

## **INTRODUCTION**

The National Association of Women in Construction has grown tremendously since its organization in 1955.

Continued orderly growth through establishment of new chapters and expansion of membership in existing chapters requires that all be governed by approved policies and procedures. Accordingly, this Operations manual has been prepared for the guidance of all members of NAWIC.

It is the policy of this Association to encourage each chapter to conduct its own affairs within the objectives and framework of the National Association. The purpose of this Operations manual is to provide guidelines to that end.

As established by the NAWIC Board of Directors, this Operations Manual supersedes all previous NAWIC handbooks, which are hereby repealed.

**NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION**  
**Operations Manual**

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**ARTICLES OF INCORPORATION  
NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION**

THE STATE OF TEXAS COUNTY OF TARRANT

KNOW ALL MEN BY THESE PRESENT, that we, Alice Ashley, Sue Bowling, Irene L. Moates, Nina Ruth Jenkins, Margaret L. Bubar, Doris Efird, Ida Mae Bagby and Ethel McKinney, all citizens of the State of Texas, under and by virtue of the laws of this State, do hereby voluntarily associate ourselves for the purpose of forming a private corporation under such laws upon the following terms and conditions:

1.

The name of the corporation shall be "National Association of Women in Construction."

2.

The purposes for which it is formed are:

To unite for their mutual benefit women who are actively employed in the various phases of the Construction Industry.

To encourage cooperation and better understanding between them.

To promote fellowship and goodwill among members of the organization.

3.

The principal place of business of the corporation is Fort Worth, Tarrant County, Texas, but the corporation is authorized to do business in the State of Texas and elsewhere throughout the United States.

4.

The term for which it is to exist is 25 years.

5.

The number of directors shall be nine, and the names and residences of those appointed for the first year are as follows:

Doris Efird, 4563 Glacier Street, Fort Worth, Texas  
Randa Farrell, 4415 Meadowbrook Drive, Fort Worth, Texas  
Louise Abnot, 4627 East Rosedale, Fort Worth, Texas  
Grace Chase, 13 Chase Court, Fort Worth, Texas  
Alice Ashley, 4512 Hatchett Street, Fort Worth, Texas  
Nina Ruth Jenkins, Route 4, Box 80, Arlington, Texas  
Margaret Cleveland, 4509 Wichita Street, Fort Worth, Texas  
Imogene Pardue, 616 North Bailey, Fort Worth, Texas  
Peggy Whistler, 154 North Judkins, Fort Worth, Texas

6.

There is no capital stock and the corporation is to be a non-profit organization.

In testimony whereof, we hereunto sign our names, this 26th day of April, 1955.

(Signed)

Doris Efird  
Randa Farrell  
Louise Abnot  
Grace Chase  
Imogene Pardue

(Signed)

Nina R. Jenkins  
Margaret Cleveland  
Peggy Whistler  
Alice Ashley

**DIRECTORS OF WOMEN IN CONSTRUCTION OF FORT WORTH**

STATE OF TEXAS  
COUNTY OF TARRANT

BEFORE ME, a Notary Public, in and for Tarrant County, Texas, on this day personally appeared Doris Efird, Randa Farrell, Louise Abnot, Grace Chase, Imogene Pardue, Nina Jenkins, Margaret Cleveland, Peggy Whistler, and Alice Ashley, known to me to be the persons whose names are subscribed to the foregoing instrument and who comprise the entire Board of Directors of Women in Construction of Fort Worth, and each acknowledged to me that she executed the same for the purpose and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS the 26th day of April, 1955.

(Signed) LEON MAHAN Notary Public in and for Tarrant County, Texas

The following amendments to the Articles of Incorporation were adopted at the thirteenth Annual Convention on September 20, 1968, in Washington, D.C.:

1. Article 3 of the Articles of Incorporation which reads: "The principal place of business of the corporation is Fort Worth, Tarrant County, Texas, but the corporation is authorized to do business in the State of Texas and elsewhere throughout the United States" is amended to read: "The principal place of business of the corporation is Fort Worth, Tarrant County, Texas, but the corporation may do business in the State of Texas and elsewhere."
2. Article 4 of the Articles of Incorporation which reads: "The term for which it is to exist is for 25 years" is amended to read: "The period of its duration is perpetual."
3. Article 5 of the Articles of Incorporation which reads: "The number of directors shall be nine and the names and residences of those appointed for the first year are as follows:

Doris Efird, 4563 Glacier Street, Fort Worth, Texas  
 Randa Farrell, 4415 Meadowbrook Dr., Fort Worth, Texas  
 Louise Abnot, 4627 East Rosedale, Fort Worth, Texas  
 Grace Chase, 13 Chase Court, Fort Worth, Texas  
 Alice Ashley, 4512 Hatchett Street, Fort Worth, Texas  
 Nina Ruth Jenkins, Route 4, Box 80, Arlington, Texas  
 Margaret Cleveland, 4509 Wichita St., Fort Worth, Texas  
 Imogene Pardue, 616 North Bailey, Fort Worth, Texas  
 Peggy Whistler, 154 North Judkins, Fort Worth, Texas

*is amended to read:*

"The number of directors shall be fixed by the Bylaws of the corporation, but shall in no event be less than three. The number of directors constituting the present Board of Directors is nineteen and the names and addresses of the persons who are to serve as directors until the next annual meeting of the membership or until their successors are elected and qualified are:

NAME	ADDRESS
Grace Dollens	Route 1, Box 212 Brownsburg, IN 46112
Florence Hawisher	5303 13th Ave. Dr. W. Bradenton, FL 33505
Margaret Redmond	1707 "L" St., N.W. Washington, D.C. 2003

NOTARY SEAL AFFIXED

Evelyn McNiel	2806 Pinebrook Dr. Jackson, MS 39212
Maxine Wixson	P.O. Box 8154, Sta. E. Louisville, KY 40208
Margaret Borg	1587 S. Main St. Salt Lake City, UT 84115
Mamie Norris	P.O. Box 7231, Sylvania Sta. Fort Worth, TX
Dorothy O'Connor	346 No. Beachwood Dr. Los Angeles, CA 90004
Virginia E. Cannon	933 Gist Ave. Silver Spring, MD 20910
Marie Marshall	1034 E. 11th Street Chattanooga, TN 37403
Marshlea A. Rayburn	P.O. Box 149 Tallahassee, FL 32302
Mildred Bolen	P.O. Box 23277 Columbus, OH 43223
Lura Bates	P.O. Box 2947 Jackson, MS 39207
Bonnie Granger	2304 Commerce Tower Kansas City, MO 64105
Margaret Cleveland	2112 Mistletoe Blvd. Fort Worth, TX 76110
Bettye Burks	P.O. Box 2160 Lubbock, TX 79408
Ann H. Betcher	P.O. Box 11365 Portland, OR 97211
Harriette I. Schmidt	4660 Colorado Blvd. Los Angeles, CA 90039
Clara M. Bankes	109 Stratford Rd. Greenville, SC 29605

Dated September 21, 1968.”

NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION

Signed By:

Grace W. Dollens  
Its President

Signed By:

Margaret Borg  
Its Secretary

The following amendments to the Articles of Incorporation were adopted at the sixteenth Convention on September 24, 1971, in Atlanta, Georgia:

1. Article 2 of the Articles of Incorporation which reads: "The purposes for which it is formed are:

To unite for their mutual benefit women who are actively employed in the various phases of the Construction Industry.

To encourage cooperation and better understanding between them.

To promote fellowship and goodwill among members of the organization."

*is amended to read:* "The purposes for which it is formed are:

To unite for their mutual benefit women who are actively employed in the various phases of the Construction Industry.

To encourage cooperation and better understanding among them.

To promote fellowship and goodwill among members of the organization. To promote education and service to the Construction Industry."

2. Two new Articles to the Articles of Incorporation of the NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION to be numbered "(7)" and "(8)" and to read as follows shall be added:

"Article 7. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to any of its members, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article 2. No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this Article, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation."

"Article 8. Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, and to such organization or organizations organized and operated exclusively for charitable, educational, or scientific purposes as shall at the time qualify, as an exempt organization or Organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any of such assets not so disposed of shall be disposed of by a court having jurisdiction of such matters in the place in which the principal office of the corporation is then located, exclusively for such purposes or to such organization, or organizations, as said court shall determine, which are organized and operated exclusively for such purposes."

Dated: September 24, 1971

NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION

Signed By:

Signed By:

Marie Marshall  
Its President

Lura W. Bates  
Its Secretary

**BYLAWS  
NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION  
AN INTERNATIONAL NON-PROFIT CORPORATION ORGANIZED  
UNDER THE LAWS OF THE STATE OF TEXAS**

**ARTICLE I — NAME**

The name of this organization shall be the “National Association of Women in Construction” (hereinafter, the “Association”).

**ARTICLE II — OBJECT**

The object of this Association shall be:

To unite for their mutual benefit women who are actively employed in the various phases of the construction industry.  
To promote cooperation, fellowship and a better understanding among members of the Association.

To promote education and contribute to the betterment of the construction industry.

To encourage women to pursue and establish their careers in the construction industry.

To provide members an awareness of the legislative process and legislation as it relates to the construction industry.

**ARTICLE III — POLICY**

This Association shall be self-governing, non-profit, non-partisan and non-sectarian.

**ARTICLE IV — MEMBERSHIP CATEGORIES**

Membership of the Association shall consist of:

- A. **CHAPTER MEMBERS:** Each member in good standing of a duly chartered Chapter is a member of the Association.
- B. **MEMBERS-AT-LARGE:** Member-at-Large shall be open to women meeting all criteria for Chapter Members, 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. (3/07)  
  
Member-at-Large shall be entitled to vote at the Annual Meeting/Convention of the Association, at which time their vote will have one-tenth (1/10) value of a Chapter Delegate vote. Member-at-Large cannot hold office or serve on the NAWIC Board of Directors. (3/07)
- C. **LIFE MEMBERS:** Each woman who is a Founder or Past President of the Association shall be a member for life. Life Members shall be exempt from the payment of all Association dues.
- D. **STUDENT MEMBERS:** Open to women students enrolled in construction-related programs at institutions of higher education and vocational training programs. Student Membership is non-transferable, and Student Members shall have no vote nor hold office.
- E. **INTERNATIONAL MEMBERS:** Open to women who are actively employed in the construction industry or construction-related services in countries outside of the United States. International Members shall neither vote nor hold office.

**ARTICLE V — DUES**

Annual dues and the method of collection shall be established by the NAWIC Board of Directors. Any proposed change must be circulated ninety days in advance of the vote thereon.

**ARTICLE VI — FISCAL YEAR**

The fiscal year shall begin October 1 of each year, and the books shall be closed on September 30.

## ARTICLE VII — CHAPTERS

SECTION 1: The Association may grant charters to qualifying groups to be known as “Affiliated Chapters” or “Chapters.” Each such Chapter shall adopt the Standard Bylaws for Affiliated Chapters, and shall abide by the Articles of Incorporation of the Association and all provisions of the Bylaws and Policies of the Association, which are consistent with all applicable laws and other governmental regulations.

SECTION 2: The NAWIC Board of Directors shall establish criteria for qualification of new Chapters, and shall be authorized to withdraw Chapter status from any Chapter which fails to comply with any of the requirements established for Chapter affiliation. The decision of the NAWIC Board of Directors on this matter shall be final.

## ARTICLE VIII — REGIONS

SECTION 1: CREATION OF REGIONS: The Association shall be divided into geographic Regions. Regions may be created, or their boundaries changed, by a two-thirds vote of the NAWIC Board of Directors. Procedures for creating or redistricting of Regions shall be established by the Board of Directors.

SECTION 2: ANNUAL REGIONAL FORUMS: Each Region shall hold an Annual Regional Forum in the Spring of each year, at which the Region’s Director, if appropriate, shall be elected in accordance with Article X, Section 2 of these Bylaws. Any other business pertaining to the specific Region, which is not in conflict with the governing rules of this Association, may be conducted.

SECTION 3: ANNUAL PLANNING CONFERENCES: Each Region shall hold an Annual Planning Conference, at which official business pertaining to the Region, which is not in conflict with the governing rules of the Association, may be conducted. All members who are affiliated with that region, in good standing, who are in attendance, are eligible to vote. (3/07)

## ARTICLE IX — OFFICERS

SECTION 1: OFFICERS: The Officers of the Association shall be President, President-Elect, Vice-President, Secretary and Treasurer.

SECTION 2: DUTIES OF OFFICERS: Officers’ duties shall be such as indicated by their respective titles and as are specified by these Bylaws.

A. PRESIDENT: The President shall:

1. Call and preside at all meetings of the Board of Directors and the Annual Meeting/Convention.
2. Appoint all Committee Chairmen and Committee Members with the exception of the Finance Committee, and shall employ such professional services, as she deems necessary for the proper performance of the Association’s duties and the achievement of its goals, within budget limitations.
3. Be one of three persons authorized to sign checks.
4. In cooperation with the NAWIC Annual Meeting/Convention planner, develop an Annual Meeting/Convention budget.
5. Perform such other duties as may be prescribed in these Bylaws, or requested by the NAWIC Board of Directors.

B. PRESIDENT-ELECT: The President-Elect shall:

1. Attend the Annual Meeting/Convention and meetings of the Board of Directors.
2. Approve the dates of Annual Regional Forums.
3. Serve as a member of the Finance Committee.

- C. VICE-PRESIDENT: The Vice-President shall:
  1. Act as an aide to the President.
  2. Assume the duties of the President in her absence or in the event of a vacancy in the office.  
(revised 9-08)
- D. SECRETARY: The Secretary shall:
  1. Supervise the maintenance of accurate records of all Association business including minutes of the Board of Directors and of the Annual Meeting/Convention.
  2. Issue all necessary notices, unless otherwise provided for by the NAWIC Board of Directors.
- E. TREASURER: The Treasurer shall be the chief financial officer of the Association. She shall:
  1. Supervise the maintenance of all Association accounting and financial reports, and present all financial statements required, in accordance with generally accepted accounting principles.
  2. Be one of three persons authorized to sign checks.
  3. Serve as Chairman of the Finance Committee.
  4. Prepare and present budgets.

SECTION 3: ELECTIONS OF OFFICERS:

- A. QUALIFICATIONS FOR OFFICE: To be eligible to hold an Association office, a member:
  1. Shall have been a voting member in good standing of a Chapter or Chapters for a minimum of three years prior to her application for office.
  2. Shall be actively employed in the construction industry, or construction related service in which the majority of her business is in the construction industry. (9/06)
  3. Shall have served a majority of a term on the NAWIC Board of Directors.
- B. APPLICATION OF CANDIDATES: Applications from candidates for office shall be made in writing to the NAWIC Office to review for compliance with these Bylaws in accordance with procedures adopted by the Board of Directors.
- C. ELECTION OF OFFICERS: The President-Elect, Vice-President, Secretary and Treasurer shall be elected by mail ballot, by a majority of votes cast, in accordance with voting procedures adopted by the NAWIC Board of Directors. When there is only one nominee for all offices, the NAWIC Secretary may be instructed to cast the elective ballot." (9/07)

SECTION 4: TERM OF OFFICE AND VACANCIES:

- A. Each officer's term shall commence at the close of the Annual Meeting/Convention, and shall continue for one year. The President-Elect shall assume the office of President at the close of the Annual Meeting/Convention one-year following her election as President-Elect.
- B. No person shall be elected to the same office for two successive terms, except for the Secretary and Treasurer, who may serve no more than two consecutive terms.
- C. In the event of a vacancy in the office of President, the Vice-President shall complete the unexpired term. In the event of a vacancy in the office of President-Elect, the Vice-President shall complete the unexpired term and shall become President at the end of that time. By majority vote, the NAWIC Board of Directors shall fill a vacancy in any other office.

## ARTICLE X — BOARD OF DIRECTORS

SECTION 1: The NAWIC Board of Directors shall be composed of the duly elected Officers, Immediate Past President and Directors elected by the Chapter delegates of each Region.

### SECTION 2: ELECTION OF DIRECTORS:

- A. Each Region shall have a Director, who is that Region's representative on the NAWIC Board of Directors. Said Director shall have been a voting member in good standing of a Chapter or Chapters for three years prior to her election, shall be actively employed in the construction industry, or construction related service in which the majority of her business is in the construction industry, and shall have served as a Chapter President. (9/06)
- B. Said Director shall serve for a term of two (2) years. No person may serve consecutive terms as a Director. Her term shall commence at the close of the Annual Meeting/Convention following her election. Prior to commencement of her term of office, she shall be known as the "Director-Elect" for said Region.
- C. Directors shall be elected from odd-numbered Regions in odd calendar years and from even-numbered Regions in even calendar years.
- D. The NAWIC Director shall be elected by majority of ballots cast by the voting delegate of Chapters in good standing and present at the Annual Regional Forum. In the event that there is only one (1) nominee for the office of NAWIC Director, a motion may be made by a Chapter voting delegate to declare that nominee elected with no written ballot required.
  - When a ballot for NAWIC Director fails to show a majority, the name(s) of the nominees having the lowest number of votes shall be dropped and balloting continued.
  - If the second ballot fails to show a majority, the name(s) of the nominee(s) having the lowest number of votes shall be dropped, and the remaining candidates shall make a second presentation.
  - If the third ballot fails to show a majority, the name(s) of the nominee(s) having the lowest number of votes shall be dropped, and a final ballot taken.
  - If the fourth ballot fails to show a majority, the remaining candidates are presumed equal.
  - The presiding officer will provide paper, one long and others short. The candidates will draw, and the candidate with the long paper wins.  
(Rev. 9/08)

### SECTION 3: DUTIES OF DIRECTORS:

- A. To act as liaison between the members in her Region and the Association.
- B. To serve as a member of the NAWIC Board of Directors.
- C. To preside at all Regional meetings.
- D. To take such other and further action as may be assigned to her by the NAWIC Board of Directors to further the goals of the Association within her Region.

SECTION 4: VACANCY IN POSITION OF DIRECTOR: A vacancy in the office of Director shall be filled by the Director-Elect, who shall serve as Director for the unexpired term and for the term to which she has been elected. If a vacancy in the office of Director occurs at a time when there is no Director-Elect, said vacancy shall be filled by a majority vote of the NAWIC Board of Directors, with consideration given to the recommendation of the Region involved.

### SECTION 5: The NAWIC Board of Directors shall:

- A. Transact the business of, and exercise general supervision over, the affairs of the Association.
- B. Approve the budget.

- C. Set annual dues, reinstatement fees and the method of collection.
- D. Authorize waiver, or payment of the cost, for any bond required of anyone holding Association funds or property.
- E. Report to the Annual Meeting/Convention business transacted by it.
- F. Investigate all grievances and complaints of irregularities presented to it, and serve as a body to which Chapters and/or members may appeal.
- G. Annually review and evaluate the progress and status of the Strategic Plan.
- H. Take all such other and further actions as may be necessary for the proper functioning of the Association, which are consistent with these Bylaws.

**SECTION 6: MEETINGS OF THE NAWIC BOARD OF DIRECTORS:**

- A. A regular meeting of the NAWIC Board of Directors shall be held preceding the Annual Meeting/Convention of the Association (hereinafter referred to as the "Pre-Annual Board Meeting") and another after the close of the Annual Meeting/Convention of the Association (hereinafter referred to as the "Post-Annual Board Meeting"). The President shall decide the time and place of these meetings. A Midyear Meeting may be held for the purpose of transacting any business of the Association necessary at that time. The President shall decide the time and place of any such Midyear Meeting.
- B. Special Meetings of the NAWIC Board of Directors may be called by the President, or upon written request of one fourth of the NAWIC Board members. The notice of a Special Meeting shall be issued and distributed at least thirty days before the meeting, stating the item or items of business to be transacted. No business other than that stated in the notice may be transacted.
- C. The NAWIC Board of Directors may transact business by written ballot. In such case, a ballot shall be sent to each NAWIC Board member in the most expeditious manner as directed by the President. Only such replies as are received by the Secretary within fifteen days after date of distribution shall be considered. A two-thirds vote of the entire NAWIC Board shall decide the issue.

**SECTION 7: QUORUM:** A majority of the members of the NAWIC Board of Directors shall constitute a quorum.

**SECTION 8: REMOVAL:** A NAWIC Officer may be removed from office upon a three-fourths vote of the remaining NAWIC Board of Directors, if the Board determines this action is in the best interest of the Association. A NAWIC Director may be temporarily suspended from office and a replacement appointed by a three-fourths vote of the remaining NAWIC Board of Directors, if the Board determines that this action is in the best interest of the Association. In addition, a NAWIC Director may be removed from office if written request is made to the NAWIC Board by a majority of Chapters in her Region. The vacancy created by removal shall be filled according to the procedures established in these Bylaws.

**ARTICLE XI — EXECUTIVE COMMITTEE**

**SECTION 1: COMPOSITION:** The Executive Committee shall be composed of the Officers and the Immediate Past President of the Association.

**SECTION 2: DUTIES:** The Executive Committee is authorized to review and make recommendations to the NAWIC Board of Directors on any matter referred to it by the President or the Board of Directors, and report to the next regularly scheduled meeting of the NAWIC Board of Directors, unless otherwise instructed.

**SECTION 3: MEETINGS:**

- A. Meetings of the Executive Committee may be called at the discretion of the President or at the request of three members of this committee. A minimum of five days notice shall be given to members of the committee. The call for the meeting shall state the date, time, place and reason for meeting.

- B. Meetings may be conducted by telephone conference with a minimum of twenty-four hours notice. Action taken by telephone conference is to be ratified and made a part of the minutes of the next meeting of the Executive Committee.

SECTION 4: QUORUM: A majority of the Executive Committee members shall constitute a quorum.

## **ARTICLE XII — ANNUAL MEETING/CONVENTION**

SECTION 1: The Annual Meeting/Convention of the Association shall be held at a time and place to be selected by the NAWIC Board of Directors based on recommendations from NAWIC's Annual Meeting/Convention planner.

SECTION 2: VOTING AT THE ANNUAL MEETING/CONVENTION:

- A. All registered delegates, members of the Board of Directors, Members-at-Large and all Life Members shall be eligible to vote at the Annual Meeting/Convention.
- B. Each Chapter with six (6) members or more shall be entitled to one (1) delegate for every ten (10) members, or a major fraction thereof, based on the NAWIC Office's record of paid and processed members sixty (60) days prior to the Annual Meeting/Convention. All Delegates shall be voting members, in good standing, in the Chapters they represent. Each Delegate is entitled to one (1) Alternate.
- C. Each Chapter with less than six (6) members may have representation at the Annual Meeting/Convention. Each member, in good standing, holding membership in a Chapter with less than six members, who attends Annual Meeting/Convention, shall be entitled to a one-tenth (1/10) vote.
- D. Members-at-Large shall be entitled to a vote equal to one-tenth (1/10) of the value of a Chapter Delegate vote.
- E. All votes shall be cast in person, and no person shall cast more than one (1) vote on any question. However, a Chapter having at least one-half (1/2) of its authorized Delegates voting in person may cast proxy votes on behalf of its absent members in accordance with rules and procedures adopted by the NAWIC Board of Directors. Chapters not having full Delegate representation to the Annual Meeting/Convention and having a current NAWIC Director, NAWIC Officer or Past NAWIC President as a member, may elect them as a Chapter Delegate.
- F. Voting shall be by ballot or Delegate 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 Delegates present so request.

## **ARTICLE XIII — COMMITTEES**

SECTION 1: STANDING COMMITTEES: The Association shall maintain the following Standing Committees: Bylaws, Construction Profession and Education, Finance, Membership, and Strategic Planning. *(Rev. 9/08)*

SECTION 2: OTHER COMMITTEES: The President may authorize the creation of other committees as she may deem necessary for the better execution of her duties and the goals of the Association.

SECTION 3: COMPOSITION OF COMMITTEES: The President shall appoint members and Chairmen of all committees except the Finance Committee, which shall be composed of the Treasurer and President-Elect. The President shall be an ex officio member of all other committees.

## **ARTICLE XIV — INDEMNITY**

The NAWIC Board of Directors shall have the authority to indemnify any Director or Officer or the Association for expenses and costs including attorneys' fees, actual and necessary, incurred by her in connection with any claim asserted against her, by action in court or otherwise, by reason of her being or having been such Director or Officer, except in relation to matters as to which she shall have been guilty of negligence or misconduct in respect for which indemnity is sought.

## ARTICLE XV — OFFICE

SECTION 1: The permanent headquarters and office of the Association shall be in Fort Worth, Tarrant County, Texas, United States of America.

SECTION 2: The business of the NAWIC Office shall be under the direction of an Executive Vice President, to be employed by the NAWIC President with a majority vote of the NAWIC Executive Committee. The Executive Vice President shall perform duties as specified in the employment contract, and shall be one of three persons authorized to sign checks. All checks over \$2,000.00, with the exception of budgeted items, shall bear two (2) original signatures.

## ARTICLE XVI — PARLIAMENTARY AUTHORITY

The rules of parliamentary practice comprised in Robert's Rules of Order Newly Revised, latest edition, shall govern all proceedings of the Association and of the Board of Directors, except where inconsistent with these Bylaws, and shall be subject to any Standing Rules which have been or may be adopted by the Association.

## ARTICLE XVII — AMENDMENTS

These Bylaws may be amended by a two-thirds vote of the Board of Directors, and this Article XVIII may also be amended at the Annual Meeting/Convention by a two-thirds vote of the Association members present and voting thereon, provided that no amendment may be enacted unless notice of said proposed amendment has been circulated to all Association members at least ninety days in advance of the vote thereon. All amendments authorized shall become effective immediately unless the amendment contains a specific date.

## STANDING RULES

### STANDING RULE #1:

English shall be the official language of the Association.

### STANDING RULE #2:

The Association shall publish an official publication devoted to the interest and activities of the Association. This publication shall be called *The NAWIC IMAGE*. *The NAWIC IMAGE* shall be sent to each member of the Association and shall be published a minimum of six times annually.

### STANDING RULE #3:

The Corporate seal of the Association shall be two concentric circles with the words "National Association of Women in Construction" between the outer and inner circles.

### STANDING RULE #4:

The Emblem shall be two concentric circles with the words "National Association of Women in Construction" between the outer and inner circles and the figure of a woman holding the plumb bob in the center.

### STANDING RULE #5:

The name of the Association and design used as the corporate seal and emblem are copyrighted; therefore, neither the name nor any derivative thereof, the seal, the emblem or other insignia of the Association may be used, worn or displayed without the express written consent of NAWIC's Executive Vice President. Neither may they be employed for any individual gain or profit or put to any commercial use.

