/Treasurer shall submit an annual report on the finances of the Chapter. A copy of these reports shall be sent to the Region Director.

Section 2. Regular meetings shall be held Quarterly, except when otherwise decreed by the Board of Directors. Not less than three (3) regular meetings shall be held in the fiscal year.

Section 3. Special meetings may be called whenever the majority of the Board deems it necessary, or upon written request by not less than two-tenths of the Chapter membership. The business at special meetings shall be limited to that for which the meeting was called.

Section 4. Copies of the minutes of regular and special meetings shall be distributed to the members of the Board and shall be mailed to the Region Director.

Section 5. These Bylaws, together with the applicable provisions of the Bylaws of the Institute and Robert's Rules of Order, newly revised shall govern the conduct of business of the Chapter.

#### **ARTICLE IX - FISCAL ADMINISTRATION**

Section 1. The fiscal year shall be from January 1 to December 31.

Section 2. The annual Chapter dues, payable in advance on each member's anniversary date each year, shall be set by the Board. The amount of dues for Consultant, Industry and Associate Members shall not exceed Fifty Dollars (\$ 50.00) per year; Student and Retired Members Five Dollars (\$5.00) per year. Members Emeritus and Honorary Members shall not be subject to dues.

Section 3. Annual dues notices shall be mailed by the Membership Committee at least two months in advance of each member's anniversary date and are payable when rendered. Initial dues shall accompany the membership application.

Section 4. Institute and Chapter dues will be paid to the Institute with Chapter dues being returned to the Chapter by the Institute.

#### **ARTICLE X - AUDIT**

Section 1. The Board shall appoint a committee to audit the books and transactions of the Treasurer at the close of the fiscal year. This report shall be read at a meeting of the Board.

Section 2. If directed to do so by the Institute, the Chapter Board shall require that a fidelity bond be maintained in an amount not less than the amount of the Chapter treasury; naming all Board members having access to Chapter funds.

#### **ARTICLE XI - AWARDS**

Section 1. Awards and Installation Banquet: The last general meeting of the Chapter in the fiscal year shall be designated for awards presentations and installation of new officers.

Section 2. The President shall appoint a Chapter Awards Committee not later March 31st. This committee shall comprise not less than three (3) members, one of whom shall be the current President. The Awards Committee shall notify the general membership, not later than the 2nd Quarter general membership meeting of awards available and request for nominees for each award.

Section 3. Nominees for awards shall be proposed by not less than five (5) Chapter members. The award will be made by the Chapter awards committee by a majority vote.

#### **ARTICLE XII - DISSOLUTION**

Section 1. In the event of dissolution of the Chapter and after all liabilities and obligations of the Chapter have been paid or adequate provision made therefore all assets remaining shall become the property of the Institute and shall be transferred to the Institute Treasurer by the Chapter Secretary/Treasurer.

#### **ARTICLE XIII - AMENDMENTS**

Section 1. Proposed amendments to these Chapter bylaws shall first be submitted in duplicate, accompanied with two copies of the complete, current bylaws, to the Institute for approval. Institute shall have 60 days from receipt to consider the proposed amendments. After Institute approval, they shall then be publicized in the Chapter newsletter issued prior to a regular meeting or by letter at least two weeks prior to a special meeting.

Section 2. These bylaws may then be amended by a two-thirds vote of the Consultant, members present at the regular meeting or a special meeting.

Last Edited:

5-26-99

Approved by Chapter Board of Directors

## CHAPTER POLICY GUIDELINES

### CHAPTER MEETINGS

Certain requirements for Chapter Meetings are set forth in Chapter Bylaws. Study the statements and refer to them as needed. In addition to the binding Bylaws provisions, the following are guidelines for Chapter Meetings.

1. A portion of the 1st quarter meeting is reserved for the Annual Chapter Meeting required by the Corporate Bylaws filed with the Secretary of State or presiding local legal jurisdiction.
2. The 4th quarter meeting is traditionally set aside for Chapter awards and installation of new officers. It may be shifted from the normal date to provide a more festive atmosphere. Refer to the special planning for this meeting under PAST PRESIDENT'S RECEPTION AND AWARDS BANQUET.
3. Very little of a business nature is carried on at Chapter Meetings except the Annual Chapter Meeting. Sufficient announcements, however, should be made to keep members abreast of Institute, Region, and Chapter activities.
4. Suggested scheduling for Chapter Meetings:

5:00 - 6:00	Board Meeting
6:00 - 6:30	Hospitality and Registration
6:40	Dinner Served with Technical Program Following Dinner
5. Recognize past presidents and introduce guests during the announcement period. This informal time preceding dinner is excellent for helping them to feel welcome and accepted. The Membership Chair identifies new members during registration and introduces them to officers and Directors.
6. Special arrangements to accommodate program needs are communicated by the Program Chair to the House Committee. Special set-ups should be requested at least 48 hours in advance.
7. Chapter Meetings will have a definite influence upon attendance and participation in RCI activities. Good fellowship, including the welcoming of new members and guests, good coordination with the hotel for facilities and meals and a good program is necessary for success.



