

BYLAWS COMMITTEE GUIDELINES
An Association Standing Committee

(EXCEPTION: Not Mandatory for Chapters)

PURPOSE: The Bylaws Committee prepares and presents all amendments to Association Bylaws, Standard Bylaws for Affiliated Chapters, Bylaws for Affiliated International Chapters and reviews Chartering Chapter's Standing Rules for compliance.

COMMITTEE: The Bylaws Committee shall be comprised of a Chair and/or such additional committee members as may be appointed by the NAWIC President.

Amendments may be proposed by the Bylaws Committee, a Chapter, NAWIC Officer, NAWIC Director, NAWIC Board of Directors, or NAWIC Committee Chair. Amendments proposed by only one (1) member should not be considered. As with a motion, the Chair must know there is more than one member interested and in favor of the proposal.

The Committee should submit to the NAWIC Board for its approval, prior to circulation, only the amendments it deems to be in the best interest of the Association. An amendment should be considered only after carefully checking to see if the project or problem can be handled under existing Bylaws or NAWIC Policies.

Proposed amendments received will be submitted to the NAWIC Board of Directors as directed by the NAWIC President. Only those amendments approved by the NAWIC Board are circulated to chapters. Proposed amendments are to be prepared in their final form by the NAWIC Bylaws Chair and circulated to NAWIC Board and chapters at the proper time. Chapters are to receive proposed amendments ninety (90) days in advance of the vote by the NAWIC Board of Directors.

Standing Rules from all newly chartered Chapters are furnished to the Bylaws Chair who checks them for accuracy and compliance.

The Bylaws Chair answers all questions received as promptly as possible.

Each Region Director shall appoint a member to serve as the Region's Standing Rules representative to assist the Bylaws Chair with the collection of Chapter's Standing Rules for review by the Bylaws Chair.

CHAPTER BYLAWS/STANDING RULES GUIDELINES

In September 1990, all blanks, except for the chapter name, were removed from the Standard Bylaws for Affiliated Chapters and Standard Bylaws for International Affiliated Chapters. Each chapter must adopt Standing Rules addressing when the chapter meets, its dues structure and if an initiation fee will be assessed. Additionally, if a chapter elects more than two (2) directors, a President-Elect and/or Corresponding Secretary, Standing Rules must be adopted to provide for these directors and officers. A Chapter must adopt whether they will vote by mail ballot or vote in person. See sample for Standing Rules.

Amendments to Standard Bylaws for Affiliated Chapters and Bylaws for Affiliated International Chapters may be proposed by Chapters. NAWIC Bylaws Chair will submit proposals to NAWIC Board at the proper time with other proposed amendments.

Chapter Bylaws, Article I - Name: Fill blank with name of the chapter and State or Province. Do not include chapter number as part of the chapter name unless the chapter number is listed on the Articles of Incorporation as part of the name or appears on the charter.

Standing Rules relate to details of administration and not to parliamentary procedures.

Special Rules or Rules of Order relate to transaction of business in meetings and to duties of officers - supplement or modify rules contained in parliamentary authority. NAWIC Chapter Bylaws do not allow for Special Rules.

The first six (6) Standing Rules must be as set out in Standard Bylaws for Affiliated Chapters. Standing Rules should not:

- change the wording or intent of the Bylaws or be more restrictive than the Bylaws;
- name or provide for the election of chair or members of certain committees;

(Note: The Chapter President appoints all Committees, with the exception of the Nominating Committee, to include the chair and committee members and fills committee vacancies when they occur);

- authorize someone other than the Chapter President, Chapter Treasurer and one other officer designated by the Board of Directors to sign checks;
- authorize someone other than the Treasurer to be custodian of Chapter funds.

NAWIC is an international association and Chapters are urged to avoid using the word "National." Whenever possible use NAWIC, e.g. NAWIC Committee or NAWIC Director. Other verbiage changes which should be noted are "Annual Conference" (in lieu of Convention), "Annual" Region Forum and "Fall" Planning Conference.

Although all details of Chapter administration should be included in Standing Rules, you are urged to adopt Committee Guidelines and Procedures whenever necessary. It is suggested that each Committee maintain a set of its guidelines. All Committee Guidelines should be maintained in one or two books for the permanent records and kept in the possession of the Chapter Secretary.

NEW CHARTERING CHAPTERS: Newly adopted Chapter Bylaws/Standing Rules will be submitted to the NAWIC Bylaws Chair for compliance review and approval.

Chapter Board of Directors shall annually review their Standing Rules for compliance. (09/08)

SAMPLE

NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION

(Insert Chapter Name and Number)

STANDING RULES ADOPTED

(insert date)

1. The Chapter shall adopt Standing Rules stating its dues, fees and charges, meeting date, and method of voting for officers, propositions and declaring whether the Chapter will elect Officers to the positions of Corresponding Secretary and President-Elect, and such other rules as are not in conflict with the Charter of the National Association of Women in Construction; the Chapter's Corporate Charter; or the Bylaws, the Standing Rules or official policies of the National Association of Women in Construction. Revisions and amendments to Standing Rules 1-6 can only be changed by the National Board of Directors. (07/21)
2. Standing Rules will be reviewed for compliance annually by the Chapter Board of Directors, and at least biennially by the National Bylaws Chair, and by no later than November 30th. Biennial review will occur when there are absolutely no changes to any of the Chapter Standing Rules. Chapters' review schedule will be determined by their Region, according to the following:
 - a. Midwest, North Central, Northeast and Pacific Southwest Regions will submit when the start of the NAWIC year is an even-numbered year (i.e. 2022, 2024, 2026, etc.)
 - b. Pacific Northwest, South Atlantic, South Central and Southeast Regions will submit when the start of the NAWIC year is an odd-numbered year (i.e. 2023, 2025, 2027, etc.)

If there are any changes to Standing Rules 1-6, and/or if there are suggested changes to the Chapter Standing Rules by the Chapter's Board of Directors, then the Chapter Standing Rules MUST FIRST be reviewed and Chapter receives approval for circulation by the National Bylaws Chair, then:

- A. Once approved for circulation, the Chapter's Standing Rules must be circulated for no less than 30 days to the Chapter's entire voting membership
 - B. After circulation is complete, approval by a two-thirds (2/3) vote of the Chapter Board of Directors is required, except as superseded by State law
 - C. After circulation and approval by Chapter Board of Directors, the Chapter President signs and re-submits the Chapter Standing Rules to the National Bylaws Chair for final approval, reflecting signature and date (07/21)
3. Any member accepting Chapter funds to attend any Association function shall prepare a report to be either published or distributed within forty-five (45) days following the event. The report shall be attached to the appropriate Chapter Minutes.
 4. Where a Chapter believes that extending reduced rate membership for multiple corporate members would expand awareness of NAWIC's professional development opportunities and encourage the advancement of women within these businesses, the Chapter may extend discounted memberships to accomplish this goal. (02/09)
 5. The Chapters shall adopt the Sarbanes-Oxley policies approved by the NAWIC Board of Directors annually and duly noted in the Minutes. The policies will be reviewed annually with individual Code of Ethics and Conflict of Interest being reviewed by each Chapter Board Member at the first fiscal Chapter Board meeting. (12/17)
 6. The Chapters shall adopt the NAWIC Brand identification and logos as specified and as approved by the NAWIC Board of Directors, issued August 2020. The Chapter specific logo shall be the only logo used for all marketing, website, social media, and correspondence materials the Chapter may develop. Until such time that this Standing Rule is updated with any new branding or marketing allowances, the logo as provided by NAWIC National shall be the only logo utilized to represent NAWIC. No changes to the logo or color is allowed. (08/20)
 7. The Chapter shall meet on the (insert number and day of week, i.e. third Tuesday) of each month.

8. The Chapter Officers shall consist of a President, Vice President, Secretary and Treasurer. (Add President-Elect or Corresponding Secretary as appropriate for your chapter. Remember, an uneven board is preferred.)
9. The Chapter dues as adopted (insert date dues were adopted by the membership) are:
- | | |
|-----------|----------|
| Active | \$ _____ |
| Associate | \$ _____ |
| Retired | \$ _____ |
| Corporate | \$ _____ |
| Student | \$ _____ |
10. The Chapter shall elect (insert number) Directors. (This rule is necessary only if you elect more than two.) Should the chapter membership exceed forty (40) members, the Board has the option to add Directors as appropriate to conduct Chapter business and operations.

Other typical Standing Rules may cover:

- Initiation fee, if any
- Cancellation of reservations and whether a penalty is charged for non-canceled reservations

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STANDING RULES

Standing Rule #1:

The chapter shall adopt Standing Rules stating its dues**, fees and charges, meeting date and method of voting for officers, and propositions and declaring whether the Chapter will elect Officers to the positions of Corresponding Secretary and President-elect, and such other rules as are not in conflict with the Charter of the National Association of Women in Construction; the Chapter's Corporate Charter; or the Bylaws, the Standing Rules or official policies of the National Association of Women in Construction. Revision and amendments to Standing Rules 1-6 can only be changed by the National Board of Directors. (07/21)

*** Student membership dues are set as a flat rate as established by the NAWIC Board of Directors. Flat rate dues for **new** student members are retained by the association. Flat rate dues for **renewing** student members will be disbursed to the Chapters. **NO** additional renewal fees for students can be assessed by Chapters (8/22)*

Standing Rule #2:

Standing Rules will be reviewed for compliance annually by the Chapter Board of Directors, and at least biennially by the National Bylaws Chair, and by no later than November 30th. Biennial review will occur when there are absolutely no changes to any of the Chapter Standing Rules. Chapters' review schedule will be determined by their Region, according to the following:

- A. Midwest, North Central, Northeast and Pacific Southwest Regions will submit when the start of the NAWIC year is an even-numbered year (i.e., 2022, 2024, 2026 etc.)
- B. Pacific Northwest, South Atlantic, South Central and Southeast Regions will submit when the start of the NAWIC year is an odd-numbered year (i.e., 2023, 2025, 2027, etc.)

If there are any changes to Standing Rules 1-6, and/or if there are suggested changes to the Chapter Standing Rules by the Chapter's Board of Directors, then the Chapter Standing Rules **MUST FIRST** be reviewed and Chapter receives approval for circulation by the National Bylaws Chair, then:

- D. Once approved for circulation, the Chapter's Standing Rules must be circulated for no less than 30 days to the Chapter's entire voting membership
- E. After circulation is complete, approval by a two-thirds (2/3) vote of the Chapter Board of Directors is required, except as superseded by State law
- F. After circulation and approval by Chapter Board of Directors, the Chapter President signs and re-submits the Chapter Standing Rules to the National Bylaws Chair for final approval, reflecting signature and date. (07/21)

(INSERT OFFICIAL NAWIC LOGO WITH CHAPTER NAME AND NUMBER)

Standing Rule #3:

Any member accepting Chapter funds to attend any Association function shall prepare a report within forty-five days following the event. The report shall be attached to the reimbursement request at the time of submittal to the Treasurer, to be attached to the appropriate Chapter Minutes and published in the upcoming chapter newsletter for all to read. (03/00)

Standing Rule #4:

Where a chapter believes that extending reduced rate membership for multiple Corporate Members would expand awareness of NAWIC’s professional development opportunities and encourage the advancement of women within these businesses, the Chapter may extend discounted memberships to accomplish this goal. (02/09)

Standing Rule #5:

The Chapters shall adopt the Sarbanes-Oxley policies approved by the NAWIC Board of Directors annually and duly noted in the Minutes. The policies will be reviewed annually with individual Code of Ethics and Conflict of Interest being reviewed by each Chapter Board Member at the first fiscal Chapter Board meeting. (12/17)

Standing Rule #6:

The Chapters shall adopt the NAWIC Brand identification and logos as specified and as approved by the NAWIC Board of Directors, issued August 2020. The Chapter specific logo shall be the only logo used for all marketing, website, social media, and correspondence materials the Chapter may develop. Until such time that this Standing Rule is updated with any new branding or marketing allowances, the logo as provided by NAWIC National shall be the only logo utilized to represent NAWIC. No changes to the logo or color are allowed. In addition, the logo, as adopted by the NAWIC Board of Directors may not be used, worn or displayed without the express written consent of NAWIC’s Executive Director. (05/21)

**** ADD ANY ADDITIONAL STANDING RULES YOUR CHAPTER MAY HAVE HERE STARTING WITH #7**

APPROVED BY VOTE FOR CIRCULATION BY THE (official name and # of chapter) OF NAWIC BOARD OF DIRECTORS.

