



General Chapter Policies / Guidelines

Last Update: September 2023

Description	Date Adopted	Status
I. Guideline for Dinner Program and Breakfast of Champions (B of C) Sponsorships:		
Multiple sponsorships are available for qualifying member firms to participate in with different benefits at varying fee levels for Dinner Programs and Breakfast of Champion (B of C) events. Reference separate Sponsor Guidelines effective September 2013 for a detailed breakdown of sponsorship fees, benefits, requirements and procedures. A firm who identifies and obtains the commitment of an appropriate and subsequently approved speaker that is not a regular/frequent speaker will have first right of Gold Sponsorship, otherwise Gold and Silver sponsorships are available on a lottery basis. Speaker must be confirmed 60 days prior to expected date. A firm may be a Gold Sponsor no more than once every 6 months and no frequency limitations are placed on Silver and Bronze sponsor firms. Note: separate detailed policy on file & published on website.	1-06 1-22-09 R 12-3-09 R 11-17-10 R 9-2013 R	Current
II. Policy for Distribution of Non-CMAA Materials:		
Those requesting to distribute materials either in hard copy form or electronically must be a current member or approved relevant industry association. Preference is given to all classes of members of the CMAA SoCal Chapter. Associations should obtain approval in advance from the Executive Committee and may be formalized through a Memorandum of Understanding. Also reference policies I and V.	6-14-12 R	Current
III. Policy for Job Postings:		
The Executive Committee determined that all Job Posting requests would be deferred to the CMAA National office.	1-06 05-2015 R	Current
IV. Guideline for Association Co-Sponsorship:		
Other associations may co-sponsor dinner and BoC events. They receive recognition in the form of name/logo on printed marketing material, tabletop display at the event, and announcement during the event. The co-sponsoring association must be a "good fit" for the program topic and assist in marketing the event. Only one association may co-sponsor an event (unless otherwise approved by the Program Committee) and may only sponsor one event in any 6 month period. Event co-sponsorship is available on a first-come, first-served basis.	05-2015 R	Current
V. Policy for Record Retention:		
Refer to "Policies – Record Retention" incorporated as a separate section in this document.	1-22-09 8/7/16 R	Current
VI. Student Policy:		
Any student member may attend a chapter event at no charge as long as funding is available and they are an active registered CMAA National Student Member and shall have adhered to any chapter cancellation policy for prior event registrations. Must pre-register and be approved for the event via email to the Student Outreach Committee Designee the Friday before any event. Paid at cost by Student Outreach Committee Budget – Dinner events @ \$55 and Education Seminars @ \$25.	2-08 10-22-09 R 11-17-10 R 05-2015 R	Current
VII. Financial Policies:		
Refer to "Policies – Financial" incorporated as a separate section in this document.	2/9/09 8/7/16 R	Current
VIII. Use of Chapter List Serve:		



<p>CMAA SoCal Chapter receives requests from other industry associations and organizations to use our email list for the distribution of their advertisements/promotions. Requesting organizations must offer a comparable and complimentary advantage to CMAA membership, must be a non-profit, and must prominently display CMAA's name and/or logo on any marketing materials. Terms of any negotiated items must be outlined in a written agreement.</p>	12/3/09	Current
<p>IX. Whistleblower Policy</p>		
<p>This <u>Whistleblower Policy</u> of CONSTRUCTION MANAGEMENT ASSOCIATION of AMERICA SOUTHERN CALIFORNIA CHAPTER, 'CMAA-SOCAL': (1) encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of 'CMAA-SOCAL'; (2) specifies that 'CMAA-SOCAL' will protect the person from retaliation; and (3) identifies where such information can be reported. <u>Encouragement of reporting:</u> 'CMAA-SOCAL' encourages complaints, reports or inquiries about illegal practices or serious violations of the 'CMAA-SOCAL' policies, including illegal or improper conduct by the Organization itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which 'CMAA-SOCAL' encourages has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via 'CMAA-SOCAL' human resources channels, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms. <u>Protection from Retaliation:</u> 'CMAA-SOCAL' prohibits retaliation by or on behalf of 'CMAA-SOCAL' against staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. 'CMAA-SOCAL' reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy. <u>Where to report:</u> Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the basis of the complaints, reports or inquiries. They should be directed to 'CMAA-SOCAL's President and Past President of the Board of Directors; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to the Vice President of the Board of Directors. 'CMAA-SOCAL' will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize that 'CMAA-SOCAL' may be unable to fully evaluate a vague or general complaint, report, or inquiry that is made anonymously.</p>	11/17/10 05-2015 R	Current
<p>X. Board Committee Roles and Responsibilities</p>		
<p>Refer to "Positions and Areas of Responsibility" incorporated as a separate section in this document.</p>	9/2013 8/7/16 R	Current
<p>XI. Nominating Committee</p>		
<p>Nominating Committee is selected per Chapter Bylaw. <u>Process:</u> May – Nominating Committee to contact each current director to confirm whether or not he/she intends to continue. If a director has held a position for two years, then that director must identify a different position of responsibility to hold. Once confirmed with each director, the Nominating Committee can then determine how many open spaces there are (if any) and begin their solicitation for new directors. Nominating Committee Chair to check with current Foundation Chair to verify whether or not the Foundation Chair position (two-year term) is expiring and if so, to obtain the Foundation's recommendation of a candidate(s) to fill the position.</p>	9/2023	Current



