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John Groff	President-Elect
Jan Myers	Vice President
Scott Steffan	Secretary
Mark Therkildsen	Recording Secretary
William Brightbill, FCSI	Treasurer

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Philip Frigm	1 year
Joel Altland	1 year
Chris Atwood	1 year
William Deck	2 years
John Cannon	2 years
Larry Saylor	2 years

## ADVISOR

Donald Scruggs

## EDITOR

Jeff Turicik

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<b>ACADEMIC AFFAIRS</b>	John Cannon 717-805-3533
<b>ADVERTISING</b>	Jan Myers 717-238-4910
<b>ARCHIVES</b>	John Morgan 717-817-2036
<b>AWARDS</b>	Jeff Snyder 717-781-3995
Co-Chair	Charles Beauduy
<b>BUDGET/ FINANCE</b>	Charles Beauduy 717-763-7212
<b>BYLAWS</b>	David Shaw
Co-Chair	Don Scruggs
<b>CERTIFICATION</b>	Paul Brunski 717-263-8464
<b>EDUCATION</b>	Joel Altland (717) 845-7654
Co-Chair	Don Scruggs
<b>ELECTRONICS</b>	Scott Steffan 717-329-4472
<b>EXHIBIT SHOW</b>	Stu Cluck 717-887-3847
Co-Chair	Charles Beauduy
<b>HOSPITALITY</b>	Logan Myers 570-850-6330
<b>LONG-RANGE PLANNING</b>	Stu Cluck 717-887-3847
<b>MEMBERSHIP</b>	Jan Myers 717-238-4910
Co-Chair	Paul Brunski
<b>PROGRAM</b>	Chris Atwood 717-233-4556
Co-Chair	Jeff Turicik
<b>PUBLICITY</b>	Bill Brightbill
<b>ROSTER</b>	Don Scruggs 717-263-8464
<b>TECHNICAL</b>	John Morgan 717-817-2036
Co-Chair	Phil Frigm

## INSTITUTE DIRECTOR

Mitch Miller 610-559-6000

# CHOICE

Volume 47  
No. 9 rev. 0

May  
2011



CENTRAL PENNSYLVANIA CHAPTER  
CONSTRUCTION SPECIFICATIONS INSTITUTE

## Window Performance: AAMA & NFRC

Presented by Bruce Croak, Technical Services  
Manager, Graham Architectural Products

**Tuesday, May 10, 2011**

Attend this program and gain insight into (1) the regulatory requirements imposed by the Building Code on window performance, (2) the different types of window performance, (3) AAMA and NFRC test standards and performance classifications, and (4) what's important when specifying the performance of windows.

This program will be registered for AIA-CES learning units and certificates of continuing education can be provided for other disciplines.

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All material **MUST** be in the editor's hands no later than **May 20, 2011** for publication in the June 2011 issue of "Choice".

Send to:  
Jeff Turicik  
251 Colonial Drive  
Mechanicsburg, PA 17050  
or email to:  
jeffturicik@ykk-api.com

The Construction Specifications Institute is a nation-wide nonprofit technical organization dedicated to the advancement of construction technology through communications, education, research and service. Founded in 1948, CSI provides a forum for architects, engineers, specification writers, contractors, suppliers and others in the industry.

Anyone who is concerned with construction specifications in any manner is invited to apply for membership. Contact: Maria Weber  
Ph: 717-790-9261 or email maria\_weber@mcgraw-hill.com.



Knowledge for  
Creating and Sustaining  
the Built Environment

Spouses, guests and visitors  
are welcome and encouraged to attend.

## RADISSON HOTEL

1150 Camp Hill Bypass, Camp Hill, PA

Board Meeting - 5:00 pm

All members are welcome to attend the Board Meeting

Attitude Adjustment - 6:00 pm

Dinner - 6:30 pm

Program - 7:15 pm

## Dinner Cost

Free for Central Pennsylvania Chapter CSI Members;  
Students \$10, All Others \$25

Dinner reservations by  
noon, Friday, May 6, 2011  
See **FROM THE CHEF'S TABLE**  
for Menu and Reservation details.

The Central Pennsylvania Chapter meets  
the second Tuesday monthly  
except NO meetings are held in July or August.