(President’s Name)
(Current Year) Chapter President

(Bylaws Chair name)
(Current Year) National Bylaws Chair

Date: _____

Date: _____

APPROVED BY VOTE BY THE (official name and # of chapter) OF NAWIC BOARD OF DIRECTORS AS THE **FINAL STANDING RULES** AFTER CIRCULATION TO THE CHAPTER MEMBERSHIP

(President's Name)
(Current Year) Chapter President

Date: _____

(Bylaws Chair name)
(Current Year) National Bylaws Chair

Date: _____

MEMBERSHIP

Membership of the Association shall consist of:

- A. **ACTIVE MEMBER:** Shall be open to women who are actively employed in the construction industry a minimum of an average of twenty (20) hours per week per month. Employment is defined as receiving compensation for service in an approved employment category and in which the majority of her job responsibility, in that approved employment category, is construction related. Each eligible Active Chapter Member shall be entitled to vote and to hold office and shall be a member of National and an affiliated Chapter. (02/09)
- B. **CORPORATE MEMBER:** This is a transferable membership. This membership is open to companies that wish to designate a woman employee, who would otherwise meet the criteria for Active Membership, to represent the company. The company holding the membership may change its designated representative at any time. The company must buy one corporate chapter membership for each representative. Each eligible Corporate Member shall be entitled to vote, to hold office and shall be a member of National and an affiliated Chapter. (02/09)
- C. **MEMBER AT LARGE:** Shall be open to women meeting all the criteria for Active Member but not belonging to an affiliated Chapter of the Association. Member at Large shall be entitled to participate in all of the activities of the region in which they reside. Member at Large shall be entitled to vote at the Annual Conference of the Association and vote on all matters at the region level in the Region which they reside. Member at Large cannot hold office or serve on the NAWIC Board of Directors. A Member at Large shall be eligible to serve on Region and National appointed committees.
- D. **STUDENT MEMBER:** Shall be open to women students enrolled in construction-related programs at institutions of higher education, vocational training programs and apprenticeship programs. Student Membership is non-transferable, and Student Members shall have no vote nor hold office. They shall be a member of National and an affiliated Chapter. A Student Member shall be eligible to serve on Region and National appointed committees. (02/09)
- E. **STUDENT MEMBER AT LARGE:** Shall be open to women students meeting all the criteria for Student Member but not belonging to an affiliated Chapter of the Association. Student at Large shall be entitled to participate in all of the activities of the region in which they reside. They shall have no vote nor hold office. A Student Member at Large shall be eligible to serve on Region and National appointed committees. (02/09)
- F. **ASSOCIATE MEMBER:** Shall be open to women who do not qualify for active membership. Associate members shall have no vote and are not eligible to hold office. Associate Members shall be a member of National and an affiliated Chapter. An Associate Member shall be eligible to serve on Chapter, Region and National appointed committees. (02/10)
- G. **RETIRED MEMBER:** Shall be open to women who are retired from the construction industry. Retired members do not qualify for Active Membership, do not have to be members of a chapter and will be a member of National. Retired members shall have no vote and are not eligible to hold office but shall be eligible to serve on Chapter, Region and National appointed committees. (09/10)
- H. **INTERNATIONAL MEMBER:** Shall be open to women who are actively employed in the construction industry in countries outside of the United States. International Members shall neither vote nor hold office.
- I. **HONORARY CHAPTER MEMBER:** May be conferred by a three-fourth (3/4) vote of those members present and voting upon a person who has rendered outstanding service to the Chapter but is ineligible for Active Member. An Honorary Member shall have no vote and shall be ineligible to hold any elective or appointed office. An Honorary Member shall be exempt from payment of dues but is entitled to visit the Chapter at any time. (02/09)

GENERAL ELIGIBILITY INFORMATION

Should there be questions not answered in the Committee guidelines, contact the NAWIC Office for a ruling. To facilitate an informed ruling, put all information in writing and explain fully.

Never should an applicant's (or member's) employer be contacted regarding the membership classification without the express consent of the applicant (or member). Any question of eligibility should be directed to the applicant (or member) and her word is to be accepted.

The Membership Application is to be completed in its entirety prior to submittal to the NAWIC Office. Be certain the membership eligibility question is also fully completed.

When a new Chapter is organized, and prior to its chartering, all Membership Applications are to be submitted for approval to the NAWIC Office. After chartering, new member applications are processed as indicated above.

Examples of an Active or Corporate Member:

1. An employee for a full service insurance agency (i.e. sells general liability, auto, home, fire, life) whose job responsibility is to produce and sell policies catering to construction and construction-related companies (e.g., bonds, general liability, worker's compensation) would qualify as an Active Member. Were the company to eliminate the construction portion of their business, she would still be writing policies for other individuals and businesses, but the scope of her employment would have changed. At that point, she would no longer be eligible for Active Membership upon renewal. (02/10)
2. A career placement specialist who works primarily in the construction field (engineers, architects, project managers, accounting personnel, and so forth) would be an Active Member. With no construction industry, she would become an Associate Member because her job would then focus on other-than-construction employees. (02/10)

TRANSFER OF MEMBERSHIP

When a member transfers her membership to another Chapter, she becomes a member in good standing of that Chapter. The Chapter Treasurer, NAWIC Treasurer, and the NAWIC Office should be notified of all transfers "in" or "out" of Chapters. The member's former Chapter Treasurer will forward the prorated Chapter dues to the NAWIC office to be dispersed to the member's new Chapter. No fees or dues are to be collected from members transferring.

NAWIC SPONSORS

Any business who has paid NAWIC sponsorship fees, as established by the NAWIC Board of Directors, may be a NAWIC sponsor. They shall not be entitled to vote or participate in the business of the Association. Sponsors are not members of the Association; however, some levels are entitled to memberships.

PROCEDURES FOR APPROVAL OF NEW MEMBER APPLICATIONS

Standard Bylaws for Affiliated Chapters, Article IV — Section 4 states “The decision of the NAWIC Office, in determining the validity of an application for membership, shall be final. (Effective 10-1-2000)” Interpretation of Standard Bylaws for Affiliated Chapters and NAWIC Membership Eligibility Guidelines is the responsibility of the NAWIC Office.

The following procedures will assist the NAWIC Office in its review of Membership Applications received from prospective members.

1. All new member applications and dues must be sent to the NAWIC Office
2. Applications received from prospective members shall be reviewed, approved or rejected by the NAWIC Office.
3. In reviewing Membership Applications, the NAWIC Office should:
 - a. Determine the application is accompanied with the appropriate funds, completed in its entirety, signed and dated by the applicant
 - b. Verify classification of membership in conformity with Bylaws and NAWIC Membership Eligibility Guidelines
 - c. Verify eligibility with applicable category and sub-section of Membership Eligibility Guidelines by checking firm name, description of company business, and prospective member’s job responsibility

(If the applicant does not fit into any of the categories defined in the Guidelines, the NAWIC Executive Director shall ask for a ruling from the NAWIC Executive Committee)
 - d. Verify all blanks are completed and all questions answered on the reverse side of the Application for Membership
 - e. Once the application is approved by the NAWIC Office, the new member information will be forwarded to the Chapter President, Chapter Membership Chair and NAWIC Director no later than the following week via fax or e-mail. New Member Chapter dues shall be remitted to the Chapters every two weeks
4. The join date will be the first day of the month in which the application was processed by the NAWIC Office. The member’s renewal date will be October 1 of each year. If an application is denied, a copy must be filed by the NAWIC Office with reason for denial.

MEMBERSHIP ELIGIBILITY GUIDELINES

Membership categories are set forth in the Standard Bylaws for Affiliated Chapters, Article IV, Section 1 and on page F-5 of this Manual.

The following NAICS (North American Industry Classification System Codes) are to be referred to when completing the Member Renewal Statement and new Membership Application form. These codes refer to Active and Corporate Members.

Construction

236115 New Single-Family Housing Construction (except Operative Builders)

236116 New Multifamily Housing Construction
(except Operative Builders)

236117 New Housing Operative Builders

236118 Residential Remodelers

236210 Industrial Building Construction

236220 Commercial and Institutional Building

237110 Water and Sewer Line and Related
Structures Construction

237120 Oil and Gas Pipeline and Related Structures
Construction

237130 Power and Communication Line and Related
Structures Construction

237210 Land Subdivision

237310 Highway, Street, and Bridge Construction

237990 Other Heavy and Civil Engineering Construction

238110 Poured Concrete Foundation and
Structure Contractors

238120 Structural Steel and Precast Concrete
Contractors

238130 Framing Contractors

238140 Masonry Contractors

238150 Glass and Glazing Contractors

238160 Roofing Contractors

238170 Siding Contractors

238190 Other Foundation, Structure, and Building
Exterior Contractors

238210 Electrical Contractors

238220 Plumbing, Heating, and Air-Conditioning Contractors

238290 Other Building Equipment Contractors

238310 Drywall and Insulation Contractors

238320 Painting & Wall Covering Contractors Construction

238330 Flooring Contractors

238340 Tile and Terrazzo Contractors

238350 Finish Carpentry Contractors

238390 Other Building Finishing Contractors

238910 Site Preparation Contractors

238990 All Other Specialty Trade Contractors

Construction-Related if Majority of Business or Clients are in the Construction Industry

523930 Investment Advice

524210 Insurance Agencies

541110 Offices of Lawyers

541219 Accounting Offices

541333 Engineering Services

561310 Employment Placement Agencies

561439 Other Business Service Centers

(including copy shops)

561730 Landscaping Services

813910 Construction Associations

NAWIC RECRUITER GUIDELINES

1. DEFINITIONS

- A. The NAWIC Recruiter Program shall be an on-going honor roll of members who have recruited eighteen or more members within three (3) consecutive year period. Award will be based on June 30th deadline within the 3-year period and award time may fall into the 4th year.
- B. The NAWIC Founders Trophy Award will be given to the NAWIC member who recruits the most new members during a one-year period from July 1st through June 30th.
- C. The Star Recruiter Pin will be given to the NAWIC member who recruits 3 or more new members during a one year period from July 1st through June 30th.

2. GENERAL GUIDELINES

- A. The award period for the NAWIC Founder's Trophy is July 1st through June 30th.
- B. The membership applications must bear the name of the recruiter in order to receive credit for the recruit. It is the responsibility of the recruiter to ensure that her name is on the application or that the member advises the office of the recruitment.
- C. New member applications must be postmarked on or before June 30th to be included in the count.
- D. It is the responsibility of the NAWIC Office to determine the winners, obtain the awards (Blazers and Trophy) and supply the name of the winners to the NAWIC President and the NAWIC Membership Chair.
- E. Presentation of the awards is to be made at the Annual Conference of the Association.

3. NAWIC RECRUITER BLAZER

- A. The first time a member recruits eighteen (18) or more members within three (3) consecutive years based upon the official records of the NAWIC Office, the member will receive a red NAWIC Recruiter Blazer in recognition of her achievement. This member will be known as a NAWIC Recruiter.
- B. Credit will be given for recruitment of members in a newly chartered Chapter, upon verification of the new member's application by the NAWIC Office, naming the recruiter. A member transferring from an existing Chapter into a newly chartered Chapter cannot be counted twice.

4. NAWIC RECRUITER SERIES

- A. NAWIC Recruiters achieving a second group of eighteen (18) members within a three (3) consecutive year period will receive a NAWIC Recruiter necklace with a red ruby for each additional group of eighteen (18) members recruited (upon verification of member applications by the NAWIC Office). After the fourth set of 18 members for the 3 year consecutive year period from the first initial 18, a diamond will be added to the necklace.

5. NAWIC FOUNDERS' TROPHY AWARD

- A. The Founders' Trophy is to be given to the NAWIC member who recruits the most new members during the award time frame.
- B. Only one trophy will be awarded each year.

6. ANNUAL MEETING

When possible, a special time will be set aside at the Annual Meeting to recognize NAWIC Recruiters. It is suggested this time be as early as possible in the Annual Conference program to permit NAWIC Recruiter recipients to proudly display their blazers during other Annual Conference activities.

- A. When possible, it is recommended that a special invitation be prepared by the NAWIC Office each year encouraging NAWIC Recruiter Recipients to attend Annual Meeting to meet new NAWIC Recruiters and receive “on-going” recognition for their recruitment achievements.
- B. When possible, it is recommended that tables be provided at an Annual Meeting function for all NAWIC Recruiter recipients to be seated (at their choosing) for continued recognition.
- C. NAWIC Recruiters will receive a ribbon with NAWIC Recruiter that can be added to their name badge at Annual Conference.

NAWIC SPONSORSHIP GUIDELINES

OBJECTIVE:

The objective of this affiliation is to receive supporting funds from corporations that service the construction industry and women in the industry.

SPONSORSHIP LEVELS/INCENTIVE:

Sponsorship Levels/Incentives will be determined by the NAWIC Board of Directors in accordance with NAWIC Bylaws.

RESPONSIBILITIES:

It is the primary responsibility of the NAWIC Office to develop strategies, promotional materials and solicitation of NAWIC Sponsors.

ELIGIBILITY STATEMENT:

NAWIC reserves the right to reject any application for NAWIC Sponsorship if the Association deems that the applicant's business is not in the best interest of its membership or is in conflict with NAWIC's Object.

A NAWIC Sponsor is any person or business who has paid supporting funds as established by the NAWIC Board of Directors. They shall not be entitled to vote or participate in the business of the Association, and shall have no interest in the property or funds of the Association. *(04/09)*

NAWIC OFFICE SUPPORT SYSTEM GUIDELINES
(For Use in Member Retention and Recruitment)

1. CONTACT ALL CHAPTERS WITH LESS THAN 15 MEMBERS

The Membership Director at the NAWIC Office will use the January 31st membership numbers to determine which Chapters have less than 15 members, which allows sufficient time for all membership renewals to be recorded in the membership data base. These Chapters will be tracked monthly in a log book, deleting Chapters as necessary. The Membership Director will first contact the NAWIC Director and review with her all Chapters with less than 15 members in her region. Why the Chapter(s) have low membership will be discussed and recorded by the Membership Director, and an initial plan of action will be formulated.

The Membership Director will then contact each Chapter president having less than 15 members. If there is no response, the NAWIC Director will be asked to make the initial contact and request the assistance of one of the members to serve as the contact person.

The Membership Director and Chapter president (or contact person) will discuss the problems of retention and recruitment within the Chapter and ways to overcome them. Available support material from the NAWIC Office will be offered and recruiting and retention ideas used successfully by other Chapters will be discussed.

The Membership Director will continue to track the progress of the Chapter through the monthly Membership Reports, as well as by personal contact (if welcomed). If at any time a Chapter president or contact person states they no longer wish to be involved in monthly follow-ups, or have decided to relinquish their Charter, the Membership Director will immediately contact the NAWIC Director.

The NAWIC Director will also participate in this support system program by making similar contacts with each Chapter in her region with less than 15 members. The NAWIC Director and Membership Director should copy each other on all correspondence to keep each other current on all developments.

2. SUPPORT FOR NEW CHAPTERS

For the first two (2) months immediately after chartering and every two (2) months thereafter for the first year, the Membership Director will contact the Chapter to discuss any problems or questions they may have. If requested, support material will be mailed to the new Chapter. The Membership Director will advise the NAWIC Director of all contacts.

CHAPTER CHARTERING COMMITTEE GUIDELINES
(ORGANIZATION & EXTENSION GUIDELINES)

All information needed to organize a new Chapter and extend to other areas is included in the Chapter Chartering Kit. If you are interested in sponsoring a new Chapter, please call the NAWIC Executive Director for a Chapter Chartering Kit.