## **BOARD MEETINGS**

Formation and actions of the Board are set forth in the Bylaws in ARTICLE IV - BOARD OF DIRECTORS. Study these statements and refer to them as needed.

In addition to those binding provisions the following are guidelines for Chapter Board Meetings.

1. Board Meetings have normally been held at the meeting facility immediately before the Hospitality and Registration. Business can usually be conducted in sixty (60) minutes. A Board Meeting is normally held during the winter month of January to pre-plan the upcoming year. The January meeting is usually a half-day planning retreat. Location and time of summer Board meetings are generally at the discretion of the incoming President.
2. Although Bylaws give the vote on Chapter matters to members of the Board only, discussions of issues benefit from input from Committee Chairs.
3. The agenda for each Board meeting should include standard items of business, such as approval of the minutes from the previous Board meeting and presentation and approval of the Treasurer's report, reports from Committee Chairs, and old and new business
4. Informality is accepted, except when that informality will bring conflict with Bylaws. General discussion is encouraged. The Board Meeting is a time for the leaders of the Chapter to be brought up to date on the work of the various functioning components of the Chapter, and is a time for sharing accomplishments, solving problems, and making suggestions.
5. Those attending Board Meetings, Committee Chairs included, may well be asked to serve on a special committees.

## **PRESIDENT**

More than any other office, the Presidency of a local Chapter is redefined by each person assuming the office. The degree of success each year is largely dependent upon the President. This person has been not only chosen to lead but also to represent the Chapter. The Chapter President is the image of local RCI to the Region, the Institute, the construction industry and to the public in general.

1. The President's term is for one year, beginning January 1.
2. The President shall attend the following functions:
  - a. Chapter Board Meetings.
  - b. Chapter Meetings.
  - c. Region Board Meetings.
  - d. Committee Meetings as requested.
3. Select Committee Chairs.
4. Preside at Chapter and Board Meetings.
5. Coordinate the activities of the various committees of the Chapter.
6. Delegate responsibility and authority; utilize talent; involve the membership.
7. Appoint delegates to Annual Convention. Coordinate registration with Chapter Secretary.
8. Prepare a comprehensive year-end Chapter Report of the activities of the Chapter for submission to the Region Directors.
9. Assist the Nominating Committee in selection of new Chapter leadership for the upcoming year.
10. As you carry out the duties of President, keep your Vice-President informed and involved. This is the time designated for the Vice-President to "learn the ropes." Smooth transition and continued strong leadership depend a great deal upon how actively you carry out this training.
11. Inform the Vice-President of year-end duties, including information transmittal to Institute and Region.
12. Serve as Chair of the Executive Committee.
13. Provide specific direction and coordination to the following committees through the Directors assigned to each committee:
  - a. Education.

- b. Executive.

### **VICE PRESIDENT**

1. Use this year to familiarize ones self with the duties of the various committees, as well as related activities and general Chapter operations.
2. The Vice President's term is for one year, running concurrent with the President's term. At the completion of the President's one-year term, the Vice President will assume the office of the President.
3. The Vice President shall attend the following functions:
  - a. Chapter Meetings.
  - b. Chapter Board Meetings.
  - c. Region Conference.
  - d. Annual Convention.
  - e. Meetings with Directors for which you are responsible.
  - f. Committee meetings, if practical or in absence of responsible Director, for which you are responsible.
4. Accept speaking engagements at every opportunity on behalf of the Chapter.
5. Vice President: Provide specific direction and coordination to the following committees through input from the Directors assigned committee:
  - a. Finance.
  - b. Membership.
6. Serve on the Executive Committee.

### **SECRETARY**

1. Secretary shall attend the following functions:
  - a. Chapter Meetings.
  - b. Chapter Board Meetings.
2. Take minutes of the Chapter Board Meetings and special meetings as requested by the President.
  - a. Prepare a minimum of 7 copies of minutes for monthly board meeting.
  - b. Make any additions or corrections to previous month's minutes in current month's minutes notes as "Corrections to \_\_\_\_\_(date) minutes".
  - c. Send copy of each set of minutes to Region Director.
3. Correspond with Institute, Region Directors and others as required for smooth administration.
4. Complete correspondence as directed by President and Board.
5. Register Chapter's delegates to Annual Convention through the process set forth by Institute.