Please Read Ads On Our Website  
They Support "Choice"

[www.cpc-csi.org](http://www.cpc-csi.org)



*Jake Burkholder,  
CSI, CCPR  
President*

## President's Message

As expected we experienced a good turnout and lively discussion last month for the follow-up panel discussion on contract administration. Thank you to Chris Atwood and the panelists for another educational session. The chapter held our annual election of officers and board members during this session. Congratulations to John Groff, our next president, and the full slate of candidates on their election. We all look forward to another year of progress and success.

For those not in attendance last month I want to announce that the chapter board voted unanimously to host the 2013 Middle Atlantic Conference. This action was taken after the Erie Chapter notified the Region

they would not be able to fulfill their commitment to do so. The willingness of the Central PA Chapter to assume this responsibility without hesitation and on such short notice speaks volumes of the caliber of leadership found in the membership of this chapter. Kudos to Charlie Beauduy and John Morgan also, for accepting the chairmanship of this event. Volunteers to help with this event will be much appreciated. Dates are May 2 through May 5, 2013 in Gettysburg.

I would like to remind everyone about two other special events on the near horizon. May 25th we will be hosting an evening at the York Revolution vs. Lancaster Barnstormers in York. It's a heck of a deal for ten bucks. Jeff Snyder is accepting reservations now. In June our annual golf outing will be held. Details should be available soon.

Our June meeting will be our annual awards event. Jeff Snyder and I will gratefully accept any suggestions for recipients. We have a lot of outstanding hardworking members. This is our one way to recognize and reward these individuals. Let's show our appreciation for their efforts.

I look forward to seeing everyone at our meeting on May 10th.

*Jake Burkholder, CSI, CCPR  
President*



*Jeff Turicik  
Editor*

## From the Editor's Desk

The Central PA Chapter dues include all meals for the chapter program dinner meetings for the year.

Come out to our meeting to network, socialize, and learn about timely subjects in the Construction Field.

## Classified Ads

To place classified ads, please submit your ad to the editor, Jeff Turicik, jeffturicik@ykk-api.com for insertion in "Choice" and on cpc-csi.org.

## From the Chef's Table

### MENU

*Choice of  
Chicken Carbonara  
or  
Spiced Pork Loin  
Chef's selection  
of Starch and Vegetable  
Chef's selection of dessert*

*Special Dietary menus,  
such as vegetarian,  
low fat or low sodium,  
are available upon request.*

In addition, we will try to accommodate special requests such as vegetarian, low fat or low sodium selections. A fresh fruit plate, instead of the Chef's Dessert Selection, is always available by request. Special request menu reservations should be made no later than the Friday prior to the Tuesday meeting.

Please feel free to forward either your comments regarding your meal, or any suggestions that you feel could improve the CPC-CSI dinner, to: loganmyers@hotmail.com.

*Logan Myers  
Hospitality Chair*

### RESERVATIONS

to Logan Myers by calling 570.850.6330 or e-mail at loganmyers@hotmail.com or use our on-line registration form at www.cpc-csi.org

**YOU MUST MAKE RESERVATIONS OR CANCEL STANDING RESERVATIONS by NOON, FRIDAY, May 6, 2011.**

ALL NO-SHOWS WILL BE BILLED.

*Entrée selection should be made when making a reservation.*

*First entrée listed is the default selection if no choice is made.*

To schedule a Table Top Display, call Jan Myers at 717.238.4910 or use the form in Choice or online.



*Logan Myers  
Hospitality Chair*

Attendees should make an entrée selection when reservations are placed.

*(Please note that the first entrée listed will be the default selection if no choice is made.)*

## Curmudgeon's Corner

### Let bylaws be bygones

by Sheldon Wolfe, RA, FCSI, CCS, CCCA, CSC

Oh, if only! CSI's members approved amendments to the Institute bylaws twice in the last few years, and each time, those amendments required changes to region and chapter bylaws. Are we done now?

The answer will depend on how we want CSI to change. The Institute board may recommend that the bylaws be amended, as happened in 2006 when the board proposed changes intended to improve our governance process. Members also may propose changes; this year's amendment was the result of member requests to have a single type of full membership.

