

# Chapter President Handbook



NATIONAL ASSOCIATION OF WOMEN IN  
CONSTRUCTION REVISED APRIL 2021

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*NOTE: Anything in this handbook that is underlined and the color **blue** signifies that a link to a webpage has been created. Some webpage links may require login.*

**DISCLAIMER:** All references and links to the NAWIC website locations in this Handbook are subject to change due to the continuous updating of the NAWIC website. All Articles, Section and Policy references noted in this Handbook are from the NAWIC Operations Manual and are subject to change due to the continuous updating of the NAWIC Operations Manual, which can be found on the NAWIC website.

# **Introduction:**

If you are unable to find an answer here or in the NAWIC Operations Manual, it is suggested that you contact your NAWIC Regional Director.

## **President's Overview:**

1. Preside at each meeting of the Board of Directors and at each membership and any special meeting
2. Exercise general supervision over all Chapter activities
3. Serve as an ex-officio member of all committees except the nominating committee
4. Prepare a written agenda for each meeting of the Board of Directors and for each Chapter meeting. It is recommended to share it with the Chapter Vice President prior to the meeting, as well as the Chapter Secretary and Chapter Parliamentarian
5. Serve as a professional role model
6. Serve as custodian of the gavel, President's Pin (if appropriate)
7. Ensure the Chapter complies with all legal, insurance and fiduciary requirements to protect the Chapter and member's liability
8. It is recommended that the Chapter purchase an external hard drive for the Chapter's records to be stored and passed on each year

- Ensure standards are upheld and policies observed.
- Correctly communicate the objects of NAWIC to the Chapter & Community.
- Ensure the Chapter's primary focus is consistent with NAWIC's Mission Statement.

# Tips for the Chapter President:

## 1. Communication

- Communicate Region and national information to your members through email, newsletter, social media or phone. Don't forget those members who do not have access to electronic forms of communication. NAWIC will be sending you a monthly email with reminders, deadlines, and events on a national level.

## 2. Chapter Culture

- Be friendly and gracious at all times. You are representing your Chapter and the Association. Be pleasant in voice and manner, even in the face of antagonism or discourtesy. Welcome new members. Having a Welcome Committee is a good idea.

## 3. Resources

- Use the NAWIC website. You can't be expected to be the expert on all things NAWIC so if you don't know the answer, tell the person you will get back to them and do the proper research before you answer the question. Call the NAWIC Office 800-552-3506.
- Even if you have a Parliamentarian, the President should also have a general knowledge of Robert's Rules of Order. Rely on your Parliamentarian to guide, not to perform the duties of the President. They are there to help with motions and discussions.

## 4. Get Organized

- Set up files on your Chapters prior to the beginning of the year whether they be paper or electronic files. Include files for the standing and special committees. If using paper files, it is recommended to use a crate with individual files for the Board and Chapter Members to distribute handouts, which is a great time saver. If using electronic files, remember to pass them on to the next President.
- Arrive at meetings early and greet members, guests and prospective members. This also allows you to be relaxed and at ease when it is time to call the meeting to order. Encourage other Board and senior members to meet and greet guests. Be sure guests or newer members sit with current members. Prepare an agenda for every meeting.

## 5. What it means to be a Professional

- Be consistent and fair in all actions. Refrain from imposing personal opinions on the Chapter. Listen to ideas before giving a personal opinion. Don't stifle dialogue
- Take opinions and suggestions by others seriously, but never take them personally. Remember, the President is expected to carry out the wishes of the Chapter graciously, even when those wishes are contrary to hers
- Strive for cooperation among members by giving ample opportunity for suggestions for the successful functioning of the Chapter

## 6. How to run a Board Meeting

- Prepare an agenda
- Start the meeting on time

- Be professional
- Do not let discussions on an item turn into a “committee meeting”. If there are lots of questions, comments, etc. on an issue, ask the committee chair to schedule a meeting immediately so the appropriate committee can address the issue, with a report due at the following meeting