6. No later than December 31, notify Region Director and Institute of newly elected officers and newly appointed Chairs. Coordinate with Vice-President. Include addresses, telephone, fax and e-mail addresses.
7. Prepare year-end Chapter Report of activities; submit as soon as practical after 4th Quarter Board Meeting, but before the end of the month.
8. Keep two files and records of minutes and correspondence. Pass one file to successor; submit one file to Archives Committee.
9. Mail "Notice of Annual Meeting" to all members as required and described in Chapter Bylaws.

### **TREASURER**

1. Attend Board Meetings and Chapter Meetings.
2. Present monthly report to Board.
3. Maintain a current list of paid members.
4. Issue checks; keep books of Chapter's financial accounting. Require receipts for payments over \$50.00. Keep a balance sheet for each budgeted expenditure.
5. Prior to Chapter Meetings, secure approximately \$100.00 in small bills (\$5.00) for change for attendees paying cash.
6. At Chapter Meetings, receive monies from attendees, Reconcile payment with head count; sign and pay for meal. Require assistance from the House Committee to help with this procedure.
7. Bill those who returned meeting notice but who did not attend meetings; bill for full meal cost. Re-bill each month for unpaid balance. Coordinate with House Committee for members who owe past bills.
8. Receive projected budgets from each Committee Chair to establish a budget for the upcoming fiscal year. Work as a member of the Finance Committee to establish a budget for the upcoming year
9. Submit financial records to Audit Committee within 30 days of close of fiscal year.
10. Send copies of monthly report to Region Director within one week of Board Meeting at which it is approved.
11. Submit final financial report to President for inclusion in year-end Chapter Report to Region Director. Submit before the end of December.

### **IMMEDIATE PAST PRESIDENT**

1. Attend Board Meetings and Chapter Meetings.
2. Prior to the end of your administration, assist the incoming President with the following:
  - a. Board nominations and Committee appointments.
  - b. Transmittal of nomination and appointment information to the Institute.
  - c. Completion of year-end Chapter Reports to the Region.
  - d. Coordination of voting delegates to the Annual Convention.

- e. Distribution of new Committee Volunteer Forms to membership
- 3. Be a resource person for the present Board; provide link from past administration to the present one.
- 4. Fulfill assignments from the Board; assist with committee work and special projects.
- 5. Work with Region Director in the development of new RCI Chapters.
- 6. Advise the President on Chapter, Region and Institute proceedings and relations. Assist the President with long-range planning requirements and assignments. Serve on the Executive Committee.

### **DIRECTORS**

- 1. Attend the following functions:
  - a. Chapter Meetings.
  - b. Chapter Board Meetings.
  - c. Region Conference.
  - d. Annual Convention, if possible.
  - e. Committee meetings for which you are responsible.
- 2. Assist in providing continuity in Chapter activities from one fiscal year to the next. Provide a stabilizing and moderating influence during changes in administration.
- 3. Guide the activities of the Chapter and its officers in the direction of fulfilling the goals and purposes of the Institute, the Region and the Chapter. Suggest Chapter activities and projects that are needed to fulfill these goals and purposes.
- 4. Review current Chapter activities and projects and make suggestions, comments, or criticisms based on your past experience.
- 5. Keep a set of Board Meeting minutes. Refer to these and stay aware of the progress of activities, projects and assignments.
- 6. Carry out other special project assignments made by the President. This may involve serving as a Committee Chair, providing committee coordination with the Board, or assisting a committee in its work.
- 7. In this role of guidance, become aware of the structure and responsibilities of the various offices and committees. A Director often serves later in other roles within the Chapter.
- 8. In this role of guidance, the Directors will be designated to oversee the Chapter Committees to which they are assigned. This is intended for the specific purpose of having fully trained and knowledgeable Directors in the Chapter available for possible nomination to the office of Vice-President and ultimately to Chapter President. The assignments for committees are based on Director seniority (complexity of committee work) as follows:
- 9. Director Committee assignments:
  - a. Director 1:
    - 1) Education.
    - 2) Executive.
  - b. Director 2:

1) Membership.

2) Finance.

#### **ACCOUNTANT**

1. The accountant is responsible for accurate and timely filing of tax returns as well as consultation with Chapter officers and directors regarding non-profit status, etc.
2. The accountant will probably not be a Chapter member and will be paid for services. Contact should be limited to the Chapter President and Chapter Treasurer, or someone authorized to act in their behalf.
3. The Chapter Treasurer is responsible for timely delivery of tax papers to the accountant.

#### **ATTORNEY & AGENT OF RECORD**

1. The Agent of Record is the person who receives all legal communications for the Chapter. This person is responsible for seeing that all legal papers are filed and that answers are given to legal matters in a timely fashion. The Agent of Record may be the Chapter Attorney.
2. Specific duties of the Agent of Record include:
  - a. Timely filing of papers of incorporation, including payment of fees.