I suspect most members have not read their chapter, region, or Institute bylaws. Until I became a chapter president in 2001, I gave them little attention myself; I figured they were someone else's problem. The general reluctance even to look at bylaws is not surprising. Written in the legalese we all love to hate, their very appearance is intimidating, and it seems they are discussed only at board meetings, and then only when required to try to solve a difficult problem.

Let's take a look at bylaws, and see if we can dispel the mystique that surrounds them. I doubt we'll get to the point that you love them, but at least you should be able to say *bylaws* without a shudder.

*Warning! Before we go on I must tell you - I am not an attorney, nor do I claim to be an expert on these issues. My comments are based on my last several years' experience on chapter, region, and Institute boards. Read at your own risk; past results do not guarantee future performance.*

However, I am fortunate to have worked with members who *are* well versed in these matters, and, because I had to work with bylaws and with Robert's rules myself, I took the time to try to understand them. Although I wouldn't recommend them as light reading, they aren't really all that bad if you understand a few principles, and look at the big picture.

Corporations and organizations recognized by government agencies typically have a few basic documents that describe what they are and what their purpose is - articles of incorporation, bylaws, and policies or standing rules. In that order, each becomes more specific, and easier to change.

The foundation lies in the *articles of incorporation*. This document, especially for non-profit organizations, can be

brief, stating the name of the organization, its general purpose, its home address, the names of those forming the organization, and a few other items of information. Many articles of incorporation refer to the organization's bylaws, which are used to provide more detail. Most states have specific requirements for articles of incorporation, and offer standard forms to simplify the process of incorporation. According to Robert's Rules of Order, *bylaws* "should include all the rules that are of such importance that they cannot be changed in any way without previous notice..." In their simplest form, they need do only a few things: define the makeup of the board of directors, describe the duties and powers of the officers, explain the procedures for calling meetings, define a quorum, and explain how to amend the bylaws. Bylaws usually defer further operational requirements to policies, standing rules, or an operating guide.

*Policies* govern matters that do not change the rights or responsibilities stated in the bylaws. For example, bylaws may require an annual meeting of the membership, and policy will state the specific date. Many things need not, or should not, be covered either in bylaws or in policy; the specific time of the annual meeting could be decided each year, based on availability of facilities.

As another example, bylaws may authorize the board to create committees, then allow policy to identify standing committees, what committee membership requirements are, and what those committees are to do.

Institute Secretary Sheryl Dodd-Hansen suggests thinking of these documents in terms we are more familiar with: the bylaws are the conditions of the contract, and the policy manual is the general requirements. The bylaws define the entities involved, their rights, and responsibilities; policies define the requirements for day-to-day operation of the organization.

In most cases, it is relatively difficult to amend bylaws, but easier to change policies. This helps ensure stability and continuity of the organization, but allows the board to act quickly to make policies fit changing conditions.

My experience tells me that the best bylaws are those that don't go beyond setting the ground rules. Apparently, it's tempting to expand bylaws with well-meaning requirements; often, these things sound good at the time, but later become obstacles that must be changed by amendment. Each provision should be evaluated to determine if it truly is essential in the long term, or if it is something better left to policy where it can be modified as needed. Is it necessary to state a specific date for an event? Some deadlines may be necessary, but before including a date

(Continued on page 8)



*Jeff Snyder  
Awards Committee  
Chair*

## Construction Technology Award and Excellence In Construction Information Award

### Construction Technology Award

Today's construction industry is driven not only by a stressed economy but also by technology. There is hardly a project in construction news that isn't receiving high acclaim for the use of technology in solving the design issues of a project. So isn't it ironic that with all this technology in our projects that

two of CSI's most relevant awards for the 21st Century have seen few nominations in recent years.

The Construction Technology Award is presented to an individual, Chapter, Region or Group for:

- development of new materials, methods, technology, or project delivery systems or
- 
- development or use of existing materials, methods, or technology in a new innovative manner

With all the new technology and products introduced every day, nominations for this award should be pouring in. The highly visible Building Information Management (BIM) technology alone has spawned many new construction technologies from software development to new ways of manufacturing materials. Any of these are potential award winning developments, but only if someone nominates them.