<p>June – Call for Nominations / Candidates. Once the appropriate number of directors is obtained, then the Nominating Committee is to fill each position.</p> <p>July – Finalize the slate of officers / directors for the coming year, including the Foundation Chair if applicable.</p> <p>August – Membership to vote on final slate of nominees either through a Survey Monkey type email sent to all Chapter members or through a voice vote at a regular Chapter meeting event (like a Dinner Program). Method of voting to be determined at the discretion of the Board as outlined in Article IV, Section 2, of the Chapter Bylaws</p> <p>September – Installation Banquet</p>		
XII. Directors & Officers Insurance		
The Chapter shall maintain in full force and effect a D&O Insurance Policy to protect the Chapter Board members.	08-2016	Current
XIII. Use of Chapter Logo		
Members, Committees and other organizations desiring the use of the CMAA S CA Chapter logo for events / correspondence shall submit a request for use to the Executive Committee for review and approval. The logo artwork shall not be modified in any way.	05-2015	Current
XIV. Association Management Contract		
The association management contract shall be competitively bid through a Request for Qualifications/Request for Proposals by the Chapter Executive committee at least every three years. The Chapter President shall lead the search committee and the selected vendor and accompanying proposal/contract shall be approved by majority vote of the Chapter Executive Committee and the Foundation Chair. In the event of a tie, the Chapter President will cast the deciding vote.	02-2020	



POLICIES – Record Retention

Last Update: May 2015

Description of record(s)	Manner of record keeping/ <i>Responsibility</i>	Disposition
I. Corporate/ organizational records:		
Incorporation documents including articles of incorporation, bylaws, and related documents	Store on corporate ftp site. <i>Treasurer & Consultant</i>	<u>Permanent</u>
Tax-exemption documents including application for tax exemption (IRS Form 1023), IRS determination letter, and any related documents	Store on corporate ftp site. <i>Treasurer & Consultant</i>	<u>Permanent.</u> Federal law requires copies of these documents to be held at organization's headquarters office. These records must be made available for public inspection upon request.
Meeting/board documents including agendas, minutes and related documents	Compile & file records on yearly basis. Store on corporate ftp site. <i>Consultant</i>	<u>Permanent</u> Care should be taken to include only necessary information in these documents.
II. Financial records:		
Year-end Treasurer's financial report/statement	Compile & file records on yearly basis. Store on corporate ftp site. <i>Consultant</i>	<u>Permanent</u>
Treasurer's reports, periodic	Compile & file records on yearly basis. Store on corporate ftp site. <i>Consultant</i>	<u>Three Years.</u> Store w/financial records. Destroy after three years.
Bank statements, canceled checks, check registers, investment statements, invoicing and related documents	Compile & file records on a yearly basis. <i>Accountant & Treasurer</i>	<u>Five Years.</u> Store w/financial records. Destroy after seven years.
Annual information returns (IRS Forms 990)	Federal law requires that the three most recent years returns be kept in the accountant's office and be made available for public inspection upon request. Older returns should be stored on corporate ftp site. <i>Accountant & Treasurer</i>	<u>Permanent.</u> As recommended by Accountant even though standard protocol is to destroy after seven years.