All proposed Chapters must be under the sponsorship of a NAWIC Chapter in good standing or the NAWIC Office. The sponsoring Chapter must, in turn, work with its NAWIC Director and the NAWIC Office, as Organization & Extension efforts are facilitated by the NAWIC Office. The NAWIC Office is responsible for formulating plans to organize new Chapters and to assist in all extension efforts in accordance with NAWIC Bylaws.

Permission to extend to an area/city which had a Chapter within the preceding five (5) years, shall be granted only with the NAWIC Board's approval. Chapters will be assigned the next consecutive number and cannot have a previous Chapter number reinstated.

Organization & Extension is a Chapter endeavor, therefore the support of the entire Chapter in the decision whether to charter a new Chapter is essential. A Chapter vote to extend is required before permission can be requested from the NAWIC Office. The vote must be reflected in Chapter Minutes.

Any Chapter about to begin the process of chartering a new Chapter must be aware that this project and commitment will last for a minimum of three (3) years. Unless members are ready for this long-term commitment, they should reassess their interest in extension.

I. DUTIES OF A CHAPTER ORGANIZATION & EXTENSION COMMITTEE

The Chapter President shall appoint this committee and its chair, keeping in mind that committee members must be familiar with both NAWIC and Chapter Bylaws. If the Chapter is successful in a chartering, they will be reimbursed for expenses up to an amount set by the NAWIC Board of Directors in the annual budget.

This committee must first:

1. Investigate the proposed area by writing local Chamber(s) of Commerce, trade associations, review telephone directories, etc.;
2. Inquire if construction is an important factor in the economy of that area; and
3. Establish if the area is large enough to sustain a NAWIC Chapter.

If the investigation indicates support for a new Chapter in the proposed area, this Committee must bring a request to extend to its Chapter membership.

The sponsoring Chapter shall send a letter, which includes results of the investigation in the proposed area, to the NAWIC Office requesting permission to extend. Chapter Minutes which reflect the vote to extend must be included with the letter. Copies must also be forwarded to the NAWIC Director.

A Chapter wishing to extend more than two (2) consecutive NAWIC years must show substantial progress. The sponsoring Chapter must take another vote and request permission from the NAWIC Office to continue extension efforts.

Once permission is granted, the sponsoring Chapter will be advised of their reimbursement limit and receive a Sponsoring Chapter Kit from the NAWIC Office.

In the event there is no sponsoring Chapter, the kit will be sent directly to the chartering Chapter key person.

II. EXTENDING WITHIN A METROPOLITAN AREA

When NAWIC says Organization and Extension, (O & E), we typically think of organizing Chapters in areas where there is not a Chapter to serve an area. However, domestic migration and increasing population trends have lead us to view O & E differently. If your metropolitan area has increased in size the last ten or less years, making it increasingly difficult for members to travel to meetings because of traffic congestion, etc., you may want to consider organizing additional Chapters within your metropolitan area that have experienced resident and business growth.

Historical data has shown that a large Chapter in a large metropolitan area will start to lose members once the metropolitan area begins to sprawl. Membership retention becomes difficult because of location, traffic, etc. By targeting areas of growth and organizing a Chapter for that area you can actually increase the number of members in NAWIC in the total metropolitan area. The Chapter experiencing the loss may also grow because they can then begin to target market and each Chapter can create a “brand.”

TARGET GROWTH AREAS:

- Clip articles on growth expansion/booming counties from the newspaper or Business Journal. Contact the Chamber of Commerce, Trades Associations, Department of Labor, United States Census, Newcomers Welcome Bureau, etc. for additional growth statistics and information.
- Obtain a map of your metropolitan area and divide into sections of growth or geographic proximity of Central Business Districts.
- Gather additional information on population numbers, permits pulled, new business licenses granted.

PRIORITIZE:

- Study all information gathered and take into consideration the projected growth rate for the future as well as the current growth rate. Some counties may be listed as fastest growing area, second fastest growing area and so on.
- Prioritize the areas by rank. This prioritization will help you schedule out your expansion. In other words, we will expand in the Northeast Counties first as they are the fastest growing area.

Example Atlanta, GA Metropolitan Area

First Priority Area — Northwest Counties Target a Four County Area

1997 Population	1998 Permits	1998 New Business Licenses
816,100	9,821	3,671
*Paulding County ranked in top ten of fastest growing counties		

Second Priority Area — Southwest Counties Target a Four County Area

1997 Population	1998 Permits	1998 New Business Licenses
627,300	6,748	2,864
*Henry County ranked as fourth fastest growing county		

Third Priority Area – Northeast Corridor Target a Three County Area

1997 Population	1998 Permits	1998 New Business Licenses
692,500	11,335	3,486
*Forsyth County ranked as the fastest growing county		

Ready, Set, Go!

After the information has been gathered and your Chapter decides upon which areas will be targeted for O & E, follow the Membership Guidelines for recruiting to contact potential members. Next follow the guidelines in the Manual for New Chapter Organization.

STRATEGIC PLANNING COMMITTEE GUIDELINES

An Association Standing Committee

PURPOSE: The Strategic Planning Committee shall be responsible for developing common criteria that NAWIC leaders and members use to make decisions and allocate resources. The goal of this committee is to unite NAWIC in a common vision so it can operate in a focused, strategic manner.

STRUCTURE: The Strategic Planning Committee shall be comprised of a Chair (and perhaps a co-chair), NAWIC Executive Director, members of the NAWIC Board of Directors, and/or such additional Committee members as may be appointed by the NAWIC President.

Committee appointments may be made with consideration for geographic and member diversity, tenure in NAWIC and such other factors as may be required to represent a broad cross-section of NAWIC's membership. The Chair should be appointed by the NAWIC President-Elect at her earliest convenience. However, other Committee member appointments should be made after the election of officers to allow for this consideration.

COMMITTEE: The Strategic Planning Committee will be responsible for making recommendations to the NAWIC Board of Directors for their consideration at the Midyear and Annual Board Meetings. If there are no recommendations for the Board of Director's consideration, a report of the Strategic Planning Committee will still be presented.

DUTIES OF CHAIR: She should familiarize herself with the steps previously taken in monitoring and updating the Strategic Plan. In consultation with the NAWIC President, determine if there is a need to poll the membership for their input on tasks needing consideration by the Committee. Write a short article for The Connection.

COMMITTEE MEETINGS: One meeting will be conducted twice annually either in person at a central location, via conference call, or written communication. How the meeting is conducted will be governed by the adopted NAWIC budget for the Committee and the scope of business to be conducted. A majority of the Committee shall constitute a quorum. A majority of the quorum shall decide any issue before the Committee.

NAWIC'S EXECUTIVE DIRECTOR: Shall maintain a complete history of NAWIC's Strategic Plan.

EXPENSES: The Chair and/or Co-Chair will be reimbursed for travel, hotel and per diem for a maximum of two days for each meeting. Per Diem will be paid up to the allowable federal amount each day for the city involved. Each person must adequately account for these expenses within 30 days of their travel or by September 30 for Annual Conference expenses. You must fill out the Expense Reimbursement Form and send it with all receipts incurred. All receipts should be itemized and credit card receipts (where only the total and tip are included) or credit card statements are not considered sufficient documentation. You must also sign the form.

LEGISLATIVE INDUSTRY ISSUES COMMITTEE GUIDELINES

An Association Special Committee

PURPOSE: The Legislative Industry Issues Committee will inform NAWIC's membership of legislation affecting the construction industry, which has an impact on business and working women. NAWIC members, as individuals, can then contact their elected officials to express their opinions.

All information provided by the Committee shall contain the following disclaimer: "This information is provided for the benefit of NAWIC Members and the construction community. It is not necessarily a reflection of the views and opinions of the National Association of Women in Construction." (09/13)

Encourage Chapters to provide their members with all information via their website or printed material. The chapter must also print/display the disclaimer. (09/13)

COMMITTEE: The Legislative Industry Issues Committee shall be comprised of a Chair and/or such additional Committee members as may be appointed by the NAWIC President.

Refer to the Policies on Legislative Action in the NAWIC Policies section of the NAWIC Operations Manual for guidance.

Also, refer to the PROCEDURES AND GUIDELINES FOR PRESENTATION OF NAWIC POLICY POSITIONS IN PUBLIC FORUMS page of the Committee Guidelines for further guidance.

Written reports that may be required of NAWIC Legislative Industry Issues Chair:

1. Articles for NAWIC Today, at direction of the NAWIC President
2. Fall Conferences, at request of NAWIC Directors
3. Annual Region Forums, at request of NAWIC Directors
4. Annual Conference/Midyear Report Book, at request of NAWIC President

PROCEDURES AND GUIDELINES FOR PRESENTATION OF NAWIC POLICY POSITIONS IN PUBLIC FORUMS

1. It has been determined that, in appropriate circumstances, NAWIC may serve the interests of its members and the construction industry by speaking in support of issues before legislative bodies (such as committee hearings) or industry associations such as National Construction Industry Council (NCIC). In order to protect NAWIC from misrepresentation of its views, and to project the professional image of NAWIC, it is essential the members involved be sensitive and cautious in their handling of the process.
2. NAWIC will only consider non-partisan issues related to the construction industry or issues of relevance to NAWIC members.
3. All inquiries concerning possible NAWIC presentation of a policy position should initially be addressed to the chair of the appropriate NAWIC Committee, most likely Legislative Industry Issues Committee, with a copy sent to the NAWIC President.
4. The Committee Chair should first determine whether an announced NAWIC policy on the issue already exists by contacting the NAWIC Office. If such a policy is in effect, it must be adhered to.
5. No position shall be in existence previously, except through the NAWIC President.
6. If a position has already been taken on the issue in question, it is the responsibility of the Committee Chair and those wishing NAWIC to take a position, to thoroughly research and accurately present, in a concise, written report to the NAWIC President, the issue and NAWIC's position on it. The report should explain the reasons NAWIC should take a public position on the issue, and offer recommendations to the NAWIC President.
7. The report to the NAWIC President must describe the forum in which the position is to be given, laying out all affiliations of the groups, possible political overtones, controversial aspects, etc., of which the NAWIC President ought to be aware in order to make the right decision for NAWIC.
8. The report must also contain as much information as is available about the presentation format: Will it be merely signing NAWIC's name to a prepared position being advocated by another group? Will it be submission of a written report? Will a NAWIC spokesman be expected to respond to questions? Will the forum body understand that NAWIC's spokesman will not offer opinions other than those contained in the official position?
9. The report must suggest, if appropriate, the NAWIC member most qualified to be NAWIC's spokesman, giving her background in sufficient detail for the NAWIC President to form an opinion. Usually, the Chair of the Legislative Industry Issues Committee would be the most appropriate candidate for presenting NAWIC's position. If a member more informed on the issue is suggested, the NAWIC President has the discretion to choose the individual who, in her opinion, would best represent NAWIC. Time and expense may also be considerations. It is best to avoid selection of a spokesman who is herself publicly identified with a position stronger or different from NAWIC's position.
10. The report must be submitted to the NAWIC President far enough in advance for her to fully review it and conduct whatever additional inquiry she believes necessary to reach an informed decision.
11. The NAWIC President shall confer with Legal Counsel prior to approving presentations of any position that might affect NAWIC's tax status, or which concerns legal issues (i.e., minority quotas, single-sex membership groups, tax exemption for business leagues, etc.).

12. The NAWIC President shall confer with the Executive Committee or, the NAWIC Board of Directors to obtain their views on any controversial issue, modification of a prior NAWIC position, or any other circumstance in which the NAWIC President deems it prudent to solicit their advice.
13. The NAWIC President shall have full authority to accept or decline opportunities to present policy positions, to approve the text to be presented, to select the appropriate spokesman, or to set conditions on presentation of the position, as she in her judgment should determine to be in the best interest of the Association. No Committee chair has this authority.
14. The NAWIC President shall approve, in writing, the position that shall be announced on behalf of NAWIC. She shall transmit and date copies to the spokesman, NAWIC Secretary, appropriate Committee Chair, the NAWIC Office and others (such as Legal Counsel) where appropriate, together with any specific instructions or limitations she may place on the presentation. The spokesman shall give the presentation as approved by the NAWIC President.
15. The spokesman must always bear in mind that she is speaking for NAWIC and must limit her remarks to those words which represent the NAWIC adopted position. The best way to assure this is by reading or submitting a previously prepared, reviewed and adopted position statement.
16. The person representing NAWIC has an obligation to present herself in a thoroughly professional manner, including appearance, preparedness, demeanor, etc.
17. The spokesman should try to learn as much as possible about the format of the intended forum and the other participants to best prepare herself. It is best to avoid questions and answer sessions, as they give more opportunity for miscommunication of NAWIC's official position. When NAWIC's spokesman is presented with questions, she must decline to answer if the questions call for expression of opinions beyond those adopted. Questions calling for factual data (i.e., statistics) should not present as much of a problem.
18. Exchanges with members of the press must be avoided as much as possible. Remember: NAWIC's President is the true spokesman of the Association, and the only reason other persons are called on to present these policy positions is due to her schedule constraints. No member should give the appearance that she has the right to commit the Association beyond the authority specifically given to her.
19. The spokesman shall give the presentation as approved by the NAWIC President and shall report in writing to the appropriate Committee Chair and NAWIC President all information describing her presentation.
20. A file shall be maintained by the appropriate committee containing the actual position statement, along with all reports and relevant information, which shall be transferred to the NAWIC Office at the end of her term. The NAWIC Secretary shall maintain a file of the actual position statements.

PARTNERING AGREEMENT GUIDELINES

(For NAWIC Office Use Only)

The following guidelines have been included for informational purposes. The responsibilities outlined below have been assumed by the NAWIC Office.

INITIAL CONTACT WITH POTENTIAL PARTNERING ASSOCIATION:

1. When establishing a new Partnering Association, a phone call or e-mail should be made to the Association Executive Director and NAWIC President requesting a partnership be formed and request they appoint an association representative from their headquarters to work with. Notification should be sent to the Liaison Association President and the NAWIC President.

