

Institute Information

CSI - A HISTORY OF PROGRESS

During the post-World War 2 years, the government initiated a vast building program. Specifications, the basic language of construction, were not based on one language but many. Each agency and architect/engineer/-contractor (A/E/C) had their own formats.

In early 1947, a select group of government architectural specification chiefs began to meet informally to discuss the need for uniform specifications. They put in motion a plan for an organization where specifiers and others in the construction industry could unite to develop a common method of communication.

On March 8, 1948, James L. Watson, Henry C. Shelley, and J. Martin McDonough signed the certificate for incorporation naming this organization The Construction Specifications Institute . James B. Moore and Carl J. Ebert were elected president and vice-president respectively, at the first official meeting on April 15, 1948. At this time, the Institute had two membership classifications- active and associate- and 45 active members. It established objectives, adopted the first bylaws, and realigned the membership classifications to reflect five categories: active, associate, junior, student, and honorary.

The Institute pursued five priority goals: improve specifications writing, simplify specifications, standardize building codes, standardize specifications for government work at all levels, and study new materials and processes to substitute for those made more costly or scarce by the war.

Throughout its history, CSI has encouraged member participation in technical document preparation. The Institute's Technical Document Program was officially launched in 1961 with the publication of Specification Series Documents (SSD). Written by individual members, these documents were reviewed and critiqued by CSI members and industry experts before incorporation into the series, the predecessor of today's master guide specifications system, SPECTEXT®.

However, phasing out the SSD program effectively eliminated the need for input from individual members—CSI's most valuable resource for continuing the advancement of construction technology. Consequently, the former Technical Documents Committee revitalized old programs and created new ones to carry on the tradition of member participation. Possibly the two most important programs in fostering construction uniformity, the *Manual of Practice* and *MasterFormat*™, are also examples of member involvement and dedication to CSI's goals.

Starting with the *Baltimore Format* and other member-proposed specification organization guides in 1962, CSI issued a seminal 16 Division Specification organization tool in 1963. Subsequent revisions were co-developed with Construction Specifications Canada and issued in 1966, 1973, 1978, 1983, 1988, and 1995. In 2004, CSI and CSC continued these activities, with the publishing a significantly revised edition of *MasterFormat*™ by changing from its historical 16 Division and five digit numbering organization to a 50 Division and six digit numbering organization. In 2008, *MasterFormat*™ moved into a mode of continual updating, which is available at the website www.masterformat.com.

In 1967, the Construction Sciences Research Foundation (CSRF) was established by CSI "to conduct much-needed research in automation that affects specifications practices and techniques." SPECTEXT[®], a master specifications system, was one product resulting from this research. CSRF continues to create other programs that use the power of computers and their software to benefit all members of the A/E/C industry. In 1996, CSI and CSRF ended their relationship to co-produce SPECTEXT[®]. In 2011, SPECTEXT[®] was sold to ARCOM, the publisher of MasterSpec[®].

While the other documents address the "hows" of specifying, the SPEC-DATA[®] Program was initiated in 1966 to deal with the "whats" of construction specifications. It utilizes technical product information direct from the manufacturers organized in a uniform sequence and layout. Today, more than 300 manufacturers participate in this program. Starting in 1997, Reed Construction Data began publishing SPEC-DATA[®] and its specification counterpart MANU-SPEC[®]. Currently, they are part of the [Smart Building Index](#).

In 1951, the first local chapter was formed in New York City. By the first annual convention in 1957, CSI had 12 Chapters, composing nearly 1,500 members. In 1961 membership had risen to 5,001; in 1981 the membership total was 15,114. Today, with more than 13,000 members and more than 130 local chapters nationwide and in Ciudad Juarez, Mexico, and Puerto Rico. CSI continues to grow and progress—still pursuing the five goals, and expanding on them without hesitation to make construction the most organized and universally understood industry in the world.

In 1997, CSI joined with the National Institute of Building Sciences, the American Institute of Architects, the General Services Administration, the Sheet Metal and Air Conditioning Contractors Association, the Tri-Service CADD/GIS Technology Center, and the U.S. Coast Guard to develop and issue the National CAD Standard, which is currently in its fifth edition. In 1997, CSI joined with the Design-Building Institute to develop and issue *Perspective*, which is a database of performance criteria, which was issued in Summer 1999.

Since 2001, CSI has led efforts to produce the OmniClass[™] Construction Classification System, which is a classification system for the construction industry. OmniClass[™] is becoming the basis for organizing information for Building Information Modeling. Additional information can be found at www.omniclass.org.