## 7. Working with a Committee

- Determine the goals of the committee
- Explain goals and procedures with committee chairs to ensure that they know what they are tasked with and how to do it
- Make certain your Chapter chairs have the contact information for their corresponding Region and National chairs and keep in touch with them
- Give clear and concise instructions. Encourage members to ask questions if they do not understand, and provide information as quickly as possible
- Keep your word – be sure the members can depend on what you say
- Mentor future leaders

**You are the communication link** with your NAWIC Director, NAWIC Board, NAWIC Office and – through your committee chairwomen – any NAWIC committee. Don't let the chain break – share all applicable communications you receive. Any Association is only as good as its ability to communicate.

**At various times** you may be requested to provide a report of the activities of your Chapter. This report may vary depending on the time of the year and where it is to be presented. Reports at planning conferences and Forum may include notices and/or information of workshops, seminars or other items of interest to members in your region, as well as special functions and general activities to date. Annual reports should include programs presented at meetings, educational or industry projects, scholarships presented, special awards received by the Chapter and/or members or special appointments, etc. They should not contain information about rummage sales, fashion shows, etc., since these are not a focus of NAWIC's Mission Statement.

# **President's Files:**

One of your first tasks will be to review the President's files; do this as soon as you receive them from your predecessor. Filter out unnecessary information and paperwork, taking care that the Chapter records required are properly maintained (see the Records Retention Requirements available online at <http://www.NAWIC.org> > [Member Center](#) > [Chapters](#) > [Sarbanes Oxley](#)) and ensuring those Board Officers are maintaining their applicable records. Insert any missing items and destroy any items that have no further use. If you maintain most of these files electronically, make sure that a second set of files is maintained elsewhere.

## **So What Should be in the President's Files?**

1. Current NAWIC Operations Manual; National Bylaws; and Standard Bylaws for Affiliated Chapters (The current NAWIC Operations Manual and National and Standard Bylaws for Affiliated Chapters are available for download on the <http://www.NAWIC.org> > [Member Center](#))
2. Chapter Standing Rules and Policies
3. Chapter Roster (with addresses and telephone numbers. This can be downloaded at <http://www.NAWIC.org> > [Member Center](#) > [Membership Directory](#)).
4. Leadership Directory A current directory of the Chapter Board Members, the Committee Chairs, as well as Region Committee Chairs, current Presidents and contacts within your Region and the National Officers and Directors. This is also available online at <http://www.NAWIC.org> > [Member Center](#) > [Members](#) > [Leadership Directory](#).
5. Incorporation documents (even if they are copies). It is a good idea for the President to also have the Chapter Federal ID# (FIN).
6. Chapter Gavel, including podium banners, etc.
7. The President's Handbook is available online at <http://www.NAWIC.org> > [Member Center](#) > [Chapters](#) > [Handbooks](#).
8. Your Chapter's Strategic Plan and Goals (What is the Chapter's vision, passion and focus)? Outline your goals to accomplish them. Work with the Region Director to incorporate her goals into yours.

# Deadlines & Calendar:

As a professional association, NAWIC's business requires adherence to certain deadlines. As President, you are responsible for ensuring those deadlines are met. Some preparation will be necessary to meet certain deadlines, so look at the months ahead and plan for those deadlines to be ready to meet them. Review additional deadlines with your Director and add those along with your Chapter activity deadlines.

## PRIOR TO OCTOBER 1:

- Finance Committee proposes budget for upcoming fiscal year with said budget approved by the Chapter Board following installation
- The Board designates a depository for all Chapter funds & authorizes a third Officer to countersign checks
- Confirm or notify the National office of any depository account information changes
- If Credit/Debit cards are used by the Chapter, all users should be approved, new cards ordered and old cards collected from previous users and destroyed
- Name Audit Committee and have them review the prior year end financials
- Plan your Board meetings
- Work with PDE Chair for Chapter meetings