### Excellence in Construction Information (EICI) Award

The EICI Award is a joint effort of CSI and Specifications Consultants in Independent Practice (SCIP). Its purpose is to recognize excellence, originality and creativity in processes, tools or documents used for the development or construction of the built environment. There are 3 separate categories: Project Documentation, Product Documentation and Innovation.

Project Documentation includes project conception documents, project delivery documents, design documents, or construction documents. They can include Preliminary Studies, Project Programs, Preliminary Project Descriptions, Outline Specifications, Entire Project Manuals, Individual Specification Divisions, Individual Specification Sections, Request for Proposals, Request for Qualifications or any document(s) related to a project or a project delivery method. Nominations for this category are made using Form 501.

Product Documentation is limited to forms of construction product information and may recognize a manufacturer or an organization for their efforts. Submittals can be for a website, a Guide Specification, a database, or other methods of product information contributing to project development. Nominations for this category are made using Form 502.

Innovation is a catch-all category; one that encompasses documentation, processes, or information dissemination in a manner for which there is no established method. It is an attempt to award originality, uniqueness, creativity, and imagination as it applies to construction information. Nominations for this category are made using Form 503.

In all EICI categories, submittals themselves may be innovative. What the award is seeking to recognize is excellence in communication. And communication, as we are rapidly learning, takes many forms which are continually expanding and changing. No doubt your grandmother has a completely different definition for "tweet" than you do!

So what do you need to do now? As with all awards, you can do a quick check of the matrix in the front of the FY11 Honors & Awards Guide to view the award's basic submission requirements. Compile your list of potential nominees and contact your Region or Chapter Awards Chairman to determine who the best nominees are to submit for one of these prestigious technology awards. Then begin preparing the package by requested endorsement letters and completing the required forms. Starting these steps now will allow sufficient time to produce a well-documented nomination package.

If you would like more information on any of these awards, please review the Honors & Awards Guide at [www.csinet.org/honorsandawards](http://www.csinet.org/honorsandawards).

2011 Honors & Awards Submission Deadline: May 6, '11

[www.csinet.org/honorsandawards](http://www.csinet.org/honorsandawards)  
[awards@csinet.org](mailto:awards@csinet.org)

*Jeff Snyder  
Awards Committee Chair*



*Jeff Snyder  
Awards Committee  
Chair*

## Fellowship, Distinguished & Honorary Memberships, and The Michelangelo Award

### Fellowship

Fellowship is one of the top honors given by the Institute. Nominees must be members in good standing for not less than five years. The qualifications for Fellowship require notable contributions in one or more areas of the following areas:

- Advancement of Construction Technology
- Improvement of Construction Specifications
- Education
- Service to the Institute

Nominations are made using Honors & Awards Form 201, 202, and 203 and are judged by the members of the Jury of Fellows. Nominations may be submitted by any chapter or not fewer than five members in good standing. There is no limit or set number of Fellows elected in any given year.

Visit the Fellowship page on CSINet ([www.csinet.org/fellowship](http://www.csinet.org/fellowship)) to get details and tips on preparing a Fellowship nomination. There is also a directory of Fellowship mentors on the website. These mentors are valuable resources that can be consulted during the preparation of a nomination package.

### Distinguished and Honorary Memberships

Distinguished and Honorary Memberships are considered the most prestigious honors of the Institute. They are conferred on individuals who have performed distinguished services to the construction industry in fields related to the purposes of the Institute.

The only difference between Distinguished Membership and Honorary Membership is that membership in the Institute is a requirement for Distinguished Membership. Membership in the Institute is not a requirement for Honorary Membership.

Nominations for either Distinguished or Honorary Membership can be made by:

- A chapter using Honors & Awards Form 101 or Five voting CSI members Honors & Awards Form 102

Nominations shall include the statistical and supporting information listed on Honors & Awards Form 103. Letters of endorsement are also required. Distinguished and Honorary Members are elected by the Board.

### The Michelangelo Award

Synonymous with the word "masterpiece" Michelangelo is recognized as one of the greatest artists of all time. The Michelangelo Award is one of CSI's most esteemed tributes, and it recognizes an individual for a lifetime of distinguished, innovative service to the design and construction industry.

