**NAWIC – SANTA CLARA COUNTY CHAPTER #99**
**STANDING RULES**
**2020-2021**

**STANDING RULE #1:**
The Chapter shall adopt Standing Rules stating its dues, fees and charges, meeting date, and method of voting for officers, propositions and declaring whether the Chapter will elect Officers to the positions of Corresponding Secretary and President-Elect, and such other rules as are not in conflict with the Charter of the National Association of Women in Construction; the Chapter's Corporate Charter; or the Bylaws, the Standing Rules or official policies of the National Association of Women in Construction. Revisions and amendments to Standing Rules 1-7 can only be changed by the National Board of Directors. (08/20)

**STANDING RULE #2:**
Standing Rules will be reviewed for compliance annually by the Chapter Board of Directors. In the event the Chapter Board of Directors recommends any changes, they will immediately submit the Standing Rules to the National Bylaws Chair for review. When there are no changes, the Chapter Standing Rules will be submitted to the National Bylaws Chair for review biennially no later than November 30th. Chapters in Regions where the Director is elected in odd- numbered years will submit their Standing Rules for review in odd-numbered years; Chapters in Regions where the Director is elected in even-numbered years will submit their Standing rules for review in even- numbered years. (03/17) (For purposes of Standing Rule #2, Odd Regions will be Pacific Northwest, South Atlantic, South Central and Southeast; Even Regions will be Midwest, North Central, Northeast and Pacific Southwest) 5

**STANDING RULE #3:**
All revisions and amendments to the Chapter's Standing Rules are to be submitted to the National Bylaws Chair for approval 30 days prior to circulation. 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requires 30 days notice to the chapter members and two-thirds (2/3) vote of the Chapter Board of Directors, except as superseded by state law. (09/11)

**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.

**STANDING RULE #5:**
Where a chapter believes that extending reduced rate membership for multiple Corporate Members would expand awareness of NAWIC's professional development opportunities and encourage the advancement of women within these businesses, the Chapter may extend discounted memberships to accomplish this goal. (02/09)

**STANDING RULE #6:**
The Chapters shall adopt the Sarbanes-Oxley policies approved by the NAWIC Board of Directors annually and duly noted in the Minutes. The policies will be reviewed annually with individual Code of Ethics and Conflict of Interest being reviewed by each Chapter Board Member at the first fiscal Chapter Board meeting. (12/17)

**STANDING RULE #7:**
The Chapters shall adopt the NAWIC Brand identification and logos as specified and as approved by the NAWIC Board of Directors, issued August 2020. The Chapter specific logo shall be the only logo used for all marketing, website, social media, and correspondence materials the Chapter may develop. Until such time that this

Standing Rule is updated with any new branding or marketing allowances, the logo as provided by NAWIC National shall be the only logo utilized to represent NAWIC. No changes to the logo or color is allowed. (08/20)

**STANDING RULE #8:**
Annual Chapter dues are payable according to the following schedule: (09/14)

| | |
|---|---|
| Active member | $55.00 |
| Corporate member | $65.00 |
| Associate Member | $55.00 |
| Student member | $30.00 |
| Retired Member | $30.00 |

**STANDING RULE #9:**
The Officers of the Chapter, in addition to President, Vice President, Recording Secretary and Treasurer may include President-Elect and Corresponding Secretary.

**STANDING RULE #10:**
Regular monthly meetings will be held on the fourth (4th) Wednesday of each month with the exception of November and December.

**STANDING RULE #11:**
The Chapter shall vote for officers and occasional propositions at our regularly scheduled meetings.

**STANDING RULE #12:**
Reports submitted for reimbursement shall be attached to appropriate chapter minutes. Three copies of the report shall be provided – one shall go to the Secretary, one to the Treasurer with the request for reimbursement and the third to the bulletin chairperson.

APPROVED FOR CIRCULATION TO CHAPTER:

Chapter President:

Laura Grabar
Laura Grabar 10.12.2020

NAWIC National Bylaws Chair 2020-2021:

Robin Fulton Meyer 10.11.2020

AFTER 30 DAYS CIRCULATION TO CHAPTER, APPROVED BY BOARD OF DIRECTORS:

Chapter President:

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Laura Grabar

NAWIC National Bylaws Chair 2020-2021:

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Robin Fulton Meyer