In 2005, CSI expanded the *Manual of Practice* into the *Project Resource Manual* to reflect the life-cycle of facilities; updates in MasterFormat, SectionFormat, UniFormat, and OmniClass; inclusion of facility management activities and newer versions of the AIA General Conditions of the Contract (initially 1997 and later 2007).

In 2009, Introduced GreenFormat[™], which is a standardized format for organizing sustainability information for building products. More information is available at www.greenformat.com.

In 2010, CSI started a rewrite of the *Project Resource Manual* into *Practice Guides* targeted for project delivery, specification preparation, construction contract administration, product representation, sustainable design and construction, and facility management. The project delivery, specification preparation, and construction contract administration guides were issued in Summer 2011. The product representation guide was issued in Spring 2013. The sustainability practice guide was issued in 2014. The updates represent guidelines and practice reflecting changes in the industry since 2004. Another intention is for the practice guides to provide targeted assistance to candidates taking CSI's certificate and certification exams.

In 2011, CSI adopted a redefinition of its membership classifications to Professional, Emerging Professional, and Student from Professional, Industry, Associate, Intermediate, and Student.

In 2016, CSI adopted a change in its governance rules.

Sources: The Construction Specifier, March 1988; CSI Services and Publications Catalog July 1995-June 1996, July 1996-June 1997, July 1997-June 1998, July 1998-June 1999, and 1999 CSI Member Services Directory. Annually updated subsequent to 1999 with current events.

SPECTEXT[®] is a registered trademark of the ARCOM.

Certificate of Incorporation

The Construction Specifications Institute, Incorporated, As Amended

THIS IS TO CERTIFY:

FIRST: That we the subscribers, JAMES L. WATSON, whose post office address is No. 10 Light Street, Baltimore, Maryland, HENRY C. SHELLEY, whose post office address is No. 10 Light Street, Baltimore, Maryland, and J. MARTIN McDONOUGH, whose post office address is No. 10 Light Street, Baltimore, Maryland, all being of full age, do, under and by virtue of the General Laws of the State of Maryland, authorizing the formation of corporations, associate ourselves with the intent of forming a corporation.

SECOND: The name of the corporation is:

THE CONSTRUCTION SPECIFICATIONS INSTITUTE, INCORPORATED,

THIRD: The purpose for which the corporation is formed and the business and objects to be carried on and promoted by it are as follows:

To foster and promote the interests of persons, firms, groups, associations, corporations and others engaged in any phase of the business of writing, preparing, compiling, or in any way utilizing specifications in the construction and allied industries; to promote improved specification practices in the construction and allied industries; to gather, compile and analyze statistics and information relating to or useful in the conduct of such activities; to engage in research and study of any and all problems and aspects of specification writing; to establish and maintain the Institute as a clearing-house of unbiased technical information on specifications for the fabrication and installation of construction materials and equipment; to promote closer relations and cooperation among its members; to further the common interests and opportunities of its members in any and every lawful manner and to do anything necessary and proper for the accomplishment of the objects and purposes herein set forth or which shall be recognized as proper and lawful objectives and purposes of a business league.

No part of the fund or funds or the income or principal thereof shall be used to carry on propaganda or otherwise to influence legislation.

In furtherance and not in limitation of the general powers conferred by the Laws of the State of Maryland and of the objects herein set forth, it is expressly provided that this corporation shall have also, as far as are lawful, the following powers, viz:

To collect and disseminate statistics and other information of interest to members.

To conduct studies and technical research work, including the testing of supplies, materials and products made or used or capable of being made or used in the construction and allied industries.

To make awards and grants, and to create endowments, for the purpose of promoting and carrying on any of the objects and purposes of the corporation.

To conduct business promotion activities by means of educational projects, advertising campaigns, publicity or other lawful means.

To engage in such activities, including the publication of books and magazines, which may contain such pertinent advertising as may be deemed expedient for the purpose of being self-supporting and accomplish its purposes, the gains or profits derived therefrom to be used, however, only in such manner as shall be most conducive to the proper carrying out of the purposes herein stated.

To disseminate information of a general technical, economic, educational, and governmental character, to analyze subjects relating thereto, and to secure and present the views of the members to other organizations, governmental agencies, and the public.