## POLICIES OF THE NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION

### GENERAL

1. NAWIC policies shall be reviewed for renewal or elimination at any meeting of the Board of Directors, but at least annually. If revised, policies shall be distributed through a chapter mailing. The retained policies will be numbered consecutively commencing with number two (2).
2. The NAWIC emblem or insignia may be used on letterhead, invitations, bulletins/newsletters, programs, and members may utilize the NAWIC emblem on business cards, provided slicks and website images issued by the NAWIC Office are used. The emblem cannot be changed in any manner. Approval must be obtained from the Executive Vice President before the emblem is used on any other item. Permission, when granted, will be non-exclusive and subject to later cancellation. (Explanatory note: the reason for this policy is that the emblem is registered in the United States Patent Office and must be protected from possible violations that might affect its validity.) (9/07)
3. The design of all NAWIC jewelry has been standardized. No change shall be made except by authority of the NAWIC Board of Directors.
4. No person having present membership affiliation with the Association shall be eligible for employment by it.
5. Any member, Chapter or Region wanting to contribute artwork, framed photographs, equipment, furniture, furnishings or memorabilia from charterings, forums or conventions, or wanting to propose modifications to the building or its appurtenances should submit a request to the Executive Vice President stating the nature of the proposed contribution, along with its physical dimensions and the reason why contribution should appropriately be housed in or placed at the NAWIC Office. The Executive Vice President will evaluate the space and other requirements for the proposed contribution, and present the proposal along with a recommendation to the NAWIC Board of Directors for a decision.
6. The Executive Vice President's contract shall be approved by the NAWIC President with a majority vote of the NAWIC Executive Committee.
7. The NAWIC Executive Vice President, in concurrence with the NAWIC President, will identify and initiate partnering/cooperative agreements within the construction industry and federal government agencies. The NAWIC Executive Committee will be advised of all activity and review the draft agreements prior to signing by the NAWIC President. The agreements will be ratified by the NAWIC Board of Directors at its next scheduled meeting.
8. Proposed revisions and/or additions to NAWIC Committee Guidelines/Handbooks, Officer Duties and Officer Standard Operating Procedures (SOP) must be reviewed annually at the Mid Year Board Meeting by the NAWIC Executive Committee. The NFSF Trustees may amend the guidelines and forms of the NAWIC Founders' Scholarship Foundation without approval from the NAWIC President or NAWIC committee. (9/08)
9. The President and/or President-Elect and Vice President will meet annually at the NAWIC Office to evaluate the facility and equipment conditions and other matters deemed necessary. Financial constraints may require that, from time to time, this meeting be held via conference call as determined by the President. (9/07)

### FINANCIAL

10. Dues paid to the National Association of Women in Construction are not refundable.

Procedures for the transfer of membership from one category to another are established as follows:

- A. MEMBER-AT-LARGE TO ACTIVE MEMBER: The Member-at-Large may join a Chapter at the dues rate requested by the Chapter and become an Active Member. (9/07)
- B. ACTIVE MEMBER TO MEMBER-AT-LARGE: (i.e., an Active Member moves away from the Chapter she was affiliated with and wants to become a Member-at-Large). The Active Member may transfer her membership to Member-at-Large status by paying additional dues to the NAWIC Office. (9/07)

- C. STUDENT MEMBER TO ACTIVE MEMBER: (i.e., a student graduates and wants to become involved as an Active Member). The Student Member must pay the difference between Student Member and Active Member rate. (9/07)
- D. CORPORATE MEMBER TO ACTIVE MEMBER OR MEMBER-AT-LARGE: A Corporate Member who becomes an Active Member or Member-at-Large shall retain tenure from the beginning of her association with NAWIC. (9/07)

For additional membership transfer questions, contact the NAWIC Executive Vice President. (9/07)

- 11. Requests for reimbursement of expenses (including Annual Meeting/Convention expenses) shall be submitted for approval no later than the fiscal year-end closing date of September 30.
- 12. The following shall be the financial policy of the Association:
  - A. It shall be the responsibility of the Executive Vice President, in concert with the President and Treasurer, to maintain the integrity of the adopted budget. Expenditures that would result in exceeding the designated amount shall:
    - 1. Have quotations obtained, where appropriate, and the approval of the President prior to any expenditure.
    - 2. Expenditures for unbudgeted items:
      - (a) Quotations shall be obtained.
      - (b) The expenditure must be approved by the Board of Directors prior to any action taken.
  - B. Expense Reimbursements: Prior to any reimbursements the following procedure shall be adhered to:
    - 1. In order to be reimbursed for expenses, committee members shall submit their expenses to their Chairman for approval. The Chairman shall review, correct when necessary, and forward to the NAWIC Office for payment.
  - C. Financial Structure for Councils:
    - 1. In keeping with the accounting principles of NAWIC, the NAWIC Office will set up a separate checking account for each Council.
    - 2. All dues and other income will be received from the Council Chairman or Treasurer and deposited by the NAWIC Office. Revenue will be recorded in a line item account for each Council.
    - 3. Each Council will submit to the NAWIC Office a request for direct payment of approved Council expenditures. Expenses will be recorded in a line item account for each Council.
    - 4. Each Council shall prepare and adopt a budget to be on file in the NAWIC Office for informational purposes only. The NAWIC Office shall submit a quarterly account balance to each Council Representative and to the liaison.
    - 5. NAWIC may determine an administrative fee for services rendered.
  - D. All payments remitted to the association shall be in U.S. Funds.
- 13. NAWIC shall be represented at the Construction User's Roundtable Meeting each year by the Executive Vice President and a NAWIC Officer. (9/07)
- 14. The Treasurer, in concert with the Finance Committee, shall prepare necessary budget adjustments, for consideration by the NAWIC Board of Directors at the Midyear and Pre-Annual Meetings. The Finance Committee consists of the Executive Officers, Executive Vice President and an outside adviser. (9/07)
- 15. The proposed budget for the following year will be adopted by the Board of Directors at the Pre-Annual Board Meeting. Officers elect and Directors elect in attendance may participate in discussions.
- 16. The NAWIC Board may establish and annually adjust initial dues to be paid by applicants joining the association in any membership category. (9/06)
- 17. The NAWIC Board will evaluate the financial status of the association on a yearly basis at the Pre-Convention Board Meeting. Based on the needs of the association, a renewal dues increase not to exceed four (4) percent (rounded to the nearest dollar) may be proposed. In accordance with the bylaws, this proposal will

be circulated at least 90 days before a vote is taken at the next Mid-Year Board Meeting. The effective date of any change in renewal dues would be on the 1st day of the next fiscal year following that vote. (9/06)

### ANNUAL MEETING/CONVENTION

18. The National Association of Women in Construction shall have primary responsibility for planning and executing the Annual Meeting/Convention under the supervision of the President. If there is a Chapter in the city of the Annual Meeting/Convention site, that Chapter has only such responsibilities as it may be requested by the NAWIC President to undertake.
19.
  - A. NAWIC members must pay the full registration fee established for the Annual Meeting/Convention in order to attend the business sessions or participate in any activities of the Annual Meeting/Convention. Admission to all meetings and functions shall be by identification badge only.
    1. NAWIC Board of Directors, Officers elect and Directors elect in attendance at the Annual Meeting/Convention are exempt from payment of registration fee. (Rev. 9/08)
    2. NAWIC non-registered Life Members and NAWIC members who have over 30 years of continuous membership and who are 70 years of age or older may be allowed to purchase guest tickets for their personal use, with prior approval of the Executive Vice President. (Rev. 9/08)
  - B. No Annual Meeting/Convention registration will be accepted at the NAWIC Office when postmarked after the established deadline date. On-site registration will be available.
  - C. No refunds will be given for Annual Meeting/Convention registrations within 30 calendar days prior to starting date of Annual Meeting/Convention. Requests for refunds (before the 30-day cutoff date) must be submitted in one of the following forms: registered/certified mail, email or fax.
  - D. Except as noted below, registration fees/tickets/identification badges are not transferable. Registrants may be required to show proper identification before receiving Annual Meeting/Convention packets. A registrant cannot pick up Annual Meeting/Convention packets other than her own.
  - E. Only Chapter Members who plan to be in attendance shall be elected as Delegates or Alternates to the NAWIC Annual Meeting/Convention with the exception of an Absent Delegate who assigns her proxy vote to a voting Delegate of the Chapter. All duly elected Delegates and Alternates in attendance at the Annual Meeting/Convention shall pay registration fees prior to the Registration Deadline.

EXCEPTION: Should a compelling emergency prevent a duly elected Delegate or Alternate from attending the NAWIC Annual Meeting/Convention, the Chapter may elect a replacement. The replacement, on submittal of proper Certificate of Transfer of Registration Form, may have the registration previously paid for the absent Delegate or Alternate transferred to her and will not be subject to payment of penalty for late registration.
20. The President, President-Elect and Immediate Past President shall review the Annual Meeting/Convention budget, prior to its approval by the NAWIC President.

### REGIONAL

21. Redistricting of a Region may be initiated as follows:
  - A. Any Chapter, upon written majority vote of its members, shall submit a written request to its NAWIC Director with copies to Chapter Presidents within the Region and to the NAWIC Board of Directors.
  - B. The NAWIC Director of the Region shall submit a written request to the Chapter Presidents within the Region with copies to the NAWIC Board of Directors.
  - C. The NAWIC Board of Directors may request a committee be appointed by the NAWIC President with this committee being chosen from members of the affected Regions. The NAWIC Directors of the Regions involved shall, by written notification, notify Chapter Presidents within the Regions of the committee's appointment. Proposals from a Chapter, a NAWIC Director or the Regional Study Committee shall be considered at the Annual Regional Forums involved with recommendations submitted to the NAWIC Board of Directors for review and final action.
22. A Region may, by majority vote of its members in attendance at its Annual Planning Conference and/or Annual Regional Forum, adopt or amend policies applicable to that Region. Such policies shall not be in

conflict with the Charter of the National Association of Women In Construction, the Bylaws, Standing Rules or Official Policies of the National Association of Women in Construction.

23. In the event of a temporary absence of a NAWIC Director, due to unforeseen circumstances, the NAWIC Board of Directors, exercising its right of replacement under Article X -Board of Directors, Section 8, Removal, may appoint an acting Director for the purpose of representing a Region at a scheduled NAWIC Board of Directors Meeting.
24. An Annual Regional Forum site will be elected two (2) years in advance at each Annual Regional Forum Meeting. When only one (1) site is proposed, a voting member may move the Forum Secretary to cast the elective ballot for that site. When two (2) or more sites are proposed, all members in good standing within the Region will cast a ballot, and the selection shall be determined by majority vote. (9/07)
25. Nominees for the office of NAWIC Director shall meet the requirements of the bylaws as set forth in Article X - Board of Directors, Section 2: Election of NAWIC Directors. The NAWIC Director shall be elected by majority of ballots cast by the voting delegate of 2 Chapter in good standing and present at the Annual Regional Forum. In the event that there is only one (1) nominee for the office of NAWIC Director, a motion may be made by a Chapter voting delegate to declare that nominee elected with no written ballot required. When a ballot for NAWIC Director fails to show a majority, the name(s) of the nominees(s) having the lowest number of votes shall be dropped and balloting continued.
  - If the second ballot fails to show a majority, the name(s) of the nominee(s) having the lowest number of votes shall be dropped, and the remaining candidates shall make a second presentation.
  - If the third ballot fails to show a majority, the name(s) of the nominee(s) having the lowest number of votes shall be dropped, and a final ballot taken.
  - If the fourth ballot fails to show a majority, the remaining candidates are presumed equal.
  - The presiding officer will provide paper, one long and others short. The candidates will draw, and the candidate with the long paper wins. (2/08)

## CHAPTER

26. All Chapters of NAWIC shall use official forms for Membership Applications, Recommendations for NAWIC Office, and such other forms as may be adopted from time to time. NAWIC letterhead is for the exclusive use of conducting NAWIC business. Under no circumstances will any member have authority to use it for purposes of personal correspondence or endorsements of any nature.
27. Any Chartered Chapter of the National Association of Women in Construction may incorporate as a chapter or may incorporate a service project or scholarship fund of the Chapter, provided that procedures outlined in the NAWIC Operations Manual are followed. The newly formed corporation must agree to abide by NAWIC Policies if NAWIC is to be involved in any way in its projects (such as the use of the NAWIC emblem, assistance from the NAWIC Office, mailing to NAWIC members, etc.).
28. Chapters may affiliate with local units of national organizations, as long as their action is not in conflict with the NAWIC Bylaws, the membership of which is drawn exclusively from individuals or companies engaging in the following categories of the construction industry: architecture, general contractors, material or equipment suppliers, engineering, construction news services and associations, and subcontractors as defined in the Membership Eligibility Guidelines.
29. The official name of a Chapter shall be as it appears on the Charter issued by the National Association of Women in Construction, or as it appears on its Charter of Incorporation issued by the state. Subsequent approved chapter name changes do not require a new charter. (2/08)
30. In keeping with the object of the Association and because NAWIC and its Affiliated Chapters were granted tax exemption based on the representation that NAWIC's programs would be related to its exempt purpose, at least seventy-five (75%) percent of all Chapter programs and activities shall be construction-related.
31. Chapters may establish in their Standing Rules a discounted Chapter dues rate.
32. A Chapter Corporate Member's company is required to notify the Chapter of its intent to change its designated representative. The former Corporate Member representative must submit an application for Chapter membership within thirty (30) days of notice from the company of its intent to change its designated representative. Upon payment of dues, the former Corporate Member may retain her Chapter status as a Chapter Member (including Chapter office).
33. Any chapter wishing to relinquish its charter shall submit through its NAWIC Director, to the NAWIC Board of Directors, a letter so stating and signed by a majority of the remaining voting Chapter members. Said

letter shall contain a certification by those members that all financial obligations of the Chapter have been discharged, and agreeing to donate any surplus in the chapter's treasury to the NAWIC Education Foundation (NEF), NAWIC Founders' Scholarship Foundation (NFSF) or another affiliated NAWIC chapter. (9/07)

34. Unless otherwise authorized by the association, NAWIC's rosters may not be sold, or used except for professional networking purposes.

#### LEGISLATIVE ACTION

35. NAWIC, affiliated Chapters and Regions, may engage in activities in support of, or in opposition to, any proposed rules, ordinances or statutes. The subject matter must directly affect the construction industry, the common business interests of the members, and the attainment of the NAWIC Object. Such activities shall not be a substantial part (as defined by the Internal Revenue Service) of the group's activities, and cannot conflict with the NAWIC Charter or any provision of its Bylaws. (Rev. 9/08)
- A. After 15 days prior notice has been given, a majority of the members must favor undertaking this activity as follows:
1. NAWIC: A majority vote of the NAWIC Board of Directors at any regularly scheduled meeting or a majority voting under the provisions of a written ballot.
  2. Affiliated Chapters: A majority vote of the members present at a regularly scheduled general membership meeting.
  3. Regions: A majority vote of the members present at Annual Regional Forum or Annual Planning Conference.
- B. Any press releases, position statements, etc., MUST specify the entity (i.e. the \_\_\_\_\_ Chapter of NAWIC). Only the NAWIC President or the NAWIC Board of Directors, by majority vote, may issue statements for the entire Association. (Rev. 9/08)
- C. Once the activity is voted on and decided in the affirmative, a copy of the text of the legislation shall be sent immediately to the Region's Director, the NAWIC President, NAWIC's Executive Vice President, and the NAWIC Legislative Industry Issues Committee Chairman for information, with an estimate of relative time to be devoted by the membership to this activity in comparison with the Chapter or Region's total activities. (Rev. 9/08)
36. A. All public actions, statements or affiliations with other organizations, proposed by NAWIC Regions or Chapters, shall be discussed in advance with the NAWIC Director. (Rev. 9/08)
- B. Where the proposed action is considered to impact NAWIC as a whole, the NAWIC Director shall bring it to the Executive Committee, which will decide whether the action should be taken and, if so, whether it should be taken in the name of a NAWIC Region or a Chapter. (Rev. 9/08)

#### MEMBERSHIP RETENTION

37. NAWIC membership retention percentages are to be based on the renewal of the chapter membership from October 1 - September 30 of each year, excluding any member who was deceased during that fiscal year.

#### LONGEVITY

38. Longevity pins for 5, 10, 15 and 20 years are available for purchase through the NAWIC Store. Longevity pins will be provided by the association and presented to members every five years beginning at 25 years of membership. Membership longevity for members who rejoin the association after a lapse of time will have their membership years calculated from the most recent join date. If there has been a lapse of membership and the member wishes to have her prior years longevity recognized, she would be allowed to pay the dues and all applicable fees for those years missed, at the current membership rates. (9/07)

#### **DUTIES OF NAWIC OFFICERS AND DIRECTORS IN ADDITION TO ARTICLES IX & X**

It is the obligation of each Officer and Director to have a working knowledge of Parliamentary Law, Roberts Rules of Order, Newly Revised, and a thorough understanding of Chapter and NAWIC Bylaws, and NAWIC Policies.

Officers and Directors shall submit invoices for their expenses on a regular (preferably monthly) basis.

## **PRESIDENT**

The duties of the President are contained in NAWIC Bylaws, Article IX, Section 2 (a). In addition to those specifically mentioned, it is her obligation to submit a written report for the Annual Meeting, prepare Agendas for Board Meetings, and to approve all requests for travel and payment of expenses exceeding line item budget(s).

The Pre-Annual Board Meeting shall include:

- Report of Finance Committee
- Report of Bylaws Committee
- Report of each NAWIC Director
- Report of Executive Vice President
- Report of the NAWIC Founders Scholarship Foundation
- Reports of any other committees deemed necessary
- Report on Chapters below charter strength
- Ratification of written ballots
- Report of NAWIC Education Foundation (NEF)
- Review of NAWIC Policies
- Consider all matters referred by prior Board Meeting(s)
- Presentation of Operating Budget

The Post-Annual Board Meeting shall include:

- Execution of bank signature cards and blank charters
- Report of Executive Vice President
- Report on insurance coverage for Board
- Ratification of future Convention Sites (if not done at Pre-Annual)
- Appointment of NAWIC representative to each Forum
- Consider matters referred by Pre-Annual Board Meeting
- Ratification of Executive Vice President's Contract for following year

The President appoints 2 people from the Executive Committee to serve on the NEF Board as Trustees. One of those three will be an Executive Committee member of the NEF Board. (Rev. 9/08)

Approves the convention budget

## **PRESIDENT ELECT**

In addition to duties contained in NAWIC Bylaws, Article IX, Section 2 (b), she should:

- Appoint all Standing Committees
- Appoint any special committees necessary for formulated plans Approve dates for Forums for two years hence
- Serve on committees as requested by NAWIC President Represent NAWIC President when requested
- Approves the convention budget

## **VICE PRESIDENT**

The duties of the Vice President are contained in NAWIC Bylaws, Article IX, Section 2 (c). In addition, she shall perform any other duties requested of her by the President. (Rev. 9/08)

## **SECRETARY**

In addition to the duties outlined in Article IX, Section 2 (d) of the NAWIC Bylaws, she shall prepare action minutes of the Convention and all regular and special meetings of the Board of Directors.

Action minutes should contain:

1. The kind of meeting: regular, special, adjourned regular, or adjourned special;

2. The name of the society or assembly;
3. The date and time of the meeting, and the place, if it is not always the same; the fact that the regular chairman and secretary are present, or in their absence, the names of the persons who substituted for them; whether the minutes of the previous meeting were read and approved - as read or as corrected - the date of that meeting being given, if it was other than a regular business meeting.

The body of the minutes should contain a separate paragraph for each subject matter, and in such a format, should show:

All main motions or motions to bring a main question again before the assembly - except any that were withdrawn, giving:

- a. The wording in which each motion was adopted or otherwise disposed of (with the facts as to how the motion may have been debated or amended before disposition being mentioned only parenthetically);
- b. The disposition of the motion, including - if it was temporarily disposed of - any primary and secondary amendments and all adhering secondary motions that were pending and,
- c. Usually, in the case of all important motions, the name of the mover, and

All points of order and appeals, whether sustained or lost, together with the reasons given by the chair for this ruling. The name of the seconder of a motion should not be entered in the minutes unless ordered by the assembly.

The last paragraph should state the hour of adjournment.

Prepare and circulate a "Summary of Actions" following each meeting of the Board of Directors. Said summary shall be distributed to all members of the board as soon as possible, but no later than thirty (30) days, after the conclusion of the meeting. (9/06)

Within forty-five (45) days after close of fiscal year, certify IRS report as prepared by the NAWIC Office, for filing with the Internal Revenue Service.

Forward to the NAWIC Office for printing and distribution approved changes to the Articles of Incorporation, changes to the Charter of the Association, changes to NAWIC Bylaws, Standard Bylaws for Affiliated Chapters, Bylaws for Affiliated International Chapters, and changes to NAWIC Policies.

As requested by the President, prepare and circulate written ballots and ballot results.

(Duties of the Secretary are more fully outlined in the *Standard Operating Procedures* contained in the Secretary's Manual.)

### **TREASURER**

The Treasurer is the chief fiscal officer of the Association. Her duties are those specified in Article IX, Section 2 (e) of the NAWIC Bylaws.

Serve as Chairman of the Finance Committee.

### **IMMEDIATE PAST PRESIDENT**

The Immediate Past President is a member of the Executive Committee, as described in NAWIC Bylaws, Article XI.

Serve as a member of the Awards Committee for the NAWIC Founders' Scholarship Foundation.

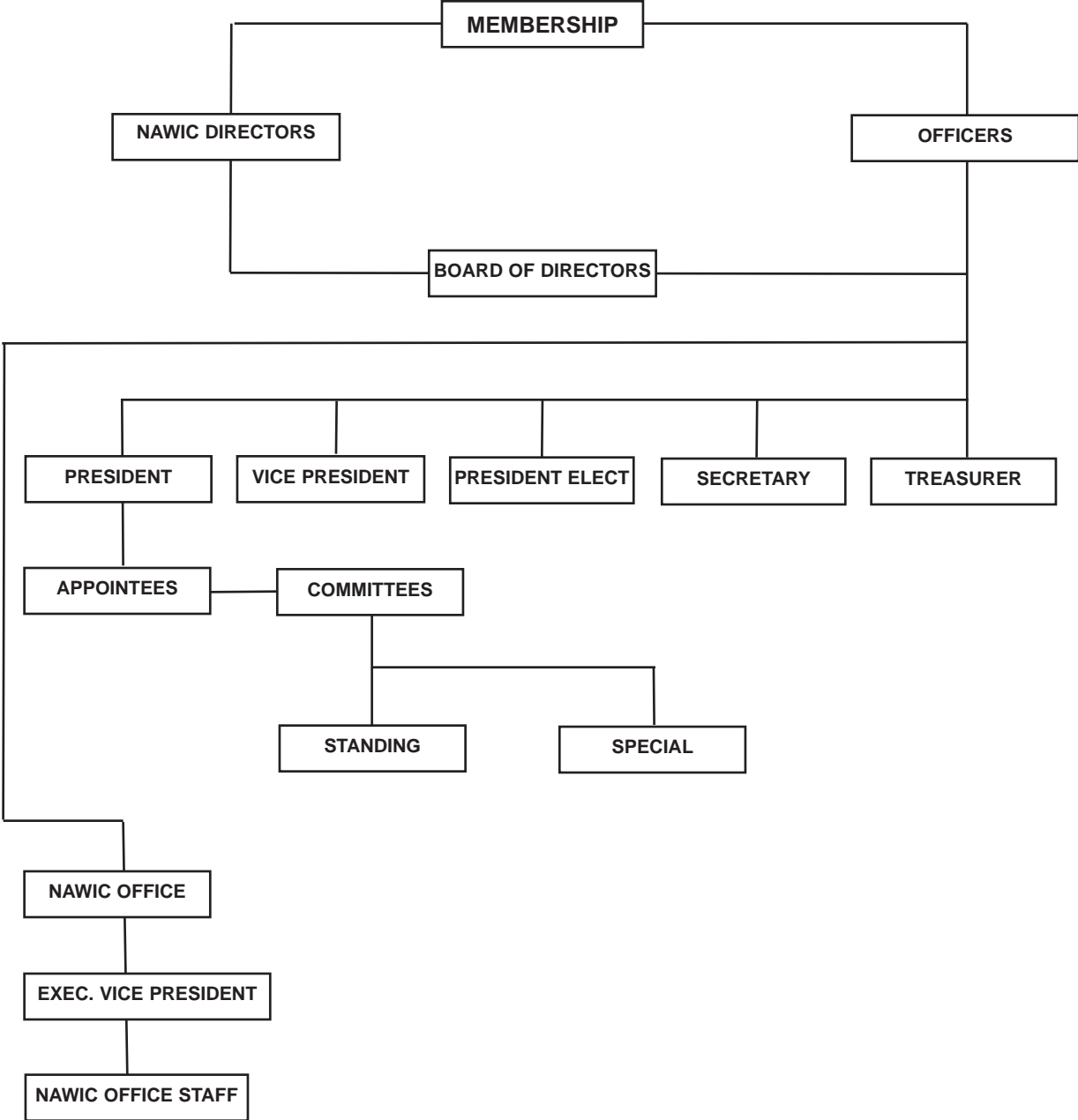
Approves the convention budget.

### **DIRECTOR**

The duties of the NAWIC Director are contained in Article X, Section 3 of the NAWIC Bylaws. In addition, she should:

- Appoint Annual Forum Coordinator and Forum Co-coordinator, if applicable, immediately following her election; (9/06)
- Verify with the NAWIC Office that each Chapter in her Region has completed and filed Form 990;
- Forward forms and set deadline for Chapters to submit names of candidates for Director-Elect.
- Circulate this information to Chapters prior to Annual Forum;
- In advance of Annual Forum, request interested Chapters to submit bid for Annual Forum for the second year following;
- Prepare written agenda of business for Annual Forum;
- Circulate action minutes for Annual Forum within thirty (30) days after close of Annual Forum;
- Certify election results within fifteen (15) days after close of Annual Forum;
- Send copies of all correspondence to Director-Elect after her election;
- Prepare report(s) of Regional action to be presented to meetings of the NAWIC Board, together with her recommendations;
- Assist Chapters within Region with problems, when requested;
- Request NAWIC President's approval of all expenditures exceeding line item budget.
- Preside at new Chapter charterings within her region.

IV. NAWIC ORGANIZATION CHART



## **History of the National Association of Women in Construction National Organization**

- May 17, 1955 Bylaws were established and submitted to charter to the secretary of state, state of Texas. Headquarters - Fort Worth, Texas. Standard form of charter was adopted and submitted to the Chapters.
- 1959-60 Non-profit status filed with state of Texas.
- 1968 Article of Incorporation and Bylaws were amended to become an international association.

### **REGIONAL ORGANIZATION**

- 1959-60 Six original Regions were established with defined boundaries and Regional Directors. (Later known as NAWIC Directors.)
- 1960 Regional Meetings, known as Forums, began.
- 1961-62 Boundary lines were revised to include ten Regions.
- 1962-63 Forum date and location were pre-established by the Incoming President.
- 1966 Region 11 was formed.
- 1968-69 Redistricting of Region 10, establishing Region 12.
- 1975 Redistricting of Region 6 establishing Region 13.
- 1977 Membership voted on Forum date and locations, two years in advance.
- 1991 Redistricting of Region 1, establishing Region 14.
- 1992 Canada was added to the 800 service at the NAWIC Office.