## **COMMITTEE STRUCTURE**

1. Committees form the structure by which the Chapter's work is accomplished. The Bylaws outline a comprehensive organization of committees that represent the many tasks a mature well-developed Chapter will undertake. Newer or smaller Chapters may not establish a separate committee for each task; responsibility can be combined when the work load is small.
2. Each Director will supervise two parent committees that have sub-committees grouped into their general area of responsibility. In a Chapter's early stage, several sub-committees are likely to be combined and committee leadership will be in the hands of just one or two people. It is expected that as the Chapters grow in size, their resources and needs will increase to a level that sub-committees will become separate bodies under the parent committee.
3. Each Director shall make recommendations to the President or Vice-President responsible for their parent committee as to the organizational structure for the upcoming year. The ability of the Chapter to develop sub-committees into separate units is dependent upon the Chapter's financial and personal resources. These organizational issues should be part of the planning meeting scheduled at the beginning of each new year.

## **EDUCATION COMMITTEE**

1. Chair shall attend the following:
  - a. Chapter Meetings.
  - b. Chapter Board Meetings.
2. Chair shall meet with the incoming President to establish goals for Education Committee.
3. Formulate and execute a minimum of one educational seminar each year. Secure speakers and provide information on topics of particular local interest. Coordinate with House Committee on facility requirements. Set fees to cover expenses; don't plan to make a profit.
4. Coordinate with the Certification and Technical Chairs regarding training seminars for the RRO and RRC exams.
5. Use committee structure in planning and execution of the education programs. Delegate responsibility; involve more members.
6. Disseminate to the Chapter information received from Institute Education Chair. Use newsletter, announcements at Chapter Meetings, dramatic promo "spots" or whatever material will work to further education within the Chapter. Promote the education programs of the Institute.
7. Report to the Institute Education Chair on education programs successes, problems and ideas. These can then be shared with other Chapters through the Institute liaison system.
8. Make regular reports at Chapter Board Meetings.
9. Become a resource of education events and ideas for the Chapter.
10. Make a year-end Chapter Report to the President, at the 4th Quarter Board Meeting, for distribution to Region Director.
11. Local Chapters may wish to establish sub-committees for certification and technical issues.
12. The following subcommittee responsibilities are included:

## **CERTIFICATION SUB-COMMITTEE**

1. It is preferable that the Chair be a current RRO or RRC.
2. Attend Board Meetings and Chapter Meetings.
3. Make the membership aware of the deadlines and requirements for applicants for the RRO and RRC exams. Publish articles in the Chapter newsletter.



4. Work with the Education Committee and Technical Sub-Committee to provide an annual series of workshops specifically formulated to train candidates for the RRO and RRC exams. Provide approximately four evening seminars, one and one-half hours in duration, in February and March, with pertinent exam questions and study information.
5. Assist Institute Certification Coordinator in selecting Proctors for the RRO, and RRC exams.
6. Submit a year-end Chapter Report to the President at the 4th Quarter Board Meeting, for distribution to Region Director.

#### TECHNICAL SUB-COMMITTEE

1. Chair will attend the following functions:
  - a. Chapter Meetings.
  - b. Chapter Board Meetings.
2. Meet with President to establish goals for the Technical Committee.
3. Coordinate with the Certification and Education Committee Chairs regarding training seminars for the RRO and RRC.
4. Use committee structure for the review of technical documents written within the Chapter. Delegate responsibility to involve more members.
5. Manage and monitor the assignment of Institute documents to or Chapter. Encourage participation in these programs.
6. Disseminate to the Chapter the information received from the Institute Technical Chair.
7. Report to the Institute Education Chair on programs, successes, problems and ideas for improvement. These can then be shared with other Regions.
8. Make regular reports at Chapter Board Meetings.
9. Transmit documents, assignments and other required information in a timely manner.
10. Become a resource of technical events and ideas for the Chapter.
11. Chair Technical Workshop Committee. Set proposed programs and budget for the year by the 1st quarter Board Meeting. Include one "stand-by" program in case of last minute cancellation.
  - a. Select a committee immediately. Confirm names with Chapter Board and begin to function in January.
  - b. Study from Institute resources for program suggestions.
  - c. Coordinate your committee activities with other Chapter committee activities and goals.
  - d. Set criteria for conduct of Technical Workshops and associated Committee meetings.
12. Plan program content for the Technical Workshop. Present limited scope programs with subjects having specific technical interest, or general appeal to all Chapter members. Consider:
  - a. A variety of diverse topics.
  - b. A series of theme related topics.
  - c. Current local problem areas.

