



Chapter Chartering Handbook

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WHAT IS NAWIC?

Core Purpose

To strengthen and amplify the success of women in the construction industry

Core Values

- Women-focused
- Courageous leadership
- Commitment to inclusion and growth
- Anticipate change

NAWIC's Code of Professionalism

The NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION (NAWIC) is an international association dedicated to the advancement of women in the construction industry with integrity, professionalism, respect, and courtesy being our fundamental values.

The following is adopted as the CODE OF PROFESSIONALISM of NAWIC:

- NAWIC members will act at all times in conformance with the following Association Policy: NAWIC is self-governing, non-profit, non-partisan and non-sectarian
- NAWIC members will use their best efforts to ensure that the statements made, and positions taken fairly represent the view of the entire group on behalf of which they are authorized to speak
- NAWIC members, when representing members of the Association, will take steps to hear and consider the views of all their constituents and make those members feel that their views are important, even if the position taken is in disagreement with any member's particular views
- NAWIC members, when representing the Association, its Committees, Regions, Councils or Chapters shall give those positions their full support
- NAWIC members shall treat as confidential any information to which they are given access by virtue of being an Officer or Director, candidate for office, or Director-Elect

NAWIC members shall conduct themselves professionally in the course of any activities affecting the Association, including campaigning for office.

OVERVIEW OF CHARTERING PROCESS

You have taken the first step to becoming a new Chapter of the National Association of Women in Construction (NAWIC). You have decided that you, and other women in your area in the field of construction, are ready to take advantage of opportunities available in an association that has enhanced the success of its members for over 60 years.

This handbook is designed to give you an overview on organizing a Chapter in your area, the necessary documents and guidelines for a new Chapter, and helpful tips on membership growth. On the next page is a graphical representation of the process. As you go through this process, remember that NAWIC members are ready, willing, and able to help you succeed. Don't hesitate to contact your NAWIC Director or a staff member at the NAWIC Office.