Nominations are judged by a distinguished Panel of Judges and only one recipient is selected in a given year, although the award may or may not be given in any year. Nominations are made by a national officer of a design and/or construction industry organization or association.

Chapters are encouraged to work with other construction organizations and associations to encourage nominations for this award.

Nominations can be made using Honors and Awards forms 401 and 402 and will be supported by specific evidence of far reaching effect and achievement. Five letters of endorsement are required.

Past recipients include:

- 2008 Winner: M. Arthur Gensler Jr., FAIA, FIIDA, RIBA
- 2006 Winner: Dr. Charles H. Thornton, Ph.D, P.E.
- 2005 Winner: Lawrence Halrpin, FASLA

### General Award Information

If you would like more information on any of these three honors, please review the Honors & Awards Guide at [www.csinet.org/honorsandawards](http://www.csinet.org/honorsandawards) or email [awards@csinet.org](mailto:awards@csinet.org).

2011 Honors & Awards Submission Deadline: May 6, 2011

*Jeff Snyder  
Awards Committee Chair*

## Minutes of Board of Directors Meeting



Mark B. Therkildsen,  
AIA, CSI  
Recording Secretary

**Date:** April 12, 2011

**Time:** 5:00 pm

**Location:** Radisson Hotel,  
Camp Hill, PA

The Board of Directors of the Central Pennsylvania Chapter of the Construction Specifications Institute met at the Radisson Hotel in Camp Hill, PA on April 12, 2011. President Burkholder called the meeting to order at 5:00 p.m. Board members and committee chairs

present were: Altland, Atwood, Brightbill, Brunski, Burkholder, Cannon, Deck, Frigm, Groff, Morgan, J. Myers, L. Myers, Shaw, Steffan, Therkildsen, and Turicik.

### Opening Comments:

1. President Burkholder welcomed the group of officers, board members, and attendees. We had a quorum, and the meeting was brought to order. Five Chapter members were at the LOS conference last week. Money generation ideas were discussed during this Region meeting.

### Approval of Minutes:

2. Minutes from the March 1, 2011, meeting were approved as distributed.

### Treasurer's Report:

3. Treasurer Brightbill presented current checking and savings account balance sheets, including a discussion of expenses and revenues.

4. Exhibit show bills received to date have been paid. Bill will verify that the speaker was paid.

### Officer's Reports:

5. **President-Elect:** John continues his work on a three year calendar. The Chapter Officer election is tonight, with most of the votes already received by fax and e-mail.

6. **Vice President:** No report.

7. **Secretary:** No report.

8. **Past President/Advisor:** Will issue draft of revised Chapter Guidelines prior to May board mtg.

### Editor's Report:

9. Turicik and Groff will meet with the Choice publisher to clarify costs, scope of work, and e-mail blasts. They will also research the use of CSI micro-sites.

### Committee Reports:

10. **Academic Affairs:** No Report.

11. **Advertising:** Jan Myers will be leaving the Advertising Committee, but she will remain on the Membership Committee. We need a new chair for the Advertising Committee.

12. **Archives:** Discussion continues regarding a scanning wand for electronic archives of old documents. Old issues

of Choice are important to keep in the archives.

13. **Awards:** Outstanding Chapter application has been reviewed, Groff made a motion with J. Myers as a second to sign and submit the application. (The motion passed). Nominations for chapter awards were due today, and Jeff extended the deadline to April 15.

14. **Budget/Finance:** No report.

15. **Bylaws:** Dues assistance language needs to be added to the bylaws.

16. **Certification:** The CES program was eliminated by CSI.

17. **Education:** 50 people attended the Code Seminar during the Exhibit Show. Many positive comments were received. Institute will be discontinuing the CEN program in June '11.

18. **Electronics:** No report. This committee could possibly be eliminated, or the title and work assignment could be changed to "Electronic Communications".

19. **Exhibit/Show:** See "Education".

20. **Hospitality:** We have a good dinner turn out tonight with 30 people.

21. **Long Range Planning:** No report.

22. **Membership:** The 50/50 program should help increase membership. Three new members have recently signed up.

