POLICIES
REGION FUND
NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION
PACIFIC NORTHWEST REGION

This Fund is to support the financial needs of the Region and to assist the NAWIC Region Director and Director-Elect with expenses not reimbursed through the NAWIC National Budget.

Amendment(s) to the Policies may be made at meetings during which official business is conducted by two-thirds (2/3) vote of the voting members present and eligible to vote. However, the proposed amendment(s) must have been circulated to all Region Chapters at least forty-five (45) days prior to voting. Amendment(s) that are editorial in nature do not require a vote. The Region Fund Policies shall not conflict with the Association's Bylaws or Standing Rules.

Dissolution. In the event of the dissolution of this Fund, any monies remaining after all outstanding expenses have been paid shall be distributed to NEF (NAWIC Education Foundation) and/or NFSF (NAWIC Founders Scholarship Foundation) as decided by a two-thirds (2/3) vote of the voting members present at the Region meeting.

ADMINISTRATION:

A. The Fund shall be administered by a Trustee Committee. This Committee shall consist of three (3) members, in good standing, who shall serve without compensation.

B. To ensure continuity, the Trustee terms shall be staggered. Upon adoption of these Policies, the members present shall immediately elect three (3) Trustees to serve a one-year, two-year, and three-year term, respectively. Thereafter, each year, one (1) Trustee shall be elected to a full three-year term by a majority of members present at the Region Spring Forum.

C. A Trustee shall be elected by a majority of voting members present at the Region Spring Forum. No two (2) members shall be members of the same Chapter and Member-at-Large are eligible to serve. One (1) of the three (3) Trustees must be a Past NAWIC Director. When there is only one nominee for a Trustee position, the Secretary may be instructed to cast the elective ballot.

D. A Trustee's term will commence October 1st.

E. The Trustees shall choose amongst themselves which Trustee shall serve as Guardian. In the event the Guardian resigns, the Trustee Committee will elect a new Guardian.

F. If circumstances occur which dictate the necessity for replacing a Trustee prior to the end of her term, the remaining Trustees shall select a replacement Trustee to serve until the next Forum. A replacement Trustee shall be elected by a majority of members present at the next

Region Spring Forum. A Trustee so elected shall begin service immediately and shall serve to completion of the term of the Trustee whom she is replacing.

G. The Guardian shall make arrangements for a Fidelity Bond for the Trustee Committee sufficient to cover said Fund. The cost of the Bond will be paid from the Fund and be a budgeted expense.

H. The Guardian shall file all necessary tax returns/forms by the deadlines established by the IRS.

I. The Trustees have the fiduciary duty of accounting, maintenance and distribution of funds as prescribed herein.

J. The Guardian shall maintain complete accounting records which are to include Chapter names, contributions received and disbursements made, along with supporting documentation for all.

K. Payment of expenses not budgeted, must be approved by majority vote of the Trustee Committee. Decisions of the majority of the Trustee Committee are final.

L. The Guardian will present a written report of Income and Expenses for the Fiscal year at Fall Conference and for year-to-date at Spring Forum.

M. Any Trustee failing to perform the duties as outlined herein can be asked to resign by the other two (2) Trustees with approval of the Director.

N. The funds shall be maintained in a checking account specifically designated as "NAWIC Pacific Northwest Region Fund. Signatories on this account shall be the three (3) Trustees; checks can be issued with one (1) signature. All three (3) Trustees are to have complete access to the login and password information for the bank account. The balance of the Fund shall be ongoing.

O. The Guardian will close Fund accounting records on September 30th of each year. There will be an Audit of the accounting records performed before the Fall Conference of each year. The Director shall appoint two (2) members as an Audit Committee to perform the Audit. The Audit Committee will present an Audit Report at the Fall Conference or next official meeting of the Region.

P. This Fund shall serve as a clearing house for all Region events. When the event is hosted by a Chapter, this fund must be used. While it is recognized that Region events should not be held as a fundraiser, there can be, on occasion, a Net Income from the event. Should there be a Net Income as a result of a Region event, the following formula shall be followed: first

$500.00 shall be sent to the host chapter; any amount over $500.00 shall remain with the NAWIC Pacific Northwest Region Fund.

Q. The following outside resources are approved for use by a Region to provide assistance for the execution of the event with registration, fund collection, etc:

a. Paypal
b. Venmo
c. Zelle
d. Eventbrite
e. Square

Should the Region utilize the approved outside resources, all three (3) Trustees are to have access to the account login and password information.

A Region wishing to utilize any other outside resource, approval must first be obtained from the NAWIC National Board.

MISCELLANEOUS:

This account(s) shall be housed in an insured region wide banking institution.

The debit card associated with the region bank account will remain in the custody of the Guardian and will be utilized for region expenses (i.e. website, event/venue deposits) as prescribed above.

Complete accounting records shall be maintained in a password protected program on the Region laptop by the Guardian.

All requests for reimbursement shall be submitted to the Guardian within thirty (30) days of the expense but no later than the end of the fiscal year and shall include supporting documentation (i.e. receipts, etc.).

APPROVED: (insert date)