## OCTOBER:

- 1st – Beginning of NAWIC Fiscal Year – budget should be approved prior to this date
- Officers and Chairs should complete forwarding all files to their successor
- Add new NAWIC Officers, Director, & Regional Chairs to your newsletter mailing list
- Have the new Board of Directors review: Conflict of Interest, Whistleblower Statement, Commitment form. Forms are available online at <http://www.NAWIC.org> > Member Center > Chapters > Sarbanes Oxley.
- Chapter Standing Rules and Guidelines to be reviewed by Chapter Board of Directors

## NOVEMBER:

- Submit Chapter Standing Rules to National Bylaws Chair for review per Chapter Standing Rule #2
- Elect Nominating Committee

### JANUARY:

- File IRS E-Postcard online (due prior to Feb. 15th)

### FEBRUARY:

- 15th - IRS E-Postcards are due
- Regional Forums – required different deadlines
  - ✓ Reports
  - ✓ Awards submission

### MARCH:

- WIC Week (first full week in March)
- Review your projected goals and Budget at your Board Meeting, make necessary adjustments
- Nominating Committee must be elected by the March meeting, if not already done
- Board looks at dues for following year

### APRIL:

- Nominating Committee presents slate

### MAY:

- Nominating committee presents slate of officers, if not already done

### JUNE:

- 15th – Chapter dues information/verification due to NAWIC Office
- NAWIC Chapter Elections to be held, if not already done
- Report results of Chapter elections to the NAWIC Office and Regional Director

### AUGUST:

- Officer and Committee Chair Annual Reports due for Chapter files
- Begin transfer of Officer and Chair files to their successors



# **Bylaws and Standing Rules:**

**Bylaws** – rules adopted by an organization chiefly for the government of its members and the regulation of its affairs

- National and Chapter Bylaws are set by the National Board
- Any changes must be made by the National Board

**Standing Rules** – a rule that relates to the details of the administration of an organization

- First seven rules set by National and cannot be changed

**Policies** – a course or principle of action

- Specific and lay out the steps to accomplish an end or step by step instructions for implementation
- Cannot be in conflict with Bylaws or Standing Rules

You should become familiar with the National Bylaws, the Standard Bylaws for Affiliated Chapters and your Chapter's Standing Rules. In addition, you should know whether they are being reflected in the current practices and procedures of your Chapter.

# **Committees:**

There are three standing committees listed in the Chapter Bylaws:

- Finance
- Professional Development and Education (PDE)
- Membership

Other Committees could include WIC Week, Safety and Health Awareness, Block Kids and Design Drafting. The President may create other committees of the Chapter.

From time to time, as the need arises, you may authorize the appointment of a special group (also called an ad hoc or task force) to handle a specified task. Members of a special group may be appointed by the Chair. A committee should include both experienced and new members. Upon completion of the task, a special committee ceases to exist.

# Meetings:

## Board of Directors:

Your duties as President include presiding at all meetings of the Board of Directors. The Secretary will take Minutes of the Board meetings as well as regular membership meetings and will report to the membership for the Board.

Must have at least six (6) meetings per year.

## Membership:

Regularly scheduled meetings are usually held. The regular Chapter meeting is where many members form their impression of our Association. Some members never venture beyond a Chapter level; therefore, the mission of the Association and the image projected and perceived is generated at the Chapter level. Welcome every new member!

Must hold at least ten (10) meetings per year, with four (4) including official Chapter and Association business.

As President, you have the responsibility of leading your Chapter. Before each meeting you should confer with the committee chair to determine if a report will be presented. You are also responsible for preparing an agenda.

## Sample Agenda:

- ❖ Call to Order
- ❖ Inspiration/Invocation and/or Pledge of Allegiance (optional)
- ❖ Educational Program (it is recommended that this be presented before the business portion of the meeting so that the speaker can be excused)
- ❖ Establish quorum (before any business can be transacted, the presence of a quorum must be determined)
- ❖ Approval of Minutes – Approval of previous Minutes by the attending body is not required if there has been a committee appointed for such approval. Minutes can be posted on the Chapter website or published in the newsletter.
- ❖ Reports of Officers – it is not necessary to hear from each Officer, if no report is needed
  - President
  - Vice President
  - President-Elect
  - Secretary
  - Corresponding Secretary
  - Treasurer
- ❖ Report of the Board – this report is given by the Secretary and should be limited to a

summary of the pertinent Board actions. If recommendations are made, the Secretary should move for the adoption of the recommendation by saying, “Madam President, by direction of the Board, I move the adoption of the recommendation as presented.” (no second is necessary because it was approved by the Board originally.)