The phone call or e-mail should cover the following points:

- a. Brief background about NAWIC
- b. Background information on NEF Programs

The following items should be included with a follow up letter:

- a. NAWIC, NFSF and NEF Brochures
- b. NAWIC Press Kit
- c. A copy of NAWIC Today

2. A copy of the two Generic Agreements should be included. The agreements outlines the ventures both associations will undertake as partners. The agreement shall be signed by both association's Executive Directors/Executive Administrators and/or Presidents.

INDUSTRY PARTNERING ACTIVITIES:

1. Invitations to the NAWIC Annual Conference and special activities shall be generated by the NAWIC Office, in consultation with the NAWIC President.
2. To maximize NAWIC's attendance at partnering association's events, all invitations to liaison association's conventions received by the NAWIC Office will be forwarded to the NAWIC President for assignment.
3. It will be responsibility of the NAWIC Office to review current partnering programs and recommend to the NAWIC President the addition/deletion of liaison associations as deemed in the best interest of NAWIC.

COMMUNICATIONS WITHIN NAWIC:

1. The NAWIC Office will be responsible for communicating partnering activities on a national, state and local level through NAWIC Today
2. Copies of NAWIC Today are to be forwarded to the appropriate association partners
3. Reports from chapter Industry Association Chair will be forwarded to the NAWIC Office, who shall be responsible for reporting to the NAWIC President
4. NAWIC partners will be highlighted in NAWIC Today. Special guest articles will be coordinated by the NAWIC Office
5. The NAWIC Office will be responsible for maintaining a listing of all partners' headquarters

CHAPTER INDUSTRY PARTNER COMMITTEE GUIDELINES

COMMITTEE:

A Chapter President may appoint an Industry Partner Committee as a Special Committee. Recommended members could include the current chapter president, past chapter presidents, or any member knowledgeable about NAWIC and its programs. The Chapter President shall assign a chair to this committee and forward that person's name and address to the NAWIC Office.

PRESENTATION:

The Chapter Committee Chair should contact, preferably in writing, the prospective partner's local organization and request a meeting with its Executive Director to establish a formal partnering agreement between the two organizations.

It is suggested the initial presentation to the partnering organization include:

1. An overview of NAWIC describing benefits and services
2. An explanation of the programs and purposes of the NAWIC Education Foundation (NEF)
3. A copy of the Construction Dictionary
4. Description of chapter activities and a calendar of events
5. Suggestions on areas where the two organizations may work together, such as:
 - a. Participation in local "Career Days"
 - b. Promotion of Scholarship Programs
 - c. Legislative Awareness activities
 - d. Occupation Research & Referral Committee
 - e. Attendance at chapter meetings or joint meetings
 - f. Exchange of speakers at meetings
6. Have available for review and distribution:
 - a. Most recent Annual Report
 - b. NAWIC employer brochures and membership brochures
 - c. Copies of NAWIC Today and local newsletters
 - d. NAWIC Education Foundation (NEF) and NAWIC Founders Scholarship Foundation (NFSF) brochures
 - e. Information of NAWIC Annual Conference and special activities
 - f. Construction Dictionary with order forms
 - g. NAWIC Partnering brochures

REPORTING:

All joint partnering activities should be reported to the NAWIC Executive Director.

FOR LOCAL USE:

**SUGGESTIONS AND POINTS TO COVER WHEN MAKING PRESENTATION
TO LOCAL PARTNER ON BEHALF OF NAWIC**

1. Brief background of NAWIC's history
2. Description of NAWIC's programs and committees
3. Encouragement and support of networking between both Associations
4. State that the partnering agreement has full support of both Associations
5. Advise of information being exchanged

NATIONAL LEVEL: Press kits, conventions

EDUCATION: Promotion of NEF programs, encouragement of participation in Career Days and Chapter Meetings

SAFETY AND HEALTH COMMITTEE GUIDELINES

An Association Special Committee

PURPOSE:

To provide members with an awareness of safety and health issues as they pertain to their companies, the construction industry and themselves.

To monitor national information sources and reports on safety and health activities.

To research, develop and provide safety and health resources to assist NAWIC members in dealing with their safety and health responsibilities.

To maintain relationships with other organizations involved in and concerned with safety and health issues including, but not limited to:

- Department of Labor
- Office of the Occupational Safety and Health Administration (OSHA)
- Occupational Safety and Health Review Commission
- National Institute for Occupational Safety and Health
- The Construction Users Roundtable (CURT)
- American National Standards Institute
- DOL/OSHA Office of Construction and Engineering
- Associated General Contractors Safety and Health Committee and Safety Engineers Advisory Committee

COMMITTEE:

The Safety and Health Committee shall be comprised of a Chair and/or such additional committee members as may be appointed by the NAWIC President.

Written Reports Required of NAWIC Safety and Health Committee Chair:

1. Articles for NAWIC Today and/or The Connection at direction of NAWIC Committee Coordinator
2. Fall Conferences, at request of NAWIC Directors
3. Annual Region Forums, at request of NAWIC Directors
4. Annual Conference Report Book, at request of NAWIC President

At the request of the NAWIC President, the Chair will plan and present a Safety and Health Workshop during the Annual Conference. Handout material to be distributed during the workshop may be sent to the NAWIC Office for reproduction and shipping to Annual Conference locale.

LONG RANGE PLAN/GOALS:

To develop NAWIC Safety and Health Training Courses and Seminars.

COMMITTEE COORDINATOR GUIDELINES

An Association Special Committee

The NAWIC Committee Coordinator shall be appointed by the NAWIC President.

Upon receipt of notice of appointments from incoming NAWIC President, issue correspondence to all NAWIC Committee Chair to congratulate, establish contact and notify them of the meeting with her at the Annual Conference.

Request all chair to verify their attendance at the Committee Coordinator's meeting and give the number of attendees to the incoming NAWIC President and the Meeting Planner. With input from the Communications Director, establish a calendar for articles to be submitted to The Connection.

Conduct the Annual Conference Workshop for Committee Chair. Coordinate items to be discussed with incoming NAWIC President, allowing time on the agenda for her to say a few words.

ITEMS TO BE DISTRIBUTED AT THE MEETING:

1. List of committees, with chair and members if available
2. Basic committee structure chart (if available)
3. The Connection format information, if available
4. Current guidelines for each specific Committee Chair
5. Committee goals for the year
6. Any other items the incoming NAWIC President or Committee Coordinator may wish to include

All of the above handouts are also to be given to the incoming NAWIC President. If a Committee Chair is not in attendance at the Annual Conference, a mailer should go out within 15 days after close of the meeting.

NAWIC Connection:

All articles are due at the NAWIC Office as established by the NAWIC Communications Director. Articles for NAWIC Connection are due on the 4th of each month.

YEAR-END TRANSFER:

The Committee Coordinator provides as much information, and as many files as possible, to the Committee Coordinator Designate no later than September 30. All files are to be forwarded to the incoming Committee Coordinator within fifteen (15) days of the close of the Annual Conference.

VOTING CREDENTIALS GUIDELINES
An Annual Conference Committee

Responsibilities of the NAWIC Office

The NAWIC staff will prepare voting credentials. The cut-off date for membership is thirty (30) days prior to opening date of the Annual Conference so this date will vary. Information to be provided by NAWIC staff will include:

1. Total membership by Region and Chapter and Member at Large
2. Members of NAWIC Board of Directors
3. NAWIC Past National Presidents

The NAWIC staff is responsible for the correct count of members and will verify differences, through the membership data.

The NAWIC Office shall forward to the NAWIC Secretary no later than 3 weeks before Annual Conference a list of Chapters having representation at the Annual Conference and update this list as often as necessary prior to the Annual Conference.

REPORTING:

1. Verify and double-check card index count against computer
2. Verify specific time for voting credentials to report
3. Verify with each NAWIC Director to be certain her Region's records coincide with your records.
4. Any discrepancies will be resolved by the NAWIC staff and appropriate NAWIC Director

VOTING REPORT

Madame President, this report was prepared from the records as of _____ (AM or PM) on August _____, 20____.

Annual Conference Attendance is as Follows:

Midwest Region _____ North Central Region _____ Northeast Region _____
Pacific Northwest Region _____ Pacific Southwest Region _____ South Atlantic Region _____
South Central Region _____ Southeast Region _____

Attendance Recap:	
Total Members:	_____
Guests:	_____
Total Attendance:	_____

The Breakdown of Voting Members is as follows:

Midwest Region _____
North Central Region _____
Northeast Region _____
Pacific Northwest Region _____
Pacific Southwest Region _____
South Atlantic Region _____
South Central Region _____
Southeast Region _____

Voting Recap is as follows:	
Region Voting Members	_____
Past National Presidents	_____
Total Voting Strength	_____

FLOOR VOTE COMMITTEE PROCEDURES

An Annual Conference Committee

FLOOR VOTE COMMITTEE:

The Floor Vote Committee is comprised of a Chair and such other members as the NAWIC President appoints. The Credentials Chair may be asked to add the duties of the Floor Vote Chair to her own, so being called the Credentials/Floor Vote Chair. The Chair should be familiar with voting procedures and voting instructions. The Floor Vote Committee Chair-Designate, as appointed by the NAWIC President-elect shall assist the Floor Vote Chair.

The Floor Vote Chair and assistant will act as tellers for the NAWIC Board and NAWIC Past Presidents during the voting process.

RESPONSIBILITIES OF THE COMMITTEE:

To gather and tally votes on any matter coming from the floor when requested by the Presiding Officer. Then presenting the results to the Presiding Officer.

RESPONSIBILITIES OF THE NAWIC OFFICE:

1. To review and update the Floor Vote Tally sheet
2. Items to be provided by the NAWIC Office for use by the Floor Vote Committee during the Annual Conference are:
 - Facility layout General Session seating
 - Standards and region placards for the convention floor
 - Calculator with tape
 - Floor Vote Tally Sheets (at least 5 copies)
3. Voting reports by region

RECOMMENDED PROCEDURES:

1. Select a committee of people you can count on to help you count chairs and get the regions set up. A minimum of three (the chair makes four) works well. This allows for your committee to be responsible for sections to count and act as a "hostess" for that section when the directors arrive. The committee members should inform the directors which way the people in their section overflow (to the row in front or the row behind) to make sure a whole region sits together.
2. Plan to be in the meeting room 1-1/2 hours prior to start of the session in the morning to count chairs and set- up the region signs. Members will try to enter the meeting room 1 hour prior to start. Keep the doors closed until 1 hour prior so as not to have interference in setting up the room. Directors will enter ahead of time and can be told where their regions are seated.
3. Late in the day before General Session, put the region signs on the standards and move the standards to the meeting room. (Standards are not used very often.) Sometimes the hotel will help move the standards the second day (if needed) if using a different meeting room. Don't hesitate to ask them for assistance.
(09/10)
4. Make out a plan based on the program. Try to seat the President and President-Elect's regions in front and the other national officers' regions next. Rotate the regions the second day (if needed), allow the incoming officers' regions a chance to sit up front. Depending on the shape of the room, being up front may not be

the best seat (if on a side). The center aisle seats are usually the best. (09/10)

5. The committee works hard and since they have to get up so early, treating them to breakfast on the first day is the best way to organize them with the plan. (optional)
6. Refer to the NAWIC Operations Manual (it is on the web site) for the Floor Vote Committee responsibilities and voting procedures. Be prepared to state the voting rules if something should come before the assembly. See next page for the voting rules that can be read if voting is to take place. Otherwise, just point out where the microphones are located. There is no need to reiterate the rules if nothing is being brought before the assembly.
7. Have on stand-by 3-4 people that know parliamentary procedure to be microphone attendants. These volunteers are only necessary if something comes before the floor that may involve a vote or discussion prior to a vote. Past directors or parliamentarians are good choices and they would be happy to be of assistance if needed.
8. If there is an issue coming from the floor that may attract many people to speak, additional procedures may be utilized. If a large number of speakers are anticipated, a table may need to be set up in the front of the room to give out numbers to determine the speaking order. Otherwise, numbers could be given to those as they arrive at a microphone to determine the speaking order. Then the chair could call on the #1's first, then #2's, then #3's. This would be a fair way to recognize who gets to the microphone first. The floor monitors could go to the microphones and hand out the numbers. The floor lights need to be turned up when new business comes from the floor or when questions are allowed. Sometimes these seem like extreme measures when no business comes from the floor, but you must be prepared for a critical item that might come from the floor. When members want to ask questions, they should be able to be recognized and speak and in the order they arrive at the microphone.

Floor Vote Guidelines to be read from the Podium

The Floor Vote Guidelines are part of the Annual Conference Rules which are printed on page _____ of the Annual Conference program. The following are a few of those rules:

2. The voting body shall consist of all registered Past National Presidents and all registered voting members.
3. Any member desiring to speak shall rise, go to the floor microphone, address the Chair, be recognized before proceeding and give her name and the name of her chapter.
6. Only accredited voting members may introduce motions and vote; however, any member may request permission to speak.
7. Every main motion shall be in writing, signed by the proponent and given to the Presiding Officer and the NAWIC Secretary immediately following its presentation on the Annual Conference floor.
8. Debate shall be limited to two (2) minutes for each speaker. No one may speak a second time on the same subject until all who desire to speak on the question have had the opportunity to do so. No person shall speak more than twice on any question except by unanimous consent of the Annual Conference body.

Microphones are located in the middle of each aisle. Thank you in advance for following these rules.

VOTING PROCEDURES

PURPOSE: To outline procedures and duties for voting at the Annual Conference.

