NAWIC
The National Association of Women in Construction
Silicon Valley, CA

Chapter Guidelines

2022-2023

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

A. The Chapter President or her designee shall be the official chapter representative at all Regional Meetings.
B. The Chapter will sponsor attendance for NAWIC events according to the following schedule:

Meeting	# Chapter Sponsored Attendees	Sponsored Attendees	Reimbursement Coverage
Annual Region Forum	Funds for 3 each pending budget	1. President 2. Vice President 3. At board discretion (can be single person or split amongst multiple)	• "Early Bird" Registration • Coach Airfare w/ luggage • Hotel accommodations ○ <100 miles: meeting days = hotel nights ○ >100 miles: meeting days plus one (1) = hotel nights
Fall Planning Conference			
Annual Conference			

All exceptions shall be brought before the Board for approval. Meeting add-ons not related to NAWIC business and Late fees will not be reimbursed. Every effort should be made by chapter sponsored attendees to share accommodations when possible.

C. 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 within 45 days, the Treasurer will deposit the Member's check in the chapter bank account.
D. Members sponsored by Chapter funds are expected to attend all general sessions, business meals and meetings, workshops and seminars. Members attending as a delegate but not accepting sponsored Chapter funds are expected to attend all general sessions.
E. 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.

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Meeting/Social/Protocol

A. Dinner fees for general membership meeting income are determined by the per person cost of the meal and venue fees. Dinner fees for special meetings will be determined in accordance with the approved annual budget. Any member making a reservation and not attending will be billed by the Treasurer.
B. Speakers for seminars and for Membership meetings shall receive complimentary dinners and the expense shall be allocated to the appropriate budgeted item. Speakers will receive a gift per the budget.
C. When invited, the Regional Director's dinner will be complimentary, and the expense shall be allocated to dinner expense.
D. Expense reimbursement requests shall be given to the Treasurer within 30 days of the expense or no later than the current fiscal year end the expense was budgeted for.
E. 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.
F. Once the General Membership meeting has been called to order all noise-making devices must be turned to silent mode. Any violators will donate $5 to the general fund which will be collected by the treasurer.

Officers Duties in ADDITION to those outlined in the Chapter Bylaws

PRESIDENT

- Shall preside at all meetings and prepare a script which is also given to the secretary and Vice President prior to the meetings.
- Shall be the carrier of the microphone, gavel, banner and any other pertinent items needed for her duties.
- Shall communicate any National or Regional news to the membership that has not already been completed 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.
- Shall use the year to prepare for her upcoming term of office.
- Shall be responsible for a president thank you presentation at the September Board Meeting.

VICE PRESIDENT

- Shall be the Chapter Committee Advisor, with the exception of the Nominating Committee, which shall report to the President.

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- Shall be responsible for outgoing President's pin and plaque.
- Shall ensure procurement of appreciation gift to outgoing President at incoming board installation meeting
- Shall confirm the Historian presentation is on the program at the President's outgoing meeting.
- In the event the office of President Elect is vacant, the Vice President shall assume the duties of President-Elect.

RECORDING SECRETARY

- Shall upload the monthly Board meeting minutes, Membership meeting minutes and the Treasurers report to the chapter's cloud storage location.
- Shall coordinate the electronic archiving of work completed by committees the year prior.
- Shall coordinate the electronic archiving of the president's prior years files.

CORRESPONDING SECRETARY

- Prior to each Board meeting, send out a reminder notice to each Board member.
- Will send thank you notes to speakers with a gift card.
- If current year does not have a Corresponding Secretary, Recording Secretary shall assume responsibilities.

TREASURER

- Shall pay only approved and budgeted expenses upon receipt of proper documentation.
- Shall upload a backup copy of the year's financial reports at the end of the NAWIC fiscal year to the chapter's cloud storage location.
- Shall roll over all prepaid dinner liabilities at the end of each fiscal year
- Shall reimburse members for chapter related expenses. An itemized voucher with all itemized bills and signed receipts is required and must be submitted and received within 45 days of expense.
- Shall issue a check to vendors providing service to the chapter (preferred).
- Shall provide Chapter 99 accounting records in April and October of each fiscal year for audit. An Audit Committee will be formed, consisting of the Treasurer, one Board member and one General member. The mid-year review in April will include a review of the status and adequacy of the budget. The audit will be performed subject to the Audit Committee guidelines.
- All funds received from a general membership event shall be turned over to the Treasurer the evening of the event.
- Expenditures greater than $100.00 over the approved budget must be approved by the Board of Directors.
- Shall provide copies of monthly Treasurer Reports upon the request of the Region Director.

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Membership

A. New members will receive a name badge from the Chapter. 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 encouraged at all meetings.
C. Members are invited to attend Board meetings. They may ask questions, make comments, but may not vote, make or second motions.
D. Members attaining 20 years of continuous membership shall be awarded a chapter-provided pin to be presented at the Charter Dinner. Chapter Membership Chair shall track upcoming pin recipients.
E. Membership Committee is responsible to install new chapter members and to provide the president with an updated list of non-installed members.

Special 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 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. 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 within 45 days along with all appropriate receipts and the return of all funds not spent.
D. All funds received from a large event shall be turned over to the Treasurer within 15 days. No cash received at the event will be used to reimburse the chairpersons or any other member.

Miscellaneous

A. Chapter 99 shall donate $15.00 to each new chartering chapter.
B. The Region Director shall be added to the newsletter distribution list where she can access
C. 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.
D. July will be a “dark” month at the president’s discretion.
E. All items sent to Properties shall be neatly boxed and labeled. Once every three years a committee should be formed to review and purge as needed.

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