

NAWIC NORTHEAST POLICIES

Final for By-Laws Review

General

- (A) The policies established by the Region shall be in accordance with charter of the National Association of Women in Construction, the Bylaws, Standing Rules or Official Policies of the National Association of Women in Construction.
- (B) These Policies shall be reviewed each year by Chapter Presidents and the Fund Committee prior to Spring Forum. If changes are recommended, they will be circulated for membership review at least 30 days prior to a NAWIC Northeast event where they will be voted on. They shall be printed and included in the Forum and Conference Programs.

Annual Spring Forum (henceforth referred to as "Forum")

- (A) Members, including the sponsoring Chapter members, shall pay the full registration fee established for the Forum to attend and participate in the business sessions or social functions.
- (B) The members of the region shall elect a Forum site two years in advance at each Forum. Voting shall be by ballot and the selection shall be determined by a majority vote. In the event that no chapters volunteer to be placed into nomination for a proposed site, the NAWIC Director shall appoint not less than three (3) members to serve on a Site Selection Committee to propose three sites for consideration, and she shall designate the Chairman of this committee. The NAWIC Director shall choose one of the three proposed sites, and shall announce the results at the following Fall Conference.
- (C) The length of time shall be one and one-half days beginning Friday of the approved Forum date. There will be an afternoon session Friday and a full day session Saturday.
- (D) Excess funds, if any, shall remain in the regional account designated to regional events. However, the regional meeting is not a fundraiser.

Annual Fall Conference (henceforth referred to as Conference)

- (A) Members, including the sponsoring Chapter members, shall pay the full registration fee established for the Conference to attend and participate in the business sessions or social functions.
- (B) The members of the region shall elect a Conference site two years in advance at each Conference. NAWIC Director shall appoint not less than three (3) members to serve on a Site Selection Committee to propose three (3) sites for consideration, and she shall designate the Chairman of this committee. Voting from those three (3) sites shall be by ballot and the selection shall be determined by a majority vote.

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- (C) The length of time for the Conference shall be a one-day session held on a Saturday in October or in November.
- (D) Excess funds, if any, shall remain in the regional account designated to regional events. However, the regional meeting is not a fundraiser.

NAWIC Northeast Fund

- (A) The adopted NAWIC Northeast Fund Guidelines shall become a part of these Policies.

Director's Advisory Committee

- (A) The Committee shall be comprised of all past NAWIC Northeast Directors that are current NAWIC Northeast members.
- (B) The purpose of this Committee shall be to assist the NAWIC Director.
- (C) The Committee shall meet at regional meetings and it shall be the responsibility of the NAWIC Director to arrange for said meetings.

Region Committees

- (A) The NAWIC Director shall designate the chairman of each regional Committee and may appoint additional persons to serve on the Committees.
- (B) Each regional Committee Chair will be responsible for presenting awards relevant to their committee if appropriate and all award categories will be approved by the Director prior to announcement to the membership.
- (C) Each regional Committee Chair shall submit an annual budget. If funds will be required, the committee's budget shall include expenses for the Director's consideration and incorporation into the NAWIC Northeast budget.
- (D) Refer to the NAWIC Northeast Fund Guidelines, Awards and Gift Section.

NAWIC Northeast Member of the Year Selection

- (A) NAWIC Northeast shall solicit nominations annually for the Northeast Member of the Year.
- (B) The Selection process shall be managed by the NAWIC Northeast Fund Committee and the judges shall be out-of-region NAWIC members.
- (C) Application forms and criteria shall be based upon the National Member of the Year Awards found at http://www.nawic.org/nawic/Awards_Committee.asp.
- (D) Nominations will be due 30 days prior to Forum.

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Annual Meeting Report

- (A) The Report of the Annual Meeting to the Region shall be the responsibility of the incoming Director with the assistance of the outgoing Director. The pre-Annual Board Meeting Report shall be given by the outgoing Director when applicable.

Website

- (A) NAWIC Northeast shall have a website designated under the domain name of www.nawicnortheast.org and shall be hosted on a user-friendly platform. Cost for the website shall be paid for by the Fund.
1. All regional events shall be presented through the website and registration of attendees and sponsors shall be completed on the website.
 2. Membership data shall be maintained on the NAWIC Northeast website to allow for easy communication to members.

Regional Records

- (A) The following shall be the permanent files of the Region and shall be retained:
1. Minutes and Agenda of the Annual Forums
 2. Minutes and Agenda of the Chapter President's Meetings
 3. NAWIC Northeast Policies
 4. NAWIC Northeast Fund Guidelines
 5. NAWIC Northeast Fund Reports and Audits
 6. NAWIC Northeast Committee Activities
 7. Any other pertinent documents
- (B) These records shall be maintained by the NAWIC Director and transferred to her successor when possible but no later than 30 days after the NAWIC Annual Meeting.
- (C) Electronic files shall also be retained and transferred to the incoming director following her election to aide in her knowledge of the region's information and documents.

Amendments

- (A) Policies of the Region may be adopted or amended by a majority vote of its members in attendance at a regional meeting, provide said policies or amendments have been circulated to the members at least thirty (30) days before the meeting at which they will be voted upon.