Policies – Financial

Last Update: January 2020

Description	Date Adopted	Status
I. Guideline for Committee Budgets:		
Each Committee will develop a budget at the beginning of the new administration and submit to the Treasurer for development of the Chapter budget. The Board of Directors will establish, approve and amend all budgets.	10-06 05-2015 R	Current
II. Policy for Budget Expenditure Limits:		
Finance Committee to develop the annual budget at the beginning of the new administration and submit to the Board for approval using prior year P&L line items at a minimum with a recommended % of growth for the new year and in consideration of any committee budget requests.	1-22-09 5-28-09 R	Current
III. Policy for P&L Chart of Accounts:		
Any changes to P&L Chart of Accounts are discouraged. Revisions need to be substantiated and require ExCom approval.	1-22-09	Current
IV. Executive Committee (ExCom):		
The composition of the Executive Committee is identified in the Bylaws under Article VII Section 1. The primary role of the ExCom is to review budget, administrative and policy issues and report to the Board. All financial reports are reviewed in detail and approved by ExCom with summary reporting to the Board.	2-9-09	Current
V. Finance Committee:		
The Treasurer is the Chair of the Finance Committee which is comprised of the Accountant, Consultant, President, Vice President and Past President. Meetings to be held not less than annually to review and report on the financial status of the Chapter and to make recommendations to the Executive Committee.	2-9-09	Current
VI. Password Procedure:		
The Consultant is responsible to maintain and update all Chapter passwords periodically as necessary for security excluding Banking and Accounting. Each new incoming Treasurer is to change/update Accounting password immediately and update Banking password periodically as necessary for security.	2-9-09	Current
VII. Approval Limits:		
For Committees requiring funds for events and activities, detailed committee budgets will be proposed by the Committee Chairs and approved by the Board of Directors. Use of funds for Committee Budgets requires prior approval by the Board. Budgets are a guide for projection and monitoring. Actual expenses must go through the regular review and approval process. <ul style="list-style-type: none"> • Committee expenses under \$500 and within the approved budget – no further approval required. • Committee expenses over \$500 – review and approval by Executive Committee. Copies of receipts must be submitted with request for reimbursement.	2-9-09 05-2015 R	Current
VIII. Signature Policy:		
The Treasurer, Vice President and President are authorized signatories on the accounts. Procedures to be implemented within bank guidelines on any cash disbursements or transfers including closing of any accounts to ensure protection of funds. Two signatures required for expenditures exceeding \$20,000 by Treasurer and VP or President.	2-9-09 5-28-09 R 4-27-11 R 10-20-16 R	Current
IX. Banking Policy:		
Past Treasurer and incoming Treasurer to visit Bank Branch with incoming Secretary for bank signature card transfers. Signatures require two forms of identification including driver's license. Provide Meeting Minutes with a listing of approved slate of officers.	2-9-09	Current
X. Committee Expenses and Contracting Authority		
Committee Chairs are not authorized to enter into any facility / catering or other contract for services but may propose such an agreement to the Chapter President, all such contracts must be approved by the Chapter President and signed by either the Chapter President or Chapter Consultant on behalf of the Chapter.	05-2015	Current