- d. Controversial subjects.
  - e. Informational and factual subjects (i.e. codes, laws, insurance, dispute resolution).
13. Allow adequate time to plan and organize each program.
- a. Select subject and knowledgeable participants.
  - b. Select method of presentation.
  - c. Invite participants:
    - 1) Inform them of program requirements and meeting specifics.
    - 2) Request biographical information, confirm program requirements.
    - 3) Offer to assist out-of-town participants with accommodations.
    - 4) Review speaker's program outline.
    - 5) Request speaker requirements for A/V aids.
    - 6) Add participants to mailing lists for month before, during and after program.
    - 7) Send letter of appreciation to participants after program.
14. Advise Editor and Chapter Board of future meeting specifics. Announce future Workshop programs at Chapter Meetings.
15. Assure the following Technical Workshop functions:
- a. Coordinate with House Committee for A/V equipment, special table/seating, program items and arrangements needed.
  - b. Introduce program participants.
  - c. Plant questions in audience if appropriate.
  - d. Thank participants at meeting end.
  - e. Accompany participants to Chapter Programs. Arrange for meal costs and introduce as applicable.
  - f. Evaluate program and members' reaction. Draft minutes for Editor and year-end report.
16. A Technical Program is scheduled for each Chapter Meeting with the exception of the year end Social/Awards Meeting.
17. Make a Year End Chapter Report to President at the 4th Quarter Board Meeting, for distribution to Region Director. Include:
- a. Programs presented (Dates, attendance, participants, subject matter, methods and other pertinent data).
  - b. Evaluation and suggestions for the coming year programs and budget.

## EXECUTIVE COMMITTEE

1. Composed of the President, Vice President, Immediate Past President and other members selected by the President.
2. Attend Board Meetings and Chapter Meetings. Stay in touch with Region Director to determine Chapter, Region and Institute goals and direction.
3. Establish and record short and long range goals for the Chapter.
4. Keep the Board of Directors advised of Chapter direction. Make recommendations to Committees regarding implementation of programs.
5. Develop specific motions and recommendations for Board consideration.
6. Carry out directions given by the Board.
7. The following subcommittee responsibilities are included:

### AWARDS SUB-COMMITTEE

Can be composed of:

Chapter Awards Chair  
Region Awards Chair - Member of Region Awards Committee

1. Chair will attend Board Meetings and Chapter Meetings.
2. Region Awards: Refer to applicable Region Policy for categories, descriptions and submittal requirements prepared by Region Awards Chair.
  - a. Identify persons, associations, firms or Chapters worthy of recognition.
  - b. Submit identified entities for Board consideration by 2nd Quarter Board Meeting.
  - c. Complete required Institute Forms and submit to Institute Awards Chair, in required number and with supportive data, by designated deadline.
3. Institute Awards: Refer to applicable Institute Policy for categories, descriptions and submittal requirements prepared by Chapter Awards Chair.
  - a. Identify persons, associations, firms or Chapters worthy of recognition.
  - b. Submit identified entities for Board consideration at December Board Meeting.
  - c. Complete required Institute Forms and submit to Institute, in required number and with supportive data, by designated deadline.
4. Chapter Awards: Refer to applicable Chapter Awards Guide for categories and descriptions prepared by Chapter Awards Chair.

- a. Identify persons, associations or firms worthy of recognition.
  - b. Submit identified entities for Board consideration at February Board Meeting.
  - c. Mail ballots with suggestions and information in 2nd Quarter issue of the newsletter
  - d. Receive ballots by 3rd Quarter. Tally and record.
  - e. Arrange and pay for awards plaques for presentation at 4th Quarter Awards Banquet. Present bills to Treasurer for reimbursement.
5. Submit a year-end Chapter Report to the President at the 4th Quarter Board Meeting for distribution to Region Director. Include Chapter, Region and Institute submittals, as well as subsequent acceptance or denial or submitted nominations.

#### BYLAWS SUB-COMMITTEE

1. Chair will attend Board Meetings and Chapter Meetings.
2. Stay informed on current Institute and Chapter Bylaws provisions. Interpret intent and assist Board in maintaining operation within Bylaws.
3. When an amendment to Chapter Bylaws is necessitated by Institute Bylaws amendment or by mandate from Chapter Board, appoint committee to assist in the review and amendment process. Members of the Bylaws Committee should be active, experienced members who are thoroughly familiar with the administration of Institute and Chapter.
4. Follow Institute Bylaws, Chapter Bylaws and procedures for the actual amendment process.
5. Maintain and update Chapter operating guide for Board approval.

#### NOMINATING SUB-COMMITTEE

According to Chapter Bylaws, the Nominating Committee is to be appointed by the Board not later than March 1st. There is no prescribed make-up for the Committee but it usually includes the current President as Chair. Members of the Committee should be well acquainted with the administration of the Chapter and should have first-hand knowledge of the qualifications of its active members.

