Chapter 99 Guidelines
2020-2021
GENERAL

Annual Regional Forum, Annual Planning Conference,
Other Regional Meetings, Annual Convention, etc.

A. Reservations for any member planning to attend the Annual Regional Forum, conference or any chapter or outside activities pertaining to NAWIC, shall be sent in promptly and must be paid on or before the deadline set by the chairperson of the activity.

B. Chapter President shall be the official representative to all Regional Meetings, except when a delegate is needed for election of Regional Director, in which case chapter shall elect that delegate as provided in Bylaws.

C. Registration, coach airfare and hotel accommodations up to 50% of a double occupancy room for 2 nights at Annual Forum and 1 night for other regional meetings (2 nights if the destination is in excess of 100 miles each way) shall be paid for the President and President Elect or the Vice President in the event the office of President Elect is vacant. Reservation forms must be completed and submitted in a timely manner so that registration fees are paid before the due date. Reports and expense reimbursement requests shall be given to the Treasurer within 45 days or no later than our current fiscal year end September 30th. All members accepting chapter funds must file a written report to be printed in the monthly bulletin. All exceptions shall be brought before the Board for approval. Said member shall pay any late fees incurred by the member.

D. Registration, coach airfare and hotel accommodations up to 50% of a double occupancy room for 3 nights (4 nights, depending on location and approval by board) at Annual Meeting and Education Conference shall be paid for the President and President Elect or the Vice President in the event the office of President Elect is vacant. Reservation forms must be completed and submitted in a timely manner so that registration fees are paid before the due date. All exceptions shall be brought before the Board for approval. Said member shall pay any late fees incurred by the member.

E. Should a situation arise where the Member needs to have the money before the event, with Board approval, the Chapter may write an advance check and accept a personal check from the Member, made payable to the Chapter. This check will be held in trust until the Member has attended the event and submitted her report; upon receipt of the report and reimbursement request, the check will be voided and attached to the report itself. If the Member fails to attend the event or fails to turn in her written report, the Treasurer will deposit the Member's check in the chapter bank account.

F. Members accepting Chapter funds for regional and national meetings are expected to attend all general sessions, meals and meetings, workshops and seminars as requested by the President. Delegates not accepting Chapter funds are expected to attend all general sessions. Members shall submit a written report as designated in Standing Rules.

G. The Board recommends that all delegates and alternates for Regional Elections and National Business Votes go "uninstructed" by the membership allowing the delegates, alternates and members attending to change the pre-planned vote due to new developments.

Meeting/Social/Protocol

A. Expense reimbursement requests shall be given to the Treasurer within 45 days of the expense or no later than our current fiscal year end September 30th.

B. All dinner reservations shall be prepaid on the Wednesday of the week prior to the general membership meeting. All guests **shall** be prepaid. Dinner fees will be determined in accordance with the approved annual budget. Any member making a reservation and not attending will be billed by Social at the end of the month with a copy to the Treasurer. At Special Events past members will be charged at the Member Rate. Any exceptions to be approved by the Board. Members attending but sharing a meal with another member or not eating shall notify Social and the member may be charged according to restaurant policy. All partner members will be charged member rates.

C. Once the meeting is called to order, conversation shall cease and respect shall be shown to whomever has the floor.

D. Once the General Membership meeting has been called to order all cell phones and pagers must be turned to off or put on vibrate mode. Any violators will donate $5 to the June Simmons Scholarship Fund, which will be collected by the appointed member.

E. Speakers for seminars and for General Membership meetings shall receive complimentary dinners and the expense shall be allocated to the appropriate budgeted item. When invited, the Regional Director's dinner will be complimentary and the expense shall be allocated to dinner expense. Her travel expenses shall be paid and shall be allocated as determined by the Board.

F. All New Business matters shall be introduced at the Board meeting. In the event New Business must be introduced at the General Meeting, if possible, the President shall be notified in advance. This is a matter of courtesy, not only to the President, but also to the assembly.

Officers Duties in ADDITION to those outlined in the Chapter Bylaws

President: Shall send the Regional director a copy of monthly newsletters, minutes and treasurers report. Shall preside at all meeting and prepare a script which is also given to the secretary and Vice President prior to the meetings. President shall be the carrier of the Microphone, gavel, banner and any other pertinent items needed for her duties. Communication will be handed down to the membership by the president from any National or Regional news that is not already done so by other committees.

PRESIDENT-ELECT (If there is No PE, this moves to the Vice President Duties) shall perform all such duties as may be assigned to her by the President and use the year to prepare for her upcoming term of office. She shall be responsible for the last Board meeting Thank You Celebration and be responsible for collecting all pins from the outgoing Board members.