In accordance with the Association Bylaws, Article XII — Annual Conference, Section 2: Voting at the Annual Conference:

- All registered voting members and registered Past National Presidents shall be eligible to vote at the Annual Conference
- All votes shall be cast in person, and no person shall cast more than one (1) vote on any question
- Voting shall be by ballot or voting card on all matters authorized by these Bylaws, as well as on other matters as determined by the President, or any matter where a majority of voting members present so request

ANNUAL CONFERENCE RULES

1. Members shall be in their seats in the meeting room at least five minutes prior to the opening of each General Session. Smoking will not be permitted.
2. The voting body shall consist of all registered Past National Presidents, who are current members, and all registered voting members.
3. Any member desiring to speak shall rise, go to the floor microphone, address the Chair, be recognized before proceeding and give her name and the name of her Chapter.
4. The Presiding Officer, at the first meeting of the General Session, will appoint a committee to approve the minutes of the Annual Conference. This committee shall consist of three members who are accredited voting members.
5. The Presiding Officer shall appoint a timekeeper for the Annual Conference.
6. Only accredited voting members may introduce motions and vote; however, any member may request permission to speak.
7. Every main motion shall be in writing, signed by the proponent and given to the Presiding Officer and the NAWIC Secretary immediately following its presentation on the Annual Conference floor.
8. Debate shall be limited to two (2) minutes for each speaker. No one may speak a second time on the same subject until all who desire to speak on the question have had the opportunity to do so. No person shall speak more than twice on any question except by unanimous consent of the Annual Conference body.
9. Reports of officers (except that of the NAWIC President and the NAWIC Board of Directors) and Committee chair shall be limited to three (3) minutes, unless prior permission has been obtained from the Presiding Officer. All reports shall be in writing and a copy handed to the NAWIC Secretary at the time it is given.
10. The printed Annual Conference program shall be the order of the day for all meetings. At the discretion of the Presiding Officer, necessary changes may be made from time to time.
11. All registered members shall be entitled to attend business sessions. Non-registered members may be permitted to attend by invitation of the Presiding Officer.
12. All Electronic Devices should be turned off or muted during the meeting.
13. These rules may be suspended by two-thirds vote of the voting body.

NAWIC Annual Conference Voting Instructions

The following are standard voting instructions for the NAWIC Annual Conference. Please become familiar with them.

1. NAWIC Directors shall position themselves directly below the standard denoting their Region
2. NAWIC Directors should know their voting members, and should instruct them to listen carefully if the Presiding Officer gives instructions on the Annual Conference floor. This will ensure all votes are cast properly and are valid
3. When a floor vote takes place, the Floor Vote Chair will be seated at the front of the general assembly and will receive the total of the Region's votes from the NAWIC Directors. The Floor Vote Chair will then tally the votes and present the results to the Presiding Officer
4. Each NAWIC Director must have a current list of voting members from their Region in order to expedite the voting process. This will also assist in verifying that all the Region's voting members have voted
5. The Floor Vote Chair will provide information on the results of the vote to the Presiding Officer with a copy of the Floor Vote Tally Sheet(s) to the NAWIC Secretary

FLOOR VOTE TALLY SHEET
 NAWIC ANNUAL CONFERENCE - (ANNUAL CONFERENCE LOCATION)

QUESTION: _____

	VOTING STRENGTH	AFFIRMATIVE	NEGATIVE
Past Nat'l Presidents	_____	_____	_____
Midwest Region	_____	_____	_____
North Central Region	_____	_____	_____
Northeast Region	_____	_____	_____
Pacific Northwest Region	_____	_____	_____
Pacific Southwest Region	_____	_____	_____
South Atlantic Region	_____	_____	_____
South Central Region	_____	_____	_____
Southeast Region	_____	_____	_____
TOTALS	_____	_____	_____
TOTAL VOTES CAST:		_____	_____

NECESSARY FOR ADOPTION:

A. Majority _____

B. Two-Thirds (2/3) _____

 NAWIC Floor Vote Chair (signature)

VOTES FOR MOTION: _____

VOTES AGAINST MOTION: _____

Date: _____

NAWIC National Officer and Region Director Candidate Guidelines

THE NAWIC OFFICE SHALL PERFORM THE FOLLOWING:

1. Prepare an article for the October/November issue of The Connection encouraging Chapters to seek out qualified members and outlining procedures for submission of a candidate's name for office.
2. Prepare a cover letter and the NAWIC National Officer and Region Director Candidate Profile form for the Chapter presidents and members of the NAWIC Board of Directors prior to December. The letter must:
 - a. Include basic requirements, quoting governing sections of the Bylaws.
 - b. Stress the deadline of February 1. The NAWIC National Officer and Region Director Candidate Profile form will be in electronic format and must be sent to the NAWIC Office via email or fax. (02/13)
3. Verify that all submissions are complete and that all candidates meet the criteria for holding office as specified in NAWIC National Bylaws; shall retain all original profiles for one (1) year; and, within ten days following deadline, shall:
 - a. Inform, in writing, all verified candidates and forward each a copy of the NAWIC National Officer and Region Director Candidate Guidelines.
 - b. Notify, in writing, all other candidates of the reason for their non-certification and returning their photograph.
4. Announce all eligible candidates' names no later than February 15 and post on the NAWIC webpage.
5. Publish candidate background, experience and statement from the NAWIC National Officer and Region Director Candidate Profile form on the NAWIC web page and send out to all voting members via email.

CANDIDATES:

1. Shall submit a NAWIC National Officer and Region Director Candidate Profile form electronically no later than February 1 with all section completed and including all required statements, picture, etc., as specified on the form. (02/10)
2. May campaign by any means of written or verbal communication. All activities will be at the candidate's own expense.
3. Shall meet all requirements for office as specified in NAWIC National Bylaws.
4. Write-in candidates will be allowed. In order for those write-in candidates to qualify for participation in the election, they must have their credentials to the NAWIC Office at least two working days prior to ballots being sent on May 15 each year. The NAWIC Office must certify write-in candidates before their votes will be counted. Write-in candidates will receive no amenities offered by NAWIC to the candidates certified by the February 1 deadline. (02/13)

The certification of any candidate for a position as a NAWIC National Officer and Region Director is not subjective. All candidates must meet standardized criteria and adhere to the published deadlines and procedures.

In the event there is an open position for one or more of the national officers after the February 1 deadline, the Executive Committee shall act immediately to seek a suitable candidate for the open office.

NAWIC NATIONAL OFFICER and REGION DIRECTOR CANDIDATE PROFILE FORM

Must be Returned Electronically by February 1, 11:59 pm CT

Name: _____

Date: _____

Chapter Affiliation: _____

Year Joined: _____

(Chapter Name, Number, Region)

Officer Position Sought: (Check One)

- President Elect Vice President Secretary Treasurer Region Director

If running for Region Director, name Region: _____

Company: _____

Company Type: _____

Business Address: _____

Business Phone Number: _____ Fax: _____

Home Phone #: _____ Preferred email: _____

Current Position/Title: _____

Job Duties:

Additional Construction Industry Experience:

Number of Years in Construction: _____

- Employee Owner

Educational Background *(Denote highest level completed and/or certifications)*

Institution	Degree/Certification

Community/Industry Affiliations:

Reason Running for Office (40 words or less)

NAWIC Volunteer Positions/Experience (List Below)

NAWIC National Officer/Director	Year

National/Region Committee Chair	Year

Elected Chapter Office/Committee Held	Year

National/Region Committee Member	Year

NEF Offices/Committees	Year

NAWIC National, Region or Chapter Awards

NAWIC may publish information from this application and the attached statement. Contact information will not be published, with the exception of your preferred email.

Signature: _____ Date: _____

Please notify me of election results by: Email Phone

Required Attachments:

1. One (1) high-resolution (300 dpi) color photograph of candidate (Format: jpg, png, psd)
2. 150-word statement on why candidate is qualified and her goals for her term on the NAWIC Board

NAWIC National Officer Election Procedures

All voting members of the Association will have the opportunity to vote for NAWIC National Officers (President Elect, Vice President, Secretary and Treasurer) by ballot.

The NAWIC Office will produce a ballot in accordance with the Roberts Rules of Order listing all certified candidates for office. The ballot will be sent to the voting membership on May 15th of each year. Ballots will be sent to all voting members in good standing based on the NAWIC Office's record of paid and processed members as of May 1st. (09/15)

In the event there is an open position for one or more of the national offices after the February 1 deadline, the Executive Committee would act immediately to seek a suitable candidate for the open office.

VOTING INSTRUCTIONS:

All on-line ballots must be submitted by May 31st to be counted. All mail ballots must be received by the voting company by May 24th. Each ballot returned will count as one vote. All instructions on the ballot must be followed in order for a vote to count. There will be no exceptions to the rules. (08/20)

Write-in candidates will be allowed. In order for those write-in candidates to qualify for participation in the election, they must have their credentials to the NAWIC Office at least two working days prior to ballots being sent. The NAWIC Office must certify write-in candidates before their votes will be counted. Write-in candidates will receive no amenities offered by NAWIC to the candidates certified by the February 1 deadline. (02/13)

A majority number of the votes received will be the deciding factor in determining the outcome. In case there is no majority, or in case of a tie, a second ballot will be sent only to those members whose ballots were received by the first vote return deadline. The second ballot (and third, if necessary) will only list the top two candidates or those holding the tie. (02/13)

COUNTING OF BALLOTS:

The counting of all Ballots will be processed by an outside source as determined by the NAWIC Office. There will be no published results of the number (#) of votes each candidate receives. Each candidate may submit a request in writing to the NAWIC Executive Director asking for the number of votes that they received with breakdown by region. The outside source will send the determined outcome of the election to the NAWIC Executive Director via phone, email and/or text. The current NAWIC National President or the NAWIC Executive Director will notify the candidates of the results within four working days following May 31st via candidate's choice (phone, email and/or text) as indicated on their NAWIC Candidate profile form. Results will be posted on the NAWIC webpage, and Social Media accounts 24 hours following notification to all candidates. If a second vote is required, ballots will be sent as soon as possible after May 31st. The voting period for the second vote (and third vote, if necessary) will be seven calendar days from the date ballots are distributed. (08/20)

VOTING ACCESS:

The NAWIC Executive Director will designate one person from the NAWIC Office to be the Administrator to provide information to the voting company. To alleviate any bias, all voting results to remain closed. Voting company to provide voting results to the current NAWIC President once all votes are counted and the election has been certified. NAWIC Executive Director to request that all mail ballots received, including rejects, to be returned to the NAWIC Office after the election results have been certified. (08/20)

NAWIC Region Director Election Procedures

All voting members of a NAWIC Region will have the opportunity to vote for the NAWIC Region Director by ballot.

The NAWIC Office will produce a ballot in accordance with the Roberts Rules of Order listing all approved candidates for office. The ballot will be sent to the voting membership of the NAWIC Region on May 15th of each year. Ballots will be sent to all voting members in good standing based on the NAWIC Office's record of paid and processed members as of May 1st.

VOTING INSTRUCTIONS:

All on-line ballots must be submitted by May 31st to be counted. All mail ballots must be received by the voting company by May 24th. Each ballot returned will count as one vote. All instructions on the ballot must be followed in order for a vote to count. There will be no exceptions to the rules. *(08/20)*

Write-in candidates will be allowed. In order for those write-in candidates to qualify for participation in the election, they must have their credentials to the NAWIC Office at least two working days prior to ballots being sent. The NAWIC Office must certify write-in candidates before their votes will be counted. Write-in candidates will receive no amenities offered by NAWIC to the candidates certified by the February 1 deadline. *(02/13)*

A majority number of the votes received will be the deciding factor in determining the outcome. In case there is no majority, or in case of a tie, a second ballot will be sent only to those members whose ballots were received by the first vote return deadline. The second ballot (and third, if necessary) will only list the top two candidates or those holding the tie. *(02/13)*

COUNTING OF BALLOTS:

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CHAPTER NOMINATING COMMITTEE GUIDELINES

The Chapter Nominating Committee prepares a slate of candidates for Chapter Officers and Directors. The Committee consists of not less than three (3) members; two (2) from the membership, and one (1) from the Board of Directors, elected by ballot. The Committee elects its own chair by ballot. The Chapter President does not serve as ex-officio member of the Nominating Committee.

Members serving on the Chapter Nominating Committee should have an overall awareness of the qualifications of potential candidates. Members who are knowledgeable of NAWIC Bylaws and who are also active and involved should constitute the Nominating Committee.

It is the responsibility of the chapter Nominating Committee to prepare a slate of candidates who are competent, knowledgeable and participating members. The elected Board of Directors is then responsible for leadership and guidance for the Chapter. If your Chapter is to experience a successful and productive year, it must have members serving on the Board who are willing to give 100 percent of their diligence and expertise.

The Chapter Nominating Committee should use extreme caution not to allow personal feelings to enter into the decision-making process regarding the slate of candidates. Look at the potential candidates' eligibility, ability to lead, and their willingness to serve the Chapter. Keep an open mind with the long range future goals of the Chapter, as your number one priority. The selection of candidates should be by majority vote of the Committee. No deliberations of the Committee should be discussed outside the Committee meeting(s).

It is imperative that the Chapter Nominating Committee, before making its report, contact each person whom it wishes to nominate in order to obtain her acceptance of nomination.

Chapter Bylaws state that the Nominating Committee shall submit the names of one or more nominees for each office and each directorship to be elected no later than the end of May. 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 meeting, nominations from the floor shall be permitted at both meetings.

Members of the Chapter Nominating Committee are not barred from being nominees for office themselves. To say members of this Committee could not run for office would surely deprive them of one of their privileges.

*When the Nominating Committee is called upon for its report at a meeting, its chair rises and presents the slate as follows: Nominating Committee Chair: "Madam President, the Nominating Committee submits the following nominations: For President, Alice A; for Vice President, Betty B" and so on for each office to be filled, naming the nominees in the order in which the offices are listed in the Bylaws.

A Chapter Nominating Committee is automatically discharged when its report is formally presented to the assembly, although if one of the nominees withdraws before election, the Committee is revived and must meet immediately to agree upon another nomination.

All elections must be concluded no later than the end of June with names provided to the NAWIC Office within two weeks.