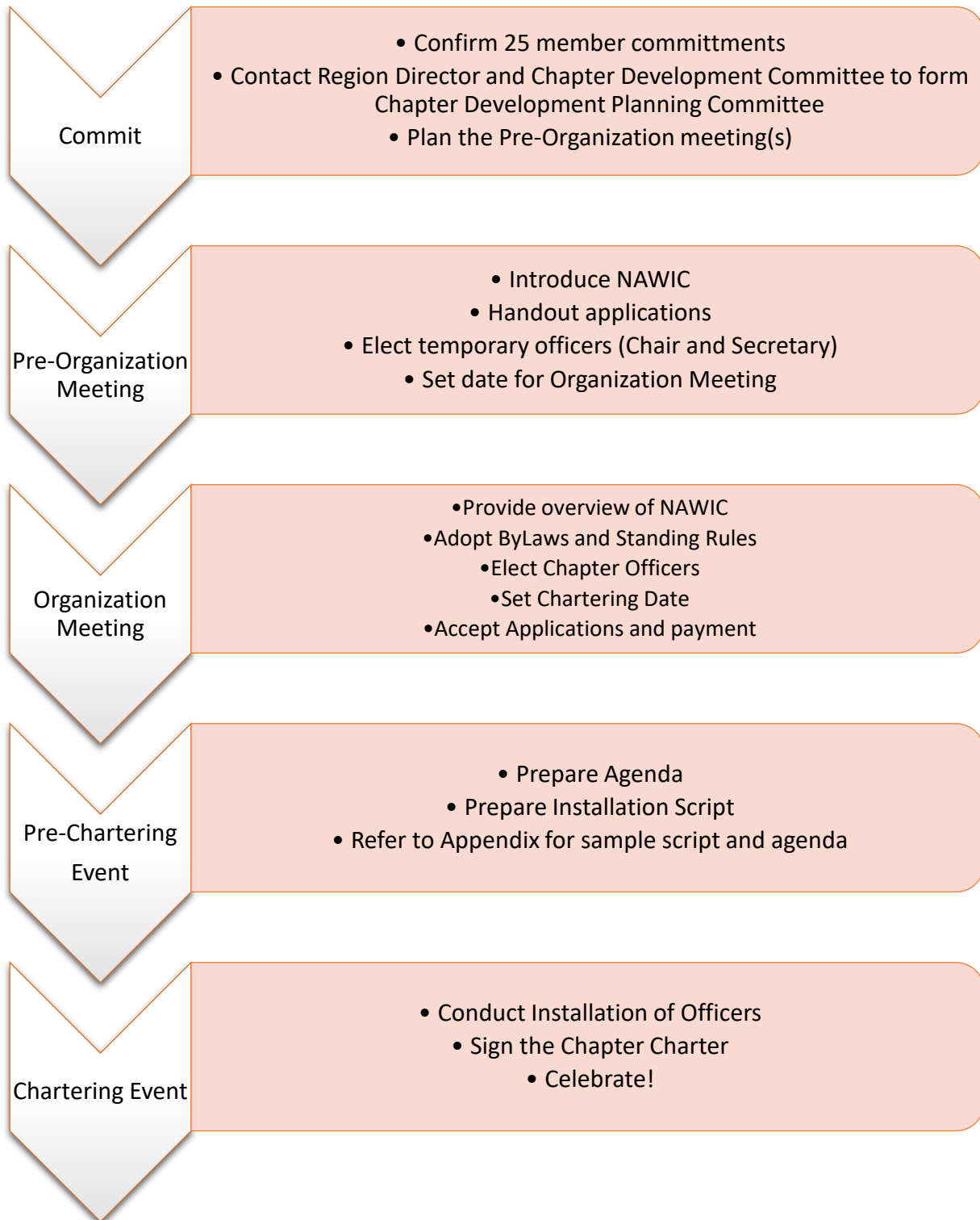
A few items to keep in mind

- Determine the area your Chapter will serve; the area your members will come from (territory)
 - Special Note: The NAWIC Executive Committee must approve the chartering of a new Chapter if a Chapter was previously chartered in the same city/area and relinquished or merged their charter within the previous 5 years
- You will need a minimum of 25 members to charter a Chapter. At least 75% must be voting members (Active and Corporate members). No single company can comprise more than 25% of the membership.
- Schedule a pre-organizational meeting and a subsequent organizational meeting (details in later sections)
- Review the NAWIC Bylaws and Standing Rules (refer to Appendix)

Member enthusiasm is the key to a healthy and growing Chapter. We have included a separate section with membership meeting flyers, tips for recruitment and keeping your members engaged.

As you move forward, our national staff and leadership are available to help your Chapter thrive. Keep a contact list close at hand...you are not on your own.

CHARTERING PROCESS



PRE-ORGANIZATIONAL MEETING

Here are three (3) steps to help you during the pre-organizational planning and meeting: Planning, Promoting and Hosting.

STEP ONE - Planning

Create your Chapter Development Planning Committee

- NAWIC Director (contact the NAWIC Office for this information)
- National Chapter Development Committee Co-Chairs
- Sponsoring Chapter(s) (if none available, contact the NAWIC Office)
- Women in the construction industry in the area being organized

Chapter Development Committee will schedule a meeting or conference call to

- Set goals and deadlines for accomplishing tasks
- Assign tasks
- Assign a Chapter Development Committee member

Compile a contact list of companies and related businesses in the area (Hint: Include men because they undoubtedly work with the women we are trying to reach)

- Obtain business addresses, owner's names, e-mail addresses, phone numbers (multiple names in each company increases our marketing potential). Use the following resources:
 - Blue Book
 - Associated Builders and Contractors (ABC)
 - Construction Financial Management Association (CFMA)
 - Association of General Contractors (AGC)
 - Other local construction associations
- Make phone calls during this time and speak to as many potential members as possible
- Those that are interested may even like to join the planning committee and help with obtaining even more contacts

Sponsoring Chapters

- Request approval from your Chapter Board of Directors to sponsor the potential Chapter
- Formalize a Chapter expansion committee and solicit Chair and members
- Request approval of Chapter funds to help with associated expenses
- Submit official signed Meeting Minutes from the Chapter stating the approval of the sponsorship, creation of a Chapter expansion committee, and any approved funds to help with expenses of the chartering process
- National currently budgets \$300 total to reimburse travel expenses for 2 members of the sponsoring Chapter. Reimbursement must be requested with detailed receipts
- Help the new Chapter prepare a list of potential sponsors for the chartering process and start working to secure those funds
- Share area contacts your members have with the new Chapter

STEP TWO - Promoting

Set the date for your first pre-organizational meeting(s)