Description	Date Adopted	Status
<p>XI. Chapter Contributions to the Foundation</p>		
<p>This policy outlines the framework between the CMAA Southern California Chapter (Chapter) and the CMAA Southern California Foundation (Foundation) to facilitate the discretionary donation of funds from the Chapter to the Foundation. The primary objective of this policy is to provide robust support for student scholarships, internships, and the Foundation Endowment. The policy delineates the precise allocation of funds, specifies fund management procedures, and clarifies the core responsibilities of both the Chapter and the Foundation.</p> <p>Annual Donation of Funds:</p> <p>The Chapter is committed to making annual financial contributions to the Foundation. These contributions will occur in February of each year, coinciding with the presentation of the yearly financial report by the Chapter Treasurer to the Chapter Board. Approval of this financial contribution will be determined through a board vote. Additionally, the Chapter is expected to maintain funds equivalent to the operational costs of the preceding year in its bank account before determining the amount of each year's contribution.</p> <p>Allocation of Funds:</p> <p>The Foundation is entrusted with the allocation of funds received from the Chapter according to the following distribution:</p> <ul style="list-style-type: none"> • 30% for Student Scholarships: The Foundation will manage the student scholarship process, occasionally seeking support from the Chapter as needed. • 30% for Internships: The Foundation is responsible for the efficient administration of the internship program, with active engagement from the Chapter. • 30% for Foundation Endowment: A maximum of 30% of the funds can be allocated for contributions to the Foundation Endowment, until the predetermined endowment goal specified by the Foundation is achieved. Following the attainment of the endowment goal, the accrued interest will be directed toward scholarships and internships. The Foundation is responsible for establishing endowment goals every five (5) years, subject to approval by the Chapter before implementation. • 10% for Discretionary Expenses: The Foundation may utilize up to 10% of the funds for discretionary expenses that may occur. <p>In situations involving unutilized interest funds, the funds shall be returned to the Chapter by end of the fiscal year, unless the Chapter ExCom and the Foundation Chair collaboratively determine the suitable allocation for the unutilized fund.</p>	9/2023	Current
<p>XII. Chapter MISCONDUCT POLICY</p>		
<p>CMAA Southern California Chapter wishes to create a welcoming environment for events and conferences, including social events related to conferences. Attendees are expected to conduct themselves professionally. Prohibited conduct includes, but is not limited to, the following: 1) harassment based on race, gender, sexual orientation, disability or any other protected status, as provided by local, state or federal law; 2) sexual harassment, including unwelcome attention, stalking and physical contact; 3) abusive conduct that has the purpose or effect of unreasonably interfering with another person's ability to enjoy or participate in the event, and 4) undue interruption of any event, speaker or session. Any person who has been subjected to prohibited conduct or who has witnessed such conduct is encouraged to notify a CMAA Southern California board member. CMAA Southern California reserves the right to take any action it deems appropriate in response to such conduct by any person, including removal of that person from the event, prohibiting attendance at future events, and suspension of membership.</p>	9/2023	Current



Program Sponsor Guidelines

Updated September, 2023

CMAA Southern California Chapter offers:

- In-Person Programs to allow owners to highlight their upcoming capital improvement program and the resulting contracting and professional services opportunities.
- Webinar Programs allow speakers to highlight upcoming capital improvement programs, updates and information on content including but not limited to the following subjects: education, legal, sustainability, CCM application process, owner only content. (Education, Sustainability and Legal programs provide CEC's.)
- Multiple Sponsorship Levels which provide opportunities for our members to participate in the above events, interact with owner representatives, and gain exposure for their firm or business.
- **In-Person Program Platinum Sponsorship - \$1,500:**
 - Limited to one per event
 - (4) Tickets to the event
 - Company name/logo on promotional email blasts, on website & recognized at the event
- **In-Person Gold Sponsorship - \$750:**
 - (2) Tickets to the event
 - Company name/logo on promotional email blasts, on website & recognized at the event
- **In-Person Silver Sponsorship - \$500:**
 - (1) Tickets to the event
 - Company name/logo on promotional email blasts, on website & recognized at the event
- **Webinar Platinum Sponsorship - \$750:**
 - Limited to one per event
 - (4) registrations to the webinar
 - Company name/logo on promotional email blasts, on website & recognized at the webinar
 - Opportunity to spend 15 minutes of one-on-one time with the speakers prior to the start of the webinar.
- **Webinar Gold Sponsorship - \$500:**
 - (3) Tickets to the webinar
 - Company name/logo on promotional email blasts, on website & recognized at the webinar
- **Webinar Silver Sponsorship - \$250:**
 - (2) Tickets to the webinar
 - Company name/logo on promotional email blasts, on website & recognized at the webinar

Procedure:

- Event sponsorship is available on our website: <https://cmaasc.org/Sponsorship>
- Sponsorship must be received no later than 7 business days prior to event to be included in any printed materials.

Discounted Owner-Member Guidelines

Effective September 2023

COMMITTEE EVENTS

Policy:

For in-person events, Owner-Members are provided discounted pricing (at cost) to events. For webinars, Owner-Members are provided complimentary tickets to the events.

Requirements:

1. Only active CMAA Members with "Owner Member" Status who are a direct employee of an Owner agency or institution at the time of registration are eligible for reduced "Owner Member" rate

Benefits:

1. Provides for more "Owner" participants at events and webinars.



2. Encourages Owners and their members to become “CMAA Owner Members” to be able to participate at this discounted rate.
3. Promotes CMAA Owner-Centric emphasis and aligns with Owner Committee and Membership Committee’s goals, etc.

Event Registration Policy

Effective September 2023

General:

- Registrations are done solely online on the website.
- Checks are accepted but must be received prior to the event or a credit card will be asked on-site.