1. List the positions to be filled; carefully consider Bylaw requirements that might apply to some of them.
2. Remember that the Chapter's success depends upon the quality of its leaders; and the quality of its leaders depends upon your decisions as a committee.
3. Match talents and skills to needed functions; Chapter Election is not a popularity contest. Nominees should be those individuals who have demonstrated an interest in serving the membership of local Chapter.
4. It should be the goal of the Nominating Committee to provide the Chapter with a flow of officers through the ranks, replenishing them each year with "new blood".
5. Hold necessary meeting(s) to produce the required Slate of Officers.
6. Follow the election proceedings as outlined under bylaw Article VI NOMINATION AND ELECTION OF OFFICERS AND DIRECTORS.

#### PUBLICITY SUB-COMMITTEE

The Publicity Committee will attempt to get information regarding the Local Chapter of RCI and its meetings/ activities to the public through the following publications and organizations:

1. Major City and Neighborhood Newspapers.
2. Business Newspapers, Chronicles and Trade Magazines.

## **FINANCE COMMITTEE**

1. Duties and responsibilities
  - a. Analyze the Chapter's monthly financial statements in relation to budget.
  - b. Interpret balance sheet, income and expense statements.
  - c. Apply financial controls including budget.
  - d. Assist the Treasurer on financial policies and affairs of the Chapter.
  - e. Continually review current financial operations in relation to budget.
  - f. Recommend budget adjustments to Board when required.
  - g. Prepare proposed budget for the next fiscal year prior to 1st quarter Board meeting. The Vice-President, new Finance Committee members and Treasurer-Elect will attend the first meeting of the Finance Committee as observers.
  - h. Make necessary adjustments to proposed budget as required by Board and resubmit at 1st Quarter Chapter Board meeting.
  - i. Assure that appropriate tax returns and incorporation forms are filed with the appropriate national agencies and appropriate local jurisdictions.
  - j. Review annual audit report and present an analysis at the first scheduled Board meeting after the beginning of the fiscal year.
2. Membership:
  - a. Each member of the Finance Committee shall be a member of the Local Chapter.
  - b. The committee shall be made up of a Chairperson and two other members, one of whom is the current Treasurer. Each member, with exception of the Treasurer shall serve for a period of two years, with their terms ending in alternate years. The Treasurer shall serve for the period of time for which he or she holds the elected office of Treasurer.
  - c. Qualifications:
    - 1.) General knowledge of accounting with ability to interpret balance sheet and income and expense statements.
    - 2.) Knowledge of financial controls, including budgeting.
    - 3.) Broad financial experience in business and familiarity with accounting and auditing procedures.
3. Meetings:
  - a. A minimum of one per year and called as needed.
  - b. Conduct a detailed review of the current financial operations of the Chapter and to recommend adjustments, if considered necessary.
4. Additional Sub-committee Responsibilities:

## **AUDIT SUB-COMMITTEE**

It is a requirement of Chapter Bylaws that an audit be conducted at the end of each fiscal year to certify the keeping of financial records of the Chapter for that year. The Audit Sub-committee carries out this function. It is composed of:

Audit Sub-committee Chair  
Vice President  
Immediate Past President.  
Treasurer for the year being audited.  
Member selected by Immediate Past President.

The audit should be held as early in 1st Quarter as the Treasurer can be ready.

1. Review the checkbook and register, bank statements and monthly Treasurer's Reports.
2. Gain a clear understanding of the expenditures; be willing to ask questions of the Treasurer or others involved in the budget process.
3. Be satisfied that the balance passed on as the beginning balance for the new fiscal year is correct; certify this in writing. Submit for inclusion in the Year-end Chapter Report to Region Directors.

### **MEMBERSHIP COMMITTEE**

1. Chair shall attend Meetings and Chapter Meetings.
2. Conduct a Membership Recruitment Campaign:
  - a. Contact some active members to serve with you as Recruiters
  - b. Assign each from one to three specific firms to contact. Supply them with telephone numbers and prospective members' name, if available.
  - c. Follow up on the Recruiters to check progress.
  - d. When a Recruiter has given an application form to a prospective member, contact the prospect yourself for further follow up.
3. Once a Membership Application is submitted:
  - a. Check application for accuracy and completeness. See that check in proper amount is included.
  - b. Inform Board of applications at the next Board Meeting.
  - c. Distribute information from application to appropriate Board Members.
  - d. Submit application to Institute within three days of receipt.
4. At each Chapter Meeting, provide a Membership Information table to:
  - a. Welcome Guests and New Members; see that they are introduced to several established members and will be made to feel at ease. Work with the House Chair and Officers in this function.
  - b. Get attendance information from sign-in sheet and summarize it for announcements.
  - c. During announcements, recognize New Members.
5. Write a "Welcome" letter to New Members within two weeks after their applications have been submitted. Include Chapter calendar in this correspondence.
6. Develop creative methods for emphasizing membership renewal; be the enthusiastic force behind the Chapter's membership efforts.
  - a. Provide RCI pins to New Members.
  - b. Offer RCI pins for sale to all members.

