

SECTION I - REGION ORGANIZATION

A. INTRODUCTION

1. The Southwest Region is one of ten Regions in the Construction Specifications Institute (CSI). It includes the States of Arizona, Colorado, New Mexico, Utah, Wyoming, the Texas Counties of El Paso and Hudspeth, and the Nevada Counties of Clark, Lincoln, and Nye. Regions have an informal status in CSI and function without Institute-directed administrative, organization or functional rules and bylaws. Additional information regarding Regions can be found in the Institute Administrative References.
2. Since the Region does not have a formal status, it cannot take any formal action. Informally, it can speak for Chapters collectively and lend informal support to Institute programs. Regions serve as a means to pool talent, share ideas and develop programs on a broader basis than is possible by an individual Chapter.

B. INSTITUTE DIRECTORS

1. Each Region has two Directors, one Professional and one Industry/Associate member, each serving non-concurrent three-year terms. Directors from each Region and the Officers of the Institute form the Institute Board. The Directors are the primary communication link between Chapters and the Institute.
2. The Southwest Region Institute Directors have divided their responsibilities so each is generally in charge (with support from the other) of the major areas of Region concern, as follows:

SENIOR TENURE DIRECTOR	JUNIOR TENURE DIRECTOR
Liaison with Institute	Chapter Administrative Matters
Publications	and Chapter Communications
Technical Programs	Awards Programs
Region Fund	Fund Raising/Product Fairs
Planning	Educational Programs
Certification Programs	Membership

3. The Senior Tenure Director holding the most seniority in office is the lead for the Region Conference.

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4. Chapter officers and Committee Chairmen, as well as Region Committee members, are requested to communicate with the responsible Director shown in the above table. The other Director should always be copied on all correspondence.
5. Duties:
 - a. The Institute Directors are empowered to appoint Region Committees and to establish Region Committee procedures, or work on Region affairs.
 - b. Establish direct and open communication with Chapter Presidents to encourage participation in CSI programs and activities.
 - c. Actively participate on the Institute Board of Directors.

C. REGION INCORPORATION

1. The legal name of our Region is: "Southwest Region Construction Specifications Institute, Limited", and is incorporated in the State of Nevada.
2. The Region was initially incorporated in 2001.
3. The Operating Agreement defines only three basic functional entities; managers, members and a resident agent. The governance structure beyond those basic definitions is intentionally left undefined so that we, as a Region, can determine our governance structure according to our needs at any given time in our history. At the time of Incorporation, our governance structure was unanimously agreed to as follows:

Manager/President:	Senior Tenure Institute Director
Manager/Vice President:	Junior Tenure Institute Director
Manager/Treasurer:	Region Treasurer (appointed by the Region)
Managers:	Sitting SWR Chapter Presidents
Resident Agent:	Designated Member of the Las Vegas Chapter
Members:	All CSI Members in good standing in the SWR
4. Refer to the Operating Agreement in the appendix to this Operating Guide.

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D. REGION NOMINATING COMMITTEE

1. The Chapter Presidents (or each Chapter's designated representative) at the President's Meeting at the Region Conference shall constitute the Region Nominating Committee.
2. The purpose of this Committee is to screen proposals and nominate qualified candidates for Institute Director.
3. The committee shall function in accordance with Institute Bylaws.
4. Selecting two qualified candidates for the office of Institute Director:
 - b. The Committee shall solicit proposals for qualified candidates from the membership to be submitted no later than 45 days prior to the Conference in the appropriate year.
 - b. Such proposals shall consist of the completed Southwest Region Institute Director nomination form and shall be mailed to the Institute Directors by the above date.
 - c. The Institute Directors shall forward copies of the nomination forms to each Chapter President for review.
 - d. The Chapter Presidents (or the Chapter's designated representative) shall cast a vote for a maximum of two candidates at the President's Meeting.
 - e. The Region Nominating Committee will select a maximum of two candidates to run for the office of Institute Director.