POLICIES
NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION
PACIFIC NORTHWEST REGION

In addition to furthering the objects of the National Association of Women in Construction, it is the objective of the Pacific Northwest Region to retain, enhance and expand its membership. The following policies have been established.

These policies are adopted in accordance with the Standing Rules of the National Association of Women in Construction (NAWIC) and Roberts Rules of Order, Newly Revised.

A. GENERAL

1. Policy and Guidelines Review Committee: At least 60 days prior to the Fall Conference, the NAWIC Director or Director Elect, shall appoint a chairman and two members to serve on this committee and if no Fall Conference, at least 60 days prior to Forum.

   i. The committee will review the Policies and Guidelines prior to either the Fall Conference and/or Forum in order to make the ~~30~~ 45 day circulation rule. In addition, the committee will review the policies and guidelines at any time that a request is made by a member through the Director.

   ii. All voting members in good standing of the region, by a majority vote of members in attendance at Fall Conference and/or Forum, may adopt or amend policies and/or guidelines applicable to Pacific Northwest Region provided (with exception of a compelling emergency) previous notice has been given to each member.

   iii. Changes, additions or deletions to any policy and/or guideline may be recommended by any member, chapter and/or committee within the Pacific Northwest Region and are encouraged to submit their recommendations in sufficient time for the Policy and Guidelines Review Committee to distribute them at least ~~thirty (30)~~ forty-five (45) days prior to Fall Conference and/or Annual Forum respectively.

2. The Pacific Northwest Region shall adopt the Sarbanes-Oxley (SOX)

policies approved by the NAWIC Board of Directors along with the individual Code of Ethics and Conflict of Interest. Both documents must be reviewed by the NAWIC Director and each Pacific Northwest Region Fund Trustee at the start of each Fiscal Year and duly noted in the minutes of the first Trustee meeting after October 1 of each year and filed in the permanent records of the Pacific Northwest Region.

B. MEETINGS

Per the Bylaws of the National Association of Women in Construction, Section A, Article VIII - Regions, Section 2 – Annual Regional Forum – An Annual Regional Forum is required to be held in the Spring of each year. The Annual Regional Forum site will be selected two (2) years in advance at each Annual Forum Meeting. If no chapter has indicated its desire to host this meeting and no location has been placed on the ballot, the presiding Pacific Northwest Region Director shall appoint a Task Force Committee.

Per the Bylaws of the National Association of Women in Construction, Section A, Article VIII - Regions, Section 3 - Fall Conference – A Fall Conference is optional. By majority of the vote of the members present at the Fall Conference and/or Forum, members will determine when or if there will be a Fall Conference held that year or in the following year along with location. If it has been determined that a Fall Conference will be held and no chapter has indicated its desire to host this meeting and no location has been placed on the ballot, the presiding Pacific Northwest Region Director shall appoint a Task Force Committee to plan this meeting.

Additional Regional meetings such as Winter Conference/Retreat or Summer Conference may be scheduled as a Regional function upon approval of the voting members of the Region. As these are not recognized meetings by the NAWIC Bylaws, no Regional business or voting will be conducted.

Attendance is encouraged and not mandated however each chapter is encouraged to provide financial support to all Regional meetings so that at least one member of their chapter can attend however electronic means of participation will be made available at all Regional meetings.

C. CONTRACTS

Because regional events (such as Forums, Fall Conferences, Leadership Training, etc) are held for the benefit of the Region, they are considered a national activity. Therefore, National is responsible for the hotel contract and the current NAWIC National President has the final signature. Contracts for meeting facilities and hotel accommodations must be reviewed by the NAWIC Pacific Northwest Region Director before being sent to the NAWIC Executive ~~Administrator~~ Director and the current NAWIC National President for review, approval and signature. Individual chapters or committees are not authorized to enter into any contracts on behalf of NAWIC or the Region.

D. FINANCIAL – **See NAWIC Pacific Northwest Region Fund ~~Guideline~~ Policies**

1. The Pacific Northwest Region Fund will be established to assist the NAWIC Director and Director-Elect with expenses not reimbursed through the National Budget. An undue financial burden shall not be placed upon the Director or Director Elect. It is also a fund to be used for other expenses benefiting the entire region, including expenses of the Pacific Northwest Region Fund's Trustees and the Pacific Northwest Region's Committee Chairs.