*Taken from Robert's Rules of Order Newly Revised

NAWIC GUIDELINES FOR CHAPTER MAIL BALLOTS

CHAPTER STANDING RULES

Each Chapter must decide if the election of Officers, and occasional propositions should be handled by Mail Ballot or by vote at a Regularly Scheduled Meeting. Once the Chapter decides what method will best meet their needs, the selected method shall be adopted as a Chapter Standing Rule, as required by Standing Rule #1. This election method should not switch back and forth at the will of the presiding officer. **Every chapter must check their State law to verify the legality of mail ballots.** (09/14)

MAJORITY VOTE

The selection receiving more than half of votes cast is known as Majority Vote. The NAWIC Bylaws specify majority vote for mail ballots.

MAIL BALLOTS

A mail ballot election is handled slightly differently than a voice vote or roll call election. Special instructions for filling out the ballot and the ballot's disposition are given at the time the Mail Ballot is sent out. (08/20)

A Teller Committee is appointed by the presiding officer to receive and count the ballots. The Teller Committee is a separate committee from the Nominating Committee. Appointed tellers should not be candidates. All of the necessary details must be planned ahead and explained explicitly to the voting members to ensure their understanding. (i.e. Mark only one candidate for each office, the returned envelope must have the signature and printed name of the voting member, the Mail Ballot must be received (or postmarked) by a specific date, etc) (08/20)

When authorized by the Bylaws, a vote by mail can increase the representation of the voting membership. It should be reserved for important matters and should guarantee secrecy. The mailing list of voters should correspond to the official roll of the voting members. The Secretary should furnish the Head Teller with the Official List of voting Chapter Members including addresses.

(1) The preprinted ballot with explicit voting instructions. The instructions must specify the deadline date for receipt of the ballot, i.e. postmark date or received by date. (08/20)

(2) Write-in candidates will be allowed for mail ballots. The write-in candidate's name must be clearly written and if a name is misspelled, but clearly identifiable, it should be counted and not treated as an illegal vote. (06/21)

(3) A self-addressed return envelope with the name and address of the Head Teller, for enclosing the ballot envelope with the ballot sealed inside and a specified area for the member's signature and printed name. This will allow the Teller Committee to verify the validity of the vote without knowing how the individual voted. (08/20)

The Head Teller should accumulate the sealed ballot envelopes and deliver unopened to the Teller Committee Meeting. The envelopes are opened at the Teller Committee Meeting and are handled in the following manner:

- (1) Verify the signature of the voter against the Master Check-off List
- (2) Remove the ballots from the envelope
- (3) Place all ballots in the ballot (receptacle) box (do not unfold). Special care should be taken to insure accuracy and secrecy of the vote. When all envelopes have been opened and ballots placed in receptacle or ballot box, tabulation should begin.

Illegal ballots. When recording votes, the tellers occasionally may come across ballots that cannot be credited

to any candidate or proposition, such as blank ballots. Blank ballots are ignored. A vote for a fictitious candidate or illegible ballots are treated as illegal ballots and noted as such. It is the teller's responsibility to accurately reflect the will of the members - if a name is misspelled, but clearly identifiable, it should be counted and not treated as an illegal vote.

BALLOTS MUST BE KEPT IN A LARGE ENVELOPE AND TAKEN TO THE NEXT MEETING. THEY SHOULD NOT BE DISPOSED OF UNTIL AN ELECTION IS DECLARED. A MOTION SHOULD BE MADE ONCE THE ELECTION HAS BEEN DECLARED TO DISPOSE OF THE BALLOTS.

NAWIC CHAPTER EXAMPLE ELECTION BALLOT

BALLOT

Mark only one (1) candidate for each office:

For President: Candidate 1 _____

Candidate 2 _____

Write-in _____

For Vice-President: Candidate 1 _____

Candidate 2 _____

Write-in _____

For Secretary: Candidate 1 _____

Candidate 2 _____

Write-in _____

For Treasurer: Candidate 1 _____

Candidate 2 _____

Write-in _____

Mark only four (4) candidates for the Board of Directors:

Candidate 1 _____

Candidate 2 _____

Candidate 3 _____

Candidate 4 _____

Candidate 5 _____

Candidate 6 _____

Ballot must be postmarked by (or received by) _____ in order to be counted.

COOPERATION AGREEMENT

THIS AGREEMENT, entered into this _____ day of _____, by and between the NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION, a Texas not-for-profit corporation (hereinafter "NAWIC"), and _____ (hereinafter "Grantee"); and

WHEREAS, NAWIC is the owner of federally protected rights in the name "National Association of Women in Construction" and "NAWIC" and in its service mark, all of which are of incalculable value to NAWIC and its members; and

WHEREAS, NAWIC, through its staff and members, has resources in which it has invested substantial time, effort and funds; and

WHEREAS, Grantee has presented to NAWIC a written proposal ("the proposal") for a project which Grantee wishes to undertake, and which Grantee warrants to NAWIC will raise funds for the purposes stated in the proposal and no other, which NAWIC believes to be worthy of its support, and the successful execution of which Grantee believes would be enhanced by access to NAWIC's name and resources,

IT IS, THEREFORE, AGREED, as follows:

1. NAWIC hereby grants to Grantee a non-exclusive limited license to use the trademark "NAWIC" in connection with and for the sole and only purposes set forth in Grantee's proposal, a copy of which is attached hereto and incorporate herein by reference as Exhibit "A."
2. Grantee hereby agrees to pay and does pay, the sum, of TEN DOLLARS (\$10.00), the sufficiency and receipt of which is hereby acknowledged by NAWIC, as good and valuable consideration therefor.
3. Grantee agrees to fully indemnify and hereby does fully indemnify NAWIC and its affiliated chapters and Foundations from any and all loss, damage, claim of loss, including all costs and attorney's fees resulting from or connected with claims or assertions against NAWIC, arising out of the project with which Grantee associated with the name, marks or resources of NAWIC. Upon notice of any such claim or assertion given by NAWIC, Grantee agrees to, and shall, immediately take all actions necessary or appropriate to protect NAWIC and give NAWIC notice thereof. Should NAWIC, in its reasonable judgment, deem the efforts undertaken by Grantee to be insufficient to assure adequate protection of NAWIC and its assets, NAWIC shall so notify Grantee. Unless Grantee takes all further steps to assure that adequate protection, NAWIC, at the complete and sole expense of Grantee, and without waiver of any right against Grantee which NAWIC might have, may employ such counsel or take such other actions as are necessary in the opinion of NAWIC to assure that adequate protection.
4. Grantee must furnish evidence of insurance in amounts, with insurers and upon all forms, acceptable to NAWIC to assure that Grantee and NAWIC are protected against public liability.
5. By making the grant contained herein, it is expressly agreed and understood that NAWIC assumes no responsibility for the content or execution of Grantee's project or projects, nor shall NAWIC participate in any beyond those specific items contained in Exhibit "A."
6. Grantee understands and acknowledges NAWIC's right to unilaterally terminate this grant at any time that NAWIC believes it to be in the Association's best interest, and upon such termination, no further obligation on the part of NAWIC shall exist.
7. Should Grantee be a corporation, execution of this agreement shall be accompanied by a duly certified resolution of Grantee's board of directors authorizing the party signing this document on behalf of Grantee to take such action on behalf of Grantee, and agreeing to comply with all of the terms of this agreement.

- 8. This agreement is not assignable by Grantee without prior written consent of NAWIC.
- 9. All notices called for in this agreement shall be delivered to the addresses stated below and sent by certified mail:

To NAWIC:

National Association of Women in Construction
327 South Adams
Fort Worth, TX 76104

To Grantee:

- 10. This agreement constitutes the entire agreement between the parties, superseding all other agreements, and can only be modified by a written amendment executed by the duly authorized representative of each party hereto.

NAWIC

By: _____
(Title)

Grantee

By: _____
(Title)

ATTEST

By: _____
(Title)

ATTEST

By: _____
(Title)

GUIDELINES FOR LIAISON WITH CONSTRUCTION STUDENT ASSOCIATIONS

PURPOSE: To give basic guidelines for NAWIC Chapters to establish a liaison between student construction-related Associations to give them exposure to the construction industry and prepare future industry practitioners.

LEGAL NOTE: It is noted that colleges and universities must comply with the Civil Rights Act of 1964: “. . . any campus organization will not discriminate as to race, color, creed, age, sex, national origin.” In order to preserve NAWIC’s ‘women-only’ membership policy, NAWIC cannot have as an affiliate a Chapter which admits men as members. Construction Student Associations will not be issued an official charter, nor will they be governed by NAWIC Bylaws.

It is suggested that such a sponsored program “partner” with an existing Construction Student Association. Therefore, the title of the Association will be, for example, “Construction Student Association of Georgia Tech.”

MEMBERSHIP CATEGORY NOTE: A member of a Construction Student Association is NOT a NAWIC Student Chapter or a NAWIC Individual Student member. Therefore, NAWIC does not collect dues nor govern the members of a Construction Student Association.

BENEFITS:

1. Network with other Students of similar interest and career goals
2. Opportunities to visit and learn from local construction projects
3. Possibilities of meeting and working with NAWIC companies (future employees/employers) and be exposed to diversity early in career
4. Receive the NAWIC Connection - one subscription to the association during the schoolyear
5. Prompt notice of all scholarship programs sponsored by the NAWIC Founders’ Scholarship Foundation and local NAWIC Chapters
6. Reduced registration fees to the NAWIC Annual Conference, Region and local conferences

GENERAL POLICY:

Check with the school, college, university in which the degreed construction program is located to receive a contact name and mailing address.

- Receive a name of resident faculty member who will act or is acting as an advisor
- Make sure the chapter has at least 15 students
- Receive a permanent mailing address
- Receive a copy of the governing documents

The above items must be sent to the NAWIC Office to the Executive Director’s attention. Upon receipt and review of the above, the NAWIC Office will advise the local NAWIC Chapter that requirements have been met and a liaison relationship can be established.

- The Construction Student Association will be added to the mailing list of NAWIC and the local NAWIC Chapter
- NAWIC will request an annual update of the resident faculty advisor, mailing address, etc.

GOVERNING DOCUMENTS (BYLAWS):

Because the Construction Student Association cannot be officially chartered by NAWIC and operated with NAWIC Bylaws, the following suggestions are made for the Construction Student Association governing documents.

1. Name of the Organization

The name of the organization shall be:

2. Statement of Purpose and Objectives

Provide a statement of the overall purpose of the Construction Student Association outlining the objectives of the organization with respect to the professional development of members.

3. Membership

Include the following statement: To comply with the Civil Rights Act of 1964, as amended, this organization will not discriminate in its membership as to race, color, creed, age, handicap, sex, or national origin.

4. Administration

Outline the cost of membership dues and other fees.

Include a time for regularly scheduled monthly meetings and other important calendar event(s).

5. Chapter Officers

Outline duties and responsibilities of each elected Officer and election procedures. Officers should include, as a minimum, President, Vice-President, Secretary and Treasurer. It is suggested that this section also include committee descriptions, duties, and goals.

6. Faculty Advisor

Outline the duties and responsibilities of the faculty advisor.

GUIDELINES FOR FINANCE COMMITTEE MEMBER LIAISON

One member from the general membership, with an accounting background and preferably a CPA, is chosen each year by the President to serve as an adjunct member of the Finance Committee. Duties include the review of monthly accounting, comparison of actual results versus budget amounts, and the analysis of accounting trends. The goal is to provide outside advice to the Executive Committee. Comments and questions are addressed to the NAWIC accounting staff, Executive Director, the national President, the President-Elect, and the national Treasurer on a monthly basis.

TASK	DUE DATE	DATE
Obtain copy of National budget and underlying assumptions for the current fiscal year and the previous fiscal year. Review budget amounts and assumptions for mathematical accuracy. Review budget amounts for reasonableness by comparing current year's budget with previous year's actual profit & loss statement. Address any questions regarding budget assumptions prior to the October financials review.	prior to October 31	
Request the following reports for monthly review: balance sheet year to date, profit & loss statement with budget v. actual, year to date profit & loss statement, and general ledger detail for the month. Request that reports include only "non-zero" budgeted accounts.	monthly	
Perform the following analysis monthly: 1. Review balance sheet to determine that all accounts have "normal" debit or credit balances; request explanation of any account whose name does not explain its purpose. 2. Review budget v. actual profit & loss to insure that budgeted amounts have not been exceeded. 3. Compare % of budget reached with time elapsed during year for reasonableness. 4. Review year to date profit & loss statement to determine if monthly net income or loss is reasonable. 5. Review general ledger detail for the month for posting errors and any items that seem unusual.	within three (3) business days after reports are received from national office	
Draft memo with questions and comments regarding the monthly analysis performed and send to appropriate people on finance committee.	monthly	
Determine that outstanding points from previous month have been resolved and are reflected in financial statements, if appropriate.	monthly	

PROCEDURES IN SMALL BOARD TELECONFERENCE MEETINGS

1. Members are required to obtain the floor before making motions or speaking
2. Motions need not be seconded
3. There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained
4. Informal discussion of a subject is permitted while no motion is pending
5. Sometimes, when a proposal is perfectly clear to all present, a vote can be taken without a motion having been introduced. Unless agreed to by general consent, however, all proposed actions of a board must be approved by roll-call vote.
6. The chair (presiding officer) can speak in discussion

PROCEDURES IN SMALL BOARD MEETINGS
(FACE TO FACE)

1. Members are required to obtain the floor before making motions or speaking, which they can do while seated
2. Motions need not be seconded
3. There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained
4. Informal discussion of a subject is permitted while no motion is pending
5. Sometimes, when a proposal is perfectly clear to all present, a vote can be taken without a motion having been introduced. Unless agreed to by general consent, however, all proposed actions of a board must be approved by vote under the same rules as in an assembly, except that a vote can be taken initially by a show of hands, which is often a better method in such meetings.
6. The chair (presiding officer) need not rise while putting questions to vote
7. The chair (presiding officer) can speak in discussion without rising or leaving the chair

PROCEDURES FOR SMALL BOARD VIDEO-CONFERENCE MEETING

1. The presence of a quorum shall be established by audible roll call by the Secretary at the beginning of the meeting.
2. In order to ensure a quorum at all times during the meeting, video function shall be used by all participants at all times.
3. To assist in the conduction of business, members are asked to “Mute” themselves unless recognized by the Chair to speak.
4. The Chair may order the Monitor to mute a member’s connection if it is causing undue interference with the conference call. The Chair’s decision to do so shall be announced during the meeting and recorded in the Minutes.
5. Members are required to obtain the floor before making motions or speaking. In order to obtain the floor, member should raise hand (push button showing the hand) and wait to be recognized by the Chair. Once recognized, please push button to lower hand.
6. If you wish to make a motion, please open the Chat box and type in your motion.
7. Motions need not be seconded.
8. There is no limit to the number of times a member can speak to a question; however, there is a time limit of two (2) minutes to speak.
9. Informal discussion of a subject is permitted while no motion is pending.
10. The Chair (presiding officer) can speak in discussion.
11. In the event it is apparent to the Chair that a proposal is perfectly clear to all present, a vote may be taken without a formal motion. However, all proposed actions of the Board must be approved by vote under the same rules addressed herein.
12. All votes shall be taken by roll call; however, the results of the vote will only be noted in the Minutes as passing/failing.
13. Each member is responsible for her connection to the conference call; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member’s individual connection prevented participation in the meeting.