- Plan far enough in advance to send out letters, advertise and get RSVP's
- Select a professional atmosphere (a public library space, a company boardroom, a contractor's training room, or a hotel)
- Consider having two meetings on one day; perhaps a lunch meeting and an after-work meeting in order to reach as many people as possible
- Provide box lunches, catered lunch, or hors d'oeuvres and soft drinks*

Compose the contact letter and meeting flyer to promote the upcoming meeting

- Remember to invite business owners as well as potential members
- Obtain membership value brochures from the NAWIC office to send with contact letters
- Ask for RSVPs to help with planning space and food

Promote your event

- Advertise the meeting in local newspapers, publications, trade magazines, etc. Public Service announcements and Social Media are free
- Work with other construction industry organizations in the area so they can also promote the event
- Contact the NAWIC National Office and request they send out the invitation to all NAWIC members

HELPFUL HINT: The national NAWIC budget includes some funds for Chapter chartering. The funds are available after chartering. Your NAWIC Director can provide the amount available for the current year and how to obtain reimbursement. The sponsoring Chapter(s) may help with money from their Chapter budget and/or there may be a Regional fund set aside for this purpose. Seek sponsors that could provide food and beverages, cover printing costs and travel expenses or donate mailing services. Construction companies, suppliers, related businesses, and other associations are all good sources for sponsorships.

STEP THREE - Hosting

The day of the Pre-Organizational meeting has arrived!

- Greet attendees and thank them for their interest in NAWIC
- Provide name badges (pre-printed from your reservation list). Have extra blank name badges for attendees you were not expecting
- Provide a sign in list or book; ask for name, company name, address, phone, and email so that you can follow up after this meeting

Start the meeting on time and follow an agenda

- Involve several people in presenting the agenda
- A template agenda is provided in your Chartering Handbook Appendix
 - Utilize the power point provided by the Chapter Development Committee. Your mentor will assist in updating the slides, so it is relevant to your Chapter and Region

HELPFUL HINT:

If a current NAWIC member desires to become a charter member of a new Chapter, she must resign her membership in the existing Chapter and fill out a Chapter transfer form for the proposed Chapter. No payment of NAWIC dues will be required until the beginning of the next fiscal year. Any member who follows this procedure and becomes a charter member of a new Chapter shall not lose tenure.

- When reviewing the number of applicants and the number of voting members required, be sure to review and explanation of voting types (found in Appendix)
- If twenty (20) prospective members are present
 - Elect a temporary Chair and temporary Secretary
 - These two members will work with the sponsoring Chapter(s), Region Director, and organization committee to prepare for the Organizational Meeting
 - Set a date for the Organizational Meeting
 - Be prepared to promote in the same manner as the Pre-Organizational meeting, involve those in attendance for the upcoming meeting
 - Encourage women interested in joining to fill out application forms and bring payment to the Organizational meeting or mailing to the temporary Secretary



Other considerations for the Pre-Organizational meeting

- Allow time for questions to be answered
- Have a supply of membership applications and other informational flyers available and encourage prospective members to share with others in their network
- Bring copies of the most recent NAWIC Annual Report in order to highlight the breadth of NAWIC and its influence across the country

ORGANIZATIONAL MEETING

STEP ONE - Planning

Confirm meeting logistics

- Review contact list for updated names, information, emails
- Confirm location
- Arrange to provide box lunches, catered lunch, or hors d'oeuvres and soft drinks

STEP TWO - Promoting

- Promote the Organizational Meeting in the same manner as the Pre-Organizational meeting, involve those who were in attendance for the upcoming meeting
- Remind those who were in attendance at the Pre-Organizational meeting and took a membership application to bring the completed application to the Organizational meeting. You can also collect those in advance by having them mailed to the temporary Secretary. Online applications are not permitted for chartering Chapters.