- ❖ Report of Standing Committees – only committees with reports need to be called upon. If the committee recommends action, its report should be followed by a recommendation presented by the reporting committee member. Chairs should be reminded that reports given during the meeting should be concise and to the point and summarized where possible.
- ❖ Report of Special Committees – if any
- ❖ Unfinished Business – this includes business not concluded at the previous meeting
- ❖ New Business
- ❖ Announcements – merely reminders of information. Keep announcements brief and to the point.
- ❖ Adjournment – the Chair states, “If there is no further business, the meeting is adjourned.”

## Election of Chapter Officers and Directors:

Before the end of June, the Chapter will conduct the election of new officers and directors. The election may be handled in several ways; however, it is your responsibility to see that the election is conducted in accordance with the Bylaws and is accomplished in such a manner that each member recognizes the absolute fairness of the election.

Per NAWIC Chapter Bylaws, Article VI, Elections:

- SECTION 1: A Nominating Committee of not less than three (3) voting members shall be elected no later than the end of March of each year. Two (2) members shall be elected from the membership, and one (1) shall be elected from the Board of Directors. The Committee shall elect its own chair.
- SECTION 2: No later than the end of May of each year, the Nominating Committee shall submit the names of one or more nominees for each office and each directorship to be elected. Nominations may also be made from the floor. If the Nominating Committee report is presented at one meeting and voting takes place at the following, nominations from the floor shall be permitted at both meetings.
- SECTION 3: All Officers and Directors shall be elected by ballot no later than the end of June and shall take office October 1 following their election.
- SECTION 4: When a ballot for any office or directorship fails to show a majority, the name of the nominee having the lowest number of votes shall be dropped and balloting continued until a majority is declared.
- SECTION 5: When there is only one nominee for any office or any directorship, the Recording Secretary may be instructed to cast the elective ballot.

SECTION 6: No person shall be elected to the office of President, President-Elect or Vice President who has not served on the Board of Directors.

SECTION 7: All Chapter elections may be conducted by mail ballot by a majority vote.

When elections are held at a meeting, the President calls for the nominating committee to present their report. After that, the President will call for nominations from the floor by office. Voting by ballot occurs after all nominations are closed. Samples of the elections script are provided online at

<http://www.NAWIC.org>MemberCenter:ChapterOfficerTools>ChapterPresident>.

## What is NAWIC’s tax status and what does it mean?

NAWIC qualifies under IRC § 501(c)(6) as a nonprofit association classified as a trade association. As a result, NAWIC is exempt from paying federal income tax. This means that NAWIC does not have to pay income tax on the money it takes in from its exempt purpose, such as dues and annual conference income.

A. What does it mean to be tax-exempt under § 501(c)(6)?

§ 501(c)(6) provides tax-exempt status for “an association of persons having some common business interest, the purpose of which association is to promote that common interest and not to engage in a regular business of a kind of ordinarily carried on for profit. Further, the association’s activities must be directed to the improvement of one or more lines of business as distinguished from the performance of particular services for individual persons.” As a § 501(c)(6) organization, NAWIC must provide benefit across an industry through activities for which individual members could not be expected to bear the expense and, therefore, lend themselves to cooperative effort. Particular services for individual members stand in contrast to industry-wide benefit. NAWIC’s specific purpose is set out in its “Object”. NAWIC applied for and received recognition of its exempt status for itself and all affiliated chapters which agreed to abide by NAWIC’s Bylaws and methods of doing business. Because NAWIC is the central organization, to ensure continued tax-exempt status for it and its chapters, NAWIC must retain the power to control, examine, and supervise all chartered chapters, to ensure IRS requirements are being followed.