A. VICE PRESIDENT is in charge of the following:

a. The Vice President shall be the Chapter Committee Advisor, with the exception of the Nominating Committee, which shall report to the President.
b. Delegate or make presentation of appreciation gift for outgoing President and incoming President at National Convention and Forum. This shall include providing light refreshments.
c. Responsible for outgoing President's pin and plaque.
d. Makes sure to have appreciation gift to outgoing President at installation and also check that Historian presentation is on the program.
e. In the event the office of President Elect is vacant, the Vice President shall assume the duties of President-Elect.

B. RECORDING SECRETARY is responsible for downloading Board and monthly meeting minutes and safekeeping on a flash drive. At the end of the NAWIC year, Recording Secretary will collect flash drives and copy the contents of the same to a CD provided to the Properties Chair.

C. CORRESPONDING SECRETARY is to send a letter to the Builder's Exchange for approval to use the Conference Room for Board meetings and a thank you note at the end of the year as well for its use and continuation. Prior to each Board meeting, the Corresponding Secretary will send out a reminder notice to each Board member. She will also send thank you notes to speakers. If current year does not have a Corresponding Secretary, Recording Secretary shall assume responsibilities.

D. TREASURER is to pay only approved and budgeted expenses upon receipt of proper documentation. At the end of the NAWIC year, the Treasurer shall provide the Secretary with the flash drive, which is to be copied onto a CD and given to the Properties Chair.

MEMBERSHIP

A. New members will receive a name badge from Chapter 99. If members change firms, change names or lose the badge, they will be responsible for purchasing a new one from the membership chairperson.

B. Membership badges will be required at all meetings except Christmas, Charter and Installation.

C. Members are invited to attend Board meetings. They may ask questions, make comments, but may not vote, make or second motions.

COMMITTEES AND EVENTS

A. Chairpersons may appoint assistant chairpersons and/or members to work on any committee and may request the assistance of the Vice President when necessary.

B. Committee chairpersons shall be responsible for preparing a report for each particular event or chair. This report will contain committee guidelines, budget and list of past chairpersons and suggestions from the last three years. If applicable, as to how to handle the event, the final report will be given to the Vice-President within 45 days of the Special Event and the information added by each successive chair shall be

handed down to each new Chairperson. Vice-President shall provide Secretary an emailed copy of the report for download onto a flash drive.

C. In order to receive reimbursement from the chapter treasury for any committee expense, an itemized voucher with all itemized bills and signed receipts must be submitted and received before the close of the current fiscal year. Whenever possible a chapter check should be made out to the vendor rather than a chapter member.

D. Prior to a Special Event, a draw can be requested in a timely manner from the Treasurer for the already approved budgeted amount to cover expenses. This check should be made out to the chairperson, and she shall be responsible to disburse the funds accordingly. At the close of any event a strict accounting of all funds spent shall be submitted along with all appropriate receipts and return of all funds not spent.

E. All funds received from an event shall be turned over to the Treasurer within 15 days with the exception of General Membership meeting, which will be turned in that evening. Expenditures greater than $100.00 over the approved budget must be approved by the Board of Directors and presented to the General Membership prior to spending. No cash received will be used to reimburse the chairpersons or any other member.

F. Audit of Chapter 99 accounting records will be held semi-annually, in April and October of each fiscal year. An Audit Committee will be formed, consisting of one member from the Board and two members from the General Membership. The mid-year review will include a review of the status and adequacy of the budget. The audit will be performed subject to the Audit Committee guidelines.

G. All items sent to Properties shall be neatly boxed and labeled and once every three years a committee should review and purge as needed.

MISCELLANEOUS

A. Chapter 99 shall donate $15.00 to each new chartering chapter.

B. When the budget is proposed, the total projected income and expense items will be equal, i.e., $3,000.00 in projected income and $3,000.00 in projected expense.

C. All prepaid liabilities will be closed at the end of each fiscal year, and distributed to the maker of the check. If requested, any monies can be deposited into the June Simmons Scholarship Fund or rolled over.

D. The chapter roster is intended for the private use of the chapter members. No distribution of the roster will be made for any member for any purpose without Board approval. When requested by liaison associations, such as CFMA, AGC, or ASPE, the liaison association will provide the material to be mailed, along with the necessary postage, and the bulletin chairperson shall mail, using chapter labels.

E. Is it suggested that the chapter purchase 20 year pins for the members attaining twenty- years of continuous membership and these shall be presented at the Charter Dinner. Chapter Membership Chair shall review annually.

F. Any lost officer or director pins will be replaced at the member's expense.

G. Speakers shall be provided for the General Membership meetings and may be provided for the following events: Christmas Dinner in December, Charter Dinner in April, and Installation Dinner in August or September.