STEP THREE - Hosting

Conducting the Organizational meeting

- Officiating the Organizational meeting
 - The presiding officer is the temporary Chair that was elected at the Pre-Organizational meeting
 - Minutes of this meeting are required and will be the responsibility of the temporary Secretary
 - A template for Meeting Minutes can be found in the Appendix of this handbook
 - The template for the agenda can be found in the Appendix of this handbook
 - Establish Organization Quorum. With at least 25 potential members committed to joining (75% of whom are voting members) and 1/3 of the voting members present (either physically or virtually), the business portion of the meeting can take place
 - If a quorum cannot be established, answer any questions attendees may have and reconvene at a later date
 - Adopt both the NAWIC and Chapter Bylaws (found in Appendix)

- Adopt Chapter Standing Rules (found in Appendix)
- Elect your Officers and Directors
- Decide upon the territorial limits and a Chapter name (to be approved by the NAWIC President)
 - When feasible, the name should be the same as the principal city. If the new Chapter borders on two (2) NAWIC Regions, it is the Chapter's choice what Region they will charter with. (It is suggested that the new Chapter not use "Greater" in its name)
- Select a tentative chartering date a minimum of four weeks out, to be approved by the NAWIC President. Keep the momentum going!
 - This time frame is necessary to process the required papers and arrange for a NAWIC representative to be present
 - The chartering event must be held no later than ninety (90) days after the Organizational Meeting
 - No chartering dates shall occur fifteen (15) days prior to or fifteen (15) days after the close of the NAWIC Annual Conference
 - Consider a hybrid event allowing virtual access to as many members as possible
- Ask for volunteers to serve on the required standing committees
 - Professional Development and Education (PD&E) and Membership
- Before the meeting closes, gather the applications of the twenty-five (25) minimum members (75% must be voting members, and not more than 25% from the same company, with applicable payment. Keep in mind that online applications are not permitted for chartering Chapters.

After the meeting

- Make a copy of Organizational Minutes, a copy of Standing Rules, along with proposed chartering dates
 - Send the required 25 (or more) applications, along with these documents to the NAWIC office for processing and approval of Chapter name and chartering date

The National Association of Women in Construction
327 S Adams St
Fort Worth, TX 76104
- The National Office will obtain Federal Tax ID# and file Articles of Incorporation in the state the Chapter is located

- Once Tax ID# has been assigned by IRS and State incorporation has been approved, establish a Chapter bank account

- Complete Chapter Dues ACH Form and send to National Office

CHARTERING MEETING

The Chartering ceremony will be the first introduction to NAWIC for many in attendance, including industry employers.

A couple of things to remember:

- Coordinate with your planning committee and mentor on your choice of the installation ceremony or you may create one that is specific to your Chapter. Samples are included in the Appendix as well as an agenda template

- Make certain that as many of the chartering members as possible are in attendance. These members will be signing the official charter

- The NAWIC National Board of Directors will make sure one person is in attendance acting a chartering Officer to help with the installation

- The NAWIC National Office will ensure that your charter arrives at the event with the chartering Officer

HELPFUL HINT:

The NAWIC Director and sponsoring Chapter(s) should continue to communicate and attend meetings of the newly chartered Chapter if requested. The support and information they can provide will further strengthen the vitality of the group. They can provide samples of newsletters, budgets, and speakers, introduce new members to the NAWIC office staff and let them know about their support, and ensure that the new Chapter Officers and committee chairs obtain handbooks and can access the NAWIC website for information. The newly chartered Chapter should be able to ask for guidance without hesitation. They are now part of a whole network of women in the construction industry that can help enhance their success!

POST CHARTERING

Sponsoring Chapter Tasks:

(absent a sponsoring Chapter, duties fall to Region Director with assistance from Chapter Development Committee)

- Confirm the official Chapter charter is sent to the NAWIC Office (the new Chapter may make a copy of the charter for their records if they choose to do so)
- Set up a conference call with the National Treasurer, new Chapter Treasurer, and her mentor to go over the new Chapter's budget
- Verify that all volunteer mentors have contacted their specific Officer mentee
- Assist the new Chapter in any way (i.e. finding speakers, ideas for ways & means, navigating the NAWIC website, etc.)
- Encourage the new members to attend Region and national events, NAWIC webinars and training sessions
- Attend meetings of the new Chapter frequently during the first year
- Help with membership recruiting and retention
- Invite the Chapter members to attend your meetings and events, possibly do joint events. Suggestion: offer to do a NAWIC 101 presentation at one of their first Chapter meetings to explain NAWIC, NEF, NFSF, committees, etc.