B. What are the Benefits of § 501(c)(6) status?

On NAWIC itself: The most significant benefit under § 501(c)(6) is exemption from the federal income tax. Any income received by the exempt trade association (NAWIC), unless being treated as unrelated business income (UBTI) (described below), is not taxable to the organization under the Federal Income Tax Code. Examples: membership dues, annual conference income, trade show proceeds, dictionary proceeds, tuition for construction classes taught, honorariums earned by members and then donated to the NAWIC organization.

On an individual Contributor to NAWIC: A member of the construction industry who pays dues money to NAWIC as part of her ongoing business education, etc. may be able to deduct those expenditures from her federal income tax as a “business expense”. Payments to NAWIC are not considered deductible charitable contributions because

NAWIC is not a charitable entity. Unlike a charitable organization exempt under § 051(c)(3), a § 501(c)(6) such as NAWIC looks to the benefit of an industry (or line of business) as opposed to the general public benefit. In addition, unlike a § 501(c)(3) organization, NAWIC, as a § 501(c)(6) may engage in lobbying activities germane to its' members' interests.

C. What limitations are imposed on NAWIC because of its § 501(c)(6) status?

1. NAWIC funds (or NAWIC Chapter funds) cannot provide "benefit" to a member without NAWIC receiving equivalent value. For example, payment of reasonable compensation to a member for services rendered to NAWIC is acceptable. However, a payment that relieves the member of a financial obligation she otherwise would have is not. Therefore, NAWIC policy requires that financial support may not be given to any NAWIC member, or member of the immediate family (child, brother, sister, parent, or spouse). This policy does not prohibit Chapters from using funds for legitimate Chapter purposes, such as reimbursing members for Chapter expenses, which could include asking members to attend meetings, at the Chapters' expense, for the Chapters' benefit.
2. NAWIC may not engage more than incidentally in a regular business of a kind ordinarily carried on for profit. Said differently, NAWIC's programs "must be substantially related to NAWIC's "Object". What amounts to a "substantial" relation is not specifically defined in the law. Where the activity is not substantially related, it may generate unrelated business taxable income (see below).

CI. Tax Filing of § 501(c)(6) Organizations

All Chapters and Regions must file a 990 in February each year. Failure to file this informational return may jeopardize the organization's exempt status.

1. Form 990N: Small tax-exempt organizations whose gross receipts are normally \$50,000 or less are required to electronically submit Form 990-N, also known as the 3-Postcard.
2. Form 990/990EZ: Chapters, who normally have \$50,000 or more in gross receipts and who are required to file an exempt organization information return must file wither Form 990, Return of Organization Exempt from Income Tax, or Form 990-EZ, Short Form Return of Organization Exempt from Income Tax. If a form is filed late, the IRS will impose a penalty of \$20 per day for each day the return is late with a maximum penalty of \$10,000 or 5% of the organization's gross receipts, whichever is less. It is NAWIC policy that all Chapters and Region Director's Fund must file an IRS Compliance Form (an internal form) with the NAWIC Office every year.
3. Form 990T: "Unrelated Business Income" (defined and discussed in "Revenues" above) must be reported on Form 990T. Generally, profits derived from activities which are unrelated to the accomplishment of the organization's objectives and purposes (other than to provide money) constitute unrelated business income. An organization that fails to file the required information return (990, 990-EZ or 990-N) for three consecutive tax years will automatically lose its tax-exempt status.

E. Unrelated Business Taxable Income (UBTI):

What it is: UBTI is revenue generated from a regularly carried on trade or business that is not substantially related to the accomplishment of the organization's objectives and purposes (other than to provide money). UBTI is taxed at corporate tax rates absent an exception.