23. **Program:** Tonight's program will be a continuation of the construction industry panel discussion. The subject for the May program is building codes and testing for window assemblies.

24. **Publicity:** An e-mail blast should be sent out to publicize the May 25 social event with the York Revolution baseball game.

25. **Roster:** Updates being made continuously.

26. **Technical:** No report.

### Directors:

27. No report.

### Old Business:

28. Don Scruggs still need comments from all committees for the updated By-Laws and the descriptions of committee duties.

### New Business:

29. The election for new officers was held during the dinner meeting. All candidates ran with no opposition, and the officers are now in place for next year. The new list of officers will be published in Choice.

Action: Nominating committee and active members.

30. A social event is scheduled for May 25, with a 5:00 tour of the new York Revolution ball park and a 6:35 game versus the Lancaster Barnstormers (War of the Roses). \$10.00 admission includes a box seat, a hot dog, and chips. The deadline to sign up is the Tuesday before the game.

Action: Snyder

31. The Erie Chapter cancelled their hosting of the 2013 Region Conference, and the Region Secretary invited the Central Pennsylvania CSI Chapter to host the event. After discussion, the Board voted to host the 2013 CSI Region Conference, with a motion by J. Myers and a second by Altland. The Conference will be in Gettysburg in late April or early May 2013. Beauduy and Morgan volunteered to co-chair the conference.

32. Discussions The next board meeting is scheduled for 5:00 PM on May 10, 2011, at the Radisson hotel in Camp Hill. President Burkholder scheduled a 4:00 pre-meeting to help President-Elect Groff organize upcoming CSI activities on the Chapter calendar. Jake recommends that the Chapter calendar updates should be added to the work description for the President Elect in the by-laws.

Action: All board members.

Respectively submitted,  
Mark B. Therkildsen, AIA, CSI  
Recording Secretary

# Central Pennsylvania Chapter The Construction Specifications Institute

## 5<sup>th</sup> ANNUAL MEMORIAL GOLF OUTING

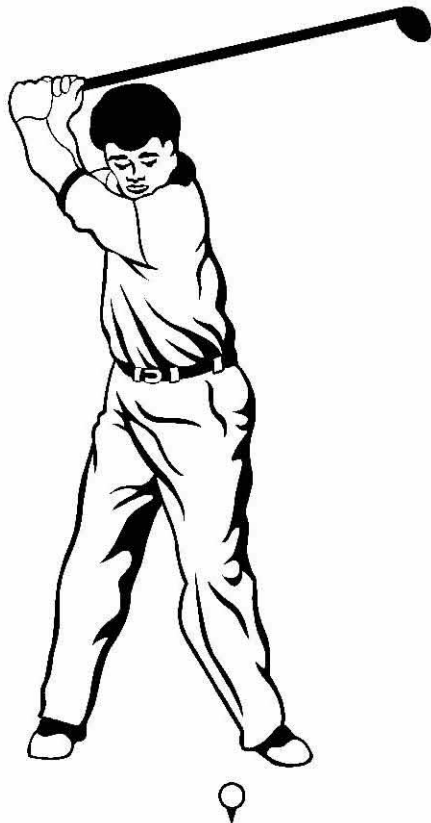
### MONDAY, JUNE 6<sup>TH</sup>, 2011



**RICH VALLEY GOLF COURSE  
MECHANICSBURG, PA**

**4-MAN BETTER BALL FORMAT  
8:00 AM SHOTGUN START  
LUNCH & PRIZES TO FOLLOW  
\$50.00 PER PLAYER**

**INCLUDES 18 HOLES OF GOLF, CART, LUNCH, BEVERAGES, PRIZES**



**Gold Sponsor: \$450.00  
Includes Four (4) Players**

REGISTRATION DEADLINE  
WEDNESDAY, JUNE 1<sup>ST</sup>

NO. GOLFERS \_\_\_\_\_ x \$50 = \_\_\_\_\_

\_\_\_\_\_ Gold Sponsor = \$450.00

MAKE CHECK PAYABLE TO CPC/CSI

MAIL THIS FORM & CHECK TO:

