GUIDELINE
HOSTESS CHAPTER/REGIONAL MEETING
NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION
PACIFIC NORTHWEST REGION

LOCATION

Annual Forum – Forum site is selected two years in advance by ballot at each Annual Forum meeting by majority vote of all active Region members present and in good standing. (When only one (1) site is proposed, a voting member may move that the Forum Secretary cast the elective ballot for that site.) Dates and Forum sites are submitted to the NAWIC President and the actual date of Forum will be approved by either the NAWIC President or President Elect.

If the region elects to have a Fall Conference, the Fall Conference location will be selected in advance by majority vote by the members present at each Annual Forum and/or Fall Conference meeting.

Optional Conferences/Retreats - chapters may contact the Director to recommend site locations and dates. If their recommendation is accepted, the chapter will work with the Director to "host" the event.

COMMITTEES

The meeting coordinator(s) will be appointed by the Director or Director-Elect. The coordinator(s) will appoint committee members. Names of committee members will be given to the Director. The Director will provide the hostess chapter or committee with all information necessary to formulate a budget and develop a meeting theme. She will approve speakers, programs and tours.

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.
INDIVIDUALS, CHAPTERS OR COMMITTEES THAT SIGN ANY CONTRACT FOR THE BENEFIT OF THE REGION, WILL BE RESPONSIBLE FOR ALL OBLIGATIONS

INCLUDING BUT NOT LIMITED TO HOTEL ROOM DEPOSITS, BANQUET ROOM DEPOSITS, DEBTS, LEGAL FEES, ETC.

AGENDA

Format and certain order of business or agenda items for the Fall Conference, Annual Forum and other regional meetings will be provided to the chapter or committee by the NAWIC Regional Director. The hostess chapter or committee may make suggestions regarding the agenda to the Director.

RULES

Region Meetings shall be governed by a set of rules. Rules shall be published to attendees and are as follows:

ANNUAL REGION MEETING RULES

1. All members shall be seated in the assembly room at least five (5) minutes prior to the opening of each meeting.

2. All electronic devices should be muted or turned off in the assembly room. If you must answer a call, please remove yourself from the room before you do so.

3. Admission to business meetings shall be by Region Meeting badge only.

4. All voting members in good standing within the region may introduce motions and vote on questions.

5. A member wishing to speak shall go to the microphone, address the presiding officer, be recognized and then give her name and chapter name.

6. Every main motion shall be in writing, signed by the proponent, and given to the presiding officer and Forum secretary immediately following its presentation.

7. No member shall speak more than twice on the same question or longer than two (2) minutes without the consent of the assembly.

8. The presiding officer shall appoint a timekeeper for each meeting. It shall be the duty of the timekeeper to enforce rule number 7.

9. All voting members of the voting region, who are in good standing and present, are entitled to vote on the Forum site for the second succeeding year. Selection of the site shall be by majority vote cast by ballot. In the event that there is only one (1) site proposed for annual regional Forum, a motion may be made by any member to declare that site elected with no written ballot required.

10. All votes shall be cast in person. Ballots shall not be passed along the rows but put directly in a ballot box. The tellers shall count the ballots and present a written report to the presiding officer. The presiding officer shall announce the results of the election. Tally of votes cast in selection of the Forum site will not be read unless called for by a majority vote. A copy of the teller(s) report shall be attached to the Forum minutes and made a part of the permanent records.

11. The printed Region Meeting program shall be the order of the day for all meetings at Region Meetings, provided that the presiding officer may make changes from time to time at her discretion.

12. These rules, with the exception of rule 9 may be suspended by two thirds (2/3) vote of the voting body.

13. Robert's Rules of Order Newly Revised, latest edition, shall govern all proceedings of the annual regional Forum, except where inconsistent with these rules or association bylaws.

BUDGET

Budgets for any Region meeting are developed from input of the Director and hostess chapter or committee. They are based on actual costs including but not limited to all Director's expenses, meeting rooms, speakers/programs, food, printing, audio/visual aids, etc. The Director will provide information regarding miscellaneous expenses at this time.

The Director must approve the proposed budget before registration forms, etc. are sent to the chapters, regions, etc.

Registration fees are established based on income, expenses, anticipated attendance and possible donations or sponsorship. They should not be considered a "fundraiser" for the hostess chapter or committee.

All funds, deposits and expenses, should be paid for and provided from the Region Fund. Should a chapter or individual pay for expenses in advance, the costs will be submitted to the Region ~~Treasurer~~ Guardian with the proper documentation for reimbursement.

Refunds: Requests to cancel registration or withdraw sponsorship for region meetings must be submitted in writing to the Region Director and received 30 days in advance of meeting. After this period, no refunds will be issued.

Registration Transfers: Requests to transfer registration for region meetings must be submitted in writing to the Region Director and received a minimum of 7 days in

advance of meeting. After this period, transfer requests will be evaluated on a case by case basis and not guaranteed.

BANKING

All monies for Region functions should be run through the Region Fund. Registrations will be run through the Region website with funds deposited directly into the Region bank account. Any monies collected by the chapter (such as sponsorships) and not collected through the Region website will be collected and sent to the Region Fund ~~Treasurer~~ Guardian along with all bills (hotels, etc.) which will be paid by the Region Fund. The Region Fund's policies regarding signatures will govern.

REPORTING

At the conclusion of any Region event, financial reports are to be provided to the Director within twenty (20) days of the close of the event by the Region Fund ~~Treasurer~~ Guardian.

Other reports are to be prepared by the Region Fund ~~Treasurer~~ Guardian to assist future chapters with planning and budgets. These reports should include but not be limited to: room nights guaranteed, number of registrants, types of meals provided, etc. These are to be submitted within the same time frame as the above paragraph.

GAINS/LOSSES FROM REGION EVENTS

After the Director and at least two Trustees of the Region Fund review the financial reports, any funds left over will be distributed as follows:

! ~~50% to the Region Fund~~ First $500.00 shall be sent to the host chapter

! ~~50% to the hosting Chapter.~~ Any amount over $500.00 shall remain with the NAWIC Pacific Northwest Region Fund.

Any losses from Region events will be absorbed as follows:

! 50% by the Region Fund - If the Region Fund cannot cover the loss, each chapter of the Region will be assessed (Loss/per capita = assessment).

! 50% by the hosting Chapter - If the hosting Chapter cannot cover the loss due to a hardship on hostess chapter operations, upon review by the Region Fund Trustees and the Director, arrangements will be made for a loan from the Region, with negotiated repayment terms.

With proper planning, there should be no losses or very little.