F. When is Unrelated Business Income Not Taxed?

Exceptions from UBTI include, but are not limited to, the following:

1. The first \$1,000 of unrelated business income [§ 501(b)(12)]
2. Income from a business in which substantially all the work is performed without compensation [§ 513(a)(1)]
3. BINGO not carried out on a commercial basis and not in violation of state/local law [§ 513(f)]
4. Dividends, interest, royalties, rent from real property and other "passive" income [§ 513(b)(1 – 3)]

G. Limits on amount of non-taxable unrelated business income:

In published cases, the types of organizations which have suffered under this limitation are the ones which receive 50% or more of their revenue from unrelated business activities including public, non-member activities and purchases. However, there is no safe harbor "minimum".

## **Chapter Scholarships: Funding Local Scholarships in the Chapter's Name through NFSF:**

A donation made to a NAWIC Chapter may not be taken as a tax deduction by the donor, thus NAWIC may not solicit contributions to those funds under the guise of receiving a tax deduction. To ensure the charitable activity of scholarships is available for funding through deductible donations, NAWIC Chapters should utilize NFSF - NAWIC Founders Scholarship Foundation (the "Foundation"). The Foundation is a tax-exempt charity under § 509(a)(3) and operates to support the purposes of NAWIC through its scholarship programs.

Any contributions made to the Foundation are eligible for tax deductibility depending on the donor's personal tax situation.

A Chapter can create a scholarship fund at the Foundation to grant scholarships to worthy recipients in the Chapter area (minus an administrative fee). The system poses no legal problem as long as no one who made a contribution (and took a tax deduction) controls the selection of the scholarship recipient. Further, the Foundation is not prohibited from granting a scholarship to anyone who is related to a member of its Board of Directors or who made a contribution to it, or members of the Chapter, or their relatives.

# **Incorporation of NAWIC Chapters:**

NAWIC has set out specimen articles of incorporation for local NAWIC Chapters to model their individual articles after. A copy of the model articles may be found in the NAWIC manual. This form is suitable for use in most states. Nonetheless, legal counsel may be consulted to determine what modification of the model form may be required to comply with local laws. There are good reasons for recommending that Chapters should incorporate.

Incorporation offers protection to individual members against personal liability for debts and obligations of the Chapter, or for claims asserted against it. Also, should a party sue an unincorporated Chapter for any reason and recover a judgment against the Chapter, the members could be personally liable for satisfying such judgment, whereas, a judgment against an incorporated Chapter is valid only against the corporation, not its individual members.

# **Events Insurance Information:**

NAWIC carries insurance for the purposes of protection from liability for NAWIC events and notify NAWIC to obtain the proper Insurance coverage.

For coverage information, contact the National office, and use the Insurance Request Form is available online at <http://www.NAWIC.org> > [Member Center](#) > [Chapters](#) > [Chapter & Member Forms](#) > [Special Event Insurances](#).

Certificates required should be requested a minimum of 4-5 weeks in advance of the event to ensure time to verify applicable coverage, have the certificates ordered and send in time for your event.

Coverage may vary from year to year depending on the available coverage afforded under the current NAWIC policies. Early confirmation that the appropriate coverage is available for your event can alleviate the need to “scramble” for other options too close to the event or activity. Sometimes there is an additional fee for an event covered under the National policy.

Sometimes it may become necessary for a Chapter to provide insurance not available through the NAWIC policies. Check with local insurance agents for “event coverage” should this be required. Other options are looking to a partner you may have for the event to determine if they have available coverage before buying an additional policy.

## **Officer Transition:**

As soon as a new Board has been elected, they should plan brainstorming sessions, contact prospective committee chairs, research program topics and be ready October 1st. Outgoing Officers should start sharing their records of office as soon as their successor has been elected.

While planning for the new year, you will want to determine what activities your Chapter will be participating in and appoint your committee chairs accordingly. For example, if your Chapter does not intend to participate in a Block Kids event during the year, you will not need to appoint a Block Kids chair.

## **NAWIC Education Foundation:**

The NAWIC Education Foundation (NEF) works with NAWIC to utilize members to chair their committees which include Block Kids, Design Drafting, NEF Liaison and NEF Fundraiser. The NEF President-Elect appoints the national and regional chairs. Chapter chairs are appointed by the Chapter President.