### **MANUAL/PROCEDURE/PUBLICATION**

- 1957-58 The first National Extension brochure was published.
- 1959-60 The first Handbook was published.
- 1964-65 THE MAGIC KEY was published.
- 1965 "The 5 W's" were published.
- 1967 Bylaws were amended to publish an official quarterly.
- 1968 The first handbook was revised to become the Chapter Handbook.
- 1969-70 The NAWIC IMAGE was published in five issues, mailed to each member.
- 1971 NAWIC Manual first published, presented at Annual Convention.
- 1971 Bylaws were amended to name the official publication, The NAWIC IMAGE. It became a monthly newsletter.
- 1971-72 Extension Guidelines published.
- 1974 The NAWIC IMAGE was published by the National Office.
- 1979/81/90 NAWIC Manual revised.

- 1979-80 Membership Brochure published, Employer Brochure published, The NAWIC Image published in magazine format.
- 1990 New Membership/Employer developed, Career Brochure published.
- 1991 NAWIC Directory published and distributed to every member. (Replacing the NAWIC Manual.) NAWIC Operations Manual published and distributed to every Chapter (to replace the NAWIC Manual.)
- 1991 Associate Corporate Membership established to receive supporting funds from corporations which service the industry and women in the industry.
- 1991 Advertising Prospectus developed to enhance ad sales in The NAWIC Image.
- 1992 Treasurer's Handbook was revised to bring into conformance with Bylaws for Affiliated Chapters.
- 1992 NAWIC Operations Manual produced.
- 1992 NAWIC Strategic Planning Process was implemented.
- 1993 NAWIC Special Interest Councils were established.
- 1993 National and Chapter Bylaws were streamlined and additional national and chapter membership categories, member-at-large membership and chapter corporate membership categories implemented.
- 1993 New membership brochure and corporate membership brochures produced.
- 1994 NAWIC Operations Manual revised.
- 1994 The NAWIC IMAGE magazine cover and format re-designed.
- 1995 New membership brochures produced.
- 1996 The NAWIC IMAGE re-designed and expanded to create a more professional publication with editorial themes added.
- 1996 NAWIC Operations Manual revised.
- 1996 NAWIC Policies reorganized in a more cohesive format.
- 1996 NAWIC Implemented a Card Pac mailing as a membership recruitment campaign.
- 1996 Membership applications revised.
- 1997 Renamed VIP directory "Leadership Directory."
- 1997 President, Treasurer, and Secretary Chapter Handbooks revised.
- 1997 Complete revision of Committee Guidelines.
- 1997 Mission Statement Rewritten.
- 1997 Strategic Plan Revised.
- 1997 Chapter EXCELLENCE Program set up. In its first year the program was embraced by 60% of our chapters, with 121 chapters participating through August 7, 1997.
- 1997 First plastic NAWIC Membership Card issued.
- 1998 NAWIC Office begins collecting all renewal dues from members.
- 1998 Director's Handbook revised.

- 1999 Adopted a "Code of Professionalism."
- 2000 Made necessary changes to begin mail ballot elections in 2001.
- 2000 NAWIC Office begins collecting new member applications direct from the new member.

### **NAWIC FOUNDERS' SCHOLARSHIP FOUNDATION**

- 1958 A scholarship program was proposed.
- 1961 An official scholarship program was started by NAWIC President Lois Acker.
- 1962 A Scholarship Committee was approved and established to present a definite program.
- 1962-63 Honoring the NAWIC Founders, the Trust covering the Scholarship Foundation program was filed. The Foundation included a Board of Trustees comprised of three Immediate Past NAWIC Presidents - charged to work with a management agency and the National Merit Scholarship Program.
- 1970 Consisting of General Fund, Lois Acker award, and the Phoenix, Arizona Endowment Scholarship, the goal of \$200,000 was achieved within seven years.
- 1973-74 Trust agreement was amended to include: A corporate Trustee (Mercantile Trust of St. Louis, MO); the establishment of an Awards Committee; a position of Scholarship Director to coordinate the program.
- 1974 Marie Marshall was named first administrator to serve a five-year term.
- 1977 Trust agreement was amended to include: a provisions for making awards to student who were not National Merit Scholarship Finalists; reduce the term of the administrator from five to three years; effective September 20, 1977.
- 1993 Trust Agreement was amended and restated.
- 1998 The Scholarship applications were put online. The site is called FastWeb and can be accessed by college students.

### **CONSTRUCTION PROJECTS**

- 1963 A National Program was established.
- 1971-72 Construction Project Library was established.

One of the major projects gaining much recognition for the entire Association is the Construction Dictionary, published by the Gr. Phoenix Chapter. The Dictionary now in eighth edition, has been distributed throughout this nation and in several foreign countries.

- 1983 Name changed to Construction Industry Service Committee and then to Construction Industry Committee.
- 1990 NAWIC Block Kids Building Contest established.
- 1990-91 Career Day extended to year-round activities.

## NAWIC OFFICE

- 1957 Faye Brown proposed that a National Executive Office be established.
- 1967 First committee appointed to study the NEO and report to membership.
- 1970 A plan was approved to locate the NAWIC Office in Washington, DC, utilizing the services of Association Management, Inc.
- 1972 By vote of the Convention body, approval to move the NEO to Fort Worth, Texas, utilizing the services of Jack T. Holmes & Associates, public relations and management firm. Name of firm later changed to McKone & Co.
- 1980 NAWIC established its own offices in Suite 403, Morrow Building, 305 NE Freeway 820, Fort Worth, Texas, on January 1, 1981.
- 1982-83 NAWIC purchased its own building at 327 South Adams, Fort Worth, Texas, and relocated offices to permanent location on January 1984 by action taken at 1980 Convention.
- 1993 The NAWIC Executive Office is renamed the NAWIC Office.
- 1994 Voice mail installed at the NAWIC Office.
- 1996 New state of the art computer system installed at the NAWIC Office.
- 1997 New Membership Database Installed (Semarca Association Program).
- 1997 NAWIC Office joined the World Wide Web.
- 1997 NAWIC Office went on line with Office E-Mail.
- 1999 Shopping Cart added to the Web Site for use in ordering Store merchandise.
- 2000 Upstairs Air Conditioning Unit replaced.

## INDUSTRY RECOGNITION

With the establishment of a National Executive Office and its ability to help in public relations work, NAWIC has become recognized throughout the country, not in the construction industry alone. President, Officers and others have been invited to National Conventions of affiliated organizations as speakers and guests. They have received coverage in newspapers on meetings, Forums, Conventions, etc. They have been interviewed on television broadcasts presenting to the public the purposes and accomplishments of NAWIC. Local chapters have likewise received recognition.

- 1979 NAWIC first co-sponsored Construction Industry National Legislative Conference in Washington, DC.
- 1980 NAWIC established Liaison Committees with other industry associations under the guidance of its Industry Support/Association Liaison Committee.
- 1989 NAWIC became a charter member of the Construction Industry Workforce Foundation; a coalition of major construction associations formed to address the projected workforce shortage.
- 1991 Inaugural Trade Show was held in conjunction with the 36th Annual NAWIC Convention.
- 1992 NAWIC maintains liaisons with thirty-two other construction associations.
- 1992 Igloo Products "Cool Crew" Calendar Contest was initiated in Texas and premiered at "World of Concrete" Trade Show in Las Vegas, NV.

- 1992 NAWIC/Bridgestone "Race to the Top" promotion held in conjunction with the 37th and 38th Annual NAWIC Conventions.
- 1992 Construction Excellence Award was adopted in concept by the Board of Directors.
- 1993 Partnering Agreements were established with USACE and ABC.
- 1994 NAWIC receives first "Diamond" corporate membership through Ted Kennedy of BE&K.
- 1994 NAWIC featured on cover and article included in AGC's CONSTRUCTOR magazine.
- 1994 Partnering Agreement established with US Department of Labor.
- 1994-95 NAWIC featured in monthly article in AGC's CONSTRUCTOR magazine.
- 1994 NAWIC signs Partnering Agreement with National Women's Business Corporation.
- 1995 NAWIC/Bridgestone "Building For Success" promotion and award held.
- 1995 NAWIC Crystal Vision Award created and awarded.
- 1995 NAWIC Crystal Vision Journal created in connection with the Crystal Vision Award.
- 1995 NAWIC participates in the Dept. of Labor Honor Roll Program.
- 1996 NAWIC joins National Women's Business Council.
- 1996 NAWIC signs first International Affiliation Agreement with NAWIC - Australia.
- 1997 NAWIC signs Partnering Agreement with National Center for Construction Education and Research.
- 1997 Job Exchange Program established with Australia. First participants were Carol Brubaker and Tracey Clavell.
- 1998 NAWIC signs second International Affiliation Agreement. This one is with NAWIC - New Zealand.
- 1998 NAWIC participates in *Welfare to Work* Program.
- 1998 NAWIC signs Partnering Agreements with Associated General Contractors (AGC) and the Women's Business Enterprise National Council (WBENC).
- 1998 NAWIC participated in its first international trip by taking 38 member delegates to China.
- 1999 NAWIC signs third International Affiliation Agreement. This one is with South African Women in Construction (SAWIC).
- 1999 NAWIC signs Partnering Agreement with American Subcontractors Association (ASA).
- 1999/2000 NAWIC signs Partnering Agreement with Habitat for Humanity Women Build Program.
- 1999/2000 NAWIC signs Partnering Agreement with the U. S. Small Business Administration
- 2000 NAWIC signs Partnering Agreement with Working Woman.Com.
- 2000 NAWIC signs Memorandum of Understanding with the Southern Business Code Congress International.
- 2000 NAWIC signs Partnering Agreement with the American Institute of Constructors.
- 2000 NAWIC signs Partnering Agreement with the Construction Financial Management Association.

## NAWIC EDUCATION FOUNDATION

- 1967-70 A Manpower Training Program was started.
- 1970-71 Operation Women Power Committee appointed.
- 1971 Introduction to Construction established.  
Certified Construction Associate began.  
NAWIC Education Fund established to underwrite the programs.
- 1972 Degree & Special Course established.  
Articles of Incorporation granted by the State of Texas.
- 1973 Name approved as NAWIC Education Foundation.
- 1976 Name changed to NAWIC Education Committee.
- 1981-82 Apprenticeship Training established.  
NEF joined American Council for Construction Education (ACCE).  
Office and storage space leased at the NEO.
- 1981 Intermediate Construction began.
- 1990-91 Apprenticeship Training and Degree & Special Course program discontinued.
- 1992 Career Days and Block-Kids programs were moved under the administration of NEF to be included in the K12 Industry Enhancement Program.
- 1993 Grant received from Bechtel Foundation for development of K-12 program.
- 1993 Public Trustees were established.
- 1993 The Construction Industry Technician (CIT) program was established.
- 1994 Block Kids program recognized by Nova Awards.
- 1994 The CAD/Design/Drafting competition, part of NEF's K-12 enhancement programs, designed to recognize high school students for creative design, successful problem solving and craftsmanship in preparing architectural drawings was first introduced. The first Drafting competition was held nationally.
- 1997 The Building Design Program, part of NEF's K-12 enhancement programs for middle/junior high students, was first introduced.
- 1998 The Construction Document Specialist (CDS) program was established based on NEF's *Intermediate Construction* textbook.
- 1998 NEF's "Build It" video to educate and inform children about a possible future in the construction industry was introduced in the Fall.

## **JOB REFERRAL SERVICE**

- 1974 Proposal presented in to Legal Advisor.
- 1975 NAWIC received approval from the State of Texas to proceed, with stipulation that “no fee shall be extracted” from member applicant and/or industry firm.
- 1987 Name changed from Occupation Research and Development to Occupation Research and Referral by amendment to National and Chapter Bylaws.

The purpose of the Occupation Research and Referral Committee is two-fold:

1. To bring together employers and qualified women with construction industry “on-the-job” experience; to assist women who are relocating, unemployed or expect to be unemployed in the near future; and women who are unable to find suitable employment where they live and are willing to relocate on a temporary basis.
  2. To assist construction industry firms that have current openings; those announcing job-training opportunities; and those who have future projects planned and need assistance in location experienced personnel with specific qualifications.
- 1991 The NAWIC Connection was established to inform members nationwide of employment opportunities, apprenticeship training programs, requests for bids, convention announcements and new discount services.
- 1997 NAWIC put the first “Job Bank” on the web page to be accessed by members only with a password and id.
- 2000 NAWIC partnered with “Job Options.com” to create an Online Career Center.

## **NAWIC POSITION STATEMENTS**

- 1996 “NAWIC supports the elimination of all discrimination and its effects, to ensure nondiscriminatory results and practices in the future, and to involve women and minorities and their business enterprises fully in contracts, educational opportunities and programs funded by public and private entities.”

## NAWIC CONVENTION DATES, LOCATIONS AND ATTENDANCE

Date	Location	Attendance
July 14 . . . . .	1956 . . . . . Fort Worth, TX - Texas Hotel . . . . .	56
September 14 . . . . .	1957 . . . . . Dallas, TX - Adolphus Hotel . . . . .	88
September 19-21 . . . . .	1958 . . . . . Houston, TX - Shamrock Hilton Hotel . . . . .	189
September 11-12 . . . . .	1959 . . . . . Baton Rouge, LA - Capital House Hotel . . . . .	254
September 16-17 . . . . .	1960 . . . . . Amarillo, TX - Herring Hotel . . . . .	291
September 15-16 . . . . .	1961 . . . . . New Orleans, LA - Sheraton Charles Hotel . . . . .	428
September 14-15 . . . . .	1962 . . . . . Oklahoma City, OK - Skirvin Hotel . . . . .	442
September 20-21 . . . . .	1963 . . . . . Atlanta, GA - Dirkler Hotel . . . . .	473
September 17-18 . . . . .	1964 . . . . . Memphis, TN - The Peabody Hotel . . . . .	478
. . . . .	1965 . . . . . San Diego, CA	
September 15-16 . . . . .	1966 . . . . . Miami Beach, FL - The Fountainbleau Hotel . . . . .	859
September 22-23 . . . . .	1967 . . . . . Chicago, IL - The Palmer House . . . . .	789
September 20-21 . . . . .	1968 . . . . . Washington, D.C. - Sheraton-Park Hotel . . . . .	817
September 19-20 . . . . .	1969 . . . . . Honolulu, HI - Hilton Hawaiian Village . . . . .	735
September 18-19 . . . . .	1970 . . . . . San Antonio, TX - Hilton Palacio del Rio . . . . .	899
September 23-25 . . . . .	1971 . . . . . Atlanta, GA - Sheraton-Biltmore Hotel . . . . .	919
September 21-23 . . . . .	1972 . . . . . Portland, OR - Portland Hilton Hotel . . . . .	780
September 20-22 . . . . .	1973 . . . . . St. Louis, MO - Stouffer's Riverfront Inn . . . . .	902
September 19-21 . . . . .	1974 . . . . . New Orleans, LA - Fairmont-Roosevelt . . . . .	1224
September 25-27 . . . . .	1975 . . . . . Denver, CO - Denver Hilton Hotel . . . . .	1144
Sep. 30-Oct. 2 . . . . .	1976 . . . . . Philadelphia, PA - Marriott Hotel . . . . .	904
September 18-21 . . . . .	1977 . . . . . San Francisco, CA - Fairmont Hotel . . . . .	1136
September 14-16 . . . . .	1978 . . . . . Boston, MA - Sheraton-Boston . . . . .	1211
September 12-16 . . . . .	1979 . . . . . Houston, TX - Hyatt Regency . . . . .	1222
September 17-21 . . . . .	1980 . . . . . Phoenix, AZ - Hyatt Regency . . . . .	1236
September 9-13 . . . . .	1981 . . . . . Honolulu, HI - Sheraton-Waikiki . . . . .	1225
September 19-23 . . . . .	1982 . . . . . Albuquerque, NM - The Regent . . . . .	1052
September 18-23 . . . . .	1983 . . . . . Kansas City, MO - Crown Center . . . . .	830
September 20-22 . . . . .	1984 . . . . . Louisville, KY - Hyatt Regency . . . . .	1065
September 11-14 . . . . .	1985 . . . . . New York City, NY - Omni Park Central . . . . .	786
September 17-20 . . . . .	1986 . . . . . Little Rock, AR - Convention Center . . . . .	1068
September 16-19 . . . . .	1987 . . . . . Reno, NV - MGM Grand . . . . .	1185
September 14-17 . . . . .	1988 . . . . . Toronto, Ontario, Canada - Sheraton Centre . . . . .	1017
September 5-9 . . . . .	1989 . . . . . Seattle, WA - Westin Hotel . . . . .	1105
September 11-16 . . . . .	1990 . . . . . Minneapolis, MI - Hyatt Regency . . . . .	900
September 4-7 . . . . .	1991 . . . . . Nashville, TN - Opryland Hotel . . . . .	1005
September 9-13 . . . . .	1992 . . . . . Orlando, FL - Peabody Hotel . . . . .	869
Aug. 31-Sep. 5 . . . . .	1993 . . . . . Dallas, TX - Loews Anatole Hotel . . . . .	766
September 21-24 . . . . .	1994 . . . . . Chicago, IL - Hyatt Regency O'Hare . . . . .	756
September 6-9 . . . . .	1995 . . . . . Denver, CO - Radisson Hotel . . . . .	641
September 4-7 . . . . .	1996 . . . . . Washington D.C. - Washington Hilton & Towers . . . . .	680
September 10-13 . . . . .	1997 . . . . . New Orleans, LA - Marriott Hotel . . . . .	854
September 2-5 . . . . .	1998 . . . . . Atlanta, GA - Marriott Marquis . . . . .	677
September 1-4 . . . . .	1999 . . . . . Anaheim, CA - Anaheim Hilton . . . . .	623
September 13-16 . . . . .	2000 . . . . . Reno, NV - Reno Hilton . . . . .	676
September 26-29 . . . . .	2001 . . . . . (Terrorists attacked NY Sept. 11, 2001)	
. . . . .	. . . . . Anchorage, Alaska - Anchorage Hilton . . . . .	554
September 4-7 . . . . .	2002 . . . . . Nashville, TN - Opryland Hotel . . . . .	711
September 10-13 . . . . .	2003 . . . . . Salt Lake City, UT - Little America Hotel . . . . .	636
August 24-27 . . . . .	2004 . . . . . New York City, NY - New York Hilton Hotel . . . . .	542
September 7-10 . . . . .	2005 . . . . . Grapevine, TX - Gaylord Texan Resort . . . . .	681
September 6-9 . . . . .	2006 . . . . . Kansas City, MO - Kansas City Marriott Downtown Hotel . . . . .	541
September 5-8 . . . . .	2007 . . . . . Orlando, FL - Caribe Royale . . . . .	613

## THE NAWIC OFFICE

### Location & Mailing Address:

327 South Adams  
Fort Worth, Texas 76104-1002

### Telephone Numbers:

817.877.5551  
800.552.3506 toll free  
817.877.0324 FAX  
nawic@nawic.org

The NAWIC Office is located in the headquarters building purchased by NAWIC in 1984. It houses the NAWIC staff. Most NAWIC functions are carried out at the NAWIC Office, such as membership services and dues processing. Some NAWIC functions, however, are contracted out to third parties, such as auditing, legal, large scale printing, Annual Meeting/Convention planning, etc. Communication for members with these providers is through the Executive Vice President. All staff activities and contract services are under the direction of the Executive Vice President, who is the senior employee of NAWIC.

NAWIC members are welcome to visit the NAWIC Office at any time. Since staff have many assigned duties with deadlines to adhere to, advance notice is highly recommended to assure the best attention. The NAWIC Office is open Monday through Friday from 8:00 am to 5:30 pm. Hours may be changed from time to time by the Executive Vice President due to varying operating or weather conditions.

## THE NAWIC STAFF

All NAWIC staff reports to the Executive Vice President. The Executive Vice President is employed by the President and the Executive Committee and reports on a "day-to-day" basis to the NAWIC President.

### Executive Vice President

The limits of the authority of the Executive Vice President are set by the Board of Directors. Generally, she is to:

- Report to the NAWIC President and implement directives of the NAWIC President and the NAWIC Executive Committee;
- Oversee the NAWIC staff, including delegation of duties, developing and implementing job descriptions and personnel policies, maintaining personnel files, assuring staff development;
- Coordinate and control external communications with other associations, the press/media, including the implementation of NAWIC's marketing plan and participating in activities with other organizations;
- Serve as liaison with, and provide support to, NAWIC members in the governance and programs of the association, including assisting the NAWIC Treasurer and Finance Committee, assuring the implementation of professional development programs for members, and generally fostering good communication between and among members and the association to create an open, friendly and professional relationship between staff and members;
- Assure that all steps are taken to protect NAWIC's legal and tax status, safeguard its property and assets, protect and invest its funds, collect its receivables and pay its debts, in conjunction with professionals hired by the NAWIC Board of Directors for these purposes. The limitation on the Executive Vice President's authority to sign checks is set out in the bylaws, and her authority to commit funds is limited by the annual budget adopted by the NAWIC Board of Directors.

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- Keep the NAWIC Board of Directors regularly informed on all matters of significance to the operation of the association, through attendance at NAWIC Board of Director and committee meetings, and submitting written and oral reports on all such matters, including budgets, membership, expenditures, activities of members and staff.
- Develop and recommend to the NAWIC Board of Directors policies and procedures for governance of the association, including suggesting means for improvement in operations and long-range planning to assure NAWIC's continued successful operations; and
- Participate in other activities, such as Annual Meeting/Convention planning and marketing as NAWIC's budget and current operational plans may dictate.

## Who to Call at the NAWIC Office

NAWIC Office  
327 South Adams St.  
Fort Worth, TX 76104

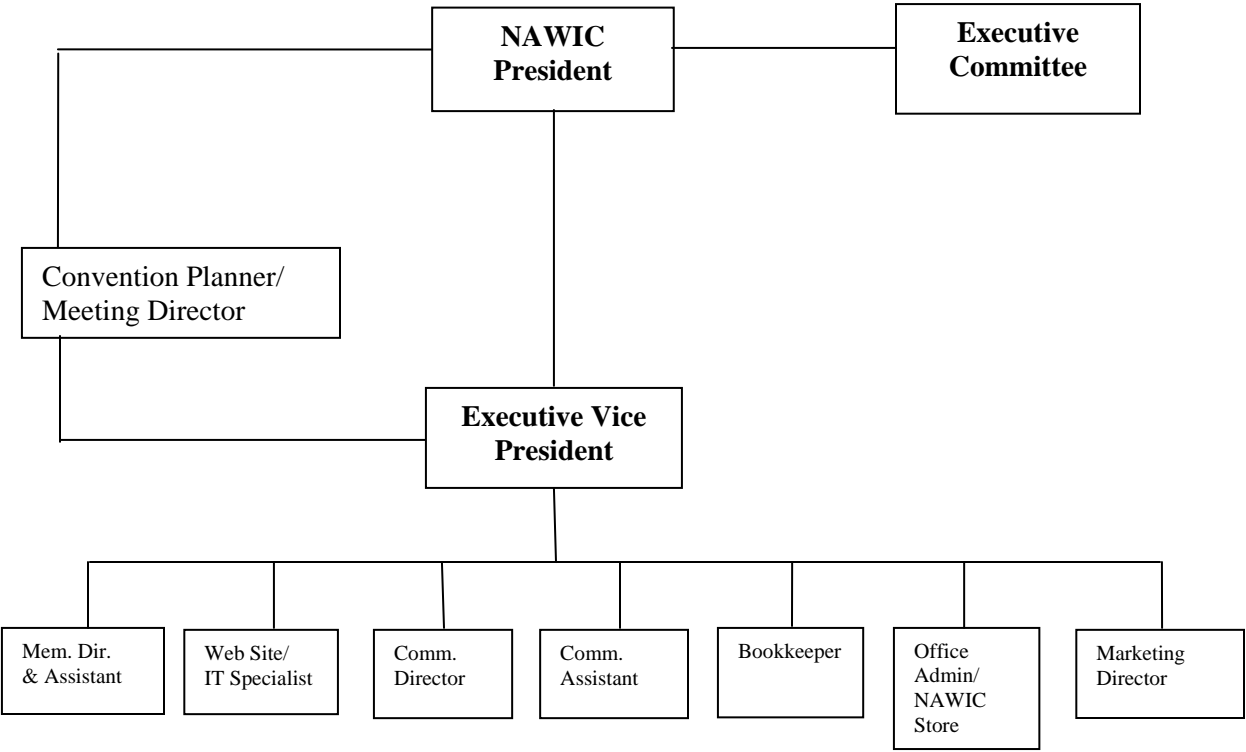
800.552.3506 Toll Free  
817.877.5551  
817.877.0324 Fax  
nawic@nawic.org

Dede Hughes	Executive Vice President	Ext. 16 dedeh@nawic.org
Sandy Fite	Membership Director	Ext. 14 sandyf@nawic.org
Lauri McCullough	Membership/Office Assistant	Ext. 15 laurim@nawic.org
Tim Elmore	Web Site/IT Specialist	Ext. 22 nawic@nawic.org
Misty Hart	Communications Director	Ext. 24 mistyh@nawic.org
Michelle Milner	Communications Assistant	Ext. 13 michellem@nawic.org
Kate Bowling	Bookkeeper	Ext. 21 kateb@nawic.org
Theresa Price	Office Admin./Store Manager	Ext. 10 theresap@nawic.org
Julie Lyssy	Marketing Director	Ext. 20 juliel@nawic.org
Shelly Reeves	Convention Director/Meeting Planner	(Contract Labor)

### Who to ask for.....

Board/Board Orientation	Dede	Members/Chapter In the News	Misty
Membership Services	Sandy	NAWIC Committee Information	Dede
NAWIC Founders' Scholarship	Theresa	Organization & Extension Information	Dede
New Members	Dede/Sandy	Prospective New Members	Sandy
Media Information	Misty/Julie	Shipping/Receiving Information	Theresa
Store Orders	Theresa	<i>The NAWIC IMAGE</i>	Misty
990 Tax Questions	Dede	Business Card Orders	Theresa
Chapter Online Mailing	Theresa	Public Relations	Julie
Convention	Dede/Shelly	Display Program	Theresa
Industry Liaisons/National	Dede	Industry Liaisons/Chapter	Dede
Insurance	Kate/Dede	Jewelry Orders	Theresa
General Questions	Dede	Advertising Sales	Misty
Quarterly Mailings	Theresa	Press Releases	Julie

# The National Association of Women in Construction The NAWIC Office Operations Chart



**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 phone number

\_\_\_\_\_  
Home phone number

\_\_\_\_\_  
Fax number

**Change in Leadership Directory Information:**

Delete

\_\_\_\_\_  
Name and office held

Add

\_\_\_\_\_  
Name and office

\_\_\_\_\_  
Company

\_\_\_\_\_  
Mailing address

\_\_\_\_\_  
City-state-zip

\_\_\_\_\_  
Office phone number

\_\_\_\_\_  
Home phone 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)

Chapter President

Chapter Treasurer

Chapter Membership Contact

Committee Member

Committee Chairman

Board of Directors

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**STANDARD BYLAWS FOR AFFILIATED CHAPTERS  
NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION**

**ARTICLE I — NAME**

The name of this organization shall be the \_\_\_\_\_ “Chapter” (hereinafter, the “Chapter”) of the National Association of Women in Construction (hereinafter, the “Association”).

