

NAWIC NORTHEAST FUND GUIDELINES

Final for By-Laws Review

PURPOSE:

This Fund is to assist the Director and the Director-Elect of the Region with defraying expenses incurred through their duties to the Region, not otherwise provided for through the NAWIC budget. Regional meeting budgets will be administered through the Fund. Expenses required to professionally conduct the business of the Region will be covered by the Fund.

ADMINISTRATION:

- (A) The Fund shall be administered by a Committee composed of a Guardian and two (2) Trustees. So long as she maintains her NAWIC membership in NAWIC Northeast, the Immediate Past Director shall serve as Guardian. At the Spring Forum the voting members of the region shall elect by ballot one (1) member annually to serve as Trustee for a two-year term. Trustees shall have served a full term as Chapter President or Chapter Treasurer. None of the Committee members shall be from the same chapter.

Rationale:

Alternating trustee elections will maintain a consistency of knowledge with the Fund. As the merger is completed between Region 1 and Region 14, the Region 14 Director shall be the new NAWIC Northeast Director for one year and the outgoing Region 1 Director shall be the Guardian for one term. Initially one trustee from each of previous Regions 1 and 14 shall be elected with the Region 1 trustee serving a one year term to begin the alternating years. After the merger is completed, trustees can be elected from any of the NAWIC Northeast Chapters provided the criteria in Section A is met.

- (B) The Guardian will prepare and submit the required 990 postcard tax returns to Internal Revenue Service and provide Certificate of Compliance to the NAWIC Office with a copy to the Director and a copy shall remain a matter of permanent record of the Region and the Fund.
- (C) The Guardian shall submit written financial statements at Spring Forum and at the close of the fiscal year to the Trustees, the Director, and Chapter Presidents. A copy shall remain a matter of permanent record of the Region and the Fund. Any NAWIC Northeast member in good standing may request a copy of the financial statements from the Guardian.
- (D) An audit of the Fund shall be performed no later than December 31 by a Past Guardian. A report of this audit shall be provided to the Director and a copy shall remain a matter of permanent record of the Region and the Fund.
- (E) Fiduciary Bond: Bond shall be obtained covering Guardian and Trustees.

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- (F) Sarbanes-Oxley (SOX) Policies: The Guardian and Trustees will review the policies and statements annually and sign the appropriate documents. A copy will be retained annually in the Fund files. Sarbanes-Oxley Policies include:
1. NAWIC Code of Ethics
 2. Conflict of Interest Statement
 3. Expense Reimbursement
 4. Records Retention
 5. Joint Venture
 6. Whistleblowers Protection
- (G) The Region's Director shall submit an annual budget to the Guardian and Trustees. This budget shall be reviewed by the Chapter Presidents and approved by the Guardian and Trustees prior to the start of each new fiscal year. Any NAWIC Northeast member in good standing may request a copy of the approved budget from the Guardian.

VACANCIES:

Should the Guardian be unable to complete her term, the Director shall designate a Past Director or Past Trustee as the Guardian. The vacancy of a Trustee shall be filled by the Director's appointment of a Past Chapter President or Past Chapter Treasurer for the remainder of the term. None of the Committee members shall be from the same chapter.

ACCOUNT:

The account shall be named: NAWIC NORTHEAST FUND.

- (A) An account shall be maintained in an insured banking institution present in the location of most chapters and convenient to the Guardian with the federal taxpayer identification (TIN) number of the Fund.
- (B) The account shall require two signatures, the Guardian and one (1) Trustee.
- (C) The account shall be held in a business checking account, interest-bearing when possible.

INCOME:

- (A) Funds shall be provided through contributions by Chapters in the Region based on a minimum of five dollars (\$5.00) per capita for chapter membership from October 1 to September 30 each year. The contribution amount shall be submitted by December 15 for known membership and the balance of new member contributions shall be submitted by September 15 of each year.

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Rationale: Region 1 has been at \$4 for almost 10 years and Region 14 just increased in 2014 from \$2 to \$4. But adding in the \$25 per chapter for website averages the extra \$1 in general and website is included in the \$5. The cost of business continues to rise while our membership declines. With a larger combined region, director travel will be a large part of the budget while it is very important to be a good leader and encourage chapter growth.

- (B) Each contribution shall be appropriated as follows:
 - 1. \$2.50 to the general fund
 - 2. \$1.00 for regional events
 - 3. \$1.00 for regional website
 - 4. \$0.50 for NAWIC Northeast regional committees
- (C) A check, payable to the NAWIC NORTHEAST FUND, with the Chapter's Contribution Remittal Form and membership list, shall be sent to the Guardian. Guardian shall provide the Director and Trustees with quarterly reports on the status of the Fund but shall not send copies of all remittals to them.
- (D) Any chapter or member may make a contribution toward the Fund or any specific appropriated fund. Special fund raising projects may be initiated to benefit the fund or any specific appropriated fund.
- (E) Regional Meetings:
 - 1) All income, costs and disbursements for each regional meeting shall be handled through the Fund.
 - 2) The Director shall submit to the Guardian budgets for each regional meeting.
 - 3) Each regional meeting shall be financially self-supporting.
- 4) The Guardian and Director will provide a profit and loss report of each regional meeting to the Chapter Presidents within forty-five (45) days after said meeting. Any NAWIC Northeast member in good standing may request a copy of the final meeting cost report from the Guardian.