Region Director Tasks:

- Send communication out to Region regarding the successful chartering, including pictures and information about the new Chapter
- Set up conference call with new Chapter Board for informal rap sessions approximately 3 months and 6 months after chartering
- Request copies of signed Meeting Minutes of the Board and general meetings for review
- Make sure information about the new Chapter is updated on Region website and social media sites
- Using the New Chapter Checklist below, confirm all documentation is complete and sent to the NAWIC Office

New Chapter Checklist

- Original copy of charter was received by the NAWIC Office
- Verified the Chapter established a bank account with proper signatories (Treasurer, President and 3rd person elected by Board of Directors)
- Verified Chapter Dues ACH Form was completed and sent to NAWIC Office
- Verified the Chapter filed incorporation papers within the specific state and a copy of the incorporation papers were sent to the NAWIC Office

CHARTERING EXPENSES

NAWIC will pay travel expenses, banquet dinner cost, and lodging, in the city where the new Chapter is located, for the NAWIC Director and appointed NAWIC Officer. Each shall pay her own expenses and submit an expense report with detailed receipts to the NAWIC Office for reimbursement. The reimbursement limit is set annually in the NAWIC Budget.

Sponsoring Chapter: One hundred percent (100%) of documented expenses, not to exceed the reimbursement limit determined annually by the NAWIC Board of Directors, will be paid on the following basis:

- Reimbursement for travel, room (if overnight stay is necessary) and dinner expenses, for two (2) members of the sponsoring Chapter, at the Pre-Organizational meetings, as well as the chartering
- Telephone, postage, and cost of reproducing materials
- Invitations to the chartering, if used
- Parking, tolls, and current IRS mileage allowance if automobile transportation is used, at the Pre-Organizational and Organizational Meetings and the chartering, not to exceed six (6) round trips
- Other costs associated with the chartering, except for gifts, which are not reimbursable

Expense reimbursement must be requested no later than forty-five (45) days after date of chartering. Payment will be provided after review of the detailed receipts and is within the budgeted amount.

Any cost for a chartering reception is not reimbursable and should be included in the price of the banquet ticket.



Chapter Chartering Task Assignments

Task:	Assignment:
<i>Initial Inquiry:</i>	
<ul style="list-style-type: none"> Log initial inquiry and upload revised tracking spreadsheet to BoardBookit 	Amber Kohut
<ul style="list-style-type: none"> Call with person inquiring for qualifying a potential Chapter 	Chapter Development Committee (CDC) Chair
<ul style="list-style-type: none"> Notify Region Director, National President with recommendation to proceed or hold off 	CDC
<ul style="list-style-type: none"> Make determination to proceed or hold off 	National President with input from the Region Director and Officers
<ul style="list-style-type: none"> Set-up 2nd call with prospective members, CDC, Region Director 	Amber Kohut
<i>If Proceeding:</i>	
<ul style="list-style-type: none"> Assign National Officer 	NAWIC President
<ul style="list-style-type: none"> Contact closest Chapter to request sponsorship of the new Chapter 	CDC with input from Region Director
<i>Pre-Planning Meeting:</i>	
<ul style="list-style-type: none"> Set-up Pre-Planning Meeting with prospective Chapter members, CDC, Region Director, National Officer 	Amber Kohut
<ul style="list-style-type: none"> Create agenda and meeting preparation 	CDC, Region Director, Sponsoring Chapter, New Chapter Rep.
<ul style="list-style-type: none"> Run meeting 	New Chapter Rep. with support of CDC, Region Director
<i>Pre-Organizational Meeting:</i>	
<ul style="list-style-type: none"> Set-up meeting with prospective Chapter members, CDC, Region Director, National Officer, Sponsoring Chapter representative(s) 	Amber Kohut
<ul style="list-style-type: none"> Create agenda and meeting preparation 	CDC, Region Director, Sponsoring Chapter, New Chapter Rep.
<ul style="list-style-type: none"> Run meeting 	New Chapter Rep. with support of CDC, Region Director
<i>Organizational Meeting:</i>	
<ul style="list-style-type: none"> Set-up meeting with prospective Chapter members, CDC, Region Director, National Officer, Sponsoring Chapter representative(s) 	Amber Kohut
<ul style="list-style-type: none"> Create agenda, script, and meeting preparation 	CDC, Region Director, Sponsoring Chapter, New Chapter Rep.