**ARTICLE II — OBJECT**

The object of this Chapter shall be:

To unite for their mutual benefit women who are actively employed in the various phases of the construction industry.  
To promote cooperation, fellowship and a better understanding among members of the Association.

To promote education and contribute to the betterment of the construction industry.

To encourage women to pursue and establish their careers in the construction industry.

To provide members an awareness of the legislative process and legislation as it relates to the construction industry.

**ARTICLE III — POLICY**

This Chapter shall be self-governing, non-profit, non-partisan and non-sectarian.

**ARTICLE IV — MEMBERSHIP**

SECTION 1: All Chapter members must be members of the National Association of Women in Construction. There shall be five (5) categories of membership:

- A. ACTIVE MEMBER shall be open to women who are, or have been, actively employed in the construction industry or in construction-related services.
- B. CORPORATE MEMBER is a transferable membership. This membership category is open to construction-related 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.
- C. STUDENT MEMBER is open to women students enrolled in construction-related programs at institutions of higher education and vocational education programs. Student Member is non-transferable, and Student Members shall neither vote nor hold office.
- D. CHAPTER LIFE MEMBER may be granted by a three-fourths (3/4) ballot vote of the membership of the Chapter to a voting member in good standing for her outstanding and faithful service to the Chapter. Such election may be conducted by mail ballot. A member who accepts such membership shall be exempt from payment of Chapter dues but, at the discretion of the chapter membership, shall be responsible for payment of National dues. A Chapter Life Membership shall be forfeited automatically upon disaffiliation with the Chapter, or whenever the Chapter determines that the member is no longer interested or is unable to participate in Chapter affairs.
- E. HONORARY 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 appointive office. An Honorary Member shall be exempt from payment of dues but is entitled to visit the Chapter at any time.

SECTION 2: Transfer of Membership: Except for Chapter Life Members, a member in good standing may transfer from one Chapter of the Association to another in accordance with procedures established by the Association. No membership may be transferred from one member to another, except as established by the NAWIC Board of Directors.

SECTION 3: Good Standing; A member is in good standing only when all Association and Chapter financial obligations are paid. A member not in good standing shall forfeit all privileges of membership until said financial obligations are met.

SECTION 4: The decision of the NAWIC Office, in determining the validity of an application for membership, shall be final. (Effective 10-1-2000)

## **ARTICLE V — OFFICERS AND DIRECTORS**

SECTION 1: The Board of Directors shall consist of the Officers, Immediate Past President and not less than two (2) Directors.

SECTION 2: The Chapter Officers shall be President, Vice President, Recording Secretary and Treasurer, and may include President-Elect and Corresponding Secretary.

SECTION 3: The term of office of each Officer and Director shall be one year or until their successors are elected. No Officer or Director shall hold the same position for more than two consecutive terms. Any part of a term equaling or exceeding one-half the regular term shall be considered a term in deciding eligibility for re-election. The Board of Directors by a three-fourths ballot may remove any Officer or Board Member if determined that this action is in the best interest of the Chapter, except as superseded by state law.

SECTION 4: A vacancy in the office of President shall be filled by the Vice President for the unexpired term. A vacancy in the office of President-Elect, if any, shall be filled by the Vice President who shall serve for the unexpired term and shall become President at the end of that term. In the event of a vacancy in both the office of President and Vice President, the President shall be elected by the Chapter members, voting thereon by ballot, and the Vice President shall be elected by the Board of Directors voting thereon by ballot. Any other vacancy on the Board of Directors, except in the office of Immediate Past President, shall be filled by the remaining members of the Board of Directors voting thereon by ballot.

## **ARTICLE VI — ELECTIONS**

SECTION 1: A Nominating Committee of not less than three (3) members shall be elected no later than the end of March of each year. Two (2) members shall be elected from the membership, and one (1) shall be elected from the Board of Directors. The Committee shall elect its own chairman.

SECTION 2: No later than the end of May of each year, the Nominating Committee shall submit the names of one or more nominees for each office and each directorship to be elected. Nominations may also be made from the floor. If the Nominating Committee report is presented at one meeting and voting takes place at the following, nominations from the floor shall be permitted at both meetings.

SECTION 3: All Officers and Directors shall be elected by ballot no later than the end of June and shall take office October 1 following their election.

SECTION 4: When a ballot for any office or directorship fails to show a majority, the name of the nominee having the lowest number of votes shall be dropped and balloting continued until a majority is declared.

SECTION 5: When there is only one nominee for any office or any directorship, the Recording Secretary may be instructed to cast the elective ballot.

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

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

SECTION 8: Delegates and Alternates to the Annual Meeting/Convention shall be elected by plurality ballot vote no later than sixty (60) days prior to the Annual Meeting/Convention. Only voting members in good standing shall be eligible to serve as Delegates or Alternates.

A. For Chapters with Less than Six (6) Members:

Each member holding membership in a Chapter with less than six (6) members, who attends Annual Meeting/Convention, shall be entitled to a one-tenth (1/10) vote.

B. For Chapters with Six (6) Members or More:

Each Chapter shall be entitled to one (1) Delegate for every ten (10) members, or a major fraction thereof, based on the NAWIC Office's record of paid and processed members sixty (60) days prior to the Annual Meeting/Convention. Each Delegate is entitled to one (1) Alternate.

## **ARTICLE VII — MEETINGS**

SECTION 1: The Chapter shall hold a minimum of ten (10) meetings per year, of which at least six (6) shall include official Chapter and Association business. Whenever necessary, at the discretion of the Board of Directors, the date, time and place of a regular meeting may be changed.

SECTION 2: Special meetings of the Chapter or the Board of Directors may be called by the President or a majority of the Board of Directors. The notice of special meetings shall state the business to be transacted and no other business shall be transacted except that stated in the notice.

SECTION 3: The Board of Directors shall hold a minimum of ten meetings per year.

SECTION 4: The Annual Meeting of the Chapter shall be held in August or September, at which time Annual Reports of Officers and Committee Chairmen shall be presented verbally or published, except the Audit Committee Report, which will be given no later than the November meeting next following the Annual Meeting.

SECTION 5: One-third (1/3) of the voting members of the Chapter shall constitute a quorum at any business or special meeting of the Chapter. A majority of the Board of Directors shall constitute a quorum at any meeting of the Board of Directors.

## **ARTICLE VIII — DUES AND INITIATION**

SECTION 1: Dues for new members shall be established by the NAWIC Board of Directors and shall be payable upon acceptance of membership. Renewal dues and other appropriate fees shall be established by the Chapter.

SECTION 2: Renewal dues shall be due in the NAWIC Office by October 1. (2/08 clarification).

## **ARTICLE IX — ELECTION OF NAWIC DIRECTORS**

SECTION 1: As an affiliate of the National Association of Women in Construction, the Chapter, by virtue of its geographic location, is included in one of the Association's Regions.

SECTION 2: At least thirty (30) days in advance of the Annual Regional Forum, the Chapter shall elect a delegate and alternate to cast the Chapter's vote for NAWIC Director, if appropriate. Only voting members who are in good standing shall be eligible for the position of delegate or alternate.

## **ARTICLE X — FISCAL YEAR**

The fiscal year shall begin on October 1 of each year and the books shall be closed on September 30.

## ARTICLE XI — DUTIES OF OFFICERS

- SECTION 1: THE PRESIDENT shall preside at all meetings and serve as Chairman of the Board of Directors. She shall call regular monthly meetings of the Board of Directors and such special meetings of the Board of Directors as may be necessary. She shall be authorized to create Special Committees, and shall appoint members to all Standing and Special Committees (with the exception of the Nominating Committee) and shall designate the Chairman thereof. She shall be one of three officers authorized to countersign all checks. She shall not be a member of the Nominating Committee. She shall in a timely manner prepare and file all documents necessary to protect the Chapter's non-profit status for the fiscal year in which she serves as President.
- SECTION 2: THE VICE PRESIDENT shall perform the duties of the President in her absence and succeed to the office of the President if that office becomes vacant.
- SECTION 3: THE RECORDING SECRETARY shall be responsible for the permanent records of the Chapter including minutes of all regular and special meetings of the Chapter and the Board of Directors. She shall keep a current roster of Chapter membership and perform such other duties as may be requested by the President or the Board of Directors.
- SECTION 4: THE CORRESPONDING SECRETARY, if any, shall be responsible for all correspondence of the Chapter.
- SECTION 5: THE TREASURER shall be custodian of all funds; be one of the three Officers authorized to countersign all checks; pay bills authorized by the Board of Directors; keep an itemized account of receipts and disbursements; present a written report at business meetings of the Chapter and the Board of Directors; and deliver audited records to her successor within thirty (30) days following the expiration of her term. She shall be a member of the Finance Committee.
- SECTION 6: THE PRESIDENT-ELECT, if any, shall attend all meetings of the Chapter Board of Directors, acquaint herself with the duties of the President, and perform such other duties as may be assigned to her by the President or the Board of Directors. She shall not be a member of the Nominating Committee.

## ARTICLE XII — DUTIES OF THE BOARD OF DIRECTORS

- SECTION 1: The Board of Directors shall:
- A. Exercise general supervision and control over the business of the Chapter.
  - B. Designate a depository for all Chapter funds and designate the third Officer authorized to countersign checks for withdrawal of funds from such depositories.
  - C. Authorize payment of any indebtedness incurred on approved budget items.
  - D. Adopt the annual budget of the Chapter.
  - E. Fill by ballot any vacancies occurring on the Board of Directors with the exception of the President and President-Elect. A vacancy in the office of Immediate Past President is not filled.
  - F. Be authorized to create special committees.
  - G. Shall present recommendations for action at regular Chapter meetings.
  - H. Transact all other business of the Chapter not otherwise provided for.
- SECTION 2: No indebtedness may be incurred or any money borrowed in the name of the Chapter except by Resolution of the Board of Directors approved by the Chapter membership.

## **ARTICLE XIII — COMMITTEES**

SECTION 1: The President shall appoint the following Standing Committees: Finance, Construction Profession and Education, and Membership. The duties of the committees shall be such as are implied by their respective titles, provided that such duties do not conflict with any other committees. *(Rev. 9/08)*

SECTION 2: The President may create such other committees as she deems necessary for the better execution of her duties and the goals of the Chapter.

SECTION 3: The President shall act as an ex-officio member on each committee except the Nominating Committee, on which she shall not serve in any capacity.

## **ARTICLE XIV — INDEMNITY**

The Board of Directors shall have the authority to indemnify any Director or Officer of the Chapter for expenses and costs including legal fees, actual and necessary, incurred by her in connection with any claim asserted against her, by action in court or otherwise, by reason of her being or having been such Director or Officer, except in relation to matters as to which she shall have been guilty of negligence or misconduct in respect for which indemnity is sought.

## **ARTICLE XV — AMENDMENTS**

Amendments to these Bylaws may be proposed by the Chapter but shall not be effective until approved by a two-thirds vote of the NAWIC Board of Directors as an amendment to the Standard Bylaws for Affiliated Chapters.

## **ARTICLE XVI — PARLIAMENTARY AUTHORITY**

The rules of parliamentary practice comprised in Robert's Rules of Order Newly Revised, latest edition, shall govern all proceedings of the Chapter and of the Board of Directors, except where inconsistent with these Bylaws, and shall be subject to any Standing - Rules which have been or may be adopted.

## **STANDING RULES**

### **STANDING RULE #1:**

The Chapter shall adopt Standing Rules stating its dues, fees and charges, meeting date 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, Standing Rules or official policies of the National Association of Women in Construction.

### **STANDING RULE #2:**

Amendment of Chapter Standing Rules requires 30 days notice to the chapter members and two-thirds (2/3) vote of the Chapter Board of Directors, except as superseded by state law. *(2/08)*

### **STANDING RULE #3:**

Standing Rules shall be reviewed for compliance annually by the Chapter Board of Directors. *(9/08)*

### **STANDING RULE #4:**

Any member accepting Chapter funds to attend any Association function shall prepare a report to be either published or distributed within forty-five days following the event. The report shall be attached to appropriate chapter minutes.

**SAMPLE COPY OF MODEL  
OF  
ARTICLES OF INCORPORATION  
FOR  
\_\_\_\_\_ CHAPTER  
OF THE  
NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION**

We, the undersigned natural persons of the age of twenty-one (21) years or more, acting as incorporators of a corporation under the \_\_\_\_\_ Non-Profit Corporation Act do hereby adopt the following Articles of Incorporation for such Corporation:

**ARTICLE I**

The name of the Corporation is \_\_\_\_\_  
\_\_\_\_\_

**ARTICLE II**

The period of its duration is perpetual.

**ARTICLE III**

The Corporation is organized for the following purposes, exclusively:

1. To unite for their mutual benefit women who are actively employed in the various phases of the construction industry;
2. To promote cooperation, fellowship and a better understanding among members of the Association;
3. To promote education and contribute to the betterment of the construction industry;
4. To encourage women to pursue and establish their careers in the construction industry; and
5. To provide members an awareness of the legislative process and legislation as it relates to the construction industry.

**ARTICLE IV**

The corporation is an affiliate of the National Association of Women in Construction, holding exemption under Section 501 (c) (6) of the Internal Revenue Code of 1986, as amended, and is governed by the Charter and Bylaws of such Association.

**ARTICLE V**

The members of the Corporation shall be as designated in the Bylaws.

**ARTICLE VI**

The manner in which the Directors are to be elected or appointed is: All Directors shall be elected by the members entitled to vote.

**ARTICLE VII**

The Corporation is one which does not contemplate pecuniary gain or profit to the members thereof and is organized for non-profit purposes and no part of any net earnings thereof shall inure to the benefit of any member or other individual and further:

- (a) DISTRIBUTION OF INCOME. The Corporation shall distribute its income for each taxable year at such time and in such manner as not to become subject to the tax on undistributed income imposed by Section 4942 of the Internal Revenue Code of 1986, as amended.
- (b) ACT OF SELF-DEALING. The Corporation shall not engage in any act of self-dealing as defined in Section 4941 (d) of the Internal Revenue Code of 1986, as amended.
- (c) RETENTION OF EXCESS BUSINESS HOLDINGS. The Corporation shall not retain any excess business holdings as defined in Section 4943 (c) of the Internal Revenue Code of 1986, as amended.
- (d) INVESTMENTS. The Corporation shall not make any investments in such manner as to subject it to tax under Section 4944 of the Internal Revenue Code of 1986, as amended.
- (e) EXPENDITURES. The Corporation shall not make any taxable expenditures as defined in Section 4945 (d) of the Internal Revenue Code of 1986, as amended.
- (f) DISSOLUTION OR LIQUIDATION. In the event of dissolution or liquidation, all assets of the Corporation remaining after payment of any debts shall be transferred to National Association of Women in Construction or to another non-profit organization with tax-exempt status under the then existing provisions of the Internal Revenue Code of the United States of America.

**ARTICLE VIII**

The street address of the initial registered office of the Corporation is \_\_\_\_\_ and the name of its initial registered agent at such address is \_\_\_\_\_.

**ARTICLE IX**

Management of the affairs of the corporation is to be vested in its board of directors. The number of directors, which must be a minimum of three, that constitutes the initial board of directors and the names and addresses of the persons who are to serve as directors until the first annual meeting or until their successors are elected and qualified are set forth below:

Names:

Addresses:

**ARTICLE X**

The name and address of each incorporator is:

Names:

Addresses:

**ARTICLE XI**

The Corporation is a non-profit corporation and has no capital stock.

IN WITNESS WHEREOF, we have hereunto set our hands this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THE STATE OF \_\_\_\_\_ X  
COUNTY OF \_\_\_\_\_ X

I, \_\_\_\_\_ a Notary Public, do hereby certify that on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
personally appeared before me \_\_\_\_\_ and \_\_\_\_\_,  
who being by me first duly sworn, severally declared that they are the persons who signed the foregoing document  
as incorporators and that the statements therein are true.

\_\_\_\_\_  
Notary Public in and for  
\_\_\_\_\_  
County,  
State of \_\_\_\_\_

## **DUTIES OF CHAPTER OFFICERS**

It is the obligation of each Officer and Director to have a working knowledge of Parliamentary Law, *Roberts Rules of Order, Newly Revised* and a thorough understanding of Chapter and National Bylaws, and National Policies.

### **PRESIDENT**

In addition to duties outlined in Article XI, Section 1, Standard Bylaws for Affiliated Chapters, she should:

- Prepare a written agenda for monthly business meetings and Board of Directors meetings. Prepare a calendar for the year.
- Before leaving office, she should:
- Request Officers and Committee Chairmen to present bills for payment and forward files to their successors. Inform membership of all National Annual Meeting plans and any proposed changes to the Bylaws.
- Instruct Corresponding Secretary or Recording Secretary to send list of delegates and alternates to Annual Meeting using standard form furnished by NAWIC Office sixty (60) days before Convention.
- Call meeting of delegates and alternates to discuss any possible Annual Meeting business.
- Transmit files to her successor immediately upon leaving office.

### **PRESIDENT-ELECT**

Duties are outlined in Article XI, Section 6, of Standard Bylaws for Affiliated Chapters.

### **VICE PRESIDENT**

The Vice President should familiarize herself with the duties of the President and be prepared at all times to preside in the absence of the President as outlined in Article XI, Section 2, of the Standard Bylaws for Affiliated Chapters. In addition, she should:

- Strive to attend Regional Forum and National Annual Meeting.
- Chair one of the more important committee assignments, if requested by the President.
- Order the Past President's pin.

### **RECORDING SECRETARY**

The Recording Secretary's responsibilities are outlined in Article XI, Section 3, of the Standard Bylaws for Affiliated Chapters. In addition, she should:

- Submit to the President, prior to meeting, a written list of all unfinished business from the minutes of the previous meeting.
- Endeavor, if possible, to have minutes printed in Chapter Bulletin or newsletter so they can be approved as circulated.

- Strive to attend Regional Forum and National Annual Meeting.
- Submit annual report of important activities to the Chapter at the close of her term. Deliver permanent records of the Chapter to her successor promptly.
- Action minutes should contain items as outlined in the Secretary's Handbook.

### **CORRESPONDING SECRETARY**

In addition to duties outlined in Article XI, Section 4, of the Standard Bylaws for Affiliated Chapters, she should:

- Submit annual report of important activities to the Chapter at the close of her term of office.

(NOTE: The Recording Secretary assumes these responsibilities and duties if the Chapter does not have a Corresponding Secretary.)

### **TREASURER**

The Treasurer shall perform duties as outlined in Article XI, Section 5, of the Standard Bylaws for Affiliated Chapters, and immediately after taking office, shall secure bank signature cards for execution of those authorized to sign checks.

### **PARLIAMENTARIAN**

A Chapter Parliamentarian is appointed by the President, who advises the President or presiding officer, upon request. She attends Chapter and Board meetings, and her function is advisory only. She should be well informed on Chapter Bylaws and Standing Rules, National Bylaws and National Policies, and *Roberts Rules of Order, Newly Revised*.

### **HISTORIAN**

The duty of the Historian is to record the activities and accomplishments of the Chapter's current year which may be in the form of a scrapbook. All material should be properly dated and correctly identified.

### **NAWIC MEMBERSHIP PIN PROTOCOL**

The NAWIC Membership Pin represents the Association. It is not to be overshadowed by the guard representing the office. In other words, the guard is not fastened above the pin at any time.

It is generally accepted that the pin should be worn on the left side, over the heart. It is not to be used as a fastener, collar design or decoration.

A member should wear only one pin and one guard. The guard worn should be the one representing the office held at present. If the member is not in office, she will wear a membership pin only. The exception to this rule would be those privileged to wear a Past Officer/Director pin. If you wear a Past Officer/Director pin, it should always be of the highest office attained.

A Chapter Officer wears a membership pin with the officer guard attached. The NAWIC Director wears a NAWIC Director's pin. A NAWIC Officer wears a NAWIC Officer's pin representing her office. A past NAWIC Officer/Director wears a Past NAWIC Officer/Director pin with appropriate guard after leaving that office.

## GUIDELINES — BIDDING FOR REGIONAL FORUM/ANNUAL CONFERENCE

Policy 25 of the NAWIC Bylaws states:

“An Annual Regional Forum site will be elected two (2) years in advance at each Annual Region Forum Meeting. When only one (1) site is proposed, a voting member may move the Forum Secretary to cast the elective ballot for that site. When two (2) or more sites are proposed, all members in good standing within the Region will cast a ballot, and the selection shall be determined by majority vote.”

### PRELIMINARY STEPS:

Hosting a Forum/Annual Conference is a large responsibility and must be a Chapter project. The first step to take, therefore, is a vote of approval by the chapter membership.

If the Chapter decides to bid, there are several steps to follow:

1. Upon receiving the approval of the membership, the Chapter *must* inform the NAWIC Director of the Region of its intentions in writing. Letter should include details of site and minimum of three alternate dates, in order of preference.
2. Check into hotel facilities. Be sure that there are adequate meeting rooms, banquet facilities and guest rooms available.
3. The membership should elect a Forum-bid or Conference-bid chairman. This member would be responsible for setting up subcommittees and organizing the Chapter's bid. It is also her responsibility to keep a close watch of moneys being spent for the bid. She should authorize all payment of bills in conjunction with the Chapter president *before* they are sent to the treasurer for payment.
4. The bid chairman is not *necessarily* the Forum/Conference coordinator, should the bid be accepted.

### FINANCES:

1. If a Chapter has decided to bid for Forum/Annual Conference site before the fiscal year begins, the budget committee should allocate funds in the Chapter budget.
2. Some Chapters have ways and means projects to finance the bid. Money would be used only on this bid, and it is up to the individual Chapter what method will work best for them.
3. The largest expense involved in bidding is the cost of the hospitality suite, if you want a suite, and it is within the practice of your region. Many regions, however, have a public room or area within the hotel for candidates to set up a display table. This allows the bidding Chapter the opportunity to talk with members as they stop to pick up campaign materials and information on your city.
4. Other expenses involved could be supplies for literature, posters, gimmick items (pens, item advertising city, etc., many of which might be donated by firms within the city), printing costs and postage.

### PUBLICITY:

Start early in the year with publicity mailings. These mailings should be sent to all Chapter presidents, the NAWIC Director of the region and the NAWIC President.

The Forum-bid/Conference-bid chairman should handle the mailings. She should encourage members to submit samples of “catchy and clever” brochures and ask their aid in choosing the best one for mailing.

Your city's Chamber of Commerce and/or Convention and Tourist Bureau can be of great help to your Chapter. They can supply you with brochures on your city/state which could be used for mailings.

The Chamber of Commerce can obtain for you a letter from your Governor and Mayor. This letter, of course, would be a letter of invitation and welcome.

You might also ask your local AGC (Associated General Contractors) or CSI (Construction Specifications Institute) for their help. Often they are willing to write a letter of invitation to the city.

### USE YOUR CHAMBER OF COMMERCE:

They are extremely helpful! Besides furnishing your Chapter with brochures with colorful point of interest to mail, your Chamber of Commerce can supply you with materials to take to the hostess city. Buttons with the name of your city, chairbacks, banners, slides and projectors, etc. Check with the Chamber of Commerce before your Chapter rents or purchases items to take with you because the Chamber may have them available at no charge.

### PRESENTATION OF BID:

Each chapter bidding is given a specified amount of time to present the bid at a designated session of Forum/Conference. Many chapters prepare short skits, others prepare a film or slide presentation, while others merely issue an invitation in the form of a speech.

Any special equipment you may need should be taken care of well in advance of your arrival in the host city, i.e., piano, platform, screen for film. If you need any of these props, you should contact the Forum/Conference Coordinator for assistance.

NOTE: Most important, remember that while you are in the hostess city, all members and delegates are formulating an opinion about you as a potential host for Forum/Conference. Members should remember to present a professional image at all times.

## **LEGAL UPDATE**

### **EXPLANATION OF TAX EXEMPT STATUS**

There are numerous taxing authorities. The fact that the Association holds exemption under one or more of them does not automatically confer tax exempt status on its affiliated Chapters as far as that exemption or any other is concerned. The only exception is presently that the exemption granted to the National Association by the Internal Revenue Service applies to both the Association and all of its affiliated Chapters in the United States.

In any other case where a Chapter desires to obtain exempt status, some form of application for exemption should be made to the appropriate taxing authority. For example, if a Chapter becomes incorporated and if the state of incorporation there is a franchise tax, a sales or use tax, or other form of tax from which the chapter may or may not be exempt, the chapter should apply to the responsible taxing authority to ensure that it does have exempt status if this is allowable under their local statutes.

## PROCEDURES FOR CHAPTER INCORPORATION

There are good reasons for recommending that Chapters incorporate. One is the protection offered individual members against liability for debts and obligations of the Chapter or for claims asserted against it. For example, while NAWIC Chapters are exempt from federal income tax generally under a blanket exemption from the National Association, this does not necessarily exempt them from payment of state taxes, such as sales or use taxes, unless incorporated. Secondly, generally, an unincorporated Association is subject to dissolution in the event of a change in membership, so that there could be an enforced distribution of assets (i.e., cash in bank, etc.).

Any Chapter may incorporate. It may also incorporate a service project of the Chapter, provided policies are adhered to as outlined in this guideline.

That is, before filing Articles of Incorporation for the Chapter with the Secretary of State or similar office in the State, the Chapter must submit the following in triplicate form to the NAWIC Legal Counsel for review and approval:

1. Executed copies of proposed *Articles of Incorporation*.
2. Resolution by Chapter's Board of Directors recommending incorporation, properly certified by the Chapter secretary.
3. Copies of the Resolution of the Chapter's membership accepting the Board's recommendation properly certified by the chapter secretary.
4. In the case of Chapter projects, a statement setting forth the reasons for incorporation signed by the Chapter president.

A copy of a model form of the *Articles of Incorporation* may be found starting on page C-6 of the NAWIC Operations Manual. This form is suitable for use in most states. However, local counsel should always be consulted to determine what modification of the model form may be required by local laws of the state in which the Chapter is situated.

As soon as the *Articles of Incorporation* have been approved by the State Official, the Chapter secretary should send the date of approval to NAWIC's Legal Counsel. Legal Counsel will then notify the NAWIC Secretary and the NAWIC Office.

## SIMPLE FORM OF CONTRACT

In its simplest form, a contract may be contained in a letter making an offer, which is accepted. Every contract is unique, but certain basic provisions must be included so that the duties, obligations and rights of each party to the agreement are clearly and unambiguously identified.