Cancellation/Refund Policy:

- In-Person events must be received 3 days prior to the event in order for a refund to be processed.
- Webinar event registrations cancelled less than 24 hours prior to the event may be refunded if already paid.



Positions and Areas of Responsibility

Updated: May 2015

OFFICERS and the EXECUTIVE COMMITTEE:

President (excerpted from Chapter Bylaws): The President shall be the chief elected officer of the Chapter and shall preside at all meetings of the Board of Directors, Executive Committee and membership of the Chapter. The President shall perform, and discharge the duties as the Board of Directors from time to time may prescribe. The President shall be an ex officio member of all committees except the nominating committee. It shall be the duty of the President to appoint all committees. The President shall have served a minimum of two years on the Executive Committee prior to his/her taking office at the Annual Meeting. The President will be elected as President-elect and serve in that capacity until the next Annual Meeting, at which Annual Meeting he/she will automatically become President and serve until the next Annual Meeting of the membership. If necessary, the President's term as a member of the Board shall be automatically extended to complete his/her term of office. The President is responsible for providing leadership, representation and long-range planning for the Chapter and is the liaison between CMAA and the Chapter.

The President oversees and ensures that the Board of Directors adheres to the mission and objectives of CMAA. The President shall be responsible for the preparation of the Chapter's Annual Report and shall respond to inquiries from the Chapter membership.

The President becomes the Past President and remains an Officer in the year following his or her term of office as President. The President shall attend all Board of Director Meetings.

Vice President (excerpted from Chapter Bylaws): The Vice President shall perform and discharge such powers and duties as the President and the Board of Directors from time to time may prescribe. The Vice President shall perform the duties of the office of the President in the absence of the President. The Vice President shall become President on the commencement of the succeeding year of office. The Vice President shall attend all Board of Director meetings, unless excused by the President.

Additional duties per this policy: The Vice President chairs the Project Awards Committee and as such organizes the Annual Awards Banquet in coordination with the Chapter Foundation.

Treasurer (excerpted from Chapter Bylaws): The Treasurer shall be responsible for oversight and reporting of all monies of the Chapter, shall ensure collection of all assessments, and shall have custody of the funds and other assets of the Chapter, subject to the discretion and control of the Board of Directors. The Treasurer shall be responsible for a correct and accurate accounting of all monies received and dispersed and for the reporting of the financial condition of the Chapter. The Treasurer shall report the financial condition of the Chapter to the Board of Directors, to the Chapter, and to CMAA. The Treasurer shall report to the Board of Directors at its regular meetings. The Treasurer shall be responsible for overseeing work performed by an accountant or accounting firm approved by the Executive Committee. The Treasurer interacts with CMAA executive committee on financial matters. The Treasurer shall become Vice President on the commencement of the succeeding year of office. The Treasurer shall attend all Board of Director meetings unless excused by the President.

Additional duties per this policy: Prepares the Chapter's annual budget in coordination with the accounting consultant. Receives monthly bank statements from the Chapter's banking institution and forwards same to the accounting consultant. Communicates regularly with the accounting consultant to



understand monthly financial reports. The Treasurer works with the accounting consultant to ensure completion of required tax filings on behalf of the Chapter.

Secretary (excerpted from Chapter Bylaws): The Secretary shall be responsible for the taking and keeping of minutes reflecting the proceedings at all meetings of the Chapter and of the Board of Directors. The Secretary records and publishes the minutes of the previous meeting in a timely manner; announces Board of Directors meetings to Directors.

The Secretary shall perform and discharge the duties pertaining to the office and such other powers and duties, as the President and the Board of Directors may from time to time prescribe and request. The Secretary shall report to the Board of Directors at its regular meetings. The Secretary shall be responsible to keep a complete roll of the names and addresses of the Board of Directors and the members of the Chapter and to inform CMAA of the same. The Secretary shall become Treasurer on the commencement of the succeeding year of office. The Secretary shall attend all Board of Director meetings unless excused by the President.

Additional duties per this policy: The Secretary assists in the preparation of the Chapter's Annual Report.

Past President (excerpted from Chapter Bylaws): In the year following his or her term of office as President, the President becomes the Past President. He or she remains an Officer and shall attend all Board of Director Meetings. The Past President will perform and discharge duties as the President or Executive Committee may prescribe.

Additional duties per this policy: The Past President is the chair of the Nominating Committee and Officer of the Chapter Foundation.