## HOUSE SUB-COMMITTEE

### Additional Sub-committee Responsibilities:

1. Chair shall attend Board Meetings and Chapter Meetings.
2. At the beginning of the fiscal year, establish year's schedule with the meeting facility representative, completing required forms. Give adequate notice of deviation from the original agreement.
3. Keep and arrange for display of Chapter banners for each meeting and special event.
4. Receive all meeting reservations that are faxed, phoned or mailed back. Prepare list of reservations for use at registration table.
5. Confirm details and count of each Chapter Meeting with the facility representative on the Friday preceding the day of the meeting. Reconfirm registered attendees and AV requirements the day of the meeting.
6. Arrive early at Chapter Meetings. Be equipped with necessary writing implements and receipts. Treasurer will provide change.
7. Select well-known Chapter Members as members of your committee to serve as greeters. These people should help the Chair greet new members and guests, and should see that they are introduced to several established members as they arrive.
8. Notify Board when name-tag supply is low, in plenty of time for an order to be placed. (2 months)
9. Prepare a Year-end Chapter Report to President at 4th Quarter Board Meeting, summarizing the year's activities. Make suggestions for improvement in procedures.
10. Carry out special assignments as directed by the President or Board.
11. Assist in special menu and other special arrangements for Annual Awards Banquet and for Education Committee seminars.

## PROGRAM SUB-COMMITTEE

1. Chair shall attend following functions:
  - a. Chapter Meetings.
  - b. Chapter Board Meetings.
2. Chair the Program Committee; coordinate efforts with Vice President. Set programs for the entire year, at least tentatively, by 1st quarter Board Meeting. Plan two extra programs in case of last minute cancellation.
  - a. Select a committee immediately and clear names with Chapter Board so committee can begin to function in January and February.
  - b. Be aware of activities and goals of other Chapter committee and relate their activities with those of your own committee.

- c. Set criteria for conduct of meetings; plan program content. Perhaps set a program "theme" for the year.
  - d. Allow three months to plan and organize each program.
    - 1) Select subject.
    - 2) Select method of presentation.
    - 3) Invite participants.
    - 4) Inform them of program requirements.
    - 5) Provide meeting specifics.
    - 6) Request biographical information.
    - 7) Offer to assist out-of-towners with accommodations.
    - 8) Review speaker's program outline.
    - 9) Request A/V aids.
    - 10) Add to mailing list for month before, of, and after their program.
3. Advise Newsletter/Publicity Chair and Chapter Board of meeting specifics by the previous month's Board meeting.
  4. At the Chapter Meeting:
    - a. Introduce program and participant(s).
    - b. Plant questions in audience if appropriate.
    - c. Thank participants at end of meeting.
    - d. Evaluate program and reaction of members; include in Year-end Chapter Report.
  5. Coordinate with House Committee for special program items or arrangements needed, including A/V equipment, special seating, etc.
  6. Make Year-end Chapter Report to President at 4th quarter Board Meeting for distribution to Region Directors. Include:
    - a. Programs presented (dates, participants, subject matter, methods, etc.)
    - b. Attendance
    - c. Evaluation and suggestions for coming year.

#### NEWSLETTER SUB-COMMITTEE

1. Chair shall attend the following functions:
  - a. Chapter Meetings.
  - b. Chapter Board Meetings.
2. Serve as Editor of the Local Newsletter:
  - a. Select a committee as soon as possible so that preparations can be made for the first newsletter issue.
    - 1) Mail sponsor letter/form solicitation to industry members in 1st quarter. Coordinate with Treasurer for invoice mailings
    - 2) Obtain bulk mail permit from U. S. Postal Service (if necessary).
    - 3) Select printer and secure monthly cost for services.
    - 4) Include graphics artist, reporters, typists (if needed), advertising salespersons, mailing crew.
    - 5) Choose persons with a variety of job types so that news they encounter will be varied.
  - b. Establish a monthly copy deadline and printing schedule for the year to allow ample mailing time for receipt of newsletter before monthly meetings.