For example, a letter might be addressed by NAWIC to a seller of some item(s) to be used at an Annual Meeting. The letter would be dated and the address for reply shown. It would be addressed to the seller by its full and correct name and address and might begin:

“This letter and your acceptance will confirm the agreement between us.”

It would then continue in separate paragraphs to identify each party and the subject matter of the agreement. Additional paragraphs should prescribe:

1. The duration (term) of the agreement and the date on which the offer will expire if not accepted;
2. The quantity to be purchased/sold;
3. The quantity of goods to be furnished;
4. The purchase/sales price and method of payment;
5. The place for performance;
6. The date(s) for delivery of goods;
7. Any exclusive rights granted or any restrictions on use or re-sale;
8. Prices in event re-sale permitted;
9. Restrictions on assignment;
10. Force Majeure (for example: Seller agrees to fill all orders with reasonable promptness but shall not be liable for losses resulting from any delay or failure to deliver due to causes beyond its control, such as wars, strikes, or acts of God). The following is a sample FORCE MAJEURE clause to be used when planning chapter projects and activities:

FORCE MAJEURE:

\_\_\_\_\_ shall not be liable or responsible for any accident or injury to persons or property due to storm, flood, or other acts of God, fire, or rebellion, insurrection, riots, strikes, government laws, regulations or restrictions, or any other cause of any kind whatsoever which are beyond the control of \_\_\_\_\_.

11. Provision for cancellation in event of default;
12. Waiver of default without prejudice to subsequent failure to perform;
13. Place and method of giving notice of default;
14. Statement that there are no other terms or conditions and no oral promises, representations or warranties;
15. Statement specifying what law shall govern.

The letter agreement should conclude with appropriate signatures and be followed by a statement to show acceptance and the date of acceptance by the party to whom the offer is made.

Every contract of necessity must be tailored to the objects sought to be attained. The foregoing outline indicates only basic essentials to accomplish a lawfully enforceable agreement. No magic words are needed. Language preferably should be simple. Ambiguities are to be avoided.

## USE OF NAWIC EMBLEM

Policy 2 of the National Association of Women in Construction states:

“The NAWIC emblem or insignia may be used on letterhead, invitations, bulletins/newsletters, programs, and members may utilize the NAWIC emblem only on business cards, provided slicks issued by the NAWIC Office are used. The emblem cannot be changed in any manner. Approval must be obtained from the Executive Vice President before the emblem is used on any other item. Permission, when granted, will be non-exclusive and subject to later cancellation.

(Explanatory note: The reason for this policy is that the emblem is registered in the United States Patent Office and must be protected from possible violations which might affect its validity.) “

STANDING RULE #5 of this article is quite specific in its restrictions, i.e.;

“The name of the Association and design used as the corporate seal and emblem are copyrighted; therefore, neither the *name* or *any derivative* thereof; the seal, the *emblem* or *other insignia* of the Association may be used, worn or displayed without the express written consent of NAWIC’s Executive Vice President. Neither may they be employed for any individual gain or profit or put to any commercial use.”

For emphasis, the key words: “name,” “any derivatives” of the name, “seal,” “emblem” and “other insignia” are underlined. These are the descriptive terms to which the restrictions on use apply. They include:

The National Association of Women in Construction - name

NAWIC or WICS - derivatives of the name

The figure of the woman with the plumb bob - seal emblem

The design for the copyright on WICS - other insignia

In addition to the limitations, Chapters should be aware that no item available though the NAWIC Office will be approved by the Executive Vice President for reproduction by the Chapters and that all requests for approval of items using the Association’s name, seal, emblem, other insignia or derivatives of any of them must be accompanied by a drawing illustrating the proposed one.

The purpose of the Bylaw and the Policy is to protect copyrights held by the Association and not to unduly hinder Chapter activities for it is recognized that the widest possible visibility of the Association’s name, etc., is highly desirable as a tool to acquaint the public with the Association; its Chapters and the very fine activities undertaken by them. Enthusiasm must, however, be tempered by a prudent regard for protection of their most valuable assets, i.e. - their name, their emblem, their insignia - so that neither may be abused or lost through inadvertence or otherwise.

If there is ever doubt as to any proposed use by an individual or by a Chapter, the question should be resolved by referring it to the NAWIC President for an opinion beforehand. Every such inquiry will receive careful and prompt consideration.

## **GUIDELINES FOR FUND RAISING**

NAWIC and its affiliated Chapters have been granted tax-exempt status as a "business league" under Section 501 (c)(6) of the Internal Revenue Code. NAWIC's main source of income is membership dues. As a business league, NAWIC does not have to pay tax on the dues it receives and other moneys that it collects. This is the essence of NAWIC's tax-exempt status.

NAWIC Education Foundation and NAWIC Founders' Scholarship Foundation are tax exempt entities as "public charities" under Section 501 (c)(3) of the Internal Revenue Code. As 501 (c)(3) organizations, NEF and NFSF enjoy a tax-exempt status similar to NAWIC but with an additional benefit. A 501(c)(3) organization can accept donations and give the donor the right to deduct such donations as a charitable contribution. NAWIC, as a business league, does not have this additional benefit. Thus, donors are entitled to a charitable contribution deduction only if the donations go to the NAWIC Education Foundation or NAWIC Founders' Scholarship Foundation.

NAWIC can serve as a conduit for the donations to NEF or NFSF, but NAWIC cannot give donors the right to a charitable contribution deduction for donations given to NAWIC itself. Thus, if the emphasis in fund raising is to allow donors a charitable contribution deduction, the donation must be passed on to NAWIC Education Foundation or NAWIC Founders' Scholarship Foundation (or some other tax-exempt charity). Not only must the appropriate accounting records be kept, but, since NAWIC is theoretically a trustee of the donated funds, such funds must be transferred to the tax exempt charity on a timely basis.



## **NAWIC FOUNDERS' SCHOLARSHIP PROGRAM**

At the 1963 Annual Meeting/Convention in Atlanta, Georgia, the membership created, in honor of its founders, the NAWIC Founders' Scholarship Foundation Fund. This foundation fund was created through voluntary contributions by NAWIC members, as well as others interested in its objective. The foundation fund was self-sustaining within seven years of the date of its inception.

Scholarships were awarded through the National Merit Scholarship Corporation until the program was revised in 1984. The revised scholarship program began to provide scholarship awards to full-time students who were enrolled in construction studies.

The NAWIC Founders' Scholarship Foundation (NFSF) is a self-supporting scholarship program. It was established to assist in providing the construction industry with trained employees through higher education.

The Foundation is supported and maintained through income from investments of a trust fund. Income is obtained through voluntary contributions from NAWIC's affiliated Chapters, as well as other interested contributors. All contributions are tax deductible.

Candidates must apply directly to the NAWIC Founders' Scholarship Foundation. Candidates are considered based on their interest in construction, grades, extracurricular activities, employment experience and financial need. Semi-finalists may be subject to a personal interview by a representative of the Foundation.

A. Candidates must be currently enrolled and have at least one year remaining in a construction-related degree program.

B. Candidates must be enrolling in a Bureau of Apprenticeship (BAT) or state-approved construction trade school, studying a craft trade directly related to the construction industry.

The NAWIC Founders' Scholarship Foundation also administers scholarships provided by NAWIC chapters or other interested individuals or companies. Chapter/individual scholarships administered through the Foundation are done so under criteria set forth by the individual entity providing the funding.

Further details and information can be obtained through the Scholarship Administrator, the NAWIC Office or any of NAWIC's affiliated chapters. The Association is proud of its contributions made to the construction industry through the NAWIC Founders' Scholarship Foundation and continues to work toward the betterment of the industry.

### **AWARDS COMMITTEE DUTIES:**

1. In conjunction with the Administrator, determine if changes are needed to any forms, guidelines or operating procedures.
2. Review and evaluate applications as forwarded by the Administrator.
3. Participate in the committee meeting to select semifinalists.
4. Forward all requests for expense reimbursement to Administrator in a timely manner.
5. Notify all semifinalists of their status (awards and non-awards).
6. Others duties which may be required or requested.

## **ADMINISTRATOR'S DUTIES:**

1. Maintain records of the Foundation.
2. Receive and forward all donations to Trustee (US Bank).
3. Acknowledge all contributions.
4. Maintain liaison with Trustee (US Bank), NAWIC chapters, NAWIC Office, scholars, etc.
5. In coordination with the NAWIC Office, answer inquiries regarding the program.
6. Prepare and present a report for the Mid-Year Board of Directors' Meeting on behalf of NFSF.
7. Receive applications for the current year from the NAWIC Office and verify for completeness. Applications received after the deadline or applications deemed incomplete will not be considered.
8. Call and arrange meeting of the Awards Committee for selection of semifinalists (taking into consideration dates of the NAWIC Mid-Year Board of Directors' Meeting, and Annual Regional Forums). Prepare and distribute agenda for the meeting. Following the meeting, ensure that the Minutes are distributed.
9. Forward applications and evaluation sheets to the Awards Committee early enough for their review prior to the meeting.
10. Notify semi-finalists of selection, request proof of matriculation for the Fall Semester, Student ID# and the address of the school financial office where the award will be mailed.
11. Request Trustee (US Bank) to release funds on/or about August 15.
12. Forward request to Trustee (US Bank) for payment of Foundation expenses.
13. Prepare a press release for current year awards to The NAWIC IMAGE and documentation for the NAWIC website.
14. Prepare and present Pre-Annual Board of Directors' report and a brief Annual Meeting/ Convention body report. (Request the financial data from Trustee (US Bank) early, as the final report is not received until after convention.)

## **CALENDAR OF EVENTS**

### **OCTOBER THROUGH FEBRUARY**

Answer special requests.

Contact hotel in meeting site area to arrange for Awards Committee meeting and then notify Committee.

Make arrangements with Trustee (US Bank) to review status of trust (approximately every two years).

Prepare report for the Mid-Year Board of Directors' meeting.

### **APRIL/MAY**

Mail applications to the Awards Committee for their evaluation allowing at least three (3) weeks for evaluation.

Awards Committee meets and selects semi-finalists.

Non-winners notified and thanked for applying.

### **JUNE**

All recipients notified of selection and requested to send FALL Semester registration information, Student ID# and school address where the award check should be mailed. Also ask their permission to release their information regarding the award. Advise recipients that checks are issued in August.

Prepare press release for The NAWIC IMAGE and the NAWIC website.

Notify NAWIC Office of Leadership Directory information for next following year.

### **JULY**

Prepare reports for the pre-convention Board Meeting and the Annual Meeting.

### **AUGUST**

Authorize Trustee (US Bank) to release checks as information is received from scholars.

**CHAPTERS OR INDIVIDUALS WISHING TO AWARD SCHOLARSHIPS  
THROUGH THE  
NAWIC FOUNDERS' SCHOLARSHIP FOUNDATION**

Affiliated NAWIC Chapters, individuals or corporations may award academic scholarships through the NAWIC Founders' Scholarship Foundation (NFSF), by making tax-deductible charitable contributions to it. The following guidelines, along with some commonly asked questions and answers, have been prepared for those wishing to use this service.

1. The NFSF Administrator (whose name is available from the NAWIC Office or Leadership Directory) must be notified of the intent to use this method of award by March 15th of each year accompanied by the appropriate forms and applicable fees.
2. Donors may specify the school and field of study for the award.
3. Donors must specify the amount of the award(s) and submit a check sufficient to cover the scholarship grant and the administration fee. Administration fee is \$100 for the first grant and \$25 for each additional award (i.e., submit a check in the amount of \$600 for a \$500 grant; for two \$500 grants, submit \$1,000 plus \$100 for the first grant and \$25 for the second grant, for a total of \$1,125). The minimum scholarship which will be administered is \$500, with additional increments of \$100, \$200, \$300, etc. In view of the high costs of post-secondary education, however, the Foundation **STRONGLY** encourages awards at a minimum of \$1,000.
4. If a NAWIC chapter solicits funds for a scholarship grant by telling donors their contributions are tax-deductible as **charitable** donations, then the money raised must be kept in a separate bank account, with a separate ledger to identify the funds. These moneys must be sent to NFSF, which is a 509(a)(3) designated organization. This is necessary in order for donors to take a deduction on their income tax for the year in which they gave the money.
5. Donors may suggest a name for the award, although the NFSF retains the right to reject any suggestion that does not seem appropriate. Appropriate suggestions for scholarship names would be in the name of the chapter, a distinguished past member or officer of the chapter, or a local employer who has been very supportive of the chapter.
6. The standard NFSF application forms will be used to solicit applications for the award. The award will be made in strict adherence to EEO guidelines and according to the qualifications of the applicants. While NAWIC members and their families are welcome to apply for consideration, no preferential treatment will be given to them due to their relationship with a NAWIC chapter.
7. The NFSF will endeavor to make the award according to the criteria provided by the donor. If this is not possible, NFSF will confer with the donor contact in an attempt to select another qualified applicant as close to the criteria as possible. In the event the donor and the Foundation are unable to award a scholarship that meets the specified criteria, the donor may instruct NFSF if the funds are to be held until the following academic year or if the donation should be added to the body of the NFSF Trust (NOTE: Un-awarded funds ARE NOT returned to the donors due to the IRS ruling that this is in violation of the tax-exempt status of the Fund.)

## COMMONLY ASKED QUESTIONS:

1. What are the advantages of awarding a scholarship through NFSF?
  - Donations received can be tax-deductible due to the Foundation's 509(a)(3) status.
  - NAWIC members and families, who would not be eligible for scholarships from NAWIC chapters under current IRS regulations, can apply for NFSF-administered scholarships.
  - An experienced committee, acquainted with a broad variety of schools, programs and evaluation techniques will handle the administration.
  - Increased base of candidates for award selection.
2. Must the entire amount of our scholarship account be turned over to the NFSF?
  - No. You need only to fund the amount of the award(s), plus administration fee(s), that you wish to award in any particular year. Note: All funds that are solicited as charitable contributions must be turned over either to NFSF or some other qualified tax-exempt organization.
3. What does the administration fee cover?
  - Costs of distribution of applications to Awards Committee.
  - Postage, photocopying, long distance telephone calls and facsimiles.
  - Secretarial support, if required.
  - Personal interviews for candidates, where possible.
  - Bank charges for handling funds.
4. If we decide to participate, do we have to award a scholarship every year through NFSF?
  - No. A continuing award is certainly an option, but the NFSF will administer one-time awards.

**APPLICATION FOR NFSF ADMINISTRATION OF SCHOLARSHIP AWARD**

*Please type or print this form*

Date \_\_\_\_\_

Name of NAWIC chapter or individual/company \_\_\_\_\_

Name of Award(s) \_\_\_\_\_

Amount of Award(s). See Guidelines for award amounts, increments and administration fee.

Award Amount \$ \_\_\_\_\_ Administration Fee \$100.00 TOTAL \$ \_\_\_\_\_

Award Amount \$ \_\_\_\_\_ Administration Fee \$25.00 TOTAL \$ \_\_\_\_\_

Award Amount \$ \_\_\_\_\_ Administration Fee \$25.00 TOTAL \$ \_\_\_\_\_

Award Amount \$ \_\_\_\_\_ Administration Fee \$25.00 TOTAL \$ \_\_\_\_\_

**TOTAL ENCLOSED:** \$ \_\_\_\_\_

We wish to have the award made at (school or state of award) \_\_\_\_\_

PLEASE BE SPECIFIC. Geographic references such as counties or regions within particular states are not enough information for the Awards Committee to locate eligible students. If at all possible, please name the schools. Realize that it is up to the chapter/individual/company to solicit students to apply for the scholarship.

Check one (A or B):

A. We wish the award to be made to a student majoring in: \_\_\_\_\_  
\_\_\_\_\_

B. We wish the award to be made to a student in a construction-related trade school: \_\_\_\_\_  
\_\_\_\_\_

We understand that NFSF will make every effort to award a scholarship according to the criteria that we have set out in this application. In the event it is unable to do so, we understand that NFSF will contact us about the possibility of using our funds to award a scholarship to another qualified recipient as close to our original intent as possible.

\_\_\_\_\_  
Chapter President  
or company contact

\_\_\_\_\_  
Scholarship Chairman  
Person to conduct interview of semifinalists

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
E-mail

**Check must accompany application.**

**The NFSF Administrator must receive this form and your check by March 15.  
Please refer to the NAWIC Leadership Directory for the name and address of the Administrator.**

## **NAWIC FOUNDERS' SCHOLARSHIP FOUNDATION**

327 South Adams  
Fort Worth, Texas 76104  
www.nawic.org

### **UNDERGRADUATE SCHOLARSHIP COMPETITION COMPETITION RULES AND REGULATIONS**

#### **ELIGIBILITY**

- A. Applicant must be currently enrolled in a construction-related degree program at a school in the United States or Canada, and must have at least one term remaining in a course of study leading to a degree or an associate degree in a construction-related field. High school seniors are not eligible.
- B. Applicant must desire a career in a construction-related field.
- C. Applicant must be enrolled full-time; part-time students are not eligible for awards.
- D. Applicant must have a current cumulative GPA of 3.0 or higher to be considered for awards.

#### **REQUIREMENTS**

Applicant is responsible for ensuring that all items listed below are submitted to the Foundation and postmarked by March 15th. Please attach in the order shown:

- A. Completed and signed Application Form.
- B. Transcript of grades for three most recent semesters.
- C. Extracurricular Activities listing (one page limit).
- D. Employment History listing (one page limit).
- E. Additional Information, response to three questions (one page limit).

#### **AWARDS**

- A. Scholarships are not automatically renewed. Students will be considered for subsequent awards if they provide evidence of continued need, continued interest in construction, and continued enrollment and good standing in a college program leading to a degree or associate degree in a construction-related field.
- B. Applications will be reviewed and winners selected by the NAWIC Founders' Scholarship Foundation Awards Committee. They will consider applicant's interest in construction, grades, extracurricular activities, employment experience, and financial need. All applicants will be notified on or before June 1 of their status after the Awards Committee meeting in May.
- C. Applicants selected may be subject to a personal interview with a representative of the NAWIC Founders' Scholarship Foundation or a member of NAWIC.
- D. Checks will be sent directly to the winners in August preceding the school year. However, proof of matriculation for the next school term, and other information as designated by the Foundation, is required prior to checks being mailed.

#### **SUBMITTAL OF APPLICATION**

All applications, with supporting material, must be sent to the Foundation at the headquarters of the National Association of Women in Construction, addressed as follows:

NAWIC Founders' Scholarship Foundation  
Awards Committee  
327 South Adams  
Fort Worth, Texas 76104

Phone calls are discouraged.

**NAWIC FOUNDERS' SCHOLARSHIP FOUNDATION**

327 South Adams  
 Fort Worth, Texas 76104  
 www.nawic.org

Please type or print  
 using blue or black  
 Copies will be made

**UNDERGRADUATE SCHOLARSHIP COMPETITION**

Academic Year Applying For: \_\_\_\_\_

Name: First \_\_\_\_\_ MI \_\_\_\_\_ Last \_\_\_\_\_  
 Home Street & Number \_\_\_\_\_ City, State, Zip \_\_\_\_\_ Telephone \_\_\_\_\_  
 Address: \_\_\_\_\_  
 School Street & Number \_\_\_\_\_ City, State, Zip \_\_\_\_\_ Telephone \_\_\_\_\_  
 Address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Nearest major city to your address in June/July (For personal interview): \_\_\_\_\_

Date of birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

**SCHOLASTIC INFORMATION** (List most recent first)

Name	City, State	Dates	Course of Study/Degree
Current: _____			

Previous: \_\_\_\_\_

Previous: \_\_\_\_\_

Current Year In School: \_\_\_\_\_ Freshman \_\_\_\_ Sophomore \_\_\_\_ Junior Anticipated graduation date (MM/YY):

Cumulative GPA (based on 4 point scale) \_\_\_\_\_

**ANNUAL FINANCIAL INFORMATION** (Based on one school year)

<b>INCOME:</b>		<b>EXPENSES:</b>	
Net amount of support.		Describe briefly	
Summer work	\$	Tuition	\$
Part-time work		Living Expenses	
Scholarships (specify)		Books	
		Lab fees	
Parent/spouse contribution		<b>Personal Expenses</b>	
Other (specify)		Miscellaneous (specify)	
Student loans (specify)			
Total Income	\$	Total Expenses	\$
		<b>Total Financial Need</b>	\$
		(Expenses less income)	

Please explain why you should be considered for this scholarship based on your financial need:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**EXTRACURRICULAR ACTIVITIES:** Attach (no more than **one** page) listing of activities, indicating offices held and purpose of organization. List chronologically, most recent first.

**EMPLOYMENT HISTORY:** Attach (no more than **one** page) listing of full or part-time employment, briefly explaining duties and responsibilities. List chronologically, most recent first. If part-time, indicate number of hours worked per week.

**ADDITIONAL INFORMATION:** Please confine your response to the following three questions to **one** page.

1. What qualities will you bring to the construction industry?
2. What has been your most important extracurricular activity, your most important contribution to it, and what has your participation in it meant to you as an individual?
3. Why are you interested in a construction industry career and what event or series of events has led you to this decision? Where possible, explain how your previous work experiences relate to a construction industry career.

**PREVIOUS NFSF AWARDS:** Indicate previous awards you have received from the NAWIC Founders' Scholarship Foundation: (Show year and amount of award)

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I agree that the application and all attachments may be used for the purpose of evaluation and selection by the Awards Committee of the NAWIC Founders' Scholarship Foundation and/or representatives designated by the Awards Committee.

### THE FOLLOWING MUST BE COMPLETED OR INCLUDED TO BE CONSIDERED.

Check that all items have been included or completed:

- Completed and signed Application enclosed.
- Transcript of grades from three most recent semesters:
  - Attached
  - Mailed separately
- Have a current cumulative GPA of 3.0 or higher.

### APPLICATION MUST BE SIGNED TO BE CONSIDERED

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### NOTES TO APPLICANT:

- To be considered, the Application and all attachments must be complete and postmarked by **March 15th** for the next following academic year. **THIS DEADLINE IS STRICTLY ENFORCED.**
- Only students attending school in the United States or Canada will be considered for awards. This is necessary so that personal interviews may be conducted.

**THE NAWIC FOUNDERS' SCHOLARSHIP FOUNDATION IS AN EQUAL OPPORTUNITY ORGANIZATION AND ENCOURAGES APPLICATIONS FROM ALL INDIVIDUALS.**

**Would you like to receive information on becoming a NAWIC Student Member?  Yes  No**

## **NAWIC FOUNDERS' SCHOLARSHIP FOUNDATION**

327 South Adams  
Fort Worth, Texas 76104  
www.nawic.org

### **CONSTRUCTION TRADES SCHOLARSHIP COMPETITION**

#### **COMPETITION RULES AND REGULATIONS**

##### **ELIGIBILITY**

- A. Applicant *must* be currently enrolled or enrolling in a construction-related training program which is approved by the Bureau of Apprenticeship Training or their home state's Post Secondary Education Commission.
- B. Applicant *must* be obtaining training in a construction-related craft or trade.

##### **REQUIREMENTS**

Applicant is responsible for ensuring that all items listed below are submitted to the Foundation and postmarked by March 15. Please attach in the order shown:

- A. Completed and signed Application Form.
- B. Course description, including location and cost.
- C. Extracurricular Activities listing.
- D. Employment History listing.
- E. Additional Information, response to three questions (one page limit).

##### **AWARDS**

- A. Scholarships are not automatically renewed. Students will be considered for subsequent awards if they provide evidence of continued need, continued interest in construction, and continued enrollment and good standing in a construction-related field.
- B. Applications will be reviewed and winners selected by the NAWIC Founders' Scholarship Foundation Awards Committee. They will consider applicant's interest in construction, extracurricular activities, employment experience, and financial need. All applicants will be notified of their status after the Awards Committee meeting in April.
- C. Applicants selected may be subject to a personal interview with a representative of the NAWIC Founders' Scholarship Foundation or NAWIC member.
- D. Checks payable to the school will be sent directly to the winners in August preceding the school year. However, proof of registration for the next school term, and other information as designated by the Foundation, is required prior to checks being mailed.

##### **SUBMITTAL OF APPLICATION**

All applications, with supporting material, must be sent to the Foundation at the headquarters of the National Association of Women in Construction, addressed as follows:

NAWIC Founders' Scholarship Foundation  
Awards Committee  
327 South Adams  
Fort Worth, Texas 76104

Phone calls are discouraged.

**CONSTRUCTION TRADES SCHOLARSHIP COMPETITION**

Academic Year Applying For: \_\_\_\_\_

Name: First \_\_\_\_\_ MI \_\_\_\_\_ Last \_\_\_\_\_

Home Street & Number \_\_\_\_\_ City, State, Zip \_\_\_\_\_ Telephone \_\_\_\_\_  
 Address: \_\_\_\_\_

School Street & Number \_\_\_\_\_ City, State, Zip \_\_\_\_\_ Telephone \_\_\_\_\_  
 Address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Nearest major city to your address in June/July (For personal interview): \_\_\_\_\_

Date of birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

**SCHOLASTIC INFORMATION** (*List most recent first*)

Name	City, State	Dates	Course of Study/Trade
Current: _____			
Previous: _____			
Previous: _____			

Anticipated completion date: \_\_\_\_\_ Length of total program \_\_\_\_\_ Months/Weeks

**Please attach a copy of course description, including location and cost.**

<b>INCOME:</b> Net amount of support.		<b>EXPENSES:</b> Describe briefly	
Summer work	\$ _____	Tuition	\$ _____
Part-time work		Living expenses	
Scholarships (specify)		Books	
		Lab fees	
Parent/spouse contribution		Miscellaneous (specify)	
Other (specify)			
Student loans (specify)			
Total Income	\$ _____	Total Expenses	\$ _____
		Total Financial Need (Expenses less income)	\$ _____

**ANNUAL FINANCIAL INFORMATION (Based on one school year)** If no parental/spousal support, please explain:

Father's occupation \_\_\_\_\_ Annual income \$ \_\_\_\_\_

Mother's occupation \_\_\_\_\_ Annual income \$ \_\_\_\_\_

Spouse's occupation \_\_\_\_\_ Annual income \$ \_\_\_\_\_

Number of dependents other than spouse \_\_\_\_\_

Relationship and ages \_\_\_\_\_

**EXTRACURRICULAR ACTIVITIES:** Attach (no more than one page) listing of activities, indicating offices held and purpose of organization. List chronologically, most recent first.

**EMPLOYMENT HISTORY:** Attach (no more than one page) listing of full or part-time employment, briefly explaining duties and responsibilities. List chronologically, most recent first. If part-time, indicate number of hours worked per week.

**ADDITIONAL INFORMATION:** Please confine your response to the following three questions to one page.

1. What is your ultimate goal in the construction industry?
2. What has been your most important extracurricular activity, your most important contribution to it, and what has your participation in it meant to you as an individual?
3. Why are you interested in a construction industry career and what event or series of events has led you to this decision? Where possible, explain how your previous work experiences relate to a construction industry career.