To purchase, lease, hold, sell, mortgage, or otherwise acquire or dispose of real or personal property necessary for the activities of the association; to enter into, make, perform, or carry out contracts of every kind with any firm, person, corporation or association necessary for the accomplishment of the objects and purposes herein set forth; to do any acts necessary or expedient for carrying on any or all of the objects and purposes of this corporation not forbidden by law, or by this Certificate of Incorporation, or by its Bylaws, or by the Laws of the State of Maryland.

To have offices and authorized agents and promote and carry on its objectives and purposes within or without the state of Maryland, in other states, the District of Columbia, the territories or colonies or possessions of the United States of America or in any other location of the world in accordance with applicable law.

In general, to have all powers conferred upon a non-stock, non-profit corporation by the Laws of the State of Maryland, except as herein prohibited or forbidden by the Bylaws of this corporation.

FOURTH: The post office address of the place at which the principal office of the corporation will be located is c/o The Corporation Trust Co., Inc., First National Bank Building, Light and Redwood Streets, Baltimore 2, Md. The resident agent of the corporation is The Corporation Trust Co., Inc., the post office address of which is First National Bank Building, Light and Redwood Streets, Baltimore 2, Md.

FIFTH: The corporation shall have a Board of Directors. The number of directors which shall constitute the whole Board shall be such as from time to time shall be fixed by, or in the manner provided by the Bylaws, but in no case shall be the number be less than the minimum number provided by statute.

SIXTH: The corporation shall not have any capital stock and no part of the net income of the corporation shall inure to the private profit of any individual, except in payment for authorized services for the administration and conduct of its affairs.

SEVENTH: The conditions, methods of admission, qualifications, and classifications of membership, the limitation, rights, powers and duties of members, the dues, assessments and contributions of members, the method of expulsion from and termination of membership, limitation upon qualifications of voting power, and all other matters pertaining to the membership and the conducts, management and control of the business, property and affairs of the corporation shall be as provided from time to time in the Bylaws of the corporation.

EIGHTH: In the event of dissolution of the corporation, after the payment of all the debts of the corporation, the remaining property and assets shall be conveyed or transferred for such purposes as the professional members of the corporation in their absolute discretion may determine, but no funds or property shall revert to or be distributed among the members of the corporation.

NINTH: Meetings of members and directors may be either held within or without the State of Maryland.

TENTH: The duration of the corporation shall be perpetual.

ELEVENTH: The private property of the members and directors of the corporation shall not be subject to the payment of corporate debts to any extent whatsoever.

IN WITNESS WHEREOF, we have hereunto set our hands this 8th day of March, 1948.

s/ JAMES L. WATSON

s/HENRY C. SHELLEY

s/J. MARTIN McDONOUGH



MEMBERSHIP POLICIES, DUES, AND CLASSIFICATIONS

MEMBERSHIP POLICIES

- ▶ Membership is usually on an individual basis.
- ▶ Membership cannot be transferred to another person.
- ▶ Membership in the Institute is a prerequisite to membership in a CSI chapter.
- ▶ Membership in multiple chapters is allowed.
- ▶ Corporate Partnerships are available. Each partnership is customized to your strategic business goals and objectives. Partner organizations enjoy value pricing on bundled packages and increased visibility through CSI's network.

MEMBERSHIP CLASSIFICATION DESCRIPTIONS

PROFESSIONAL:

- ▶ You author, manage, or communicate building information; to create, interpret, or use construction documents; or to educate, support, or assist the construction industry.
- ▶ Applicants for professional membership shall have had not less than two years of experience in such work at the time of their application.

EMERGING PROFESSIONAL

- ▶ You have less than three years experience.

STUDENT:

- ▶ You are a full-time student in a construction-related curriculum.

ANNUAL DUES SCHEDULE

▶ PROFESSIONAL	\$250.00
▶ EMERGING PROFESSIONAL	\$125.00
▶ STUDENT	\$30.00

- ▶ Annual dues provide 12 full months of membership. The month in which you join becomes your anniversary date for renewal.
- ▶ Baltimore Chapter dues are \$50. Other Chapter dues vary. Please contact your nearest CSI Chapter or the Institute office 800-689-2900 for chapter dues amount. A membership application form is located in the Chapter Portion of the Handbook.
- ▶ A membership certificate is available for \$15.00.
- ▶ Dues are subject to change—membership dues are not refundable.
- ▶ FULL PAYMENT MUST BE RECEIVED WITH the APPLICATION.

**The Construction Specifications Institute
Fiscal Year 2017
Institute Officers Roster**

**Board
Of The
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July 1, 2016 Through June 30, 2017**

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