CHARLES BEAUDUY  
GANFLEC ARCHITECTS & ENGINEERS, INC.  
209 SENATE AVENUE  
CAMP HILL, PA 17011  
PHONE: 717-763-7220 ext 2842

NAME: \_\_\_\_\_

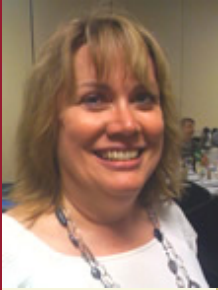
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_

NAME OF GUESTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ALL PROCEEDS DONATED TO CPC CSI SCHOLARSHIP PROGRAM

NON GOLFERS MAY CONTRIBUTE TO THE CPC CSI SCHOLARSHIP PROGRAM DIRECTLY USING THIS FORM



Jan Myers,  
Advertising Chair

**CHAPTER ADDRESS**

P.O. Box 3504  
Harrisburg, PA 17105

**TELEPHONES**

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717-238-4910

Treasurer  
717-234-1650

Editor  
717-766-3714

Ads  
717-238-4910

**CHOICE STAFF**

Editor  
Jeff Turcic

Advertising  
Jan E. Myers

Roster  
Don Scruggs

**Calling All Reps!**

Would you like to highlight your company or a special product? Do we have a deal for you. For a mere \$125-\$150 you can display your wares during the social time and have 10 minutes of everyone's attention during dessert at one of our CPC/CSI dinner meetings. What an awesome opportunity to hit several specifiers at once. If you are a member of this chapter, it will cost \$125. If you are not, it will cost \$150. For more details, see the CPC-CSI.org website. To schedule a table top, call Jan Myers at 717.238.4910. Thanks!

Jan Myers  
Advertising Chair



**Central Pennsylvania Chapter of the Construction Specifications Institute  
Table Top Display Registration**

Name/Contact: \_\_\_\_\_

Company: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Cost: \$125 members /\$150 non-members (does not include meal)

Fee Includes:

1. One 72 x 30 inch table to display product.
2. Display time: 6:00 - 7:00 P.M. (During social hour)
3. Presentation: 10 minute presentation during dessert.
4. Electrical: Outlets available. Vender supplied extension cords.

Contact: \_\_\_\_\_

CPC \_\_\_\_\_ Committee

717- \_\_\_\_\_ - \_\_\_\_\_

**Calendar of Events**

**May 10, 2011**  
CSI Central Pa. Chapter  
Dinner Meeting & Program  
"Window Standards: AAMA & NFRC"

**June 6, 2011**  
CPC-CSI 5th Annual Memorial  
Golf Outing  
Rich Valley Golf Course  
Mechanicsburg, PA  
Details in Choice and at  
www.cpc-csi.org

**June 14, 2011**  
CSI Central Pa. Chapter  
Dinner Meeting & Program

**July 2011**  
No meeting

**August 2011**  
No meeting

**September 13, 2011**  
CSI Central Pa. Chapter  
Dinner Meeting & Program

**September 13-16, 2011**  
Construct 2011  
in Chicago

(Continued from page 3)

in the bylaws, consider that an amendment will be necessary to change it. Does it make sense to have non-voting members on the board, or to require the presence of someone who is not a member of the board? Board members who are not able to vote may take their responsibilities less seriously, and a board is free to seek input from anyone, even if they are not board members.

Is it unusual to change bylaws? Well-written bylaws may not change for a long time, requiring amendment only in response to significant changes. Even though amendment is not a quick or easy process, bylaws *should* be changed when they no longer meet the needs of the organization. When change is necessary, begin by explaining the reasons for the revision, and leave the bylaws discussion for later. Members who understand why a change is neces-

sary will find it easier to consider the uninviting text of the bylaws.

Although bylaws may not require change for many years, annual review of bylaws is a good idea, not only to see if there *is* reason to amend them, but to familiarize or re-familiarize members, especially those in leadership positions and those who aspire to leadership. Bylaws are more than a guideline; they are the rules that govern your organization, and the board is required by law to follow them.

With the recent changes in membership classification, this is a great time for *all* members to dust off those bylaws and learn what they say.

© 2011, Sheldon Wolfe, RA, FCSI, CCS, CCCA, CSC