**PREVIOUS NFSF AWARDS:** Indicate previous awards you have received from the NAWIC Founders' Scholarship Foundation: (Show year and amount of award)

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I agree that the application and all attachments may be used for the purpose of evaluation and selection by the Awards Committee of the NAWIC Founders' Scholarship Foundation and/or representatives designated by the Awards Committee.

APPLICATION MUST BE SIGNED TO BE CONSIDERED

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTES TO APPLICANT:

- To be considered, the Application and all attachments must be complete and postmarked by **March 15th** for the next following academic year. THIS DEADLINE IS STRICTLY ENFORCED.
- Only students attending school in the United States or Canada will be considered for awards. This is necessary so that personal interviews may be conducted.

**THE NAWIC FOUNDERS' SCHOLARSHIP FOUNDATION  
IS AN EQUAL OPPORTUNITY ORGANIZATION  
AND ENCOURAGES APPLICATIONS FROM ALL INDIVIDUALS.**

Would you like to receive information on becoming a NAWIC Student Member?  Yes  No

# NAWIC EDUCATION FOUNDATION BYLAWS

## ARTICLE I – NAME AND SEAL

The name of the corporation is NAWIC EDUCATION FOUNDATION (hereinafter referred to as the “Foundation”).

The Foundation shall have a corporate seal.

## ARTICLE II– BOARD OF TRUSTEES

**Section 1: GENERAL POWERS.** Final authority for the conduct of all the Foundation's affairs will be vested in its Board of Trustees.

**Section 2: NUMBER AND COMPOSITION.** There shall be a maximum of twenty-five (25) members of the Board of Trustees. The Board shall be comprised of two (2) members of the NAWIC Executive Committee to be appointed by the NAWIC President Elect; eighteen (18) other members of NAWIC and a maximum of five (5) public members all of whom will best serve the interests of the Foundation. Election of Officers and Trustees for the following fiscal year shall be conducted during the Mid-Year Meeting of the Trustees.  
(effective October 1, 2008 fiscal year)

**Section 3: QUALIFICATIONS.** The Trustees shall be persons expressing a strong desire to further the goals of the Foundation and willing to commit the necessary resources to the accomplishment of those goals. The Trustees shall establish criteria for selection of future Trustees.

**Section 4: TERM OF OFFICE.**

Appointed: Those appointed Trustees who are members of the Executive Committee of NAWIC shall serve a term concurrent with their terms of office on the NAWIC Executive Committee.

Public: Public Trustees shall be individuals who are not members of NAWIC. Their term will continue until such time that they request removal, become incapacitated or are no longer active or continuing to contribute to the success of the Foundation and its goals. Initially, they will submit an application and commitment form and be elected as any other Trustee. Continuation of their term will be confirmed annually by a majority vote of the Executive Committee at its official Mid-Year meeting.

All Other Trustees: All other Trustees shall serve for a term of two (2) years and may be elected for no more than three (3) consecutive terms unless elected as an Officer.

Terms shall commence at the conclusion of the Annual Convention of NAWIC, and Trustees shall continue to serve until their successors are appointed unless their terms are otherwise terminated in accordance with these Bylaws.

(Article III effective with terms beginning October 1, 2007)

**Section 5:** **ATTENDANCE.** Trustees are expected to attend all meetings. If a Trustee misses two (2) consecutive meetings, he/she may be removed as a Trustee at the second consecutive meeting missed at the discretion of the Executive Committee.

**Section 6:** **VACANCIES.** Vacancies occurring due to resignation, removal, death or incapacity among Trustees who are not members of the NAWIC Executive Committee may be filled by the majority vote of the remaining Trustees. The elected Trustee(s) shall serve out the remainder of the term.

**Section 7:** **REMOVAL.** Any member of the Board of Trustees can be removed from office upon a three-fourth (3/4) vote of the remaining Trustees.

### **ARTICLE III - MEETINGS OF THE BOARD OF TRUSTEES**

**Section 1:** **ANNUAL MEETING.** The Annual Meeting of the Board of Trustees shall be held in conjunction with the Annual Convention of the National Association of Women in Construction. Written notice stating the place, date and hour of the Annual Meeting shall be given to each Trustee not less than thirty (30) days in advance thereof.

**Section 2:** **MID-YEAR MEETING.** The Mid-Year Meeting of the Board of Trustees shall be held in conjunction the NAWIC Mid-Year Meeting when practical and feasible. Written notice stating the place, day and hour of the Mid-Year Meeting shall be given to each Trustee not less than thirty (30) days in advance thereof. Mid-Year Meetings may be held by telephone conference call.

**Section 3:** **SPECIAL MEETINGS.** Special Meetings of the Board of Trustees may be called by the President of the Foundation, or by one-fourth (1/4) of the Trustees. Special Meetings may be held in person or by conference telephone call. The time and place of any Special Meeting shall be given by written notice signed by those calling the meeting and transmitted not less than ten (10) days in advance thereof. All motions taken at conference call meetings shall be ratified at the next regular meeting of the Board of Trustees.

**Section 4:** **VOTING BETWEEN MEETINGS.** The Trustees may transact business in writing by mail, facsimile or email. In such cases, a memorandum of the business to be considered shall be sent to each Trustee. Only such replies as are received by the Secretary within fifteen (15) days of transmitting the memorandum shall be considered. A two-third (2/3) vote of the entire Board shall decide the issue.

**Section 5:** **QUORUM.** A majority of Trustees shall constitute a quorum, and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Foundation.

### **ARTICLE IV - OFFICERS**

**OFFICERS.** The Offices of the Foundation shall be those of President, President-Elect, Vice President, Secretary and Treasurer. The President shall be authorized to appoint persons to serve as assistant to the officers. Their duties shall be such as are implied by their respective titles and as specified by the Bylaws.

**Section 1:** **PRESIDENT.** The President shall call and preside at all meetings. The President shall execute all contracts on behalf of the Foundation with the approval of the Trustees, and employ such

professional services, as he/she deems necessary to the proper achievement of the Foundation's goals, within budget limitations. The President shall be one (1) of four (4) persons authorized to countersign all Foundation checks. The President shall appoint persons to committee vacancies. The NEF President or his/her designee may serve in an audit capacity at the NAWIC Mid-Year and/or Annual Board Meetings, at the invitation of the NAWIC President.

**Section 2: PRESIDENT-ELECT.** The President-Elect shall perform such duties as may be requested by the President or the NEF Board of Trustees and shall serve as a member of the Budget and Finance Committee. In the event of a vacancy in the Office of President-Elect, the Vice President shall complete the unexpired term and shall become President at the end of that time.

**Section 3: VICE PRESIDENT.** The Vice President shall assume the duties of the President in his/her absence and shall be one (1) of four (4) persons authorized to countersign all Foundation checks. In the event of a vacancy in the office of President or President-Elect, the Vice President shall complete the unexpired term.

**Section 4: SECRETARY.** The Secretary shall maintain accurate records of all Foundation affairs, including minutes of meetings of the Board of Trustees, and send all notices required.

**Section 5: TREASURER.** The Treasurer shall supervise all accounting and financial reports of the Foundation, present all financial statements required, in accordance with generally accepted accounting principles, and be one (1) of four (4) persons authorized to countersign all Foundation checks.

#### **ARTICLE V - EXECUTIVE COMMITTEE**

**Section 1: COMPOSITION.** The Executive Committee shall be composed of the President, President-Elect, Vice President, Secretary, Treasurer, Immediate Past President and one (1) Trustee to be elected by majority vote of the NEF Board of Trustees prior to its Annual Meeting. (effective October 1, 2008 fiscal year)

**Section 2: DUTIES.** The Executive Committee is authorized to discuss, review, study and make recommendations to the Trustees on any matter referred by the President of the Board of Trustees. The Executive Committee shall perform any task assigned by the President. The Executive Committee is further authorized to write, review and approve policies, procedures and guidelines pertaining to personnel, office maintenance, job descriptions and program guidelines. The Executive Committee shall report to the next regularly scheduled meeting of the NAWIC Education Foundation Board of Trustees unless otherwise instructed. Its actions will be considered ratified unless an objection is raised by a majority of the Trustees present.

**Section 3: MEETINGS.**

(A) Regular meetings of the Executive Committee shall be at the call of the President with the call stating date, time and place of the meeting.

(B) In the event of a compelling emergency, special meetings of the Executive Committee may be called by the President or three (3) members of the committee. A minimum of five (5) days notice shall be given members of the committee. The call for a special meeting shall state date, time, place and reason of meeting.

(C) Meetings may be considered by telephone conference with a minimum of twenty-four (24) hours notice. Action taken by telephone conference is to be ratified and made a part of the minutes of the next meeting of the Executive Committee.

**Section 4:** **QUORUM.** A majority of the Executive Committee shall constitute a quorum.

#### **ARTICLE VI - COMMITTEES**

**Section 1:** **APPOINTMENTS.** The President shall authorize the creation of such committees, as he/she may deem necessary. The President shall serve in an ex-officio capacity on all committees.

**Section 2:** **STANDING COMMITTEES.** The President shall appoint the following committees from the Trustees of the Foundation:

- (A) Governance (Bylaws, Guidelines)
- (B) Education and Program Development
- (C) Industry Partnering Development
- (D) K-12 Programs
- (E) Capital Fundraising
- (F) Marketing

The President shall appoint additional Trustees of the Foundation and/or non Trustees to serve on the committees as he/she may deem necessary.

**Section 3:** **NOMINATING COMMITTEE.** The Nominating Committee shall be composed of one (1) member of the Executive Committee and two (2) members of the Board at large to be elected at the Annual Meeting of the Foundation. Neither the President, President-Elect nor the Vice President shall be eligible to serve on the Nominating Committee. The Nominating Committee shall prepare a slate of Officers and Trustees to be presented at the Mid-Year Meeting of the Foundation. (effective October 1, 2008 fiscal year)

#### **ARTICLE VII - FISCAL YEAR**

The fiscal year of the Foundation shall begin on the first day of October each year and shall end on the thirtieth (30<sup>th</sup>) day of September next succeeding.

#### **ARTICLE VIII - DUES**

No dues shall be required or be paid by the Trustees of the foundation nor shall any levies or assessments be imposed upon such Trustees.

#### **ARTICLE IX - INDEMNITY**

The Board of Trustees shall have the authority to indemnify any Trustee of the Foundation for expenses and costs (including attorney's fees) actually and necessarily incurred in connection with any claim asserted against the Trustee by action in court or otherwise, by reason of being or having been such a Trustee or Officer, except in relation to matters as to which they have been guilty of negligence or misconduct in respect to the matter in which indemnity is sought.

## **ARTICLE X - NAWIC EDUCATION FOUNDATION OFFICE**

The daily administration of the NAWIC Education Foundation shall be under the direction of the NAWIC Education Foundation Executive Committee. The Executive Committee shall be responsible for the determination of the NAWIC Education Foundation place of business location and may elect to employ an Executive Director, to be employed by the President with ratification by the Board of Trustees. The Executive Director shall perform duties as outlined in the job description approved by the Executive Committee and as assigned by the President and may be authorized to countersign all Foundation checks along with one (1) of the Officers.

## **ARTICLE XI - DISSOLUTION**

Upon the dissolution of the NAWIC Education Foundation all assets shall be transferred to the NAWIC Founders Scholarship Foundation.

## **ARTICLE XII - AMENDMENTS TO BYLAWS**

These Bylaws may be altered, amended or repealed and new Bylaws adopted by the majority of the whole Board of Trustees at any meeting of the Board of Trustees.

## **ARTICLE XIII - PARLIAMENTARY AUTHORITY**

The rules of parliamentary practice comprised in Robert's Rules of Order Newly Revised, latest edition, shall govern all proceedings of the NAWIC Education Foundation except where inconsistent with these Bylaws, and shall be subject to any Standing Rules which have been or may be adopted.

**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 Chairman 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 Chairman. Amendments proposed by only one (1) member should not be considered. As with a motion, the Chairman 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 of 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 Chairman 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 Chairman who checks them for accuracy and compliance.

The Bylaws Chairman answers all questions received as promptly as possible. If requested, frequently asked questions can be answered in *THE NAWIC IMAGE*.

The Bylaws Chairman copies correspondence to the NAWIC President and the NAWIC Director of the region involved.

## 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 Chairman 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 four (4) 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 chairmen or members of certain committees;

*(Note: The chapter president appoints all committees, with the exception of the Nominating Committee, to include the chairman and committee members and fills committee vacancies when they occur);*

- provide for past chapter presidents to serve on chapter Scholarship Committee;
- 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; or
- designate the chapter President, Vice President, President-Elect, or anyone else, as a delegate at Annual Meeting. (Article VI, Section 7 of the Chapter Bylaws provides that all delegates and alternates are to be elected.)

Chapter delegates to Annual Regional Forum must be elected in accordance with Article IX, Section 2 of the Chapter Bylaws.

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 Meeting/Convention" (in lieu of Convention), "Annual" Regional Forum and "Annual" 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 Chairman for compliance review and approval.

Chapter Board of Directors shall annually review their Standing Rules for compliance. *(Rev. 9/08)*

**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 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, Standing Rules or official policies of the National Association of Women in Construction.
2. Amendment of Chapter Standing Rules requires previous notice and a two-thirds (2/3) vote of those present and voting, except as superseded by state law.
3. Standing Rules shall be reviewed for compliance annually by the Chapter Board of Directors. *(Rev. 9/08)*
4. 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.
5. The chapter shall meet on the \_\_\_\_\_ *(insert number and day of week, i.e. third Tuesday)* \_\_\_\_\_ of each month.
6. The chapter officers shall consist of a President, Vice President, Secretary and Treasurer. (Add either or both President-Elect and Corresponding Secretary as appropriate to your chapter. Remember, an uneven board is preferred. If neither office is elected, this Standing Rule is unnecessary.)
7. The chapter shall elect (insert number) Directors. *(This rule is necessary only if you elect more than two.)*
8. The chapter dues as adopted \_\_\_\_\_ *(insert date dues were adopted by the membership)* \_\_\_\_\_ are:

Active	\$
Corporate	\$
Student	\$

NOTE: If the chapter wishes to give a discount to a company with multiple members and it is adopted by the membership, it is perfectly acceptable. For example, a company would pay "X" dues for each additional chapter membership from the same company. The dues may *only* be reduced at the chapter level.

Other typical Standing Rules may cover:

- Initiation fee, if any.
- Cancellation of reservations and whether a penalty is charged for non-canceled reservations.
- If delegate and/or alternate to Annual Regional Forum is reimbursed registration fee, as adopted by the chapter annual budget.
- If delegate(s) and/or alternate(s) to Annual Meeting are reimbursed registration fee, as adopted by the chapter annual budget.
- If voting for officers is to be done by mail ballot or in person.

## **CONSTRUCTION PROFESSION AND EDUCATION GUIDELINES**

These committees are Standing Committees of NAWIC. Their Guidelines and supporting materials can be found in the respective Committee Handbooks. The Committee Handbooks are available on the NAWIC website or can be obtained by calling the NAWIC Office.

## MEMBERSHIP

Membership of the Association shall consist of:

1. **CHAPTER MEMBERS:** Each member in good standing of a duly chartered chapter is a member of the Association. Such members shall be entitled to all benefits and privileges of their membership. Included in the chapter are:
  - a. **ACTIVE MEMBERS:** Open to women who are, or have been, actively employed in the construction industry or construction-related services (refer to Eligibility Guidelines).
  - b. **CORPORATE MEMBERS:** This is a transferable membership. This membership is open to construction related 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. A chapter can elect to give a discount on *chapter* dues if a company buys more than one membership, but national dues cannot be reduced.
  - c. **STUDENT MEMBERS:** Open to women students enrolled in construction-related programs at institutions of higher education and vocational education programs. Student memberships are non-transferable, and student members shall have no vote nor hold office.
  - d. **CHAPTER LIFE MEMBERS:** Membership may be granted by a three-fourths (3/4) ballot vote of the membership of the chapter to a voting member in good standing for her outstanding and faithful service to the chapter. A member who accepts such membership shall be exempt from payment of chapter dues, but at the discretion of the chapter membership, she shall be responsible for payment of National dues. A chapter life membership shall not be transferable and shall be forfeited automatically upon disaffiliation with the chapter, or whenever the chapter determines that the member is no longer interested or is unable to participate in chapter affairs.
  - e. **HONORARY MEMBERS:** Membership 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 membership. An honorary member shall have no vote and shall be ineligible to hold any elective or appointive office. An honorary member shall be exempt from payment of dues but is entitled to visit the chapter at any time.
2. **MEMBERS-AT-LARGE:** Member-at-Large membership shall be open to women meeting all criteria for chapter membership, but not belonging to an affiliated chapter of the Association. Membersat-Large shall be entitled to vote at the Annual Meeting of the Association, at which time their vote will have one-tenth (1/10) value of a chapter delegate vote.
3. **LIFE MEMBERS:** Each woman who is a Founder or Past NAWIC President of the Association shall be a member for life and exempt from the payment of all Association dues. Life members are entitled to one vote at all Annual Meeting/Conventions of the Association.
4. **STUDENT MEMBERSHIP:** Open to women students enrolled in construction- related programs institutions of higher education and vocational training programs. Student memberships are nontransferable, and student members shall have no vote nor hold office.

## **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.

## **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. No fees or dues are to be collected from members transferring into a chapter until renewal time. When calculating the number of eligible delegates for Annual Meeting, the transferring member will be counted in the chapter to which she transferred

## **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 Vice President 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.

### MEMBERSHIP

**ACTIVE MEMBERSHIP:** Each Active member, whether a Member-at-Large or a member in good standing of a duly chartered chapter, is a member of the Association, and shall be entitled to all benefits and privileges of that membership. Active membership shall be open to women who are, or have been, actively employed in the construction industry or construction-related services.

**CORPORATE MEMBERSHIP:** A transferable membership. This membership category is open to construction-related 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. A company may have more than one Corporate Membership in a chapter but must pay individually for each membership.

**STUDENT MEMBERSHIP:** Open to women students enrolled in construction-related programs at institutions of higher education and vocational education programs. Student memberships are non-transferable, and student members shall have no vote nor hold office.

**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.**

<b>Construction</b>	238170 Siding Contractors
236115 New Single-Family Housing Construction (except Operative Builders)	238190 Other Foundation, Structure, and Building Exterior Contractors
236116 New Multifamily Housing Construction (except Operative Builders)	238210 Electrical Contractors
236117 New Housing Operative Builders	238220 Plumbing, Heating, and Air-Conditioning Contractors
236118 Residential Remodelers	238290 Other Building Equipment Contractors
236210 Industrial Building Construction	238310 Drywall and Insulation Contractors
236220 Commercial and Institutional Building Construction	238320 Painting and Wall Covering Contractors
237110 Water and Sewer Line and Related Structures Construction	238330 Flooring Contractors
237120 Oil and Gas Pipeline and Related Structures Construction	238340 Tile and Terrazzo Contractors
237130 Power and Communication Line and Related Structures Construction	238350 Finish Carpentry Contractors
237210 Land Subdivision	238390 Other Building Finishing Contractors
237310 Highway, Street, and Bridge Construction	238910 Site Preparation Contractors
237990 Other Heavy and Civil Engineering Construction	238990 All Other Specialty Trade Contractors
238110 Poured Concrete Foundation and Structure Contractors	<b>Construction-Related</b>
238120 Structural Steel and Precast Concrete Contractors	523930 Investment Advice
238130 Framing Contractors	524210 Insurance Agencies
238140 Masonry Contractors	541110 Offices of Lawyers
238150 Glass and Glazing Contractors	541219 Accounting Offices
238160 Roofing Contractors	541333 Engineering Services
	561310 Employment Placement Agencies
	561439 Other Business Service Centers (including copy shops)
	561730 Landscaping Services
	813910 Construction Associations

## RED RECRUITER GUIDELINES

### 1. DEFINITION

The Red Rose Recruiter Program shall be an on-going honor roll of members who have sponsored eighteen (18) or more members within a three (3) year period. When sponsoring members have attained eighteen (18) or more members, verification of the recruited members shall be made by the NAWIC Office who will notify the NAWIC Membership Committee Chairman. It is suggested each recruiter retain a copy of her membership applications or maintain a list of those members recruited and the date of their approval. Members who have reached this goal will receive a Red Rose Recruiter Blazer in recognition of their achievements.

- A. When possible, a special time will be set aside at the Annual Meeting to recognize Red Rose Recruiters. It is suggested this time be as early as possible in the Annual Meeting program to permit Red Rose Recipients to proudly display their blazer during other Annual Meeting activities.
- B. When possible, it is recommended that a special invitation be prepared by the NAWIC Office each year encouraging Red Rose Recipients to attend Annual Meeting to meet new Red Rose Recruiters and receive "on-going" recognition for their recruitment achievements.
- C. When possible, it is recommended that tables be provided at an Annual Meeting function for all Red Rose Recipients to be seated (at their choosing) for continued recognition and that a red rose be placed at each seat.

### 2. CHARTER — GOLD BAR

Only Red Rose Recruiters from 1987 through awards at the 1991 Annual Meeting shall be so honored to receive and wear the "gold bar" recognizing their outstanding recruitment efforts and that they are a charter member of the Red Rose Recruiter program.

### 3. STAR PIN

Those Red Rose Recruiters achieving a second group of eighteen (18) members within a three (3) year period will receive a star pin for each additional group of eighteen (18) members recruited (upon verification of member applications by the NAWIC Office).

### 4. CHARTERING CHAPTER RECRUITS

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.

## 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.

## **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 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 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 Vice President 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 can not 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 chairman, 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 Chairman (and perhaps a co-chair), NAWIC Executive Vice President, 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 Chairman 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 CHAIRMAN:** 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 VICE PRESIDENT:** Shall maintain a complete history of NAWIC's Strategic Plan.

**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.

**COMMITTEE:**

The Legislative Industry Issues Committee shall be comprised of a Chairman 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 CHAIRMAN:**

1. Articles for The Connection, at direction of the NAWIC President
2. Annual Planning Conferences, at request of NAWIC Directors
3. Annual Regional Forums, at request of NAWIC Directors
4. Annual Meeting 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 chairman of the appropriate NAWIC Committee, most likely Legislative Industry Issues Committee, with a copy sent to the NAWIC President.
4. The Committee Chairman 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 Chairman 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 Chairman 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 chairman 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 Chairman, 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 Chairman 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/Executive Vice 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 and NEF Brochures
- b. NAWIC Press Kit
- c. A copy of *THE NAWIC IMAGE*

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 Vice Presidents and/or Presidents.

**INDUSTRY PARTNERING ACTIVITIES:**

1. Invitations to the NAWIC Annual Meeting 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 *THE NAWIC IMAGE*.
2. Copies of *THE NAWIC IMAGE* are to be forwarded to the appropriate association partners.
3. Reports from chapter Industry Association Chairmen will be forwarded to the NAWIC Office, who shall be responsible for reporting to the NAWIC President.
4. NAWIC partners will be highlighted in *THE NAWIC IMAGE*. 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 chairman to this committee and forward that person's name and address to the NAWIC Office.

### PRESENTATION:

The chapter Committee Chairman 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.
3. A copy of the Construction Dictionary or NAWIC 50 Years of History book.
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. NAWIC employer brochures and membership brochures.
  - b. Copies of *THE NAWIC IMAGE* and local newsletters.
  - c. NAWIC Education Foundation and Scholarship Foundation Brochures
  - d. Information of NAWIC Annual Meeting and special activities.
  - e. Construction Dictionary with order forms.
  - f. NAWIC Partnering Brochures

### REPORTING:

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

**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. Use NAWIC 101 Program in a Box.
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, chapter Meetings and Scholarship Program.

**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 Chairman and/or such additional committee members as may be appointed by the NAWIC President.

Written Reports Required of NAWIC Safety and Health Committee Chairman:

1. Articles for THE NAWIC IMAGE and/or The Connection at direction of NAWIC Committee Coordinator
2. Annual Planning Conferences, at request of NAWIC Directors
3. Annual Regional Forums, at request of NAWIC Directors
4. Annual Meeting Report Book, at request of NAWIC President

At the request of the NAWIC President, the Chairman will plan and present a Safety and Health Workshop during the Annual Meeting. Handout material to be distributed during the workshop may be sent to the NAWIC Office for reproduction and shipping to Annual Meeting 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 Chairmen to congratulate, establish contact and notify them of the meeting with her at the Annual Meeting.

Request all chairmen 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 Meeting Workshop for Committee Chairmen. 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 chairmen 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 Chairman.
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 Chairman is not in attendance at the Annual Meeting, a mailer should go out within 15 days after close of the meeting.

THE CONNECTION:

All articles are due at the NAWIC Office as established by the NAWIC Communications Director. Articles for The Connection are due on the 10th 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 Meeting.

**VOTING CREDENTIALS COMMITTEE GUIDELINES**  
*An Annual Meeting Committee*

**Responsibilities of the NAWIC Office**

The NAWIC staff will prepare voting credentials. The cut-off date for membership is sixty (60) days prior to opening date of the Annual Meeting so this date will vary. Information to be provided by NAWIC staff will include:

1. Total membership by region and chapter.
2. Chapter count to determine number of entitled delegates
3. Members-at-Large
4. Members of NAWIC Board of Directors.
5. NAWIC Life Members (Past NAWIC Presidents and NAWIC Founders).

The NAWIC staff is responsible for the correct count of members and will verify differences, through the membership data, as reported on chapter Credential Forms. In the event of discrepancies, the NAWIC staff will inform the Voting Credentials Chairman and appropriate NAWIC Director of the correct membership count.

The NAWIC staff is to notify any chapter of discrepancies in membership figures, number of delegates entitled to, proxies, etc. (Sample of cover letter is made a part of these guidelines). The Voting Credentials Chairman and appropriate NAWIC Director will be copied on all correspondence concerning voting credentials.

NAWIC staff will resolve any discrepancy, subject to final approval of the Voting Credentials Chairman.

The NAWIC Office prepares and mails in the April chapter mailing:

1. Letter to chapter presidents containing instructions with copy of:
  - a. Certificate of Voting Credentials form
  - b. Proxy Vote form
  - c. Certificate of Transfer of Registration form
2. Letter to Members-at-Large containing instructions with copy of:
  - a. Certificate of Voting Credentials for Members-at-Large form.
3. Letter to members of the NAWIC Board and NAWIC Life Members containing instructions with copy of:
  - a. Certificate of Voting Credentials for NAWIC Board Member or NAWIC Life Member form.

The NAWIC Executive Vice President attests Certificate of Credentials forms for Members-at-Large, Members of the NAWIC Board and Life Members on return of completed forms.

The NAWIC Office shall forward to the NAWIC Secretary no later than August 15 of each year a list of chapters having representation at the Annual Meeting and update this list as often as necessary prior to the Annual Meeting.

**VOTING CARDS:**

Credentials cards will be prepared by NAWIC staff and signed by the Credentials Chairman.