REIMBURSEMENT:

- (A) Reimbursement shall be limited to the amount of monies available in the Fund and not otherwise covered in the NAWIC Budget or in the budgets for regional events.
- (B) When attending national functions, Director can be reimbursed for expenses not covered by the NAWIC office. Reimbursement is to be based on availability of regional funds and justifiable reason for need. Reimbursement Expense Voucher with supporting documents, including copy of NAWIC office

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reimbursement, shall be submitted within thirty (30) days after the event to the Guardian. Approved reimbursement shall be made within thirty (30) days of receipt.

- (C) Reimbursement shall be made for visits to Chapters experiencing difficulties, such as failing membership, lacking in activity or failure to communicate PROVIDED formal written request to the NAWIC National President for reimbursement is denied. Confirmation of said request and response must be provided to the Committee before reimbursement from the Fund. Reimbursement shall be by most reasonable airfare or train fare (coach rate) or mileage in accordance with the Internal Revenue Service guidelines by automobile. Hotel accommodations shall be reimbursed in accordance with Internal Revenue Service guidelines.

Should a Chapter invite the Director to attend an event, it is the responsibility of the Chapter to pay for lodging and the cost of attending the event for the Director. It is the responsibility of the Director to submit an expense reimbursement request to the Chapter for mileage or other transportation costs.

- (D) The Fund shall provide for each Chapter in good standing to be visited, such as individual Chapter or Joint Chapter meetings, once during the Director's term. Any other costs will be paid by the Chapter extending the invitation. Those chapters with the financial capability are encouraged to reimburse the Director for the entire cost of her visit. A Chapter may request additional visits during the Director's term at their own expense.
- (E) In the event the Director is unable to attend any of the functions included under this section, the Director-Elect, Immediate Past Director or a NAWIC Northeast National Officer shall attend in her place and be reimbursed as described under Item D. The Director shall consult the Chapter involved before such a visit is made.
- (F) Upon submission of expense reimbursement form and the necessary receipts to the Director and Trustees, Guardian shall be reimbursed for expenses such as postage and photocopies incurred for administration of the fund.
- (H) The Director shall be reimbursed for one out-of-region meeting during the first year of her term. The amount of reimbursement shall not exceed \$600.00.

EQUIPMENT, SERVICES, AND SUPPLIES:

- (A) Purchases of supplies and services, such as the NAWIC Northeast website and various marketing initiatives can be made as long as funds are budgeted and available in the Fund.

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- (B) The cost of maintenance and supplies shall be approved by the Director, Guardian and Trustees and paid by the Fund.
- (C) All equipment and supplies are the property of the Region and shall be transferred at the end of the Director's term to her successor.

AWARDS AND GIFTS:

- (A) Purchase of regional awards shall be paid by the designated regional committee account in accordance with the NAWIC Northeast Policies, Regional Committees Section. Total cost shall not exceed the available funds.
- (B) Purchase of a gift for the Director, not to exceed \$200.00, shall be paid by the Fund. The purchase shall be the responsibility of the Director's Chapter. Said gift will be presented at the first NAWIC Northeast regional meeting following her two-year term.

GOVERNANCE:

Two NAWIC Northeast Regional Meetings will be held each fiscal year. The Spring Forum shall be held in April or May and the Fall Conference shall be held in October or November.

Formal NAWIC Northeast business can be conducted at any regional meeting by a two-thirds (2/3) vote of the voting members present, PROVIDED that the proposed amendment has been circulated in writing to the Chapters at least thirty (30) days before the date of said meeting.

The incoming Guardian and Trustees shall review the regions guidelines, policies and forms annually and may recommend proposed changes in accordance with the above Amendment section of these guidelines.

MAIL BALLOT:

In the event an important item should arise, the Director shall request the Guardian to issue a written ballot, to each Chapter President stating the business to be considered with confirmation of receipt to the Guardian electronically within three business days following issuance. If said confirmation of receipt is not received Guardian shall contact Chapter President to be assured that she has received the ballot.

It is the responsibility of the Chapter President to determine the desire of her chapter on the issue by polling the Board of Directors, with ratification of their decision at the next chapter meeting. Only such replies received by the Director within ten (10) days of receipt of ballot by Chapter Presidents shall be considered. A two-thirds (2/3) vote of the Chapters in the region shall decide the issue. This vote shall be ratified at the next regional meeting.

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DISSOLUTION:

At such time the issue is regarding the balance of the Fund, distribution to NEF, NFSF or divided among the NAWIC NORTHEAST chapters shall be decided by a two-thirds (2/3) vote of the voting members present at the next NAWIC NORTHEAST regional meeting.