Task:	Assignment:
<i>Organizational Meeting continued:</i>	
<ul style="list-style-type: none"> • Run meeting 	New Chapter Rep. with support of CDC, Region Director
<ul style="list-style-type: none"> • Submit Chapter name and 3 Chapter chartering dates for approval and selection by NAWIC President 	New Chapter President
<ul style="list-style-type: none"> • Complete Employer Identification Number and State Incorporation information form and send it to Amber Kohut 	New Chapter President
<ul style="list-style-type: none"> • Complete paperwork to establish chapter as a Not-for-Profit Business League Corporation with the IRS (7-10 working days for IRS to process) 	Amber Kohut with information obtained from new Chapter Board
<ul style="list-style-type: none"> • Complete Articles of Incorporation paperwork in the state they are located 	Amber Kohut with information obtained from new Chapter Board. Any fees associated with becoming incorporated in the state they are located will be deducted from the seed money the chapter receives from National
<ul style="list-style-type: none"> • Set-Up bank account; complete paperwork such as Dues ACH Form, Chapter Leadership form etc. 	New Chapter Board with support of CDC, Amber Kohut
<ul style="list-style-type: none"> • Seed money sent as soon as bank account and dues ACH form is submitted to National 	Kharisma Rivera
<ul style="list-style-type: none"> • Post-Org Press Release with elected Board members and chartering information 	Makenzie Plusnik
<i>Chartering Ceremony:</i>	
<ul style="list-style-type: none"> • Set-up meeting with prospective Chapter Board, CDC, Region Director, National Officer, Sponsoring Chapter representative(s) 	Amber Kohut
<ul style="list-style-type: none"> • Encourage other Chapters in the Region to provide a short welcome video and/or seed money 	Region Director; Amber Kohut
<ul style="list-style-type: none"> • Create agenda and meeting preparation 	CDC, Region Director, Sponsoring Chapter representative(s), New Chapter Board
<ul style="list-style-type: none"> • Run meeting 	National Officer, Region Director, New Chapter President, Sponsoring Chapter representative(s)
<i>Post Chartering:</i>	
<ul style="list-style-type: none"> • Chapter dues sent next distribution date after the chartering 	Kharisma Rivera
<ul style="list-style-type: none"> • Press Release 	Makenzie Plusnik
<ul style="list-style-type: none"> • All paperwork filed 	New Chapter Board, Amber Kohut

National Association of Women in Construction

Employer Identification Number and State Incorporation Information

Please complete the following information for National to file for your Chapter's Employer Identification Number and State Incorporation.

Employer Identification Number:

Chapter Mailing Address:	
City, State, Zip:	
County, State:	
Name of Responsible Party (<i>typically it's the Chapter President</i>):	

State Incorporation:

Chapter Mailing Address (<i>if different from what's listed above</i>):	
City, State, Zip (<i>if different from what's listed above</i>):	

Registered Agent:

Name (<i>typically it's the Chapter President</i>):	
Mailing Address:	
City, State, Zip:	

Board of Trustees:

Vice-President Name:	
Vice-President Mailing Address:	
Vice-President City, State, Zip:	
Secretary Name:	
Secretary Mailing Address:	
Secretary City, State, Zip:	
Treasurer Name:	
Treasurer Mailing Address:	
Treasurer City, State, Zip:	

Incorporator's Name (<i>typically it's the Chapter President</i>):	
Mailing Address:	
City, State, Zip:	

If there is a fee associated with the state incorporation, it will be deducted from the Chapter's seed money that's sent by National.

**National Association of Women in Construction
Chapter Transfer Form**

(Completed by Member When Transferring to Brand New Chapter)

Date:	
Transferring Member:	
E-Mail Address:	
Phone:	
Current Chapter: <i>(Name and Number)</i>	
Region:	
New Chapter: <i>(Name and Number)</i>	

NAWIC OFFICE USE ONLY:

New Chapter Chartering Date:	
Current Chapter President:	
Current Chapter Treasurer:	

_____ Notified Current Chapter President and Chapter Treasurer on _____.

_____ Confirmed that NAWIC member is currently a member in good standing within the current chapter. (NAWIC Operations Manual page C-2)

Prorated chapter dues in the amount of \$_____ to be sent to National by the Current Chapter. The prorated dues will be sent to the New Chapter the next dues payment cycle after the chartering date. (NAWIC Operations Manual page F-6)

_____ Notified Current Chapter on _____.

_____ Prorated Chapter Dues received at the National Office on _____.