**COMPUTER PROGRAM:**

The Voting Credentials Report shall be set up in a worksheet - sorted by region and then by chapters (numerically), followed by Members-at-Large, NAWIC Board and NAWIC Life Members

Each chapter's section should also include a field indicating the number of entitled votes. Chapter delegates shall be entered and marked as delegate or proxy.

Prepare the worksheet so that there will be totals for:

Delegates by chapter	Delegates by region	Member-at-Large delegates
Proxies by chapter	Proxies by region	NAWIC Board delegates
		Life Member delegates

**Voting Credentials Check-In**

Delegates are required to check in showing their badge as identification. Voting cards will only be given for delegates and proxies. Ribbons will be given to delegates only.

Voting Credentials Cards will be issued in the following colors to better clarify voting eligibility:

Delegates	Purple
Proxy	Green
Board and Life Members	Yellow
Members-at-Large and attendees from chapters with membership under six (6) - 1/10th vote	Red

The Voting Credentials area is to be set up in a separate location from Annual Meeting registration.

**PROXY CARDS:**

No proxy cards are to be released to the delegate designated to carry the proxy until fifty percent (50%) of the chapter delegation has picked up their voting credentials.

**REPORTING:**

1. Verify and double-check card index count against computer.
2. Do not include alternates in total vote count.
3. Verify specific time for voting credentials to report.
4. Voting Credentials Chairman shall verify the voting credentials cut-off times, as established by the NAWIC President for the Annual Meeting.
5. Verify with each NAWIC Director to be certain her region's records coincide with your records.
6. The NAWIC staff will inform the Voting Credentials Chairman of the daily figures for the credentials report.
7. Any discrepancies will be resolved by the Voting Credentials Chairman with the assistance of NAWIC staff and appropriate NAWIC Director.

**Responsibilities of the Voting Credentials Chairman**

To resolve any discrepancies in the voting credentials and to present the voting credentials reports to the Annual Meeting body.

DATE: \_\_\_\_\_

TO: All Chapter Presidents

FROM: \_\_\_\_\_  
NAWIC Voting Credentials Chairman

Enclosed for your use are Certificate of Voting Credentials, Proxy Vote Form and Certificate of Transfer of Registration. Reference is made to ARTICLE XII — ANNUAL MEETING/CONVENTION, Section 2 of Association Bylaws which reads:

- A. All registered delegates, members of the Board of Directors, Members-at-Large and all Life Members shall be eligible to vote at the Annual Meeting/Convention.
- B. Each chapter with six (6) members or more shall be entitled to one (1) delegate for every ten (10) members, or a major fraction thereof, based on the NAWIC Office's record of paid and processed members sixty (60) days prior to the Annual Meeting/Convention. All Delegates shall be voting members, in good standing, in the Chapters they represent. Each Delegate is entitled to one (1) Alternate.
- C. Each Chapter with less than six (6) members may have representation at the Annual Meeting/Convention. Each member, in good standing, holding membership in a Chapter with less than six members, who attends Annual Meeting/Convention, shall be entitled to a one-tenth (1/10) vote.
- D. Members-at-Large shall be entitled to a vote equal to one-tenth (1/10) of the value of a chapter Delegate vote.
- E. All votes shall be cast in person, and no person shall cast more than one (1) vote on any question. However, a Chapter having at least one-half (1/2) of its authorized Delegates voting in person may cast proxy votes on behalf of its absent members in accordance with rules and procedures adopted by the Board of Directors. Chapters not having full Delegate representation to the Annual Meeting/Convention and having a current NAWIC Director, NAWIC Officer or Past NAWIC President as a member, may elect them as a Chapter Delegate.
- F. Voting shall be by ballot or Delegate 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 Delegates present so request.

Chapters are reminded Proxy Vote cards will not be released to the designated Delegate until fifty percent (50%) of chapter Delegates have picked up their Voting Credentials.

Please execute and mail the applicable forms (being sure to follow all instructions), no later than \_\_\_\_\_  
\_\_\_\_\_.

- (1) Copy to NAWIC Director**
- (2) Copy for Chapter Files**



**PROXY VOTE FORM**

Date: \_\_\_\_\_

Chapter Name: \_\_\_\_\_ Number: \_\_\_\_\_ Region: \_\_\_\_\_

Membership Total as of sixty (60) days prior to the Annual Meeting/Convention: \_\_\_\_\_

Number of Entitled Delegates: \_\_\_\_\_ Number of Entitled Alternates: \_\_\_\_\_

The *NAWIC Operations Manual* on page A-10, ARTICLE XII ANNUAL MEETING/CONVENTION, Section 2: E., states: "All votes shall be cast in person, and no person shall cast more than one (1) vote on any question. However, a Chapter having at least one-half (1/2) of its authorized Delegates voting in person may cast proxy votes on behalf of its absent members in accordance with rules and procedures adopted by the NAWIC Board of Directors."

**AN ABSENT DELEGATE ASSIGNS HER PROXY VOTE TO A DELEGATE OF HER CHAPTER,  
 ALLOWING THE DELEGATE TO VOTE ON ALL MATTERS ON HER BEHALF.**

**PRINT LEGIBLY OR TYPE**

LIST ABSENT DELEGATE IN APPROPRIATE COLUMN. LIST DELEGATE WHO WILL CARRY THE PROXY VOTE FOR ABSENT DELEGATE ON CORRESPONDING LINE IN APPROPRIATE COLUMN.

**ABSENT DELGATES\***

**DELEGATE**


\_\_\_\_\_  
 Print name of Chapter President

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Chapter Presdient

\_\_\_\_\_  
 Day Time Phone #

\_\_\_\_\_  
 Email Address

- (1) Original to NAWIC Office
- (2) Copy to NAWIC Director
- (3) Copy for Chapter File

**CERTIFICATE OF TRANSFER OF ANNUAL MEETING REGISTRATION**

Date: \_\_\_\_\_

Chapter Name: \_\_\_\_\_ Number: \_\_\_\_\_ Region: \_\_\_\_\_

Should a compelling emergency prevent a registered member from attending the NAWIC Annual Meeting/ Convention, the convention registration may be transferred to another member who will not be subject to payment of penalty for late registration.

**A COMPLETED CONVENTION REGISTRATION FORM MUST ACCOMPANY THIS FORM.**



**PRINT LEGIBLY OR TYPE**

NAME OF ORIGINAL REGISTRANT:

NAME OF REPLACEMENT REGISTRANT:

\_\_\_\_\_

\_\_\_\_\_

CHECK IF ORIGINAL REGISTRANT IS:

DELEGATE

ALTERNATE

\_\_\_\_\_  
Signature of original registrant authorizing transfer

\_\_\_\_\_  
Date

- (1) Original to NAWIC Office
- (2) Copy to NAWIC Director
- (3) Copy for Chapter File

DATE: \_\_\_\_\_

TO: MEMBERS-AT-LARGE

FROM: \_\_\_\_\_  
NAWIC Office

Enclosed for your use is a Certificate of Voting Credentials form. Reference is made to ARTICLE XII — ANNUAL MEETING/CONVENTION, Section 2 of Association Bylaws, which reads in part:

- A. All registered delegates, members of the Board of Directors, Members-at-Large and all Life Members shall be eligible to vote at the Annual Meeting/Convention.
- B. N/A
- C. N/A
- D. Members-at-Large shall be entitled to a vote equal to one-tenth (1/10) of the value of a Chapter Delegate vote.
- E. N/A
- F. Voting shall be by ballot or Delegate 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 delegates present so request.

If you plan on being in attendance at the NAWIC Annual Meeting/Convention, please complete the enclosed Certificate of Voting Credentials form and mail to the NAWIC Executive Vice President no later than

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**CERTIFICATE OF VOTING CREDENTIALS  
FOR MEMBERS-AT-LARGE**

**PRINT LEGIBLY OR TYPE**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

**ALL MEMBERS-AT-LARGE MUST BE PRE-REGISTERED FOR CONVENTION  
PRIOR TO SUBMITTING THIS FORM.**

Signature of Member: \_\_\_\_\_

The *NAWIC Operations Manual* on page A-9, ARTICLE XII — ANNUAL MEETING/CONVENTION, Section 2: A., states: "All registered delegates, members of the Board of Directors, Members-at-Large and all Life Members shall be eligible to vote at the Annual Meeting/Convention."

Section 2: D., states "Members-at-Large shall be entitled to a vote equal to one-tenth (1/10) of the value of a Chapter Delegate vote."

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THIS IS TO CERTIFY THAT THE INDIVIDUAL NOTED ABOVE IS ENTITLED TO BE A DELEGATE AT THE ANNUAL MEETING AND ELIGIBLE TO CAST VOTE (S) AS AUTHORIZED IN THE BYLAWS, AS WELL AS ON OTHER MATTERS AS DETERMINED BY THE PRESIDENT, OR ANY MATTER WHERE A MAJORITY OF DELEGATES PRESENT SO REQUEST.

Attest:

\_\_\_\_\_  
NAWIC Executive Vice President

\_\_\_\_\_  
Date

- (1) Original to NAWIC Office
- (2) Copy to NAWIC Director

DATE: \_\_\_\_\_

TO: NAWIC BOARD OF DIRECTORS AND NAWIC LIFE MEMBERS

FROM: \_\_\_\_\_  
NAWIC Voting Credentials Chairman

Enclosed for your use is a Certificate of Voting Credentials For NAWIC Board Member or Life Member form. Reference is made to ARTICLE XII — ANNUAL MEETING/CONVENTION, Section 2 of Association Bylaws, which reads in part:

- A. All registered delegates, members of the Board of Directors, Members-at-Large and all Life Members shall be eligible to vote at the Annual Meeting/Convention.
- B. N/A
- C. N/A
- D. N/A
- E. All votes shall be cast in person, and no person shall cast more than one (1) vote on any question. However, a Chapter having at least one-half (1/2) of its authorized Delegates voting in person may cast proxy votes on behalf of its absent members in accordance with rules and procedures adopted by the Board of Directors. Chapters not having full Delegate representation to the Annual Meeting/Convention and having a current NAWIC Director, NAWIC Officer or Past NAWIC President as a member, may elect them as a Chapter Delegate.
- F. Voting shall be by ballot or Delegate 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 Delegates present so request.

If you plan on being in attendance at the NAWIC Annual Meeting/Convention, please complete the enclosed Certificate of Voting Credentials for NAWIC Board Member or Life Member form and mail to the NAWIC Executive Vice President no later than \_\_\_\_\_

**CERTIFICATE OF VOTING CREDENTIALS  
FOR NAWIC BOARD MEMBER OR LIFE MEMBER**

**PRINT LEGIBLY OR TYPE**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

**ALL BOARD MEMBERS AND LIFE MEMBERS MUST BE PRE-REGISTERED FOR  
CONVENTION PRIOR TO SUBMITTING THIS FORM.**

Signature of Member: \_\_\_\_\_

CHECK THE APPROPRIATE BOX BELOW:

NAWIC BOARD MEMBER

NAWIC LIFE MEMBER

The *NAWIC Operations Manual* on page A-9, ARTICLE XII — ANNUAL MEETING/CONVENTION, Section 2: A., states: "All registered delegates, members of the Board of Directors, Members-at-Large and all Life Members shall be eligible to vote at the Annual Meeting/Convention."

-----  
THIS IS TO CERTIFY THAT THE INDIVIDUAL NOTED ABOVE IS ENTITLED TO BE A DELEGATE AT THE ANNUAL MEETING AND ELIGIBLE TO CAST VOTE (S) AS AUTHORIZED IN THE BYLAWS, AS WELL AS ON OTHER MATTERS AS DETERMINED BY THE PRESIDENT, OR ANY MATTER WHERE A MAJORITY OF DELEGATES PRESENT SO REQUEST.

Attest:

\_\_\_\_\_  
NAWIC Executive Vice President

\_\_\_\_\_  
Date

- (1) Original to NAWIC Office
- (2) Copy to NAWIC Director

DATE: \_\_\_\_\_

TO: Chapter Name: \_\_\_\_\_

Chapter Number: \_\_\_\_\_ Region Number: \_\_\_\_\_

FROM: NAWIC Office

According to records received as of \_\_\_\_\_, the membership count for your chapter is \_\_\_\_\_ active members. Therefore, your chapter is entitled to elect \_\_\_\_\_ delegates to vote at the \_\_\_\_\_ Annual Meeting. If your records DO NOT agree, please contact me immediately.

CERTIFICATE OF CREDENTIALS submitted on \_\_\_\_\_ lists \_\_\_\_\_ delegates.  
Please note item(s) checked as follows:

- Your chapter should elect \_\_\_\_\_ more delegates, for a total of \_\_\_\_\_ delegates.
- Your chapter has elected \_\_\_\_\_ more delegates than it is entitled to. Please resubmit Certificate of Credentials with the proper number of delegates.
- There is a missing signature of absent delegate on Proxy Vote Form.
- Name of person authorized to cast proxy vote is missing.
- Your chapter is entitled to \_\_\_\_\_ proxy votes. Please complete and resubmit.
- Your chapter has appointed \_\_\_\_\_ more proxy votes than it is entitled to. Please complete and resubmit.
- Your chapter must be represented by fifty percent (50%) of the delegates to which it is entitled in order to cast proxy votes. Inasmuch as you do not have fifty percent (50%) representation, you are not entitled to any proxy votes.

Enclosed for your ease in replying, please find copies of Certificates of Voting Credentials and Proxy Vote forms. Please correct the above noted items and resubmit forms to:

- (1) Original to NAWIC Office
- (2) Copy to NAWIC Director
- (3) Copy for Chapter File

## VOTING CREDENTIALS REPORT

Madame President, this report was prepared from the records as of \_\_\_\_\_ (AM or PM) on September \_\_\_\_\_, 20 \_\_\_\_.

### Convention Attendance is as Follows:

Region 1 \_\_\_\_\_ Region 2 \_\_\_\_\_ Region 3 \_\_\_\_\_ Region 4 \_\_\_\_\_ Region 5 \_\_\_\_\_ Region 6 \_\_\_\_\_  
Region 7 \_\_\_\_\_ Region 8 \_\_\_\_\_ Region 9 \_\_\_\_\_ Region 10 \_\_\_\_\_ Region 11 \_\_\_\_\_ Region 12 \_\_\_\_\_  
Region 13 \_\_\_\_\_ Region 14 \_\_\_\_\_ Members-at-Large \_\_\_\_\_ NAWIC Board \_\_\_\_\_ Life Members \_\_\_\_\_  
Guests \_\_\_\_\_

#### Attendance Recap:

Total Members: \_\_\_\_\_  
Guest: \_\_\_\_\_  
Total Attendance: \_\_\_\_\_

### The Breakdown of Delegates and Proxies is as Follows:

Region 1 \_\_\_\_\_ Delegates \_\_\_\_\_ 1/10 Del. \_\_\_\_\_ Proxies. Total vote for Region 1 is \_\_\_\_\_.  
Region 2 \_\_\_\_\_ Delegates \_\_\_\_\_ 1/10 Del. \_\_\_\_\_ Proxies. Total vote for Region 2 is \_\_\_\_\_.  
Region 3 \_\_\_\_\_ Delegates \_\_\_\_\_ 1/10 Del. \_\_\_\_\_ Proxies. Total vote for Region 3 is \_\_\_\_\_.  
Region 4 \_\_\_\_\_ Delegates \_\_\_\_\_ 1/10 Del. \_\_\_\_\_ Proxies. Total vote for Region 4 is \_\_\_\_\_.  
Region 5 \_\_\_\_\_ Delegates \_\_\_\_\_ 1/10 Del. \_\_\_\_\_ Proxies. Total vote for Region 5 is \_\_\_\_\_.  
Region 6 \_\_\_\_\_ Delegates \_\_\_\_\_ 1/10 Del. \_\_\_\_\_ Proxies. Total vote for Region 6 is \_\_\_\_\_.  
Region 7 \_\_\_\_\_ Delegates \_\_\_\_\_ 1/10 Del. \_\_\_\_\_ Proxies. Total vote for Region 7 is \_\_\_\_\_.  
Region 8 \_\_\_\_\_ Delegates \_\_\_\_\_ 1/10 Del. \_\_\_\_\_ Proxies. Total vote for Region 8 is \_\_\_\_\_.  
Region 9 \_\_\_\_\_ Delegates \_\_\_\_\_ 1/10 Del. \_\_\_\_\_ Proxies. Total vote for Region 9 is \_\_\_\_\_.  
Region 10 \_\_\_\_\_ Delegates \_\_\_\_\_ 1/10 Del. \_\_\_\_\_ Proxies. Total vote for Region 10 is \_\_\_\_\_.  
Region 11 \_\_\_\_\_ Delegates \_\_\_\_\_ 1/10 Del. \_\_\_\_\_ Proxies. Total vote for Region 11 is \_\_\_\_\_.  
Region 12 \_\_\_\_\_ Delegates \_\_\_\_\_ 1/10 Del. \_\_\_\_\_ Proxies. Total vote for Region 12 is \_\_\_\_\_.  
Region 13 \_\_\_\_\_ Delegates \_\_\_\_\_ 1/10 Del. \_\_\_\_\_ Proxies. Total vote for Region 13 is \_\_\_\_\_.  
Region 14 \_\_\_\_\_ Delegates \_\_\_\_\_ 1/10 Del. \_\_\_\_\_ Proxies. Total vote for Region 14 is \_\_\_\_\_.

Members-at-Large \_\_\_\_\_ Delegates (1/10 value of chapter delegate vote).

NAWIC Board \_\_\_\_\_ Delegates (not in region count)

NAWIC Life Members \_\_\_\_\_ Delegates

#### Credentials Recap is as Follows:

Region Delegates and Proxies \_\_\_\_\_  
Members-at-Large \_\_\_\_\_  
NAWIC Board \_\_\_\_\_  
Life Members \_\_\_\_\_  
Total Voting Strength \_\_\_\_\_

## FLOOR VOTE COMMITTEE PROCEDURES

An Annual Meeting 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/Life Members and Members-at-Large 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 Meeting/ Convention 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. Credentials 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 chairman 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. (Some Presidents may not use standards.) Sometimes the hotel will help move the standards the second day if using a different meeting room. Don't hesitate to ask them for assistance.
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, 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.
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 Meeting Rules which are printed on page \_\_\_\_\_ of the Annual Meeting program. The following are a few of those rules:

3. The voting body shall consist of members of the NAWIC Board of Directors, all Life Members, Individual Members and all registered delegates.
5. 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.
8. Only accredited voting members may introduce motions and vote; however, any member may request permission to speak.
9. 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 Meeting floor.
10. 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. Precedence shall be accorded to delegates. No person shall speak more than twice on any question except by unanimous consent of the Annual Meeting 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 Meeting/Convention.

In accordance with the Association Bylaws, *Article XII — Annual Meeting/Convention, Section 2: Voting at the Annual Meeting/Convention*:

- A. All registered delegates, members of the Board of Directors, Members-at-Large and all Life Members shall be eligible to vote at the Annual Meeting/Convention.
- B. Each chapter with six (6) members or more shall be entitled to one (1) delegate for every ten (10) members, or a major fraction thereof, based on the NAWIC Office's record of paid and processed members forty-five (45) days prior to the Annual Meeting/Convention. All Delegates shall be voting members, in good standing, in the chapters they represent. Each Delegate is entitled to one (1) Alternate.
- C. Each chapter with less than six (6) members may have representation at the Annual Meeting/Convention. Each member, in good standing, holding membership in a chapter with less than six members, who attends Annual Meeting/Convention, shall be entitled to a one-tenth (1/10) vote.
- D. Members-at-Large shall be entitled to a vote equal to one-tenth (1/10) of the value of a Chapter Delegate vote.
- E. All votes shall be cast in person, and no person shall cast more than one (1) vote on any question. However, a chapter having at least one half (1/2) of its authorized Delegates voting in person may cast proxy votes on behalf of its absent members in accordance with rules and procedures adopted by the Board of Directors. Chapters not having a full delegate representation to the Annual Meeting/Convention and having a current NAWIC Director, NAWIC Officer or Past NAWIC President as a member, may elect them as chapter delegates.
- F. Voting shall be by ballot or Delegate 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 Delegates present so request.

In order that there is no confusion as to what constitutes 'a major fraction thereof', a chapter that has 25 members is entitled to two (2) delegates. A chapter that has 26 members is entitled to three (3) delegates. The major fraction being six (6) or more.

### DELEGATE VOTING CREDENTIALS:

Each delegate when registering for the Annual Meeting/Convention will verify they have received the proper voting credentials which are:

1. A color coded imprinted ribbon
2. Delegate voting card

The voting card colors are defined in the Credentials Guidelines. Only members holding a delegate card and/or a proxy card are allowed to vote.

### PROCEDURE TO REPLACE DELEGATE WITH ALTERNATE:

When a delegate is not present at the Annual Meeting/Convention the head of the chapter delegation will notify in writing the Credentials Chair. This notification will cancel the voting credentials of the absent delegate and advise the name of the alternate who will become the delegate. The Credentials Chair will issue **new** credentials and certify the delegate. Notification of the change will be given to the NAWIC Director of the region.

According to *Roberts Rules of Order Newly Revised*, should an alternate need to replace a registered delegate proper evidence of that delegate's withdrawal must be presented to the Credentials Chair. The alternate will then have to re-register as the new delegate **before** she can act as a voting member of the Annual Meeting/Convention. It is the duty of a registered delegate to promptly notify the Credentials

Chair, the head of the chapter delegation and the appropriate NAWIC Director of her departure from the Annual Meeting/Convention. No alternate or other person can "substitute" for a delegate who remains registered. For example, when a delegate is temporarily out of the Annual Meeting/Convention room an alternate **can not** make motions or cast the delegate's vote. Once a delegate has relinquished her delegate card to an alternate there will be no further changes.

#### DELEGATE SEATING:

A floor standard will designate each region and the NAWIC Director will sit on the aisle next to the standard. The NAWIC Director will head her region's delegation and is responsible for the attendance, vote counting and seating of the delegates within the designated area.

Members-at-Large will be seated directly behind the Past Presidents/Life Members in the front of the room and are counted as a one tenth (1/10) vote.

#### DELEGATE CARD:

Delegates must show their delegate card when voting on the Annual Meeting/Convention floor.

## ANNUAL MEETING RULES

1. Delegates 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. Transfer of voting privileges from a delegate to an alternate must be arranged through the Voting Credentials Chairman and the Director of that delegate's region.
3. The voting body shall consist of members of the NAWIC Board of Directors, all Life Members, Members-atLarge and all registered delegates.
4. If a chapter is represented at the Annual Meeting by fifty percent (50%) of the delegates to which it is entitled, it may vote its absent delegates by proxy. Proxy voting shall be conducted in accordance with Article XII, Section 2E of the NAWIC Bylaws.
5. 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. The Presiding Officer, at the first meeting of the General Session, will appoint a committee to approve the minutes of the Annual Meeting. This committee shall consist of three members who are accredited voting members.
7. The Presiding Officer shall appoint a timekeeper for the Annual Meeting.
8. Only accredited voting members may introduce motions and vote; however, any member may request permission to speak.
9. 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 Meeting floor.
10. 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. Precedence shall be accorded to delegates. No person shall speak more than twice on any question except by unanimous consent of the Annual Meeting body.
11. Reports of officers (except that of the NAWIC President and the NAWIC Board of Directors) and committee chairmen 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.
12. The printed Annual Meeting 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.
13. All registered members shall be entitled to attend business sessions. Non-registered members may be permitted to attend by invitation of the Presiding Officer.
14. All Cell Phones or Pagers should be turned off or muted during the meeting.
15. These rules may be suspended by two-thirds vote of the voting body.

**NAWIC Annual Meeting/Convention**  
Voting Instructions

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

1. NAWIC Directors shall position themselves directly below the standard denoting their region.
2. NAWIC Directors should know their delegates, and should instruct them to listen carefully if the Presiding Officer gives instructions on the convention floor. This will ensure all votes are cast properly and are valid.
3. It is mandatory that a delegate card be shown to cast a vote on matters determined by the Presiding Officer or on any other matter where a majority or two-thirds vote of the delegates is required.
4. Members-at-Large will be seated directly behind the Past Presidents/Life Members in the General Sessions. NOTE: When tallying a Member-at-Large vote, it counts as one-tenth vote.
5. 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.
6. Each NAWIC Director must have a current list of delegates and proxies in order to expedite the voting process. This will also assist in verifying that all the region's delegates have voted.
7. The authorized delegate, noted on the proxy card, must cast proxy votes. Proxy cards will be executed and validated in the same manner as a regular delegate card.
8. 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 MEETING - (ANNUAL MEETING LOCATION)

QUESTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

	VOTING STRENGTH	AFFIRMATIVE	NEGATIVE
NAWIC Board/ Life Members	_____	_____	_____
Members-at-Large	_____	_____	_____
Region 1	_____	_____	_____
Region 2	_____	_____	_____
Region 3	_____	_____	_____
Region 4	_____	_____	_____
Region 5	_____	_____	_____
Region 6	_____	_____	_____
Region 7	_____	_____	_____
Region 8	_____	_____	_____
Region 9	_____	_____	_____
Region 10	_____	_____	_____
Region 11	_____	_____	_____
Region 12	_____	_____	_____
Region 13	_____	_____	_____
Region 14	_____	_____	_____
TOTALS	_____	_____	_____
TOTAL VOTES CAST:	_____		

NECESSARY FOR ADOPTION:

A. Majority \_\_\_\_\_

B. Two-Thirds (2/3) \_\_\_\_\_

\_\_\_\_\_  
 NAWIC Floor Vote Chairman (signature)

VOTES FOR MOTION: \_\_\_\_\_

Date: \_\_\_\_\_

VOTES AGAINST MOTION: \_\_\_\_\_

## NAWIC Officer Candidate Guidelines

### THE NAWIC OFFICE SHALL PERFORM THE FOLLOWING:

1. Prepare an article for the November/December issue of *The NAWIC IMAGE* 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 Officer Candidate Profile form for mailing to 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; and
  - b. Stress the postmark deadline of February 1.
3. Verify that all submissions are complete and that all candidates meet the criteria for holding office as specified in NAWIC Association 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 officer 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 web page.
5. Publish one page per candidate on her background, experience and statement from the NAWIC Officer Candidate Profile form in *The NAWIC IMAGE* and on the NAWIC web page.

### CANDIDATES:

1. Shall submit a NAWIC Officer Candidate Profile form postmarked no later than February 1 with all section completed and including all required statements, picture, etc., as specified on the form.
2. May campaign by any means of written or verbal communication. All activities will be at the candidate's own expense or from funds raised on a candidate's behalf by chapter, region or any other source.
3. Shall meet all requirements for office as specified in NAWIC Association 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 prior to ballots being mailed on June 1 of 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.