2. Budget - ~~A minimum of 60 days prior to the Fall Conference, if applicable, or no later than August 1st, the Northwest Pacific Region Director or Director-Elect will appoint a Budget/Finance Committee. This committee will be comprised of the NAWIC Director along with the Pacific Northwest Region Fund Trustees for the budget year and one additional Region member. Its chairman will be the incoming Region Fund Treasurer.~~ The NAWIC Director will circulate the proposed budget to the members thirty (30) days prior to Fall Conference if held or thirty (30) days prior to the Region Meeting held during Annual ~~Meeting and Educational~~ Conference (A~~ME~~C).

3. ~~Dissolution – Upon Dissolution of the Pacific Northwest Region, except in the case of redistricting, any funds remaining after all financial obligations of the Pacific Northwest Region have been met, remaining assets and funds shall be donated equally to the NAWIC Education Foundation (NEF) and the NAWIC Founders' Scholarship Foundation (NFSF).~~

E. AWARDS

1. In recognition of individual and chapter achievements, this region will make the following awards as shown below. Costs of these awards will be incorporated into the Pacific Northwest Region Budget. Guidelines and Forms for all awards will be on the Pacific Northwest Region website – www.nawicpnw.org.

   i. Membership – ***See NAWIC PNW Guidelines for this committee***
      1. Chapter Retention
      2. Chapter Increase in Membership
      3. Individual Recruiter

   ii. Future Leader, Member of the Year and Lifetime Achievement Awards – ***See NAWIC Guidelines for these committees –*** Prior to purchasing the appropriate award, it is each chairman's responsibility to contact the Region Fund ~~Treasurer~~ Guardian to determine the budgetary amount for each award.

2. In some instances, awards may be provided by NAWIC and shall not be included in the Region or Annual Forum budgets.

3. The NEF - Cheryl Kolar Memorial Fund will make the following awards as shown below associated with the NEF awards. Costs of these awards will be incorporated into the Pacific Northwest Region Budget.

      1. Block Kids
      2. Design Drafting
         a. College Division
         b. High School Division

F. CONTESTS

1. To encourage participation and friendly competition, this region may include various region contests. It is recommended that contests be tied to a region goal or committee. Region contests may originate from a National contest or be initiated at the region level.
2. In recognition of individual and chapter achievements, contests may include recognition and/or cash incentive, as long as the costs of these contests does not unduly burden the Region. Costs of these awards will

be incorporated into the Pacific Northwest Region Budget. Guidelines, Forms and Deadlines for all contests will be distributed via email to all members of the Pacific Northwest Region.

G. PROPERTIES

1. The Pacific Northwest Region is in possession of the following assets.
   i. Dell Inspiron 1501 laptop computer (Maintained by Pacific Northwest Region Treasurer) – ***See Laptop Guidelines***
   ii. QuickBooks Pro 2006 accounting program (Stored on laptop by Pacific Northwest Region ~~Treasurer~~ Guardian)
   iii. ~~**New**~~ Pacific Northwest Region gavel (Stored by Pacific Northwest Director)
   ~~***iv.*** Tabletop Exhibit (Stored by the Pacific Northwest Region Director) – ***See Table Top Exhibit Guidelines***~~

H. WEB SITE

1. In order to promote and benefit NAWIC, its chapters and members, the Pacific Northwest Region will establish and maintain a web site. Actual development and maintenance of this web site will be through the Website Committee. The Director and the Web Site Committee will review the contract and fees proposed on an annual basis. Chapter participation in this web site is encouraged, but optional – ***See Pacific Northwest Region Website Guidelines***

I. MISCELLANEOUS

1. A Directors Assistance Committee shall be comprised of Past Region Directors and will be available to assist the Director as needed.

J. ADDITIONAL REGION POLICIES

1.	REGION FUND POLICIES	*V1*
2.	HOSTESS CHAPTER REGIONAL MEETING GUIDELINES	*V6*
3.	NEF CHERYL KOLAR GUIDELINE	*V2 102619*
4.	REGION LAPTOP GUIDELINES	*V3 102515*
5.	REGION WEBSITE / SOCIAL MEDIA GUIDELINES	*V8 102415*
6.	MEMBERSHIP AWARD GUDIELINES	*030216*
7.	FUTURE LEASDER AWARD FORMS	*101318*
8.	MEMBER OF THE YEAR AWARD FORMS	*101318*
9.	LIFETIME ACHIEVEMENT AWARD FORMS	*101318*