NAWIC MENTORING PROGRAM GUIDELINES

A Mentor has the desire to share knowledge and experience with others. A mentee is a person who openly seeks guidance and advice from peers. Both mentor and mentee have the obligation to ensure that their relationship is successful and beneficial.

I. GUEST MENTOR

Mentor Chairperson

- a. You never get a second chance at a first impression. All members should make personal introductions and make all guests feel welcome.
- b. Mentor Chairperson should assign a member to each guest during meeting/event.
- c. Mentor Chairperson should work with Membership Chairperson to keep a list of guests and potential members for invitations to future events.

Guest Mentor

- a. After assignment of guest, find out as much as you can during networking before meeting/event.
- b. Sit with guest at meeting/event.
- c. Exchange business cards, phone numbers and e-mail address.
- d. Follow up with a call or e-mail after NAWIC meeting/event.
- e. Give mailing information to newsletter chairperson and meeting notice chair to include in their mailings.
- f. Contact guest to encourage their participation in attending next meeting or event.
- g. If guest attends next meeting/event, make sure to let chairperson know if you will not be attending so she can assign another mentor.
- h. Repeat duties until guest appears comfortable.

II. MEMBER MENTORING

A Mentor Chairperson should be appointed to do the following:

- Seek an existing member to mentor each new member. Existing member should be in the same or similar field and interests, if possible.
- Find out what new member hopes to gain from NAWIC.
- Report this to board and work to achieve their goals.
- Keep a record of these hopes and goals and incorporate into mentoring program.

Member Mentor

- a. Greet new member and include in networking at each meeting/event.
- b. Find out as much as you can about the new member during networking before meeting/event.
- c. Sit with new member during meeting/event.
- d. Orient them to the basic principles of NAWIC, either during networking, dinner or outside of meetings or events.
- e. Make personal contact to encourage new member's attendance at meetings/events
- f. Encourage their participation in chapter committees, NAWIC events.
- g. Make personal contact following meeting/event to see if they have questions or would like to meet to talk more about NAWIC.
- h. Discuss personal goals, educational opportunities, career options and ways in which you might provide assistance.
- i. Seek ideas and suggestions from other chapter members who may relate to their needs.
- j. Keep all information confidential between mentor and mentee; distrust will immediately sever any hope of mentoring.
- k. Maintain mentor duties until new member establishes comfortable relationships with other members.

III. EXTERNAL MENTORING

- a. Education Fields
 - 1. Job Fairs, Technical School
 - 2. Construction programs at college or university level
- b. Changing fields in the construction industry.
- c. Community involvement (Habitat for Humanity, shelters for battered or displaced women and children, etc.).

NAWIC SPONSOR INCENTIVE PLAN GUIDELINES

Development and implementation of NAWIC's marketing plan, strategies, and support system is the direct responsibility of the Board of Directors of NAWIC. However, all members of NAWIC are strongly encouraged to seek out and identify potential sponsors through their personal contacts. NAWIC members providing potential sponsors will be required to document and submit the company name, contact name, phone number and potential sponsor level to the Executive Director of NAWIC.

To encourage the Chapter members to seek potential NAWIC sponsors, NAWIC will reward the Chapter whose members' bona fide leads result in the successful acquisition of a "new" NAWIC sponsor.

1. Members can request a complete marketing and sponsorship packet from the NAWIC Office. Additional assistance may be requested by contacting the Executive Director at the NAWIC Office.
2. This incentive program is only available for first time "new" sponsorships.
3. NAWIC members can confirm that their potential sponsor is new by contacting the Executive Director at the NAWIC Office.
4. To qualify for the reward, the NAWIC member must have contacted the sponsor and have an agreement to sponsor prior to forwarding the information to the NAWIC Executive Director to complete the sale.
5. All rewards shall be presented to the Chapter of the member providing the sponsor documentation. Monies cannot be paid to members.
6. Member-at-large can also participate in this program, but the reward moneys must be designated to a Chapter or a Region. Moneys cannot be paid to members.
7. All rewards shall be presented to the Chapter at the time the signed sponsor contract and the sponsor check is received.
8. To qualify, the potential sponsor must be "new" and not a sponsor who is already supporting NAWIC through this or any other program.
9. Information for new contacts should include contact name, contact title, company, address, phone number and e-mail address. This contact name is important so the appropriate person within the company can be contacted.
10. The payment to the Chapter will be a one-time payment for bringing a new sponsorship to NAWIC. Sponsorship renewal does not qualify for further Chapter incentives.

WEB SITE GUIDELINES

In order to ensure NAWIC is conveyed to the public in an accurate, professional manner the NAWIC Office strongly recommends the following Chapter and Region web site criteria. Keep in mind, this is your best communication tool for members and prospects. Also remember in many cases this is the first connection prospects have with your Chapter or Region, so it's ideal to give them exactly what they are looking for when visiting your site. Please follow these guidelines for site content, aesthetics and maintenance.

1. CONTENT - Site content must . . .

- Clearly identify your Chapter or Region name at the top of the first page. Be educational and informative
- Appeal to both members and prospective members
- Be "correct" - Check grammar, punctuation and spelling
- Include a prominent link to the national web site on each page
- Provide a link to the national site for a current national membership application at: <http://www.nawic.org/images/pdfs/memapp.pdf>
- Include Chapter/Region contact information
- Include national contact information
- Region web sites must include links to all Chapter web sites within that Region (if they have one)
- Chapter web sites must include a link to their Region web site (if they have one)

2. AESTHETICS - Look and feel of the site

- Limit number of colors, animated graphics and photos. This ensures the site will load quickly and accurately on most browsers. It will also look more professional.*
- Don't include photos of members or Region Directors on your homepage. Instead, dedicate a special section on the site to photos
- Limit number of fonts to 2 or 3*
- Make sure buttons to other pages are easy to read and easy to find. When typing copy, use a single space after each period.
- When typing paragraphs, use a single space between each line of text

3. MAINTENANCE - Site development is an ongoing process

- One person, per Chapter/Region, should be in charge of your site's updates. This person can change from year to year.
- Update your site monthly, OR anytime important information changes
- Pay special attention to timely information such as meeting and conference dates. Instead of having users download potentially outdated information, provide links to the PDFs on the national web site. This includes things like forms. (These are changed frequently). You can even provide a link to the forms page at: http://www.nawic.org/nawic/Membership_Forms.asp
- Use content from the national web site, The Connection and NAWIC Today to update your site. This is the best way to keep your members informed
- Once a year, have a committee (or group) completely evaluate your site for major changes to content and aesthetics
- If you are creating a new domain name (or changing an old one) for your Region or Chapter site, use com or org. The site address must include your Chapter/Region name and the word NAWIC. (Example: www.nawiclittlerock.org).

IDEAS & TIPS *

- A. Your web site should have no more than seven various sections that contain information for prospective members and your current members. Some ideas for sections include: Chapter History, Upcoming Events (Calendar), Sponsors, Industry Links, Become a Member, etc.

- B. It is best to stick with simple, easy-to-read fonts when laying out your web site. The top three fonts are: Times, Arial and Verdana.
- C. Color suggestions. Choose colors that complement each other. You may even choose to mirror the NAWIC national web site colors. Limit your color selections to no more than four.
- D. Animated graphics can be distracting, hard for a browser to load and oftentimes pointless. If you are choosing to use an animated graphic on your site, use no more than one. Make sure it really serves a purpose.

GUIDELINES FOR CHAPTERS WITH LESS THAN 15 MEMBERS

OBJECTIVE:

To review and assist those Chapters with fewer than 15 NAWIC members, ensuring they continue and function as a viable self-supporting entity.

NAWIC MEMBERSHIP DIRECTOR

The NAWIC Membership Director will use the December 31st membership numbers to determine which Chapters have less than 15 members, which allows sufficient time for all membership renewals to be recorded in the membership database. The Chapters will be tracked monthly, deleting those Chapters as they increase membership over 15 members. The Membership Director will send the Region monthly report by the 15th of each month to NAWIC Director and copy the NAWIC President and NAWIC Director's Advisor. A complete listing of all regions will be sent to all NAWIC Officers.

NAWIC DIRECTOR

The Region Director will contact Chapter President to discuss possible problems or concerns. Membership meeting(s) should be planned in near future with assistance from Director and possible Region Membership Chair. Discussion should also include meeting schedule and planned speakers and/or activities.

Should Officers not be elected the Director will contact Chapter representatives to assist the Chapter in complying with NAWIC Standard Bylaws for Affiliated Chapters, Article VI — Officers and Directors. The Director will also notify Directors Advisor and NAWIC President.

Funds are budgeted and available from NAWIC office to encourage Director to visit all Chapters. It is recommended the Director attend at least one (1) general meeting of small Chapters each year to assist with professional meetings and increased membership. Should additional funds other than those budgeted must have prior approval from NAWIC President. If Director cannot attend she may contact NAWIC President for assistance on sending alternate representative.

Director will correspond via telephone on a quarterly basis with Chapter President to continue assistance and guidance.

Should Director have any additional concerns in regards to Chapters either small or large she should contact Director's Advisor or NAWIC President immediately refraining from waiting until Board meeting reviews.

SMALL CHAPTER

Chapter will hold scheduled meetings each month in compliance with NAWIC Standard Bylaws.

Chapter will schedule an annual membership meeting and/or special event inviting NAWIC Officers and Region Director. Funds required for NAWIC Officer and/or Director to attend will be provided by NAWIC Office in accordance with NAWIC expense guidelines.

Chapter President will correspond with Director on quarterly basis. Chapter is encouraged to contact Director for any assistance needed to ensure success of Chapter.

DIRECTOR'S ADVISOR

The Director's Advisor will review listing of all small Chapters on monthly basis

Director's Advisor should correspond on a bi-monthly basis with Region Director to offer assistance

NAWIC (insert name of Region) REGION FUND POLICIES

This Fund is to support the financial needs of the Region and to assist the NAWIC Region Director and Director-Elect with expenses not reimbursed through the NAWIC National Budget.

Amendment(s) to the Policies may be made at meetings during which official business is conducted by two-thirds (2/3) vote of the voting members present and eligible to vote. However, the proposed amendment(s) must have been circulated to all Region Chapters at least forty-five (45) days prior to voting. Amendment(s) that are editorial in nature do not require a vote. The Region Fund Policies shall not conflict with the Association's Bylaws or Standing Rules.

Dissolution. In the event of the dissolution of this Fund, any monies remaining after all outstanding expenses have been paid shall be distributed to NEF (NAWIC Education Foundation) and/or NFSF (NAWIC Founders Scholarship Foundation) as decided by a two-thirds (2/3) vote of the voting members present at the Region meeting.

ADMINISTRATION:

- A. The Fund shall be administered by a Trustee Committee. This Committee shall consist of three (3) members, in good standing, who shall serve without compensation.
- B. To ensure continuity, the Trustee terms shall be staggered. Upon adoption of these Policies, the members present shall immediately elect three (3) Trustees to serve a one-year, two-year, and three-year term, respectively. Thereafter, each year, one (1) Trustee shall be elected to a full three-year term by a majority of members present at the Region Spring Forum.
- C. A Trustee shall be elected by a majority of voting members present at the Region Spring Forum. No two (2) members shall be members of the same Chapter and Member-at-Large are eligible to serve. One (1) of the three (3) Trustees must be a Past NAWIC Director. When there is only one nominee for a Trustee position, the Secretary may be instructed to cast the elective ballot.
- D. A Trustee's term will commence October 1st.
- E. The Trustees shall choose amongst themselves which Trustee shall serve as Guardian. In the event the Guardian resigns, the Trustee Committee will elect a new Guardian.
- F. If circumstances occur which dictate the necessity for replacing a Trustee prior to the end of her term, the remaining Trustees shall select a replacement Trustee to serve until the next Forum. A replacement Trustee shall be elected by a majority of members present at the next Region Spring Forum. A Trustee so elected shall begin service immediately and shall serve to completion of the term of the Trustee whom she is replacing.
- G. The Guardian shall make arrangements for a Fidelity Bond for the Trustee Committee sufficient to cover said Fund. The cost of the Bond will be paid from the Fund and be a budgeted expense.
- H. The Guardian shall file all necessary tax returns/forms by the deadlines established by the IRS.
- I. The Trustees have the fiduciary duty of accounting, maintenance and distribution of funds as prescribed herein.
- J. The Guardian shall maintain complete accounting records which are to include Chapter names, contributions received and disbursements made, along with supporting documentation for all.