DIRECTORS – COMMITTEE CHAIRS:

Director – CCM Committee Chair: oversees the activities of the CCM Committee and assures that the activities of the Committee are consistent with the direction of the Board of Directors and the policies and directives of the Construction Manager Certification Institute (CMCI). The CCM Committee Chair shall coordinate with the CMCI representative at CMAA. The CCM Committee Chair will develop and implement programs, informational presentations, and other aids to promote CCM.

Director – Education Committee Chair: works with program consultant to develop educational workshops for the Chapter. He or she assists the program consultant in coordinating any other special programs the Board of Directors authorizes; and chairs all Education Committee meetings.

Director – Legal Committee Chair: provides review of legislation from a legal standpoint in coordination with the legislative committee. The Legal Committee Chair also leads the effort in developing topics for legal seminars that educate the membership about the applicable construction laws as they pertain to the practice of Construction Management. He or she chairs the Legal Committee meetings and participates in the legal seminar programs. He or she also coordinates with CMAA's National Legal representative to ensure coordination between the efforts of the national office and the Chapter.

Director – Legislative Committee Chair: provides guidance and leads the effort to gather information on local and statewide legislative issues and public policies affecting the construction industry in general and the construction management field in particular. The Legislative Committee Chair advises the Board of Directors and informs the membership of pending and recent changes in the applicable law. He or she chairs the Legislative



Committee meetings. He or she also coordinates with CMAA National's Legislative representative to ensure coordination between the efforts of the national office and the Chapter.

Director – Membership Committee Chair: coordinates membership recruitment, follows up with prospective members, and emails membership applications and information as requested. He or she provides a monthly New Member update and summary to the Board of Directors, the Chapter and CMAA based on the confidential listing of chapter member names and addresses maintained by CMAA's national executive staff. The Membership Committee Chair interacts with the CMAA national membership representative. The Membership Committee Chair assists with membership surveys and volunteer recruitment.

Director – Program Committee Chair: works with program consultant to develop dinner and networking programs for the Chapter. He or she assists the program consultant in coordinating any other special programs the Board of Directors authorizes; and chairs the Program Committee meetings.

Director – Social Media Committee Chair: Develops content strategy, blogging and community participation leadership. Responsible to curate relevant content to reach our membership, develop and expand community and outreach efforts, engage in dialogues, answer questions where appropriate, and oversee design of landing pages, profiles, and blogs. Additionally, he or she will capture online reviews, monitor online ratings and trends, and compile reports showing results and make recommendations for revising strategies when appropriate.

Director – Owner Committee Chair: works with local owner agencies to develop owner focused programs, recruit owners to participate in Chapter proceedings and events, coordinate Owner recognitions at the Annual Gala.

Director – CMIT Committee Chair: works with the Student Outreach, CCM and Mentorship Committee Chairs to encourage CMIT membership in the Chapter and CMAA, and assists CMITs in becoming active members of CMAA and future CCMs.

Director – CODE Committee Chair: works with CMIT and Student Outreach Committee Chair to attract and train new talent, including women and minorities to the construction industry. Coordinates with National CODE Committee to implement initiatives and assists Membership Committee Chair with recruitment of women and minority members. He or she recommends potential women and minority board nominees to Nominating Committee to maintain a diversified board.

Director – Events and Awards Chair: plan and coordinate for Chapter and Foundation special events and awards ceremonies including the Annual Gala, Golf Tournament, Owners Awards, unique collaborating events with other organizations, etc.

Directors at Large: Works with Board of Directors in a voting role.

HONORARY BOARD MEMBERS WITHOUT VOTING POWERS:

Honorary Board Members without voting powers: The President may establish committees and appoint honorary board members without voting powers (either permanent or temporary) to meet the Chapter's needs. These positions will serve in a non-voting capacity and are appointed by and serve at the convenience of the President of the Board of Directors.



Regional Chapter Event Blackout Policy

It is CMAA's policy that Regional Chapters refrain from hosting events the week before, and the week of, any National events (2/year). Additionally, chapter communications during those weeks must contain provided promotion of National events.

Policy violation may result in withholding of Chapter's membership revenue share. Chapters may be excused from the blackout period for extenuating circumstances, at the discretion of CMAA staff.

While this policy is effective immediately, 2014 will serve as a transition year. Any (already planned) chapter events that fall within the 2 week 'blackout period' will be excused for 2014. However, actions will be taken against any chapters that do not comply in 2015.