



General Chapter Policies / Guidelines

Last Update: August 2016

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':</p> <p>(1) encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of 'CMAA-SOCAL';</p> <p>(2) specifies that 'CMAA-SOCAL' will protect the person from retaliation; and</p> <p>(3) identifies where such information can be reported.</p> <p><u>Encouragement of reporting:</u></p> <p>'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.</p> <p><u>Protection from Retaliation:</u></p> <p>'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.</p> <p><u>Where to report:</u></p> <p>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 to consist of:</p> <ul style="list-style-type: none"> • Past President • 5 voting members per bylaws <p>Process:</p> <p>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</p>	2008 8/7/16 R	Current



<p>position.</p> <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>		
<p>XII. Directors & Officers Insurance</p>		
<p>The Chapter shall maintain in full force and effect a D&O Insurance Policy to protect the Chapter Board members.</p>	<p>08-2016</p>	
<p>XIII. Use of Chapter Logo</p>		
<p>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.</p>	<p>05-2015</p>	



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: May 2015

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 stated 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 or 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



Program Sponsor Guidelines

Effective December 2013

CMAA Southern California Chapter offers:

- Dinner Programs to allow owners to highlight their upcoming capital improvement program and the resulting contracting and professional services opportunities
- Breakfast of Champions (BofC) events to bring our members closer to the decision makers in the industry
- 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

Benefits – Gold Sponsorship:

- (2) Tickets to the Dinner or Breakfast of Champion event
- For dinner, seating at head table with speaker
- Company name/logo printed on flier and recognized at the event
- Company representative may introduce speaker(s)
- Company may have a table top display at event and has permission to distribute corporate materials/giveaways at event

Benefits – Silver Sponsorship:

- (2) Tickets to the Dinner or Breakfast of Champion event
- Company name/logo printed on flier and recognized at the event
- Company may have a table top display at event and has permission to distribute corporate materials/giveaways at event

Benefits – Bronze Sponsorship:

- (1) Tickets to the Dinner or Breakfast of Champion event
- Company name/logo printed on flier and recognized at the event

NOTE: All sponsors have the opportunity to purchase a VIP Reserved Table at the dinners. Please contact the Chapter office for information.

1. *Tables seat 8 – 10 people*
2. *All additional tickets may be purchased at the Member Rate*

Requirements:

- Corporate or Affiliate Member of CMAA to qualify as Gold or Silver Sponsor
- Member of CMAA to qualify as Bronze Sponsor

Procedure:

- Event sponsorship is available to qualifying firms on the following basis:
- The Chapter will advertise by e-mail when there are sponsorship opportunities available. For GOLD sponsor, firms have 7 days from first notice to submit their name to be in the lottery. Lottery for GOLD sponsor will be drawn at COB on the 7th day and winning firm will be notified by email. There is no lottery for Silver or Bronze sponsors.
- A firm may be a Gold sponsor no more than once every 6 months, no frequency limitations are placed on Silver and Bronze sponsors.

Fees for Dinner Events:

- \$750 per Dinner for Gold Sponsorship (1 gold sponsor only per event)
- \$500 per Dinner for Silver Sponsorships (maximum of 5 per event)
- \$250 per Dinner for Bronze Sponsorships (unlimited)

Fees for Breakfast of Champions Events:

- \$500 per BofC for Gold Sponsorship (1 gold sponsor only per event)
- \$350 per BofC for Silver Sponsorships (maximum of 3 per event)
- \$200 per BofC for Bronze Sponsorships (unlimited)



Discounted Owner-Member Guidelines

Effective May 2015

PROGRAM COMMITTEE EVENTS

Policy:

For Dinner or Breakfast of Champion events where a speaker is from, and presenting on behalf of an owner organization, CMAA SoCal would provide that owner organization 2 complimentary tickets to the event, in addition to the speaker presenter.

Requirements:

1. Only 2 active employees (in addition to the speaker presenter) of the same owner organization making a presentation at the event, are eligible.

Budget:

1. 20 events (10 Programs & 10 Breakfasts) x 2 seats/event = 40 seats x \$55/seat (Cost) = \$2,200
2. Budget Source: **Owner's Committee**

Communication:

Written: None.

Verbal: Orally communicated by the Program Committee to the owner organization, indicating the 2 seat availability for owner organization per event, in addition to the speaker presenter.

Benefits:

1. Provides for more "Owner" participants at Owner featured Events
2. Promotes CMAA Owner-Centric emphasis and aligns with Owner Committee and Membership Committee's goals, etc.

EDUCATION AND LEGAL COMMITTEE EVENTS

Policy:

For any Education Committee or Legal Committee event, provide "CMAA Owner Member" reduced rate of \$35.

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 of \$35.

Budget:

1. \$0. CMAA Owner Members would pay \$35 rate, which covers individual cost of event ticket.
2. Budget Source: **N/A**

Communication:

Written: CMAA Owner Rate of \$35 published on event fliers, with the following disclaimer.

"This rate is exclusively for active CMAA "Owner Status" members. This rate does not apply for consultants representing owners and is only available for CMAA "Owner Status" members who are directly employed by an agency or institution."

Verbal: Orally communicated by Education, Legal and Owner's Committee to Owners

Benefits:

1. Provides for more "Owner" participants at Education and Legal Program Events
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 Via Purchase Order

May 2015

General:

- The CMAA Southern California Chapter accepts purchase orders from public agencies only as a method of registration for chapter events, including seminars, training, breakfast programs, and dinner programs.
- Payment is expected to be received within 60 days of invoice.

Procedure:

- The public agency shall submit a purchase order (PO) for an event registration to the Chapter Consultant. The purchase order shall identify the event name, date of the event, names of individuals to be registered, individual registration fee applicable to the agencies and individuals, and the total registration fee covered by the PO.
- Chapter consultant shall forward the purchase order to the Chapter accountant, who upon completion of the event, shall prepare an invoice and transmit to the agency.
- Accountant shall provide an aged AR report to Treasurer on a monthly basis, which details the status of all unpaid purchase order invoices, including duration that each has been unpaid.
- Consultant shall record all PO Payments as "paid via PO".
- Consultant is not liable for PO Payments, and events shall be closed out by Accountant even if PO Payment has not been received.

Cancellation/Refund Policy:

- Registrations cancelled 48 hours before the start of the event, or earlier, may be refunded if already paid.
- Registrations cancelled less than 48 hours prior to the event and "no-shows" shall be paid-in-full for the event as registered under the PO.
- In the case of training, if the registrant does not achieve certification through failure to successfully complete the process, then registrant is still required to pay-in-full for the event as registered under the PO.

Delinquency:

- An agency that has not paid a PO within 60 days of invoice will not be allowed to register again with a PO until all past due amounts are paid in full.
- In the event that a PO remains unpaid 60 days after the event, the Treasurer will send a written reminder notice requesting payment and informing the Agency of that they will not be allowed to register for future events using a PO until past due amounts are paid in full.
- If payment is not received within 90 days of the event, then the Treasurer may direct the accountant to write off the payment.



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 liaison to 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 – Student Outreach Committee Chair: works with local universities to ensure that CMAA and the Chapter have a presence at the respective university student functions, encourages student membership in the Chapter and CMAA, and assists students in becoming active members of CMAA.

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.

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.