- c. Edit and proof submitted articles. Create artwork. Paste-up camera-ready for printer and submit to printer a minimum of two weeks prior to Chapter Meeting.
  - d. Secure mailing labels from Roster Chair. Affix labels to newsletter in zip code order, and deliver to designated Post Office a minimum of one and one-half weeks prior to Chapter Meeting. Submit check to U. S. Postal Service for postage due. Submit receipt to Treasurer for reimbursement.
  - e. Be alert to events of interest to RCI Members. Solicit information for publication.
3. Coordinate the other publishing efforts of the Chapter; Bylaw, publicity for education programs, media releases, etc.
  4. Handle sales of advertising, including billings. Provide Treasurer with listing of advertisers. Deliver funds to Treasurer for deposit in checking account.
  5. Submit expenses for newsletter, notices, and roster to Treasurer for reimbursement.

#### MEETING NOTICE SUB-COMMITTEE

1. Responsible for preparation, printing and distribution of Meeting Notices:
  - a. Procure Technical Workshop and Program Information by the first week of the month preceding the Chapter Meeting.
  - b. Prepare camera-ready notice and send to printer at least three weeks prior to the Chapter Meeting.
  - c. Fax Meeting Notice to members ten working days prior to meeting. Mail notice to members without a fax address. Submit receipts to Treasurer for reimbursement.

#### ROSTER SUB-COMMITTEE

1. Chair shall attend Board Meetings and Chapter Meetings.
2. Maintain a current roster of members that is sorted by Zip Code, complete with addresses and fax numbers. Maintain current with Institute roster. Retain non-renewed members on roster for two months.
3. Advise Board of per-request cost of mailing labels and mailing list for Chapter mailings by 1st quarter Board Meeting.
4. The membership roster is the property of the local Chapter and should not be furnished to others for use without Board approval. The decision of whether or not to sell the "mailing list" and amount to be charged will be determined by the Board.
5. Generate invoices for mailing lists provided to groups or companies on a charge basis sending copy to Treasurer for verification of payment. Suggested price is Fifty Dollars (\$50.00) for Industry & Consultant including postage, and Thirty Dollars (\$30.00) for either Industry or Consultant lists separately.
6. May be part of Newsletter Committee or separate entity:
  - a. Solicit sponsors and file sponsor product descriptions by CSI Divisions. Prepare and proof listing of sponsors by CSI Divisions.
  - b. Prepare and proof member listing by industry, consultant, student, intermediate, associate members and firms.
  - c. Prepare and proof additional copy for Product Directory and Roster.
  - d. Create cover art and other artwork.
  - e. Paste up on cover-board, copy, and send to printer for printing.

- f. Secure mailing labels from Roster Sub-committee Chair; paste on mailing labels, arrange member directory in proper postal code order, and deliver to designated Post Office for mailing. Submit check to U. S. Postal Service for postage due.
- g. Submit Roster expenses and invoices to Treasurer for reimbursement.
- h. Attempt to run publication at a break even cost basis through use of Industry sponsorships.

## SOCIAL SUB-COMMITTEE

Because these special occasions are considered more festive, they require more elaborate planning and setup than monthly Chapter Meetings. The Social Chair handles these responsibilities.

1. Holiday Social. This serves as the December meeting. A buffet dinner, with entertainment, has been well received recently.
2. Awards Banquet/Installation. Held as part of the December meeting. This function is usually in the form of a full dinner, with a cocktail reception honoring Past Presidents preceding dinner. It is often advisable to select a location other than the normal meeting location to set the evening apart as special, but can be family affair, such as a picnic.
3. Special Events such as outings to ball games.
4. All planning for these functions relative to location, space requirements, food and beverage is the function of the Social Committee. Final review of plans should be made by the Board.
5. For the Holiday Social and Awards Banquet, a large room is usually desired to facilitate the extended cocktail time and large number of guests.
  - a. If special AV requirements or seating are desired, alert the facility management and plan to be present to direct the set up.
  - b. Seating in the round is recommended, with no head table.
  - c. A podium and microphone set-up is required.
  - d. Photographs of the activities are required; videotaping is optional.
  - e. Be sure the Chapter banner is prominently displayed and visible in pictures of Awards Ceremony.
6. Door prizes seem to add to the evening's fun.
  - a. Table decorations make good door prizes; pick them with this in mind.
  - b. Purchase other door prizes as allowed by budget; present bills to Treasurer for reimbursement.
  - c. Solicit prizes from local merchants.
  - d. Set up a numbering system for drawing winners; coordinate it with the House Chair who will be signing in people at the door.
7. Coordinate plans with the President, Vice President and Award Chair. Fill whatever special requirements they have, working with the House Committee where appropriate.
8. The starting time of social functions is usually slightly later than a monthly meeting to allow members time to pick up spouse or date and still arrive on time, but picnics are usually held in early afternoon. There is no technical session preceding these functions.

END OF MANUAL

Presented with the efforts of Region II members 1997 - 1998:

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Amended and Approved January 10, 2014  
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