- K. Payment of expenses not budgeted, must be approved by majority vote of the Trustee Committee. Decisions of the majority of the Trustee Committee are final.
- L. The Guardian will present a written report of Income and Expenses for the Fiscal year at Fall Conference and for year-to-date at Spring Forum.
- M. Any Trustee failing to perform the duties as outlined herein can be asked to resign by the other two (2) Trustees with approval of the Director.
- N. The funds shall be maintained in a checking account specifically designated as "NAWIC _____ Region Fund. Signatories on this account shall be the three (3) Trustees; checks can be issued with one (1) signature. All three (3) Trustees are to have complete access to the login and password information for the bank account. The balance of the Fund shall be ongoing.
- O. The Guardian will close Fund accounting records on September 30th of each year. There will be an Audit of the accounting records performed before the Fall Conference of each year. The Director shall appoint two (2) members as an Audit Committee to perform the Audit. The Audit Committee will present an Audit Report at the Fall Conference or next official meeting of the Region.
- P. This Fund shall serve as a clearing house for all Region events. When the event is hosted by a Chapter, this fund must be used. While it is recognized that Region events should not be held as a fundraiser, there can be, on occasion, a Net Income from the event. Should there be a net profit or loss or as a result of a Region event, 60% will go to the NAWIC _____ Region Fund and 40% will go to the host chapter. (8/22)
- Q. The following outside resources are approved for use by a Region to provide assistance for the execution of the event with registration, fund collection, etc:
 - a. Paypal
 - b. Venmo
 - c. Zelle
 - d. Eventbrite
 - e. Square

Should the Region utilize the approved outside resources, all three (3) Trustees are to have access to the account login and password information.

A Region wishing to utilize any other outside resource, approval must first be obtained from the NAWIC National Board.

- R. Option to use National Credit Card to secure venues:
Regions needing to secure a venue with a credit card may submit a request in writing via email to the Executive Director requesting the national credit card. Requests should include:

- Region Director Name
- Event Treasurer or Region Guardian Name
- Reason for Request
- Amount needing to be secured
- Contact information for the venue requiring security
- Copy of the contract requiring security
- Copy of the budget for the event.

Requests to use the national credit card to secure venue locations does not relieve the region of the financial obligation associated with events and or conferences being planned. Any charges to the national credit card must be paid for in full by the region that incurred the cost, as well as, any associated fees.

Regions that do not have the funds to reimburse costs incurred on the national credit card will divide the deficit by the total number of members in the Region on the commencement date of the event. The chapters of the Region will then be responsible for their per capita portion based on the number of chapter members. (8/22)

Items A – R as listed above cannot be changed by Regions. These are set by NAWIC National.

MISCELLANEOUS: (Regions shall adopt additional policies and guidelines that are specific to their Region here)

Approved: (insert date)

Board Member/Staff Code of Ethics
(A Sarbanes-Oxley Policy)

As a member of the National Association of Women in Construction (NAWIC), when acting in my capacity as a member of the board/staff and where NAWIC matters are concerned, I will:

- Understand and accept the duties and responsibilities of the Board of Directors of the National Association of Women in Construction and will serve in the capacity to the fullest extent of my abilities
- Endeavor at all times to place the interest of NAWIC above my own
- Be diligent in the performance of my duties, come prepared to all Board meetings, and fulfill my obligations as a Board member
- Not seek or accept any personal financial gain from my membership on the Board of NAWIC
- Understand that any financial loan or financial gift from the Association is prohibited
- Seek to continually improve my knowledge of NAWIC and the nonprofit sector
- Strive to establish and maintain dignified and honorable relationships with my fellow Board members, the NAWIC staff, clients and sponsors
- Obey all laws and regulations and will avoid any conduct or activity that would cause harm to NAWIC
- Understand that the business of NAWIC may be of a confidential nature and will share only appropriate information outside Board meetings
- Understand that policies and business decisions must be made in the best interest of the membership of NAWIC, and I will fully support all decisions made
- Understand that no profanity, verbal abuse, or extreme negative comments will be tolerated at any NAWIC meeting or event
- Understand that NAWIC has a Conflict of Interest policy and should I ever find myself under obligation to any other group or organization that is in conflict with NAWIC, I shall disclose the conflict to the Board and refrain from voting on issues related to the conflict

Code of Ethics for Board and Senior Management:

This policy describes the types of behavioral expectations that relate to the roles of Board members and members of senior management and establishes a confidential means by which employees or volunteers can raise ethical concerns. One particularly significant provision is the prohibition against any type of loan or financial gift by the nonprofit to a Board member or member of the staff at any level. Note: Board, staff and volunteers are required to read the Code of Ethics annually.

NAWIC should ensure that this Code of Ethics Policy addresses how NAWIC commits to being in compliance with laws and regulations, being accountable to the public, and responsibly handling resources.

[Date]

[Board Member Name Street Address City, State, Zip code]

Please review and complete, if applicable, this Conflict of Interest statement. We appreciate your hard work on the NAWIC Board.

I, [board member name], state that I have the following personal, business, or professional relationships that may present a Conflict of Interest:

(List those relationships and businesses that might pose as conflict of interest)

As a member of the NAWIC Board, I commit to placing the Association's interest and gain ahead of my own, and will further commit to excusing myself from any discussion or votes related to those areas in which I may have a conflict of interest.

Signed,

Board member name

Date

A Sarbanes-Oxley Policy

A Conflict of Interest policy and set of procedures, including a disclosure statement, need to be in place for the purposes of educating the Board on its legal obligation of loyalty and on what constitutes a Conflict of Interest. Procedures need to be in place to disclose real and potential Conflicts of Interest, and appropriately deal with these disclosed conflicts in subsequent Board discussion and voting. All Board and senior management need to complete a Conflict of Interest statement on an annual basis. Board Minutes need to reflect a member's abstention from discussion and voting on a topic that presents a Conflict of Interest.

Here are some reasons why real or potential Conflicts of Interest need to be disclosed:

- Legal standard of loyalty requires Board members to put the financial interests of the nonprofit ahead of any personal gain. One way to achieve this is to identify those relationships and/or business dealings that either present a Conflict of Interest or have the potential for being a Conflict of Interest.
- By signing a letter indicating real or potential Conflicts of Interest, or stating that the individual has none, NAWIC has a record of those areas that may pose a Conflict of Interest for individual Board members. NAWIC can then take steps to ensure that the individual Board member does not take part in discussions or votes related to those areas.
- Transparency and full disclosure are very important in today's nonprofit environment.

Procedures for Dealing with Conflict of Interest:

- Conflict of Interest letters are signed on an annual basis.
- When a Board discussion addresses an area that has been identified as a Conflict of Interest, the individual involved is excused from the discussion and not permitted to vote. This is recorded in the Minutes of the meeting.
- The Board reserves the right to ask an individual who presents a very serious Conflict of Interest to resign from the Board, or be placed in a capacity that neutralizes a Conflict of Interest.

Joint Venture Policy
(A Sarbanes-Oxley Policy)

This Joint Venture Policy of the National Association of Women in Construction requires that the Organization evaluate its participation in joint venture arrangements under Federal tax law and take steps to safeguard the Organization's exempt status with respect to such arrangements. It applies to any joint ownership or contractual arrangement through which there is an agreement to jointly undertake a specific business enterprise, investment, or exempt-purpose activity as further defined in this policy.

A. Joint ventures or similar arrangements with taxable entities. For purposes of this policy, a joint venture or similar arrangement (or a "venture or arrangement") means any joint ownership or contractual arrangement through which there is an agreement to jointly undertake a specific business enterprise, investment, or exempt-purpose activity without regard to: (1) whether the Organization controls the venture or arrangement; (2) the legal structure of the venture or arrangement; or (3) whether the venture or arrangement is taxed as a partnership or as an association or corporation for federal income tax purposes. A venture or arrangement is disregarded if it meets both of the following conditions: (a) 95% or more of the venture's or arrangement's income for its tax year ending within the Organization's tax year is excluded from unrelated business income taxation [including but not limited to: (i) dividends, interest, and annuities; (ii) royalties; (iii) rent from real property and incidental related personal property except to the extent of debt-financing; and (iv) gains or losses from the sale of property]; and (b) the primary purpose of the Organization's contribution to, or investment or participation in, the venture or arrangement is the production of income or appreciation of property.

B. Safeguards to ensure exempt status protection. The Organization will: (1) negotiate in its transactions and arrangements with other members of the venture or arrangement such terms and safeguards adequate to ensure that the Organization's exempt status is protected; and (2) take steps to safeguard the Organization's exempt status with respect to the venture or arrangement. Some examples of safeguards include:

(a) control over the venture or arrangement sufficient to ensure that it furthers the exempt purpose of the organization; (b) requirements that the venture or arrangement gives priority to exempt purposes over maximizing profits for the other participants; (c) that the venture or arrangement not engage in activities that would jeopardize the Organization's exemption; and (d) that all contracts entered into with the organization be on terms that are arm's length or more favorable to the Organization.

Record Retention and Document Destruction Policy
(A Sarbanes-Oxley Policy)

The National Association of Women in Construction (NAWIC) shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference or to comply with contractual or legal requirements. Records and documents outlined in this policy include paper, electronic files (including email) and voicemail records regardless of where the document is stored, including network servers, desktop or laptop computers and handheld computers and other wireless devices with text messaging capabilities.

In accordance with 18 U. S. C. Section 1519 and the Sarbanes Oxley Act, NAWIC shall not knowingly destroy a document with the intent to obstruct or influence an “investigation or proper administration of any matter within the jurisdiction of any department agency of the United States or in relation to or contemplation of such matter or case.” If an official investigation is underway or even suspected, document purging must stop in order to avoid criminal obstruction.

In order to eliminate accidental or innocent destruction, NAWIC has the following document retention policy:

Type of Document	Retention Period
Accident reports and claims (settled cases)	7 years
Accounts payable ledgers and schedules	7 years
Accounts receivable ledgers and schedules	7 years
Audit reports of accountants	7 years
Bank reconciliations	2 years
Capital stock and bond records; ledgers; transfer registers; stubs showing issues; record of interest coupons; options; etc	7 years
Cash books	7 years
Charts of accounts	7 years
Checks (canceled, but see exception below)	7 years
Checks (canceled for important payments, i.e., taxes; purchases of property; special contracts; etc. Checks should be filed with the papers pertaining to the underlying transaction.)	Permanently
Contracts and leases (expired)	7 years
Contracts and leases still in effect	7 years
Correspondence (routine) with members, customers, or vendors	1 year
Correspondence (general)	3 years
Correspondence (legal and important matters only)	Permanently
Deeds, mortgages and bills of sale	Permanently
Depreciation schedules	7 years
Duplicate deposit slips	2 years
Employee personnel records (after termination)	3 years
Employment applications	3 years
Expense analyses and expense distribution schedules	7 years
Financial statements (end-of-year, other months optional)	7 years
General and private ledgers (and end-of-year trial balances)	7 years
Insurance policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	7 years
Internal audit reports (in some situations, longer retention periods maybe desirable)	3 years
Inventories of products, materials and supplies	7 years

Invoices to members and customers	7 years
Invoices from vendors	7 years
Journals Permanently Membership applications	3 years
Minutes of directors and committees, including by-laws and charter	Permanently
Notes receivable ledgers and schedules	7 years
Option records (expired)	7 years
Payroll records and summaries, including payments to pensioners	7 years
Petty cash vouchers	3 years
Physical inventory tags	3 years
Plant cost ledgers	7 years
Property appraisals by outside appraisers.	Permanently
Property records, including: costs; depreciation reserves; end of year trials balances; depreciation schedules; blueprints and plans	Permanently
Purchase orders (except purchasing department copy)	2 years
Receiving sheets	2 years
Requisitions	2 years
Sales records	7 years
Savings bond registration records of employees	3 years
Scrap and salvage records (inventories, sales, etc.)	7 years
Stock and bond certificates (cancelled)	7 years
Stockroom withdrawal forms	2 years
Subsidiary ledgers	7 years
Tax returns and worksheets; revenue agents' reports and other documents relating to determination of income tax liability	7 years
Time books	7 years
Trade mark registrations	Permanently
Voucher register and schedules	7 years
Vouchers for payments to vendors, employees, etc. (Includes: allowances and reimbursement of employees, officers, etc., for travel and entertainment expenses.)	7 years

Whistleblower Protection Policy
(A Sarbanes-Oxley Policy)

The Whistleblower Protection policy is being implemented at the National Association of Women in Construction to comply with the Public Company Accounting Reform and Investor Protection Act of 2002 (Sarbanes-Oxley). This provision in the legislation applies to all organizations, not just publicly traded ones.

At the National Association of Women in Construction, any staff member or volunteer who reports waste, fraud, or abuse will not be fired or otherwise retaliated against for making the report.

The report will be investigated and even if determined not to be waste, fraud, or abuse, the individual making the report will not be retaliated against. There will be no punishment for reporting problems – including firing, demotion, suspension, harassment, failure to consider the employee for promotion, or any other kind of discrimination.

There are several ways to make a report of suspected waste, fraud, or abuse:

- Call the anonymous phone number at 800-552-3506 or call the current volunteer President.
- Send an e-mail to president@nawic.org or to the current volunteer President.
- Submit a report in writing to the NAWIC Office or to the current volunteer President.

The National Association of Women in Construction will exhaust all efforts in investigating a report of waste, fraud, or abuse.

Here is how we will follow up to report on our findings:

- Provide the person filing a report with a summary of our findings.
- Take steps to deal with the issue addressed, including making operational or personnel changes.
- If warranted, contact law enforcement to deal with any criminal activities.

Request for Change - General and Leadership Information

To: NAWIC Office 327
South Adams
Fort Worth, TX 76104-1002

From: _____
Name

Chapter name/number/region

Change in General Membership Information:
Please change indicated portion of my membership information:

Name

Company

Mailing address

City/State/Zip

Office number

Home number

Fax number

Change in Leadership Directory Information:

REMOVE name and office held

ADD name and office held

Company

Mailing address

City/State/Zip

Office number

Home number

Fax number

If you are in the VIP Directory please indicate the page(s) you are listed on:

If you are currently serving on any national level office please check the appropriate box: *(check all that apply)*

- | | | |
|--|--|---|
| <input type="checkbox"/> Chapter President | <input type="checkbox"/> Chapter Treasurer | <input type="checkbox"/> Chapter Membership Contact |
| <input type="checkbox"/> Committee Member | <input type="checkbox"/> Committee Chair | <input type="checkbox"/> Board of Directors |