The certification of any candidate for a position as a NAWIC Officer 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 OFFICER CANDIDATE PROFILE FORM

Postmarked by February 1

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Chapter Affiliation: \_\_\_\_\_ Year Joined: \_\_\_\_\_  
(Chapter Name, Number, Region)

Seeking to be a certified candidate for the office of: (Check One)

President Elect

Vice President

Secretary

Treasurer

Company: \_\_\_\_\_

Company Type: \_\_\_\_\_

\*Business Address: \_\_\_\_\_

\*Business Phone Number: \_\_\_\_\_ \*Fax: \_\_\_\_\_

Preferred E-mail: \_\_\_\_\_ \*Home Phone Number: \_\_\_\_\_

Current Position/Title: \_\_\_\_\_ Duties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Additional Construction Industry Experience: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Number of Years in Construction: \_\_\_\_\_ Employee: \_\_\_\_\_ Self-employed: \_\_\_\_\_ Owner: \_\_\_\_\_

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


Community/Industry Affiliations: \_\_\_\_\_

Reason Running for Office *(one sentence only; different from candidate statement):* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

NAWIC National Officer/Director	Year
President Elect	
Vice President	
Secretary	
Treasurer	
Director — Region ____	

National/Regional UNEF Committee Chair	Year

Elected Chapter Offices Held	Year

National/Regional UNEF Committee Member	Year

Outstanding NAWIC and/or NEF Region or Chapter Participation/Awards (use back if necessary):

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If certified as a candidate for a NAWIC Office, NAWIC may publish the attached statement reflecting why I feel I should be elected and my goals for NAWIC, along with my photograph, in *The NAWIC Image*. The statement MUST not exceed 150 words and will be edited for style and length.

Submitted by: \_\_\_\_\_  
(Typed Candidate Name)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This candidate is a member in good standing of: \_\_\_\_\_  
(Chapter Name & Number)

Verified by: \_\_\_\_\_ Title: \_\_\_\_\_  
(President or Secretary)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Attachments: **(1) 5 x 7 Color Glossy Photograph**  
**150 Word Typed Statement (Why qualified & NAWIC goals)**  
**40 Word Typed Reason for Running for Office**

\*These items will NOT be published. All other items MUST be completed. If more space is needed to complete any section. Please use back of page or additional sheet.

## **NAWIC Officer Election Procedures**

All members of the Association with the exception of Chapter Student, At Large Student and International members will have the opportunity to vote for NAWIC Officers (President Elect, Vice President, Secretary and Treasurer) by mail ballot. The NAWIC Office will produce a mail ballot in accordance to the Roberts Rules of Order listing all approved candidates for office. The ballot will be mailed to the membership by June 1 of each year. Ballots will be mailed to all members in good standing based on the NAWIC Office's record of paid and processed members as of May 1<sup>st</sup>.

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

### **VOTING INSTRUCTIONS:**

All ballots must be postmarked by June 21<sup>st</sup> and received by June 30<sup>th</sup> in order to be counted. 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. Ballots will be accepted by mail only.

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 prior to ballots being mailed on June 1 of 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.

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 mailed only to those members whose ballots were received by the first vote return deadline. This ballot will only list the top two candidates or those holding the tie.

### **COUNTING OF BALLOTS:**

The counting of 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 firm that processes the ballots asking for the number of votes that they received with breakdown by region. The firm will send a letter with the determined outcome of the election to the Executive Vice President of the Association. Candidates and the NAWIC Board of Directors will be notified of the results by July 7 via email or fax. Results will be posted on the Web page by July 8. If a second vote is required, ballots will be mailed as soon as possible after July 7.

## NAWIC Director Candidate Guidelines

NAWIC Bylaw Article X, Board of Directors, Section 2 Election of Directors A. "Each Region shall have a Director, who is that Region's representative on the NAWIC Board of Directors. Said Director shall have been a voting member in good standing of a Chapter or Chapters for three years prior to her election, shall be actively employed in the construction industry or construction related service in which the majority of your business is in the construction industry, and shall have served as a Chapter President."

Note: Actively employed means a person works more than 20 hours a week.

### CANDIDATES:

1. Shall submit a NAWIC Director Candidate Profile form to the NAWIC Executive Vice President postmarked no later than 30 days before the Forum election with all sections completed as specified on the form.
2. May campaign by any means of written or verbal communication. All activities will be at the candidate's own expense or from funds raised on a candidate's behalf by chapter or any other source.
3. Shall meet all requirements for office as specified in NAWIC Association Bylaws.
4. Any NAWIC Director Candidate Profile form submitted to the NAWIC Executive Vice President less than 30 days before the Forum election will be considered a write-in and their name will not be placed on the ballot. A write-in candidate must have their credentials postmarked no later than 7 days prior to their Forum election.

### NAWIC OFFICE:

1. Certification will be completed within 3-5 business days of receipt. The Candidate and the Region Director will be notified upon completion.

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

All forms must be mailed to Dede Hughes, IOM, Executive Vice President, NAWIC Office, 327 S. Adams Street, Fort Worth, Texas.

**NAWIC DIRECTOR CANDIDATE PROFILE FORM**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Chapter Affiliation: \_\_\_\_\_ Year Joined: \_\_\_\_\_  
(Chapter Name, Number, Region)

Seeking to be a certified candidate for the office of Region \_\_\_\_\_ Director.

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Company: \_\_\_\_\_

Company Type: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Preferred Email: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_

Current Position/Title: \_\_\_\_\_

State How the Majority of Your Business is in the Construction Industry: \_\_\_\_\_

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Chapter President of : \_\_\_\_\_ Year(s): \_\_\_\_\_

If Chapter President of more than one chapter, please list here and add the dates:

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Submitted by: \_\_\_\_\_  
(Typed Candidate Name)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This candidate is a member in good standing of: \_\_\_\_\_  
(Chapter Name & Number)

Verified by: \_\_\_\_\_ Title \_\_\_\_\_  
(President or Secretary)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_

NAWIC Executive Vice President

## 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 chairman 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 chairman rises and presents the slate as follows: Nominating Committee Chairman: "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

## RECOMMENDED CHAPTER SCHOLARSHIP COMMITTEE GUIDELINES

Many chapters have copied the format of the NAWIC Founders' Scholarship Trust Agreement in establishing scholarship programs, without understanding that the Foundation is incorporated as a separate entity from NAWIC and is not governed by Association bylaws.

Unless a chapter's scholarship program is incorporated in the state where the chapter is located and has been designated as a 501 (c)(3) by the IRS, it is simply another chapter committee. When a chapter is chartered, it accepts the Standard Bylaws for Affiliated Chapters (or Affiliated International Chapters in the instance of International Chapters) and agrees to comply with provisions of these bylaws.

For example, all committees are to be appointed by the chapter president, including the chairman and members of the Scholarship Committee. The chapter Treasurer is custodian of chapter funds, including scholarship funds.

Donations to an unincorporated and undesignated Chapter Scholarship Fund ARE NOT TAX DEDUCTIBLE by donors. No award may be made to a member or to a family member. Any expenditure of chapter funds for the benefit of any member will jeopardize the tax status of the Association. Actual expenses incurred in a fund raising project to benefit the chapter Scholarship Fund may be charged against the gross receipts of the project.

Should the chapter find it desirable to continue its scholarship fund, and wish for contributors to that fund to receive a tax deduction, incorporation and IRS designation as a 501 (c)(3) of the fund should be considered. If the chapter wishes to use "NAWIC" as part of its fund name, it must adhere to "Procedures for Affiliation with NAWIC by Separate Organizations" and enter into a Cooperation Agreement with NAWIC. (See attached "Cooperation Agreement.") The incorporated fund should seek tax exempt status under Section 501 (c)(3) of the Internal Revenue Code.

A chapter may request that its scholarship be administered through the NAWIC Founders' Scholarship Foundation, (NFSF), and retain tax deductible eligibility. NFSF charges an administrative fee for the service. For information on procedures, contact the NFSF administrator listed in the NAWIC Leadership Directory. See Page D-5 in the Operations manual for details on NFSF award of chapter scholarships.

Scholarship Committee Guidelines should be established to include criteria for making awards, duties of committee, etc. As guidelines may be lengthy, it is recommended they be a separate document and not be made a part of Chapter Standing Rules. A suggested outline for such guidelines follows:

### CHAPTER SCHOLARSHIP COMMITTEE GUIDELINES

- I. NAME  
Name of Fund (Do not include words "Trust" or "Foundation") Sample Name: Jane Doe Memorial Scholarship Fund.
- II. PURPOSE  
To establish a scholarship fund to provide financial assistance to students enrolled in a curriculum directly related to a career in the construction industry in an accredited college, university or trade school.
- III. FUND  
Funds shall be accumulated by special fund raising projects, voluntary donations and interest earned on the principal sum. Donations are not tax deductible unless fund is incorporated and has received a tax exempt status under Section 501 (c) 3 of the Internal Revenue Code.
- IV. DEPOSITORY  
Funds shall be deposited in a special account, designated by the chapter Board of Directors, and in an account separate from other chapter moneys. The account shall be designated as the Scholarship Fund.

V. REQUESTS FOR PAYMENTS

Requests for payments, including scholarships and expenses incurred by the committee, shall be submitted in writing by the chairman of the committee. Withdrawal of funds, or checks written, shall be signed by two of the officers designated to countersign all withdrawals.

VI. FINANCIAL RECORDS

Scholarship Fund financial reports shall be under the supervision of the chapter Treasurer and audited at the end of the fiscal year by the chapter Auditing Committee. Periodic financial reports should be made, including an annual report.

VII. FISCAL YEAR

The fiscal year for the Chapter Scholarship Fund shall be from October 1 through September 30 of each year.

VIII. COMMITTEE

A. Composition

The chapter president shall appoint the Scholarship Committee chairman and members, as well as vacancies that occur on the committee. There may be two sub-committees: Fund Raising and Awards.

B. Duties

1. Organize and supervise fund raising activities to benefit fund; solicit donations; and acknowledge receipt of donations.
2. Establish criteria for selection of scholarship recipients; select recipients and present awards. Number and amount of awards to be determined based on available funds.
3. Chapter members or members of their immediate family are not eligible for awards.
4. Record committee proceedings in permanent minutes book.
5. Present periodic reports as directed, as well as an annual report to chapter.

IX. AMENDMENTS

Guidelines may be amended at any regular chapter meeting by a two-thirds (2/3) vote of members present and voting; provided, proposed amendment has been submitted in writing to each chapter member at least ten (10) days prior to date of such meeting.

X. TERMINATION

The \_\_\_\_\_ Scholarship Fund may be terminated on recommendation of chapter Board of Director and approved by a two-thirds (2/3) vote of members present and voting at a regular chapter meeting; provided that notice has been submitted in writing to each chapter member at least ten (10) days prior to the date of such meeting.

Any funds remaining in the \_\_\_\_\_ Scholarship Fund shall be distributed as follows: \_\_\_\_\_ (i.e. to the NAWIC Founders' Scholarship Foundation, to the NAWIC Education Foundation, to the General Fund of the chapter.

## 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 attorneys 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)

ATTEST

By: \_\_\_\_\_  
(Title)

Grantee

By: \_\_\_\_\_  
(Title)

ATTEST

By: \_\_\_\_\_  
(Title)

## GUIDELINES FOR LIAISON WITH STUDENT CHAPTERS

**PURPOSE:** To give basic guidelines for NAWIC Chapters to establish a liaison between student construction association-related chapters 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. Student Chapters 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 student construction association related chapter. Therefore, the title of the chapter will be, for example, “Student Construction Association of Georgia Tech.”

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

### 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 Image - one subscription to the student chapter during the school year.
5. Member prices on all NAWIC and NAWIC Education Foundation publications.
6. Prompt notice of all scholarship programs sponsored by the NAWIC Founders’ Scholarship Foundation and local NAWIC Chapters.
7. Reduced registration fees to the NAWIC Annual Meeting and Convention, 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 Vice President’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 student chapter 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 student chapters cannot be officially chartered by NAWIC and operated with NAWIC bylaws, the following suggestions are made for student chapter 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 student chapter outlining the objectives of the organization with respect to the professional development of chapter 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 chapter meetings and other important calendar event(s).

5. Chapter Officers

Outline duties and responsibilities of each elected chapter officer and election procedures. Chapter 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.

## TABLE TOP DISPLAY GUIDELINES

The following guidelines have been established for the NAWIC Table Top Display Program.

1. All requests for use of the NAWIC Table Top Display must be submitted to the NAWIC Office a **minimum of thirty (30) days in advance** of show date. It is recommended that requests be made as far in advance as possible. Requests made less than thirty (30) days prior to the event will not be considered.
2. All requests for displays *must be made in writing utilizing NAWIC's Table Top Display Request Form*. Forms may be mailed or faxed to the NAWIC Office provided they are received thirty (30) days in advance. No phone calls will be accepted.
3. **The display is only to be used by the chapter renting it on the days specified on the request form.**
4. Rental fees for the display and literature will be the responsibility of the chapter. All rental charges must be prepaid and must accompany the Request Form. Payment for rental may be paid by check, MasterCard or Visa. Rental charges are as follows.

Table Top Display	\$ 100.00
Table Top Literature Only	\$ 50.00

5. Arrangements for shipping to chapters will be made by the NAWIC Office and shipped UPS at no charge to the chapter. **It is the chapter's responsibility to return the display in its case at the chapter's cost no later than 3 working days following the close of the trade show. Failure to ship the display to the NAWIC Office within 3 working days will result in a late fee of \$10 per day and possible loss of rental privileges.** The chapter must insure the display for \$1000.00 and ship via UPS Ground.
6. When ordering the display, please indicate a business street address. Shipments will not be made to home addresses and UPS can not deliver to post office boxes.
7. The NAWIC Office will make every effort to have displays available to chapters who request them 30 days in advance. In the event that a display is not available during a particular time frame, the NAWIC Office will ship chapters the trade show literature free of charge.
8. The NAWIC Office will provide phone confirmation to the chapter contact prior to shipping. The NAWIC Office will not be responsible for lost shipments or late arrivals due to incorrect or incomplete information given by chapters.
9. Following the trade show, chapters are requested to send the NAWIC Office a list of attendees or other literature pertaining to the show. The NAWIC Office uses this information as a source of reference for other NAWIC activities, such as membership promotions and exhibitor solicitation.
10. The NAWIC Office works with our liaison associations and *sometimes* receives complimentary booth space in their trade shows. When a complimentary booth is offered, the NAWIC Office will contact the chapter president where the show is located. Chapters are encouraged to take advantage of this excellent marketing opportunity. *The display and literature will be complimentary for such shows. However, the chapter will be responsible for all other charges incurred during the show.*
11. Displays will be inspected prior to shipping and again immediately upon return. **Any damages to the table top display will be paid for by the chapter. Depending on the severity of the damage, the chapter may lose rental privileges for future events.** An invoice will be sent from the NAWIC Office.

**NAWIC DISPLAY REQUEST FORM**

Display Booths are assigned on a first-come, first-served basis. Remember, shipping the display takes time. Please reserve the display a **minimum of thirty (30) days prior to the event. The display is only to be used by the chapter renting it on the days specified on the request form.** To reserve your display, please complete the following information:

Chapter Name: \_\_\_\_\_ Number: \_\_\_\_\_ Region: \_\_\_\_\_

Your Name: \_\_\_\_\_

Company: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

Please reserve the following Display (check one):

- Table Top Display and Literature @ \$100.00
- Table Top Literature Only @ \$50.00

**\*\*\*It is the chapter's responsibility to return the display in its case at the chapter's cost no later than 3 working days following the close of the trade show. Failure to ship the display back to the NAWIC Office within 3 working days will result in a late fee of \$10 per day and possible loss of rental privileges. The chapter must insure the display for \$1000.00 and ship via UPS Ground.**

Method of Payment: \_\_\_\_\_ Check \_\_\_\_\_ MasterCard \_\_\_\_\_ Visa Total Amount Due \$ \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV Code: (3 digit code on back): \_\_\_\_\_

Billing Address for Card: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Please return form to:

NAWIC Office  
327 South Adams  
Fort Worth, TX 76104  
Fax: (817) 877-0324

FOR OFFICE USE ONLY: Date Received: _____ Firm: _____ Check #: _____ Approved/Inspected by: _____ Shipping Date: _____
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## TASKFORCE GUIDELINES

### PURPOSE:

The \_\_\_\_\_ Taskforce is responsible for \_\_\_\_\_

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### TASKFORCE:

The \_\_\_\_\_ Taskforce shall be comprised of a Chairman and/or such additional committee members as may be appointed by the NAWIC President.

### GUIDELINES FOR CHAIRMAN:

### WRITTEN REPORTS REQUIRED OF CHAIRMAN:

### GUIDELINES FOR TASKFORCE MEMBERS:

**TASKFORCE CALENDAR**  
**TASKFORCE CHAIRMAN**

All taskforce members have been chosen to fulfill these responsibilities based upon their commitment and strength in leadership. It is the responsibility of the Taskforce Chairman, Committee Members and Director, to communicate any expectations, ideas and concerns with each other on a timely basis. Open lines of communication will ensure this taskforce's success. Therefore, the following calendar is suggested to offer guidance, direction and to emphasize the importance of communication.

Task	Due Date	Date Completed
NAWIC President to contact Taskforce Chairman to discuss guidelines and expectations of taskforce.	Within 30 days of creating taskforce	
Guidelines template filled out and se all taskforce members. Copy to President and NAWIC Office. Contact taskforce members for discussion	Within 1 week of initial discussion with NAWIC President.	
Contact taskforce members to keep open lines of discussion. Inquire about ideas and concerns	Within 60 days of initial contact*	
Prepare progress report for Mid Year Board of Directors Meeting	March 1*	
Contact taskforce members to keep open lines of discussion. Inquire about ideas and concerns	Quarterly until task force is dissolved	
Contact taskforce members to keep open lines of discussion. Inquire about ideas and concerns	Quarterly until task force is dissolved	
Prepare report for Annual Board of Directors Meeting outlining progress.	August 1*	

*\*\*Dates subject to change in accordance with scheduling of Annual Planning, Annual Forum and Board of Director Meetings*

## NAWIC GUIDELINES FOR CHAPTER MAIL BALLOTS

### CHAPTER STANDING RULES

Each chapter should decide if the election of officers, delegates, 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 should be adopted as a chapter standing rule. This election method should not switch back and forth at the will of the presiding officer.

### 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. A tellers committee (also called the election committee) is appointed by the presiding officer to receive and count the ballots. Appointed tellers or election committee members 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.)

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 Chapter Members including addresses. Voters should be sent: (1) the preprinted ballot with explicit voting instructions. The instructions must specify the deadline date for receipt of the ballot, i.e. postmark date. (2) 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. This will allow the Election Committee to verify the validity of the vote without knowing how the individual voted.

The Head Teller should accumulate the sealed ballot envelopes and deliver *unopened* to the Election Committee Meeting. The envelopes are opened at the Election 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.**

## 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 \_\_\_\_\_

Ballots must be postmarked by *(June 15, 2003)* in order to be counted.

The Tellers/Election Committee Report must be submitted to the Presiding Officer for announcing the winners but the vote count does not have to be read if the members have voted that the count will not be read. Chapter members may also vote to destroy the ballots and the Tellers/Election Committee Report once the election has been announced and the minutes have been recorded.

**EXAMPLE**

TELLERS/ELECTIONS COMMITTEE REPORT

Number of Number of votes cast \_\_\_\_\_ Number of illegal/late votes \_\_\_\_\_

President

Candidate 1	_____	Votes	_____
Candidate 2	_____	Votes	_____
Write-in	_____	Votes	_____

WINNER \_\_\_\_\_ Candidate receiving the most votes.

Vice President

Candidate 1	_____	Votes	_____
Candidate 2	_____	Votes	_____
Write-in	_____	Votes	_____

WINNER \_\_\_\_\_ Candidate receiving the most votes.

Secretary

Candidate 1	_____	Votes	_____
Candidate 2	_____	Votes	_____

WINNER \_\_\_\_\_ Candidate receiving the most votes.

Treasurer

Candidate 1	_____	Votes	_____
Candidate 2	_____	Votes	_____

WINNER \_\_\_\_\_ Candidate receiving the most votes.

Directors

Candidate 1	_____	Votes	_____
Candidate 2	_____	Votes	_____
Candidate 3	_____	Votes	_____
Candidate 4	_____	Votes	_____
Candidate 5	_____	Votes	_____
Candidate 6	_____	Votes	_____
Candidate 7	_____	Votes	_____

If the Chapter Directors specified are four (4) then the four candidates with the most votes are winners.

If the Chapter Directors specified are six (6) then the six (6) candidates with the most votes are the winners.

LIST WINNERS FOR DIRECTORS.

## 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 quarterly 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 vice president, the national president, the president elect, and the national treasurer on a quarterly basis.

TASK	DUE DATE	DATE COMPLETED
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 quarterly review.	prior to October 31	
Request the following reports for quarterly 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 quarter. Request that reports include only "non-zero" accounts.	prior to October 31	
Perform the following analysis quarterly: <ol style="list-style-type: none"> <li>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</li> <li>2. review budget v. actual profit &amp; loss to insure that budgeted amounts have not been exceeded</li> <li>3. compare % of budget reached with time elapsed during year for reasonableness</li> <li>4. review year to date profit &amp; loss statement to determine if quarterly net income or loss is reasonable</li> <li>5. review general ledger detail for the quarter for posting errors and any items that seem unusual</li> </ol>	quarterly after reports are received from national office	
Draft memo with questions and comments regarding the quarterly analysis performed and send to appropriate people on finance committee.	quarterly	
Determine that outstanding points from previous quarter have been resolved and are reflected in financial statements, if appropriate.	quarterly	

## PROCEDURES IN SMALL BOARD TELECONFERENCE MEETINGS

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 chairman (presiding officer) need not rise while putting questions to vote.
7. The chairman (presiding officer) can speak in discussion without rising or leaving the chair.

**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 chairman (presiding officer) need not rise while putting questions to vote.
7. The chairman (presiding officer) can speak in discussion without rising or leaving the chair.

## 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 Vice President 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 Vice President 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 Vice President 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 Vice President 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. Members-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.

**INVESTMENT POLICY STATEMENT**  
**for**  
**THE NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION**

**SCOPE OF INVESTMENT POLICY**

This statement of investment policy reflects the investment policy, objectives, and constraints of the National Association of Women in Construction's excess funds needed for future expansion and growth.

**PURPOSE OF THE INVESTMENT POLICY**

This statement of investment policy is set forth by the Board of Directors of the National Association of Women in Construction in order to:

1. Define and assign the responsibilities of all involved parties.
2. Establish a clear understanding for all involved parties of the investment goals and objectives of the Association's assets.
3. Establish a basis for evaluation of investment results.
4. Manage the Association's assets according to prudent standards as established in common trust law.
5. Establish the relevant investment horizon for which the Association's assets will be managed.

In general, the purpose of this statement is to outline a philosophy and attitude which will guide the investment management of the assets toward the desired results of safeguarding the assets, as well as keeping up with or ahead of inflation.

**DELEGATION OF AUTHORITY**

The Board of Directors of the National Association of Women in Construction is responsible for directing and monitoring the investment management of the Association's assets. As such, the Board of Directors is authorized to delegate certain responsibilities to professional experts in various fields. These include, but are not limited to:

1. Consulting Groups or Financial Consultants. Consulting groups and financial consultants may assist the Board of Directors in establishing investment policy, objectives, and guidelines; selecting investment managers; reviewing the performance of such managers over time; measuring and evaluating investment performance; and other tasks deemed appropriate.
2. Investment Manager. The investment manager may, at his/her discretion, purchase, sell, or hold the specific securities that will be used to meet the Association's investment objectives.
3. Custodian. The custodian will physically maintain possession of the securities owned by the Association, collect dividends and interest payments, redeem maturing securities, and effect receipt and delivery following purchase and sales. The custodian may also perform a regular accounting of all assets owned, purchased, or sold, and may also move assets into and out of the Association accounts. (Brokerage House).

**GENERAL INVESTMENT PRINCIPLES**

1. The Association's assets shall be invested with care, skill, prudence, and diligence under the same circumstances then prevailing that a prudent man acting in like capacity and familiar with such matters would use in the investment of a fund of like character and with like objectives.
2. The Board of Directors may employ one or more investment managers of varying styles and philosophies to obtain the Association's objectives.
3. In order to provide safety, liquidity and return, cash is to be employed productively at all times, by investment in short-term cash equivalents.

## INVESTMENT OBJECTIVES

In order to meet its future needs, the investment strategy of the Association is to emphasize total return; that is, the aggregate return from capital appreciation, dividend and interest income. Specifically, the primary objective in the investment management for the Association's assets shall be emphasis on moderate growth with some income.

## INVESTMENT GUIDELINES

### Prohibited Investments:

Prohibited investments include, but are not limited to, the following:

1. Commodities and Future Contracts
2. Private Placements
3. Options

### Prohibited Transactions:

Prohibited transactions include, but are not limited to, the following:

1. Short Selling
2. Margin Transactions

## SELECTION OF INVESTMENT MANAGERS

The Board of Directors' selection of an Investment Manager must be based on prudent due diligence procedures. A qualifying investment manager must be a registered investment advisor under the Investment Advisors Act of 1940, a bank, or an insurance company.

## INVESTMENT MANAGER PERFORMANCE REVIEW AND EVALUATION

Performance reports shall be compiled at least quarterly and communicated to the Board of Directors for review. The investment performance of the total portfolio, as well as asset class components, will be measured against commonly accepted performance benchmarks. Consideration shall be given to the extent to which the investment results are consistent with the investment objectives, goals, and guidelines as set forth in this statement.

The Investment Manager shall be reviewed periodically regarding performance, strategy, research capabilities, organization and business matters, and other qualitative factors that may impact their ability to achieve desired investment results.

## INVESTMENT POLICY REVIEW

To ensure continued adherence to guidelines, objectives, and financial status as established in this statement of investment policy, the Board of Directors shall review the investment policy at least annually. It is recommended that the NAWIC Executive Committee meet annually with the Investment Manager to review the performance of the portfolio.

## 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.
- Adhere to *NAWIC Stylebook* regulations for capitalization, abbreviation, etc. (The *Stylebook* can be downloaded from the NAWIC web site).
- 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/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/memberforms.htm>
- Use content from the national web site, *The Connection* and *The IMAGE* 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](http://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 compliment 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.
- E. Check out this template for ideas: [www.nawicchapters.org](http://www.nawicchapters.org)
- F. To get your creative juices flowing, here is a list of NAWIC sites that adhere to most of these guidelines.
  1. Greater Phoenix, Ariz., Chapter: <http://constructiondictionary.com>
  2. Region 10: <http://www.nawicregion10.org>
  3. Honolulu, Hawaii, Chapter: <http://www.nawic-honolulu.org>
  4. Atlanta, Ga., Chapter: <http://www.nawicatlanta.org>
  5. Raleigh, N.C., Chapter: <http://www.nawicraleigh.org>
  6. Houston, Texas, Chapter: <http://www.nawichouston.org>

## **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 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 database. The chapters will be tracked monthly, deleting those chapters as they increase membership over 15 members. The Membership Director will send regional monthly report by the 15th of each month to NAWIC Director. 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 Regional 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 V — 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 can not 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.

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